



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY  
HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

Email: [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk) Website: [www.ledburytowncouncil.gov.uk](http://www.ledburytowncouncil.gov.uk)

1 September 2023

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on Wednesday, 6 September 2023 at 7.00 pm in the Jacobean Room, Ledbury Town Council, Church Lane, Ledbury for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Councillor Helen l'Anson  
Town Mayor

## 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 approve and sign as a correct record the minutes of the meeting of Full Council held on 3 August 2023 (Pages 624 - 631)
4. To receive and note the minutes of a meeting of the Resources Committee held on 31 August 2023 and to give consideration to any recommendations therein (Pages 632 - 637)  
(Minutes to be presented by the Committee Chair)
5. To consider the final list of the Ledbury Market Town Fund update from BBLP for 2023/24 (Pages 638 - 639)
6. To receive the Minutes of the War Memorial site meeting held on 21 August 2023 and the Certificate of Progress (Pages 640 - 641)
7. Request from Chair of John Masefield Memorial Working Party (Pages 642 - 643)

8. **Date of next meeting**

To note that the next meeting of Full Council will be the Annual Meeting scheduled for 28 September 2023

9. **Exclusion of Press and Public**

In accordance with Section 12(1) 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

10. To approve the Terms of engagement from HCR re the SLA between LTC and the Rogers Family (October Fair) (Pages 644 - 647)

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

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**LEDBURY TOWN COUNCIL  
MINUTES OF A MEETING OF FULL COUNCIL  
HELD ON 3 AUGUST 2023**

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**PRESENT:** Councillors Bradford, Chowns (Chair), Furlonger, Harvey, Hughes, McAll, Morris and Newsham

**ALSO PRESENT:** Angela Price – Town Clerk  
Charlotte Barltrop – Minute Taker

**C68. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Eakin, Howells and l'Anson.

**C69. DECLARATIONS OF INTERESTS**

No declarations of interest were received.

**C70. NOLAN PRINCIPLES**

**RESOLVED**

That the Nolan Principles be received and noted.

**C71. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF FULL COUNCIL HELD ON 2 AUGUST 2023**

**RESOLVED**

That the minutes of the Extraordinary meeting of Full Council held on 2 August be approved and signed as a correct record.

**C72. HEREFORDSHIRE COUNCILLORS' REPORTS**

To receive reports from Ledbury Ward Members:

- i. Councillor Harvey

Councillor Harvey expanded on her report by informing members of the proposed TRO's advising that the next stage of the process for each of these will be a public consultation and asked Members to give consideration to whether they were in support of the proposals.

There was a short discussion regarding on street parking in the vicinity of the Railway Station which has become more of an issue since charges had been introduced for the station Car Park. Councillor Harvey advised

that she had suggested to the petrol station that visibility for drivers exiting the garage could be improved if they were to switch the entrance and exit access to the petrol station.

Members asked the Clerk to write to the company to this effect as well as Councillor Bradford speaking with the owners of the petrol station to support the discussions that Councillor Harvey had previously had with them.

- ii. Councillor Peberdy
- iii. Councillor Simmons

## **RESOLVED**

1. That the Ward Councillor reports be received and noted.
2. That the Clerk advise Herefordshire Council Highways Officers that Ledbury Town Council are in support of the TRO proposal identified.
3. That the Clerk write to the owners of the Texaco petrol station to request that they consider switching the entrance and exits to improve visibility and safety on Homend.

### **C73. MAYORS COMMUNICATIONS**

None received.

### **C74. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)**

No members of the public were present.

### **C75. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9**

None received.

### **C76. TO RECEIVE AND NOTE THE MINUTES OF MEETINGS OF THE PLANNING, ECONOMY & TOURISM COMMITTEE HELD ON 13 JULY 2023 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

## **RESOLVED**

That the minutes of the meetings of Planning, Economy and Tourism Committee held on 13 July 2023 be received and noted.

**C77. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON 20 JULY 2023 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

**RESOLVED:**

- 1. That the minutes of the meeting of the Environment & Leisure Committee held on 20 July 2023 be received and noted.**
- 2. To note that an extraordinary meeting of the Environment & Leisure Committee would take place on Thursday, 17 August 2023.**

**C78. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 27 JULY 2023 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

It was noted that there were only three Councillors present at this meeting, Councillors Bradford, Hughes and l'Anson.

Minute No. F39.i.1. - be amended to read "That a recommendation be made to Council that due to the low amount in the general fund at the year-end close no movements from the general fund to the earmarked reserves be undertaken in respect of the 2022/23 year-end balance."

Minute F49 - That the decision regarding the Mortuary Lease be referred to the Finance, Policy & General Purposes Committee due to the discussion surrounding who may be the best solicitor to represent Ledbury Town Council.

F51 The Clerk informed the members that further correspondence had been received on 03.08.2023.

**RESOLVED**

- 1. That the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 27 July 2023 be received and noted, subject to the following amendment:**

***Minute No. F39.i.1. - be amended to read "That a recommendation be made to Council that due to the low amount in the general fund at the year-end close no movements from the general fund to the earmarked reserves be undertaken in respect of the 2022/23 year-end balance."***

- 2. That the Clerk investigate alternative solicitors that may be able to assist with the Mortuary Lease with a further report being referred back to the Finance, Policy & General Purposes Committee.**
- 3. That the Clerk write to the Council's solicitors expressing their disappointment at the service they have received in respect of two issues.**

4. That a Warrant of Control application be made to recover the outstanding sum of £928.30 plus costs.
5. That the Clerk be instructed to write to the complainant to warn them that they may be deemed a vexatious complainant and that should they continue in the same manner then stage one of the Vexatious Complainant Policy will be invoked against them.
6. That acceptance of the offer of assistance received from Mr Rippon be subject to any response received from the individual in relation to the warning of the Vexatious Complaints Policy being brought into force.

**C79. TO APPROVE INVOICES FOR PAYMENT (JULY FINAL)**

**RESOLVED**

That the invoices for payment for July be approved for payment in the sum of £5,575.72 plus VAT.

**C80. TO GIVE CONSIDERATION TO THE DELEGATION OF PAYMENTS DUE OUTSIDE OF THE COMMITTEE CYCLE**

**RESOLVED**

That members agreed to a temporary amendment to Financial Regulation 5 as outlined within the report, to enable Planning, Economy & Tourism Committee to be able to approve invoices for payment until such time as the Council's committee structure has been reviewed, at which time further permanent amendments may be required to the Financial Regulations.

**C81. RECOMMENDATIONS FROM OTHER COMMITTEES**

**i. Environment & Leisure Committee – Memorial Testing**

Members were requested to approve a sum of £5,000 being provided from the General Reserve for headstone Testing at Ledbury Cemetery.

Members asked whether the Council is also responsible for the headstone testing at St Michael & All Angels Church yard, as part of the responsibilities bestowed on the Council. The Clerk advised that she was unsure about this but that she would investigate this with a report back to the Environment & Leisure Committee.

**RESOLVED**

1. That £5,000 be taken from the General Reserve to enable the Memorial Testing programme to proceed ensuring that the Council meets its statutory obligations in respect of memorial testing.

2. That Officers be authorised to instruct Memsafe to undertake memorial testing of the remaining areas within Ledbury Cemetery at the earliest opportunity.
3. That the Clerk investigate whether the Council is responsible for memorial testing at St Michael & All Angels Church Yard.

ii. **FINANCE, POLICY & GENERAL PURPOSES COMMITTEE**

- a. **Appointment of Internal Auditor to Undertake Review Council Procedures**

**RESOLVED**

That the Clerk be authorised to instruct the Internal Auditor to proceed with a review of the Council's policies and procedures at a cost of £31,382.50 for 3.5 days plus a further £395 plus VAT contingency, noting that the areas of the review will be:

- Corporate Governance - (standing orders/financial regulations/committee terms of reference/minutes)
- Procurement
- Human Resources/Personnel
- Corporate Communication (use of website/social media)
- Burials

- b. **MARKET HOUSE ROOF TENDER**

**RESOLVED**

1. That DA Cook, as the only contractor to submit a tender for the roof works and taking into account the response received from Caroe & Partners, be appointed to undertake the roof repairs to the Market House, High Street, Ledbury, as per their tender submission in the sum of £33,364.60, noting that £13,168.68 of the cost is for scaffolding and that it includes a contingency of £5,000.
2. That Caroe & Partners be appointed to provide support with the roofing project and attend site visits whilst work is being undertaken, which will be at their normal hourly rate.

**C82. COMMITTEE MEMBERSHIP**

Members were requested to give consideration to a change in the Terms of Reference for the Resources Committee that had arisen, due to the Deputy Mayor also being a Committee Chair, thus meaning that the Membership of the Resources Committee had been reduced by one person.

Councillor Harvey proposed that rather than the membership being limited to named Councillors, it should refer to roles. Therefore, if the Chair were unable

to attend or was committed by holding another position within the Resources Committee the Vice-Chair would be bound to attend.

## **RESOLVED**

- 1. That the Resources Committee Terms of Reference be amended as follows:**

**In the event that a Chair of one of the Standing Committees is not available they will request their Vice-Chair to attend as their substitute.**

**In the event that the Mayor or Deputy Mayor is also a Chair of a Standing Committee, they will attend the Resources Committee in their role of Mayor or Deputy Mayor and the Vice-Chair of said Committee will be asked to attend the Resources Committee for the Municipal Year in place of the Chair.**

**In the event that a Councillor is Vice-Chair of more than one Committee and the meeting is likely to be inquorate the meeting will be rearranged for an alternative date.**

- 2. That the co-opted Councillors be elected to sit on the following Committees:**

**Councillor Furlonger – Planning, Economy & Tourism Committee and Finance, Policy & General Purposes Committee**

**Councillor McAll – Environment & Leisure Committee and Planning, Economy & Tourism Committee**

**Councillor Newsham – Environment & Leisure Committee and Finance, Policy & General Purposes Committee**

## **C83. OUTSIDE BODIES**

- i. Minutes of a meeting of the Ledbury Strömstad Twinning Association – 18 April 2023**
- ii. Minutes of a meeting of Ledbury Carnival Association – 12 July 2023**

## **RESOLVED**

**That the reports from the outside bodies be received and noted.**

## **C84. PROGRESS ON CALL FOR REMOTE MEETING POWERS FOR COUNCILS**

### **RESOLVED**

**That the information on progress for remote meeting powers for Councils be received and noted.**



**C85. LEDBURY WAR MEMORIAL**

- i. Response received from West Mercia Police
- ii. Response received from Council’s Solicitors
- iii. Certificate of Progress Payment
- iv. Architects site visit report – 24 July 2023

Councillor Harvey requested that in future the Certificate of Progress be considered on the agenda prior to Members being asked to approve invoices for payment.

Members enquired as to the length of the works and timeline. The Clerk informed Members that the work was scheduled to be concluded before the end of September but that there was currently an issue with one of the drainage channels which may have to be custom made.

**RESOLVED**

- 1. That the response from West Mercia Police be received, noting that the Police do not believe this to be a Police matter.
  - 2. That the response received from Ms Hughes-McEwan be received and noted.
  - 3. That Members receive and accept the Certificate of Progress Payment, noting that the invoice from Ian Bishop in relation to this was included within the list of invoices for payment at Agenda Item 12.
  - 4. That Members receive and note the report noting that this is part of the JCT contract process.
19. Date of next meeting

**RESOLVED**

**That the next meeting of Full Council is scheduled for 28 September 2023.**

The meeting ended at 8.50pm

Signed ..... Date .....  
(Town Mayor)



**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE  
HELD ON 31 AUGUST 2023**

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**PRESENT:** Councillors Bradford, Hughes, l'Anson (Chair) and Morris

**ALSO PRESENT:** Angela Price – Town Clerk  
Gwilym Rippon – GR Consultancy

**8. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Chowns.

**9. DECLARATIONS OF INTEREST**

None received.

**10. TERMS OF REFERENCE**

Members were requested to approve the amendment to the Terms of Reference as agreed at the Full Council Meeting held on 3 August 2023 (minute no. C82 refers).

**RESOLVED:**

**That the Terms of Reference for the Resources Committee be recommended to Full Council for approval, with one abstention.**

**11. TO APPROVE AS A CORRECT RECORD THE MINUTES OF MEETINGS OF THE RESOURCES COMMITTEE HELD ON 6 JULY 2023**

**RESOLVED:**

**That the minutes of the Resources Committee meeting held on 6 July 2023 be approved and signed as a correct record, with one abstention.**

**12. ACTION SHEET**

**RESOLVED:**

**That the action sheet be received and noted.**

**13. OUTCOME OF DSE REVIEWS**

**RESOLVED:**

That the items listed within the report provided to the Committee as required following the recent DSE Assessments be purchased at an approximate cost of £965.89.

**14. INVOICES FOR PAYMENT (August final)**

**RESOLVED:**

That the invoices for payment in the sum of £9,104.12 be approved.

**15. DATE OF NEXT MEETING**

**RESOLVED:**

To note that the date of the next meeting of the Resources Committee meeting is scheduled for 5 October 2023 at 7.00 pm in the Council Offices.

**16. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

1. 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.
2. That Mr Gwilym Rippon be permitted to remain in the meeting as he had been invited to attend the meeting to provide advice and support on agenda item 10(i).

**17. STAFFING MATTERS**

**i. Letter received from post holder 49**

Members were requested to give consideration to a letter received from post holder 49. Mr Rippon had been invited to attend the meeting to provide advice on what action the Council could legally take in respect of safeguarding staff.

Mr Rippon shared a draft of a document that Councillors may wish to consider for the future and Members requested 10 minutes to read and digest the document provided.

Members felt that the document needed more consideration and did not feel that this would be something they could use at this time to consider what, if any, safeguarding measures could be put in place.

Following considerable discussion Members agreed on a three-stage plan, which they felt was one that could be implemented into Council procedures in any future documents and procedures.

**RESOLVED:**

1. **That the Mayor write to Councillor Sinclair, without delay, as per the resolution made at a meeting of Full Council held on 29 June 2023 (minute no. C33 refers):**
  1. *That Councillor Sinclair be asked to provide a written and public apology to councillors regarding his repeated and unsubstantiated allegations of fraud and criminal activity.*
  2. *That Councillor Sinclair be asked to make a written and private apology to The Clerk regarding his repeated and unsubstantiated allegations of fraud and criminal activity.*
2. **That the content of the letter to Mr Sinclair should include the following points:**
  - **That Mr Sinclair should provide acknowledgement of receipt of the letter within 14 days of the date of the letter**
  - **That Mr Sinclair should provide a written apology to the Clerk within 14 days of receipt of the letter**
  - **That Mr Sinclair should make a public apology to the Councillors at the meeting of Council scheduled for 29 September 2023**
3. **That the letter will be sent via recorded delivery so as to provide evidence that the letter has been received.**
4. **That all future discussions on this matter will be held in Public Session and the identity of the Councillor will not be withheld from public record.**
5. **That a copy of the letter to Mr Sinclair will be provided to Councillors present at the Resources Committee meeting.**

**RECOMMENDATIONS TO FULL COUNCIL**

6. **That the Mayor be instructed to write a letter to Councillor Sinclair insisting that this matter is closed between himself and the Council and that any further allegations or**

**accusations against staff or councillors should be directed to the Monitoring Officer.**

- 7. That if no acknowledgement is received within 14 days and no action is taken to provide the appropriate apologies to Clerk or Councillors within the 14 days the Mayor instruct the Councils Solicitors to proceed with a cease-and-desist letter.**

**ii. Letter Received from Post Holder 50**

Members were requested to endorse the actions of the Town Clerk, in which she had agreed to post holder 50 reducing their hours from 37 to 30 per week, in support of flexible working.

**RESOLVED:**

- 1. That the Clerks actions be endorsed in respect of a reduction of working hours from 37 to 30 for post holder 50.**
- 2. That an item be included in the next Markets Working Party agenda to discuss employing someone on a 7-hour contract per week to provide a visible presence at the Saturday Market.**
- 3. That the Community Development Officer provide an update report to Full Council meetings on what they have been doing between each cycle of meetings.**

**iii. Other Staffing Matters**

Members were provided with an update on a number of staffing matters.

**RESOLVED:**

- 1. That Members receive and note the information provided within the report.**
- 2. That an item to consider cover for staff when on annual leave be included on the next Resources Committee agenda.**
- 3. That a Disciplinary Hearing Panel of three Councillors and the Clerk be stood noting that the following Councillors agreed to sit on the Panel:**

**Councillors Hughes, l'Anson, and Morris**

4. That an Appeals Panel of three Councillors be stood up with Councillors other than those listed above:

Councillors Bradford, Chowns and one other to be agreed at Full Council.

5. That there be a trial period of six months whereby the Accounts Clerk provide additional support to the Clerk by taking on more tasks, in an attempt to reduce the work of the Clerk but noting that the Clerk will still oversee all of the additional tasks given to the Accounts Clerk.

6. That following the team building day the Clerk provide a report to the Resources Committee.

18. **CORRESPONDENCE FROM LEDBURY RESIDENT**

Members were provided with further correspondence from a local resident, which was in addition to previous correspondence. They were also provided with an email that had been received after the agenda despatch, dated 29 August 2023.

Members considered the content of the emails and following discussion it was agreed that the Clerk should be instructed to write back to the local resident in a similar manner to that of a local Ward Member.

**RESOLVED:**

That the Clerk be instructed to provide a response similar to that of a local Ward Councillor, as follows:

*“The Council have attempted to engage with you on this matter and have, since April this year, provided you with responses to your questions wherever possible in an open and honest manner. An invitation for you to meet with the Chair of the Finance, Policy & General Purposes Committee was extended to you, which you declined, and a copy of the Council’s complaint form was provided to you on 15 April 2023, which you declined to return.*

*Given that the Council have provided these responses and they have been met with your intention to pursue legal action against this Council, the Council no-longer feel able to correspond with you further on this matter.”*

The meeting ended at 8.39 pm.

Singed ..... Date .....





<b>EXTRAORDINARY FULL COUNCIL</b>	<b>6 SEPTEMBER 2023</b>	<b>AGENDA ITEM: 5</b>
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Report prepared by Angela Price – Town Clerk

**TO CONSIDER THE FINAL LIST OF THE LEDBURY MARKET TOWN FUND UPDATE FROM BBLP FOR 2023/24**

**Purpose of Report**

The purpose of this report is to ask Members to confirm the list provided by Balfour Beatty in respect of the 2023/24 Market Town Fund projects.

**Detailed Information**

Members will recall that they had previously agreed a list of works to be carried out in 2023/24, by Balfour Beatty on behalf of Herefordshire Council.

Following a recent meeting of Ward Councillors, the Clerk, Herefordshire Council Officers and BBLP staff a final list has been provided of works to be carried out this financial year and Members will note that the proposed TRO's in respect of residents parking have been included in the list, but that these have been amended to possible alternative schemes from Permit Parking.

Members will recall that at previous council meetings it had been agreed that the TRO's in relation to Residents Parking Permits should not be pursued as part of this project. However, at the meeting of Council held on 3 August 2023, Councillor Harvey provided new information following a meeting with BBLP and Herefordshire Council officers which advised of alternatives to permit parking as a solution to problems in the three areas listed below. Councillor Harvey advised that the next stage of the process for each of these will be a public consultation and asked Members to give consideration to whether they were in support of the proposals.

The attached drawings provide details of the proposed TRO's to be consulted on which were provided to councillors at the meeting on 3 August 2023.

**It was RESOLVD that the Clerk be instructed to advise Herefordshire Council Highways Officers that Ledbury Town Council are in support of the amended TRO proposals identified. (Minute C72 refers)**

Unfortunately, BBLP have advised that three of the schemes will not be possible due to the budget and these are highlighted in the list below.

<b>Location</b>	<b>Scheme</b>	<b>Cost</b>	<b>Reason for not taking forward</b>
Conigree Woods	Drainage Works	£17,500	N/A
Lower Road Trading Estate	Delivery of TRO	£ 3,000	N/A
Lower Road Trading Estate	Resurfacing	£65,517.80	N/A
Woodleigh Road	New reinstatement of one-way	£10,000	N/A
Little Marcle Road	Drainage Works	£44,000	N/A
Little Marcle Road S	Barrier	£25,000	N/A
Maesfield Avenue, Queens Court, Belle Orchard/Belle Orchard Close	TRO Residents Parking	£ 5,000	N/A
Biddulph Way	Resurfacing from 1438 -Spring Grove	N/A	Insufficient budget
The Homend & Robinsons Meadow	Drainage works - Change surface and drainage on PROW	N/A	Unable to carry out as due to costs it would be design only and consider money could be better spent elsewhere
Barnett Avenue, Queensway, and Margaret Road	Resurfacing	N/A	Insufficient budget

### **Financial/Resource Implications**

There are no financial implications to Ledbury Town Council in respect of the above projects and the resource implications for Ledbury Town Council staff are likely to be minimal with possible attendance at future virtual meetings to discuss progress or further reports to Council advising of progress or requesting a response to any future queries.

### **Recommendation**

That Members confirm their acceptance of the above schedule of projects to be undertaken via the Market Town Fund 2023/24, noting that the TRO's in respect of residents parking has been amended from parking permits in all areas to alternative proposals, and that three of the projects will not be progressed due to their not being sufficient funding in the budget.

<b>EXTRAORDINARY MEETING OF COUNCIL</b>	<b>6 SEPTEMBER 2023</b>	<b>AGENDA ITEM: 6</b>
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Report prepared by Angela Price – Town Clerk

**TO RECEIVE THE MINUTES OF THE WAR MEMORIAL SITE MEETING HELD ON 21 AUGUST 2023 AND THE CERTIFICATE OF PROGRESS**

**Purpose of Report**

The purpose of this report is to ask Members to receive and note the minutes of the site meeting held at the War Memorial on 21 August 2023 and to approve payment to Ian Bishop (contractor) of the sum of £7,101.25 as per the attached Certificate of Progress Payment on receipt of his invoice.

**Detailed Information**

As part of the refurbishment works to the War Memorial, Caroe and Partners are acting as Clerk of Works on behalf of Ledbury Town Council and as part of this it has been agreed that they will carry out regular site meetings to approve the works as they progress and release payments on a graduated basis.

The second of these meetings was held on 21 August 2023 and the minutes of that meeting are attached for Members information.

Following the meeting Jane Chamberlain carried out a valuation in order to provide a Certificate of Progress Payment which takes into account works carried out and payment due based on those works.

**Financial/Resource Implications**

A total of £40,000 has been placed in the War Memorial Earmarked Reserves towards the cost of the repairs to the War Memorial with an agreement that any additional funds for the repair's works being taken from the Listed Buildings Earmarked Reserve.

To date Council have received two Certificate of Progress Payments as follows:

July 2023	£2,375.00
August 2023	<u>£7,101.25</u>
	£9,476.25

Therefore, there is a remaining balance of £30,523.75 in the War Memorial Earmarked Reserve.

Further staff/Councillor resource will be the requirement to attend future site meetings, and the next meeting is scheduled for Wednesday, 20 September 2023 and any Councillor wishing to attend is welcome to do so.

## **Recommendation**

1. That Members receive and note the minutes of the War Memorial site meeting held on 21 August 2023.
2. That Members receive the Certificate of Progress Payment and authorise the Clerk to make a payment of £7,101.25 to Ian Bishop (Contractor) upon receipt of his invoice, in accordance with financial regulations.

Report prepared by Angela Price – Town Clerk

## **REQUEST FROM CHAIR OF JOHN MASEFIELD MEMORIAL WORKING PARTY**

### **Purpose of Report**

The purpose of this report is to ask Members to give consideration to a request from the Chair of the John Masefield Memorial Working Party in respect of placing an advertisement in the Royal Shakespeare Company's programme for their upcoming performance of "Box of Delights," a story written by John Masefield.

### **Detailed Information**

The Royal Shakespeare Company [RSC] are presenting a "Box of Delights" from 31 October 2023 through to January 2024.

Following correspondence with a representative of Direct Publicity, the company responsible for the programme for the RSC show, they have agreed that the John Masefield Memorial Working Party (JMMWP) could provide an editorial for advertising in their program. The initial price quoted for a half page advert is £1,800, however the RSC have advised that if the advert were to be confirmed with them by 7 September 2023 they would offer a discount of £300, thus reducing the cost to £1,500.

However, the Chair of the JMMWP has indicated that he believes this cost could be negotiated down to as far as £500 for a half page advert in the programme an overall discount of £1,300. The deadline for copy would be 10 October 2023.

It is anticipated that a footfall of circa 75,000 over the 72 performances could potentially mean a circulation of half of this figure of their programme, some of whom it is hoped would be interested in John Masefield's work and may be willing to contribute to the Memorial project.

The Chair requested the Clerk share the information received from Direct Publicity that a half page advert/editorial could be included in the programme, advising that it was hoped that the price could be negotiated down to £500 and the majority of the members of the working party were supportive of this.

### **Financial/Resource Implications**

Initially there was a sum of £15,000 approved for this project, which was to fund the project manager role for phase one and other possible expenses in undertaking workshops and advertising.

To date the following has been spent from the £15,000:

Project Manager	£ 3,625
Advertising	<u>£ 190</u>
<b>Total expenditure</b>	<b><u>£ 3,815</u></b>

This therefore leaves a total of £11,185 in the funds allocated from the Council's general reserve for this project. It should be noted that if the copy is not provided by a member of the working party there could potentially be a cost to consider for the preparation of this.

It is anticipated that funds will be required to run community workshops and to date these have not been costed out.

Resources required to progress this if approved would be as follows:

- Officer time to contact Direct Publicity to attempt to negotiate the price down to £500 from £1,500
- Drafting/proof reading of copy to be provided by 10 October 2023

### **Recommendations**

That Members support the request from the John Masefield Memorial Working Party Chair that an editorial/advert be placed in the RSC's Programme of "Box of Delights," a cost of no more than £500 and instruct the Clerk to enter negotiations with the Direct Publicity on behalf of the Council and the JMMWP.