



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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19 November 2021

TO: Councillors Bradford, Eakin (Chair), Harvey, Howells, Hughes (Vice Chair), Knight and Manns (Town Mayor – ex-officio)

Dear Member

You are hereby summoned to attend an Extraordinary meeting of the **Finance, Policy & General Purposes Committee** which will be held in **The Town Council Offices, Ledbury on Monday, 25 November 2021 at 7.00 pm** for the purpose of transacting the business set out below.

Yours faithfully

Angela Price PSLCC  
Town Clerk

## 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. **Public Participation**

Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. The period of time, which is at the Chairman's discretion, for public participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than five minutes. Questions/comments shall be directed to the Chairman.

## Minutes

4. To approve and sign as a correct record the minutes of a meeting of Council held on 23 September 2021 and an extraordinary meeting of the Finance, Policy & General Purposes Committee held on 27 September 2021 (Pages 1726-1735)
5. To review the action sheets (Pages 1736-1739)

## Financial Matters

6. To approve invoices for payment for November 2021 (Page 1740)
7. To receive the record of Receipts and Payments for August, September and October 2021 (Pages 1741-1763)
8. To receive the Balance Sheet and Trial Balance for months 5, 6 and 7 (Pages 1764-1772)
9. To confirm verification of bank statements and reconciliations for August, September and October 2021
10. 2021/22 Budget Update Report (Pages 1773-1778)
11. External and Internal Audit (Standing Item) (Pages 1779-1780)

Quotes received in respect of Internal Auditor services for the period April 2022/23 – March 2024/25

12. Subscriptions (Standing item)

Acrobat pro subscription license renewal - £343.92

13. Recommendations from other committees (Pages 1781-1782)

- i. Economy & Tourism Committee – 7 September 2021

Minute no. ET16(3) - That a recommendation to use QR Codes be considered for inclusion of the 2022/23 budget.

- ii. Planning Committee – 14 October 2021

Minute no. P495(b) – That a recommendation be made for funds to be included in the 2022/23 budget for the provision of traffic calming gates at Parkway.

## Governance

14. Annual Grants procedure – to agree a timeline for the advertising and consideration of the grants policy for the remainder of the 2021/22 and 2022/23 financial years (Pages 1783-1798)
15. Risk Management (Standing Item) (Pages 1799-1807)



16. Advice received from Rialtas Support (Page 1808)
17. Draft Shop Front Improvement Grant Scheme (Pages 1809-1813)
18. General Data Protection Regulations (GDPR) (Standing Item)

**Correspondence**

19. Correspondence received from Ledbury Community Hall (Page 1814)
20. Correspondence received in respect of oil painting of Ledbury Market House (Pages 1815-1819)
21. Date of next meeting

The next meeting of the Finance and General Purposes Committee is scheduled for 27 January 2022

22. Exclusion of Press and Public

In accordance with Section 912) 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

23. Schedule of Costs re building valuations (Pages 1820-1844)
24. Recommendations from other Committees (Pages 1845-1881)  
  
Environment & Leisure Committee – 18 November 2011  
  
Land valuation report
25. Insurance Renewal Quotations (To follow)

**Distribution:** Full agenda to: - Committee members (6)  
Town Mayor (ex-officio)  
Councillor Sinclair

Agenda excluding confidential papers to:  
The Press  
Library

Agenda front pages to all non-committee members (5)





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**LEDBURY TOWN COUNCIL**

**MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSE COMMITTEE  
HELD ON 23 SEPTEMBER 2021**

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**PRESENT:** Councillors Eakin, Howells and Hughes

**ALSO PRESENT:** Angela Price – Town Clerk  
Julia Lawrence – Deputy Clerk  
Amy Howells – Minute Taker

**F332 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Manns, Harvey, and Knight

**F333 DECLARATIONS OF INTEREST**

None received.

**F334 PUBLIC PARTICIPATION**

No public present

**F335 TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE FINANCE,  
POLICY & GENERAL PURPOSE COMMITTEE HELD ON 22 JULY 2021**

**RESOLVED:**

**That the minutes of the meeting of the Finance Policy & General Purposes Committee held on 22 July 2021 be approved and signed as a correct record.**

**F336 ACTION SHEET**

Members were provided with the Action Sheet for the Finance, Policy, and General Purposes Committee.

The Clerk highlighted some key action points and updated members accordingly.

**RESOLVED:**

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

**F337 TO APPROVE INVOICES FOR PAYMENTS FOR SEPTEMBER 2021**

**RESOLVED:**

**That the invoices for payments for September 2021 be approved, with the addition on the following invoice and in the total sum of £16,511.86:**

- **£325.00 (including VAT) for additional staff training – Advansys website training.**

**F338 TO RECEIVE THE RECORD OF THE RECEIPTS AND PAYMENTS FOR JULY 2021**

**RESOLVED:**

**That the record of receipts and payments for July 2021 be received and noted.**

**F339 TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTH 4**

**RESOLVED:**

**That the balance sheet and trial balance for month 4 received and noted.**

**F340 TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS DURING COVID-19 – JULY 2021**

Councillor Eakin confirmed that he had visited the Council offices to inspect and sign the bank statements and reconciliations for July 2021, confirming that these had all been in order.

**RESOLVED:**

**That it be noted that the Bank Statements and Reconciliations had been signed by the Chairman of Finance, Policy and General Purposes in accordance with Financial Regulations.**

**F341 BUDGET MONITORING REPORT**

**a. Detailed Income & Expenditure Report as of 31 July 2021**

Members were requested to give consideration to the detailed income and expenditure report up to 31 July 2021 and make recommendations in respect of any in-year movements deemed necessary.

Councillor Howells raised concerns over the cemetery memorial income, noting that as the report provided information relating to the first four months of the financial year, he was concerned that the income was considerably less than would be expected. The Clerk advised that due to staff changes



there had been a backlog in respect of the cemetery work and it may be that Members will see an increase in the next report once this backlog has been cleared.

**RESOLVED:**

a. That the following movements be recommended to Full Council:

- That a total of £138.00 be moved from Cost Centre 102 Nominal Code 4340 – Insurance, Tax and MOT – to Cost Centre 102 Nominal Code 4300 Vehicle Repair due to an overspend.

b. Outcome of Budget Monitoring Meeting held on 26 August 2021

**RESOLVED:**

1. That the following earmarked reserve transfers be recommended to a meeting of Full Council for approval:

| Earmarked Reserve         | Amount to be transferred from General Reserve |
|---------------------------|---|
| Elections                 | £10,000                                       |
| Youth Support             | £5,000  |
| Play/Skate Park           | £24,500                                       |
| Listed Buildings          | £110,000                                      |
| War Memorial              | £15,000                                       |
| Paths/Bins and Benches    | £2,500  |
| CCTV                      | £5,000  |
| Advertising               | £5,000  |
| Climate Change            | £2,000  |
| Perimeter Wall – Cemetery | £15,000                                       |
|                           | £194,000                                      |

2. That the following in-year movements be recommended to Full Council for approval:

| From                           | Amount  | To  |
|--------------------------------|---------|---|
| General reserve                | £3,500  | CC 202 – NC 4021 (Rubbish Collection)                       |
| General reserve                | £1,000  | CC 220 – NC 4430 (Advertising)                              |
| CC 230 – NC4000 Staff salaries | £15,000 | CC 230 – NC 4001 Salary Contingency (Temporary staff costs) |
| General reserve                | £10,000 | CC 301 – NC 4543 NDP  |
| General reserve                | £1,000  | CC220 – NC 4430 Advertising                                 |

3. That the amendments be made to the following budget lines

| Cost Centre | Nominal Code                             | Reason for investigation  | Outcome   |
|-------------|--|---|---|
| 202 & 110   | 4206 (Grounds Maintenance)               | Ensure payments are be posted to correct cost centres                         | Journal entries required to ensure grounds maintenance costs are posted to correct budget lines |
| 110         | 4235 (Play Equipment)                    | Was this for new equipment? Replacement basketball backboards and nets (£380) | Journal entry required to 4236 – play equipment maintenance                                     |
| 110         | 4270 (Litter bins and benches)           | Overspend £725  | Journal entry required to 4224 wheely bins  |
| 118         | 4275 (Street Furniture)                  | Overspend £100  | Relates to bollard in Church Lane – journal entry required to post to 118 -4231                 |
| 118         | 4276 External power supply High Street   | What period does this sum cover?  | Feb- April 2021   |
| 127         | 4605 (Events barriers)                   | Overspend – wreath for Prince Phillip £125                                    | Journal entry post to NC 4605   |
| 202         | 4123 (Lighting, Heating & Running Costs) | Refers to a refund £1,321   | No Action   |
| 202         | 4150 and 4155 (Cleaning & Housekeeping)  | Overspend - £780 no budget provision  | CC 202 amalgamate and transfer £1,500 from general reserves                                     |
| 202         | 4592 (PPE/Health & Safety)               | Overspend £67   | Move to CC102 – NC 4592 (Cemetery PPE)  |
| 214         | 4122 & 4800 Electricity & BBI Clock      | Amalgamate £29  | To be shown in August reports   |



|     |                         |               |   |
|-----|-------------------------|---------------|---|
| 220 | 4021 Rubbish Collection | Overspend £55 | Journal to move expenditure to CC202 NC 4021    |
| 230 | 4430 (Advertising)      | Overspend £26 | Journal to move expenditure to CC 220 – NC 4430 |
| 235 | 4455 (Postage)          | Overspend £30 | Journal to move expenditure to CC 401 – NC4455  |

#### **F342 EXTERNAL AND INTERNAL AUDIT**

##### **a. Outcome of external audit 2020/21**

Members were advised that they had received a qualified audit due to the Clerk not recording the date before the meeting of Council when signing the AGAR. However, Members felt this was harsh but agreed that it should be noted that no other issues had been raised by the external auditor within the Council's 2020/21 accounts.

##### **RESOLVED:**

**That the External Auditors report be received and noted.**

#### **F343 SUBSCRIPTIONS**

To note that a request for the payment of the Clerks Membership to the IWFM (Institute of Workplace Facilities Management) in the sum of £169.00 be approved.

##### **RESOLVED:**

**That it be noted that the payment of the Clerk's membership for IWFM (Institute of Workplace Facilities Management) in the sum of £159.00 had been approved at minute no. F337.**

#### **F344 GRANTS FEEDBACK**

##### **RESOLVED:**

**That the grants feedback from Ledbury Carnival Association and Cobalt Health be received and noted with thanks.**

**F345 FEEDBACK FROM RECENT HEREFORDSHIRE COUNCIL BUDGET MEETING**

The Chair provided feedback on the recent Council Budget Meeting held by Herefordshire Council and reminded Members to complete the online survey in respect of the 2022/23 budget for Herefordshire Council,

**F346 RECOMMENDATIONS FROM OTHER COMMITTEES**

**a. Resources Committee**

Councillor Eakin advised members of the following recommendations that had been recommended for approval by the Resources Committee

1. TOIL owed to the Clerk; approval requested for this to be paid in Octobers Pay.
2. Recommendation for a TOIL Policy to be recommended to Full Council.

**RESOLVED:**

1. **That the Clerks outstanding TOIL of 96 hours be paid in the October salary.**
2. **That the draft TOIL Policy presented by the Clerk to be recommended to Full Council for approval.**

**F347 REQUEST FROM CLIMATE CHANGE WORKING PARTY**

Members were requested to give consideration to a request from the Climate Change Working Party to the Council purchasing a personalised award/trophy to present to the trader or business with the best dressed window for COP 26.

The Chair advised Members that this may now not proceed due to Traders advising they would prefer not to do an additional window display so close to Remembrance.

**RESOLVED:**

**That it be agreed in principle to purchase a trophy for the COP 26 window display competition, at a suggested price of £40-£60, subject to the window display going ahead.**

**F348 FIRE ALARM SYSTEM RECOMMENDATIONS**

Members were requested to give consideration to a recommendation from Chubb in respect of replacement detectors to be installed in the sum of £1,084.79.



**RESOLVED:**

That the Clerk be instructed to confirm the acceptance of the recommendation received from Chubb in respect of fire alarm safety be approved in the total of £1084.78.

**F349 RISK MANAGEMENT**

**RESOLVED:**

That it be noted that officers are currently working to update the Risk Management report and that it is anticipated that this will be completed by the next Finance, Policy & General Purposes Committee meeting.

**F350 COUNCIL WEBSITE**

The Clerk gave an update on the website, advising that it is being checked regularly with errors being reported to the website host for action.

**RESOLVED:**

That the Clerk investigate a report button being added to the website for errors to be reported by users.

**F351 DATE OF NEXT MEETING**

**RESOLVED:**

To note that the next meeting of the Finance, Policy and General Purpose Committee Meeting was scheduled for 25 November 2021.

**F352 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

It was agreed 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, in the public interest the press and public were excluded from the remainder of the meeting.

**F353 RECOMMENDATIONS FROM OTHER COMMITTEES**

**a. Environment & Leisure Committee**

**RESOLVED:**

1. That the quote received from the Yard House be accepted for the provision of the Hanging baskets for the town of Ledbury for a period of 3-years (2022-2024) at a cost of £9,360.00

2. That Demaus Building Diagnostics Ltd be appointed to undertake a timber assessment on the Market House and Council offices at a cost of £1,740.00 as per their quote.

The meeting ended at 8:01pm.

Signed ..... Dated .....  
(Chair)

**LEDBURY TOWN COUNCIL**

**MINUTES OF AN EXTRAORDINARY MEETING OF A MEETING OF THE  
FINANCE, POLICY & GENERAL-PURPOSE COMMITTEE  
HELD ON 27 SEPTEMBER 2021**

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**PRESENT:** Councillors Harvey, Howells and Hughes

**ALSO PRESENT:** Angela Price – Town Clerk  
Amy Howells – Minute Taker  
Kevin Rose – IAC Audit and Consultancy

**F354 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Manns and Eakin

**F355 DECLARATIONS OF INTEREST**

None received.

**F356 PUBLIC PARTICIPATION**

No members of the public were present.

**F357 TO APPROVE AND SIGN THE MINUTES OF MEETING OF THE FINANCE,  
POLICY & GENERAL PURPOSES COMMITTEE HELD ON THE 23  
SEPTEMBER 2021.**

**RESOLVED** to note that due to the previous meeting only having taken place on 23 September 2021 the minutes were not available and that these will be deferred to the next meeting of the Committee.

**F358 ACTION SHEET**

**RESOLVED** to note that due to the previous meeting only having taken place on 23 September 2021 the action sheet was not available and that this will be deferred to the next meeting of the Committee.

**F359 DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the next meeting of the Finance, Policy and General Purpose Committee was scheduled for 25 November 2021.**



## **F360 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.

## **F361 SPECIAL AUDIT REPORT**

Mr Rose provided an overview on the report which had focused on a governance review of Ledbury Town Council.

Councillor Howells expressed his disappointed that the comments from him and the Mayor had not been included in the agenda pack, Councillor Harvey advised that he was not the only one who had made comment, noting that the comments she had provided were also not included in the pack.

It was agreed that Members would give consideration to the nine conclusions within the report.

It was proposed by the Chair to suspend Standing Orders 3(x) until 9:30pm to allow members to complete the review of the nine conclusions.

### **RESOLVED:**

- 1. That the report provided by Mr Rose be received and noted.**
- 2. That a recommendation be made to a future meeting of Full Council that the conclusions in the report be accepted.**
- 3. That a recommendation be made to a future meeting of Full Council**
- 4. That the report be placed in the public domain**
- 5. That the Clerk be requested to provide a report for consideration at a future meeting of Full Council giving details of what has been done to date to improve the governance within Ledbury Town Council and providing suggestions on what is still required to ensure the points raised within Mr Rose's report are acted upon.**

The meeting ended at 9:24 pm.

Signed ..... Dated .....  
(Chair)

# FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

23.09.2021

| Minute No. | Action   | To be Actioned by | Date Actioned        | Comments   | Status      |
|------------|--|-------------------|----------------------|--|-------------|
| F341(a)    | That a total of £138.00 be moved from cc 102 nc 4340 to cc 102 nc 4300 due to an overspend   | TC/AC             | 04.11.2021           | Agreed at full council 30.09.2021  | Completed   |
| F341(b)(1) | That the earmarked reserves as listed in the minutes be recommended to full council for approval.  | TC/AC             | 04.11.2021           | Agreed at full council 30.09.2021 - advise received from Rialtas as per agenda item 16 | Completed   |
| F341(b)(2) | That the in-year movements as listed in the minutes be recommended to full council   | TC/AC             | 04.11.2021           | Agreed at full council 30.09.2021  | Completed   |
| 341(b)(3)  | That the amendments be made to the budget lines as listed in the minutes   | TC/AC             | 04.11.2021           | Agreed at full council 30.09.2021  | Completed   |
| F346(1)    | That the Clerks outstanding TOIL of 96 hours be paid in the October salary   | TC                | 25.10.2021           | Paid in October Salary   | Completed   |
| F346(2)    | That the draft TOIL policy be recommended to Full Council for approval   | TC                | 30.09.2021           |  | Completed   |
| F347       | That it be agreed in principal to purchase a trophy for the COP 26 window display competition, at a cost of £40-£60, subject to the window display going ahead                 | CDO               | No longer applicable | Window display competition did not take place  | Completed   |
| F348       | That the recommendation received from Chubb in respect of the fire alarm safety be approved in the sum of £1,084.78  | TC                | 18.11.2021           | Request for works to be carried out submitted to Chubb                                 | Completed   |
| F350       | That the Clerk investigate a report button being added to the website for errors to be reported by users   | TC                | 26.11.2021           | Request sent to the Website provider awaiting response                                 | In progress |
| F353(1)    | That the quote received from the Yard House be accepted for the provision of hanging baskets for the town of Ledbury for a period of 3-years(2022-2024) at a cost of £9,360.00 | TC                | Oct-21               |  | Completed   |

Agenda Item 5

|         |   |     |  |                 |           |
|---------|---|-----|--|-----------------|-----------|
| F353(2) | That Demaus Building Diagnostics Ltd be appointed to undertake a timber assessment on the Market House and Council offices at a cost of £1,740 as per their quote | DTC |  | Awaiting report | Completed |
|---------|---|-----|--|-----------------|-----------|



# FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

27-Sep-21

| Minute No. | Action   | To be Actioned by | Date Actioned | Comments  | Status      |
|------------|--|-------------------|---------------|---|-------------|
| F357       | That the minutes of the meeting of 23.09.2021 be referred to the next meeting of the FP&GP Committee   | TC                |               | To be included on agenda of FP & GP for 25 November 2021    | In progress |
| F361(2)    | That a recommendation be made to a future meeting of Full Council that the conclusions of the Special Audit report be accepted in full   | TC                |               | To be included on agenda of Full Council on 2 December 2021 | In progress |
| F361(3)    | That a recommendation be made to a future meeting of Full Council that the report be placed in the public domain   | TC                |               | To be included on agenda of Full Council on 2 December 2021 | In progress |
| F361(4)    | That the Clerk be requested to provide a report for consideration at a future meeting of Full Council addressing the conclusions of the Special Audit Report, giving details of what has been done to date to improve governance within LTC and providing suggestions as to what still needs to be done. | TC                |               | To be included on agenda of Full Council on 2 December 2021 | In progress |

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# FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

## On-going actions

| Minute No. | Action   | To be Actioned by | Date Actioned | Comments   | Status      |
|------------|--|-------------------|---------------|--|-------------|
| 2021       |  |                   |               |  |             |
| F251(1)    | That the Asset Register be added to the Annual Business Plan   | TC                | By Year end   | To be included on the asset register in time for financial year end. | In progress |
| F289       | That the TC review section 7 of the RiskRegister for consideration at the next meeting of the FP & GP committee  | DTC               | End of 2021   | Due to workload officers are still working through this              | In Progress |
| F322       | That the clerk be authorised to seek tenders for the appointment of an internal auditor for 2021/22-2023/24  | TC                | Oct-21        | Quotes on agenda for consideration                                   | Completed   |
| F357       | That the minutes of the meeting of 23.09.2021 be referred to the next meeting of the FP&GP Committee   | TC                | 04.12.2021    | To be included on agenda of FP & GP for 25 November 2021             | In progress |
| F361(2)    | That a recommendation be made to a future meeting of Full Council that the conclusions of the Special Audit report be accepted in full   | TC                | 04.12.2021    | To be included on agenda of Full Council on 2 December 2021          | In progress |
| F361(3)    | That a recommendation be made to a future meeting of Full Council that the report be placed in the public domain   | TC                | 04.12.2021    | To be included on agenda of Full Council on 2 December 2021          | In progress |
| F361(4)    | That the Clerk be requested to provide a report for consideration at a future meeting of Full Council addressing the conclusions of the Special Audit Report, giving details of what has been done to date to improve governance within LTC and providing suggestions as to what still needs to be done. | TC                | 04.12.2021    | To be included on agenda of Full Council on 2 December 2021          | In progress |



1740





06/10/2021  
15:43

Ledbury Town Council Current Year  
Cashbook 1  
Lloyds A/c (235) (Bus Ext)  
Receipts received between 01/08/2021 and 31/08/2021

Page 1  
User: SAE  
*Agenda Item 7*  
*Month 5*  
*August*

Nominal Ledger Analysis

| Receipt Ref     | Name of Payer               | £ Amnt Received | £ Debtors | £ VAT | A/c  | Centre | £ Amount  | Transaction Detail     |
|-----------------|-----------------------------|-----------------|-----------|-------|------|--------|-----------|------------------------|
|                 | Banked: 09/08/2021          | 0.14            |           |       |      |        |           |                        |
| int             | Lloyds Bank                 | 0.14            |           |       | 1870 | 220    | 0.14      | Interest -Aug 21       |
|                 | Banked: 20/08/2021          | 30,000.00       |           |       |      |        |           |                        |
| 20082021        | Premier A/c (736) Comm Call | 30,000.00       |           |       | 202  |        | 30,000.00 | Transfer 736 to 235    |
| 500438          | Banked: 23/08/2021          | 931.34          |           |       |      |        |           |                        |
| 500438          | Miscellaneous               | 931.34          |           |       | 1130 | 102    | 545.00    | Memorials              |
|                 |                             |                 |           |       | 1090 | 301    | 80.00     | Charter Market Mazane  |
|                 |                             |                 |           |       | 1460 | 120    | 235.00    | Ceremony Room          |
|                 |                             |                 |           |       | 1875 | 125    | 5.95      | Western Power - Rent   |
|                 |                             |                 |           |       | 4021 | 202    | 65.39     | Hfdshire Ccl - Rubbish |
| 500439          | Banked: 23/08/2021          | 109.00          |           |       |      |        |           |                        |
| 500439          | Miscellaneous               | 109.00          |           |       | 1130 | 102    | 109.00    | Memorials              |
| 01593235        | Banked: 31/08/2021          | 1,395.80        |           |       |      |        |           |                        |
| 01593235        | LTC Sales                   | 1,395.80        |           |       | 1451 | 105    | 728.80    | Painted Room Donations |
|                 |                             |                 |           |       | 1450 | 105    | 260.00    | Painted Roomm Sales    |
|                 |                             |                 |           |       | 1460 | 120    | 50.00     | Ceremony Room          |
|                 |                             |                 |           |       | 1090 | 301    | 280.00    | Charter Market Income  |
|                 |                             |                 |           |       | 1471 | 127    | 77.00     | Dog Poop Bags          |
| Total Receipts: |                             | 32,436.28       | 0.00      | 0.00  |      |        | 32,436.28 |                        |

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## Premier A/c (736) Comm Call

Receipts received between 01/08/2021 and 31/08/2021

## Nominal Ledger Analysis

| Receipt Ref     | Name of Payer          | £ Amnt Received | £ Debtors | £ VAT | A/c  | Centre | £ Amount | Transaction Detail |
|-----------------|------------------------|-----------------|-----------|-------|------|--------|----------|--------------------|
|                 | Banked: 09/08/2021     | 2.41            |           |       |      |        |          |                    |
| Interest        | Lloyds Bank            | 2.41            |           |       | 1870 | 220    | 2.41     | Interest           |
|                 | Banked: 10/08/2021     | 34.00           |           |       |      |        |          |                    |
| Market          | Shaw Group             | 34.00           |           |       | 1030 | 201    | 34.00    | Charter Market     |
|                 | Banked: 13/08/2021     | 18.00           |           |       |      |        |          |                    |
| Market          | Ledbury & District U3A | 18.00           |           |       | 1030 | 201    | 18.00    | Market House       |
|                 | Banked: 17/08/2021     | 185.00          |           |       |      |        |          |                    |
| Wedding         | Adam Roberts           | 185.00          |           |       | 1460 | 120    | 185.00   | Wedding Ceremony   |
|                 | Banked: 19/08/2021     | 185.00          |           |       |      |        |          |                    |
| Wedding         | Owen/Howells           | 185.00          |           |       | 1460 | 120    | 185.00   | Wedding Ceremony   |
|                 | Banked: 19/08/2021     | 68.00           |           |       |      |        |          |                    |
| Market          | Le Delice              | 68.00           |           |       | 1030 | 201    | 68.00    | Charter Market     |
|                 | Banked: 20/08/2021     | 20.00           |           |       |      |        |          |                    |
| Market          | V Brandt               | 20.00           |           |       | 1030 | 201    | 20.00    | Charter Market     |
|                 | Banked: 23/08/2021     | 185.00          |           |       |      |        |          |                    |
| Wedding         | C Howell               | 185.00          |           |       | 1460 | 120    | 185.00   | Wedding Ceremony   |
| Total Receipts: |                        | 697.41          | 0.00      | 0.00  |      |        | 697.41   |                    |

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07/10/2021

Ledbury Town Council Current Year

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Cashbook 4

User: SAE

Public Sector Deposit Fund

Receipts received between 01/08/2021 and 31/08/2021

## 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> |
|--------------------|--------------------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
|                    | Banked: 02/08/2021             | 3.02                   |                  |              |            |               |                 |                           |
| Deposit            | The Public Sector Deposit Fund | 3.02                   |                  |              | 1870       | 220           | 3.02            | Dividend                  |
| Total Receipts:    |                                | 3.02                   | 0.00             | 0.00         |            |               | 3.02            |                           |

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Date: 07/10/2021

## Ledbury Town Council Current Year

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Time: 11:21

## Cashbook 1

User: SAE

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

Payments made between 01/08/2021 and 31/08/2021

## Nominal Ledger Analysis

| Date       | Payee Name                     | Reference | £ Total Amnt | £ Creditors | £ VAT  | A/c  | Centre | £ Amount | Transaction Details            |
|------------|--------------------------------|-----------|--------------|-------------|--------|------|--------|----------|--------------------------------|
| 02/08/2021 | Advansys Ltd                   | BACS      | 90.00        |             | 15.00  | 4482 | 401    | 75.00    | Advansys Ltd                   |
| 02/08/2021 | O2                             | BACS      | 157.31       |             | 26.22  | 4481 | 401    | 131.09   | Line Rental                    |
| 02/08/2021 | CF Coporate Finance            | DD        | 219.60       |             | 36.60  | 4405 | 235    | 183.00   | Lease Rental                   |
| 03/08/2021 | EE Limited                     | DD        | 30.50        |             | 5.08   | 4481 | 120    | 25.42    | Wedding Co-ordinators Phone    |
| 09/08/2021 | Welsh Water                    | DD        | 14.90        |             |        | 4115 | 202    | 14.90    | Church Lane Offices            |
| 09/08/2021 | Welsh Water                    | DD        | 22.91        |             |        | 4115 | 202    | 22.91    | Church Lane Offices            |
| 09/08/2021 | Citation Limited               | DD        | 216.51       |             | 36.08  | 4415 | 235    | 180.43   | Employee Assistance Programme  |
| 10/08/2021 | Arthur J Gallagher             | BACS      | 508.05       |             |        | 4340 | 102    | 508.05   | Arthur J Gallagher             |
| 10/08/2021 | Ledbury & District Society Tr. | BACS      | 252.00       |             |        | 4545 | 225    | 252.00   | Ledbury & District Society TR. |
| 10/08/2021 | Price, Mrs A                   | BACS      | 48.60        |             |        | 4400 | 235    | 48.60    | Business Cards                 |
| 10/08/2021 | OMS UK Ltd                     | BACS      | 360.00       |             | 60.00  | 4480 | 401    | 300.00   | OMS UK Ltd                     |
| 10/08/2021 | Ledbury Carnival Association   | BACS      | 1,000.00     |             |        | 4890 | 214    | 1,000.00 | Primary School Defribulator    |
| 10/08/2021 | B & Q                          | BACS      | 60.00        |             | 10.00  | 4432 | 302    | 50.00    | Hammerite Paint                |
| 10/08/2021 | British Gas                    | DD        | 17.74        |             | 0.84   | 4800 | 214    | 16.90    | Barratt Browning Clock         |
| 10/08/2021 | British Gas                    | DD        | 1,444.53     |             | 240.76 | 4122 | 202    | 1,203.77 | Church Lane Offices            |
| 10/08/2021 | Octopus Energy                 | DD        | 157.67       |             | 7.51   | 4122 | 202    | 150.16   | Cemetary                       |
| 10/08/2021 | Octopus Energy                 | DD        | 30.41        |             | 1.45   | 4122 | 102    | 28.96    | Cemetery                       |
| 11/08/2021 | Iain A Selkirk                 | CHQ       | 400.00       |             |        | 4579 | 220    | 400.00   | Internal Audit                 |
| 16/08/2021 | Arthur J Gallagher             | BACS      | 60.97        |             |        | 4340 | 102    | 60.97    | Arthur J Gallagher             |
| 17/08/2021 | NABMA                          | BACS      | 225.40       |             | 37.57  | 4330 | 102    | 187.83   | SPAR                           |
| 17/08/2021 | GR Consultancy Service         | BACS      | 275.00       |             |        | 4590 | 220    | 275.00   | Interview Process              |
| 17/08/2021 | Screwfix                       | BACS      | 637.07       |             | 106.18 | 4200 | 102    | 24.81    | Screwfix                       |
|            |                                |           |              |             |        | 4206 | 110    | 79.95    | Screwfix                       |
|            |                                |           |              |             |        | 4170 | 202    | 426.13   | Screwfix                       |
| 17/08/2021 | Ledbury & District Society Tr. | BACS      | 42.00        |             |        | 4545 | 225    | 42.00    | Ledbury & District Society Tr. |
| 17/08/2021 | Perpetua Press                 | BACS      | 87.00        |             |        | 4543 | 301    | 87.00    | Perpetua Press                 |
| 17/08/2021 | Balfour Beatty Living Places   | BACS      | 276.00       |             | 46.00  | 4546 | 301    | 230.00   | Balfour Beatty Living Places   |
| 17/08/2021 | Ledbury Garden Machinery       | BACS      | 36.00        |             | 6.00   | 4416 | 102    | 30.00    | Ledbury Garden Machinery       |
| 17/08/2021 | Price, Mrs A                   | BACS      | 287.76       |             | 47.96  | 4460 | 220    | 239.80   | Price, Mrs A                   |
| 17/08/2021 | Cartridge People               | BACS      | 63.15        |             | 10.52  | 4400 | 235    | 52.63    | Cartridge People               |
| 17/08/2021 | Ledbury Hardware Limited       | BACS      | 45.45        |             |        | 4182 | 202    | 45.45    | Ledbury Hardware Limited       |
| 17/08/2021 | Lyreco UK Ltd                  | BACS      | 964.48       |             | 160.75 | 4400 | 235    | 411.80   | Lyreco UK Ltd                  |

Subtotal Carried Forward:

8,031.01

0.00

854.52

6,784.56

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Date: 07/10/2021

## Ledbury Town Council Current Year

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## Cashbook 1

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

Payments made between 01/08/2021 and 31/08/2021

| Nominal Ledger Analysis   |                          |           |              |             |          |      |        |           |                              |
|---------------------------|--------------------------|-----------|--------------|-------------|----------|------|--------|-----------|------------------------------|
| Date                      | Payee Name               | Reference | £ Total Amnt | £ Creditors | £ VAT    | A/c  | Centre | £ Amount  | Transaction Details          |
|                           |                          |           |              |             |          | 4415 | 235    | 391.93    | Lyreco UK Ltd                |
| 17/08/2021                | Royal Mail               | BACS      | 112.32       |             | 18.72    | 4543 | 301    | 93.60     | Royal Mail                   |
| 17/08/2021                | Hoople LTD.              | BACS      | 723.72       |             | 120.62   | 4001 | 230    | 603.10    | Hoople LTD.                  |
| 17/08/2021                | Hoople LTD.              | BACS      | 420.00       |             | 70.00    | 4050 | 230    | 350.00    | Hoople LTD.                  |
| 17/08/2021                | Screwfix                 | BACS      | 39.99        |             | 6.66     | 4415 | 235    | 33.33     | Screwfix                     |
| 17/08/2021                | David McCutcheon         | BACS      | 2,002.00     |             |          | 4205 | 108    | 366.66    | David McCutcheon             |
|                           |                          |           |              |             |          | 4205 | 110    | 1,120.00  | David McCutcheon             |
|                           |                          |           |              |             |          | 4236 | 110    | 100.00    | David McCutcheon             |
|                           |                          |           |              |             |          | 4013 | 125    | 52.84     | David McCutcheon             |
|                           |                          |           |              |             |          | 4270 | 110    | 362.50    | David McCutcheon             |
| 17/08/2021                | Quickskip Hereford Ltd   | BACS      | 234.00       |             | 39.00    | 4225 | 102    | 195.00    | Quickskip Hereford Ltd       |
| 17/08/2021                | GR Consultancy           | BACS      | 450.00       |             |          | 4525 | 225    | 450.00    | Training                     |
| 17/08/2021                | Amberol Limited          | BACS      | 366.00       |             | 61.00    | 4270 | 302    | 305.00    | Fixing kit and anchoring kit |
| 17/08/2021                | Ledbury Garden Machinery | BACS      | 44.51        |             | 7.42     | 4300 | 102    | 37.09     | Ledbury Garden Machinery     |
| 17/08/2021                | P A Meecham              | BACS      | 404.00       |             |          | 4800 | 214    | 404.00    | P A Meecham                  |
| 17/08/2021                | Perpetua Press           | BACS      | -87.00       |             | -14.50   | 4543 | 301    | -72.50    | Poster                       |
| 17/08/2021                | Perpetua Press           | BACS      | 104.40       |             | 17.40    | 4543 | 301    | 87.00     | Posters                      |
| 17/08/2021                | OMS UK Ltd               | BACS      | 21.62        |             | 3.60     | 4480 | 401    | 18.02     | 2 meter cable                |
| 17/08/2021                | Heartbeat Trust Ltd      | BACS      | 309.95       |             |          | 4285 | 118    | 309.95    | Defibrillator Battery        |
| 17/08/2021                | Garden Organic           | BACS      | 2,400.00     |             | 400.00   | 4885 | 302    | 2,000.00  | Training online              |
| 17/08/2021                | OMS UK Ltd               | DD        | 665.33       |             | 110.89   | 4483 | 401    | 554.44    | Support Services             |
| 17/08/2021                | E.on                     | DD        | 79.21        |             | 3.77     | 4122 | 202    | 75.44     | Electricity                  |
| 18/08/2021                | lloyd Meredith           | CHQ       | 120.00       |             |          | 4532 | 210    | 120.00    | Flag Pole                    |
| 18/08/2021                | Vision Abbey             | DD        | 155.11       |             | 25.85    | 4405 | 235    | 129.26    | Technical Services           |
| 23/08/2021                | Lloyds Bank              | DD        | 13.80        |             |          | 4550 | 220    | 13.80     | Bank Charges                 |
| 24/08/2021                | Hoople LTD.              | BACS      | 732.72       |             | 122.12   | 4001 | 230    | 610.60    | Agency Staff                 |
| 24/08/2021                | Hoople LTD.              | BACS      | -9.00        |             | -1.50    | 4001 | 230    | -7.50     | Agency                       |
| 24/08/2021                | Onecom Limited           | DD        | 204.22       |             | 34.04    | 4481 | 235    | 170.18    | Office Telephone System      |
| 25/08/2021                | Staff Salaries           | BACS      | 1,034.72     |             |          | 4702 | 105    | 1,034.72  | Staff Salary                 |
| 25/08/2021                | Staff Salaries           | BACS      | 80.19        |             |          | 4702 | 105    | 80.19     | Staff Salary                 |
| 25/08/2021                | Staff Salaries           | BACS      | 179.88       |             |          | 4702 | 105    | 179.88    | Staff Salaries               |
| 25/08/2021                | Staff Salaries           | BACS      | 80.23        |             |          | 4702 | 105    | 80.23     | Staff Salaries               |
| 25/08/2021                | Staff Salaries           | BACS      | 2,101.53     |             |          | 4000 | 102    | 2,101.53  | Staff Salaries               |
| 25/08/2021                | Staff Salaries           | BACS      | 1,365.95     |             |          | 4000 | 230    | 1,365.95  | Staff Salaries               |
| 25/08/2021                | Staff Salaries           | BACS      | 3,319.40     |             |          | 4000 | 230    | 3,319.40  | Staff Salaries               |
| 25/08/2021                | Staff Salaries           | BACS      | 1,538.73     |             |          | 4000 | 230    | 1,538.73  | Staff Salaries               |
| 25/08/2021                | Staff Salaries           | BACS      | 707.45       |             |          | 4016 | 103    | 707.45    | Staff Salaries               |
| 25/08/2021                | Staff Salaries           | BACS      | 1,929.81     |             |          | 4000 | 230    | 1,929.81  | Staff Salaries               |
| Subtotal Carried Forward: |                          |           | 29,875.80    | 0.00        | 1,879.61 |      |        | 27,996.19 |                              |

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Date: 07/10/2021

## Ledbury Town Council Current Year

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## Cashbook 1

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

Payments made between 01/08/2021 and 31/08/2021

|                 |                          |           |              |             |          | Nominal Ledger Analysis |        |           |                       |
|-----------------|--------------------------|-----------|--------------|-------------|----------|-------------------------|--------|-----------|-----------------------|
| Date            | Payee Name               | Reference | £ Total Amnt | £ Creditors | £ VAT    | A/c                     | Centre | £ Amount  | Transaction Details   |
| 25/08/2021      | Staff Salaries           | BACS      | 1,824.75     |             |          | 4000                    | 230    | 1,824.75  | Staff Salaries        |
| 25/08/2021      | Staff Salaries           | BACS      | 160.48       |             |          | 4702                    | 105    | 160.48    | Staff Salaries        |
| 25/08/2021      | Worcester County Council | BACS      | 3,713.08     |             |          | 4019                    | 230    | 3,713.08  | Staff Pensions        |
| 25/08/2021      | H M Revenue & Customs    | BACS      | 4,897.88     |             |          | 4018                    | 230    | 4,897.88  | TAX & NI              |
| 25/08/2021      | Staff Salaries           | BACS      | 0.20         |             |          | 4016                    | 103    | 0.20      | Staff Salary          |
| 25/08/2021      | Staff Salaries           | BACS      | 0.01         |             |          | 4000                    | 230    | 0.01      | Salaries              |
| 25/08/2021      | Staff Salaries           | BACS      | 0.20         |             |          | 4016                    | 103    | 0.20      | Staff Salaries        |
| 26/08/2021      | Herefordshire Council    | DD        | 52.00        |             |          | 4110                    | 201    | 52.00     | Rates Market House    |
| 26/08/2021      | Herefordshire Council    | DD        | 86.00        |             |          | 4110                    | 102    | 86.00     | Cemetery Rates        |
| 26/08/2021      | Herefordshire Council    | DD        | 148.00       |             |          | 4110                    | 102    | 148.00    | Mortuary rates        |
| 26/08/2021      | Herefordshire Council    | DD        | 603.00       |             |          | 4110                    | 202    | 603.00    | Council Offices Rates |
| 26/08/2021      | Francotyp Postalia       | DD        | 10.00        |             |          | 4455                    | 235    | 10.00     | Franking Machine      |
| 27/08/2021      | Lloyds Bank              | DD        | 41.40        |             |          | 4550                    | 220    | 41.40     | Bank Charges          |
| 27/08/2021      | Lloyds Bank              | PAY       | 0.20         |             |          | 4550                    | 220    | 0.20      | Bank Charges          |
| 27/08/2021      | Lloyds Bank              | PAY       | -0.20        |             |          | 4550                    | 220    | -0.20     | Lloyds Bank           |
| Total Payments: |                          |           | 41,412.80    | 0.00        | 1,879.61 |                         |        | 39,533.19 |                       |

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Date: 06/10/2021

## Ledbury Town Council Current Year

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## Cashbook 3

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## Premier A/c (736) Comm Call

Payments made between 01/08/2021 and 31/08/2021

## Nominal Ledger Analysis

| Date            | Payee Name                     | Reference | £ Total Amnt | £ Creditors | £ VAT   | A/c  | Centre | £ Amount  | Transaction Details          |
|-----------------|--------------------------------|-----------|--------------|-------------|---------|------|--------|-----------|------------------------------|
| 02/08/2021      | Advansys Ltd                   | DD        | 90.00        |             | 15.00   | 4482 | 401    | 75.00     | Monthly Hosting Support      |
| 02/08/2021      | O2                             | DD        | 157.31       |             | 26.22   | 4481 | 401    | 131.09    | O2                           |
| 02/08/2021      | CF Coporate Finance            | DD        | 219.60       |             | 36.60   | 4405 | 235    | 183.00    | Printer Lease rental         |
| 02/08/2021      | Advansys Ltd                   | DD        | -90.00       |             | -15.00  | 4482 | 401    | -75.00    | Monthly Hosting Support      |
| 02/08/2021      | O2                             | DD        | -157.31      |             | -26.22  | 4481 | 401    | -131.09   | Line Rental                  |
| 02/08/2021      | CF Coporate Finance            | DD        | -219.60      |             | -36.60  | 4405 | 235    | -183.00   | Printer Lease Rental         |
| 09/08/2021      | Lloyds Bank                    | BACS      | 2.41         |             |         | 1870 | 220    | 2.41      | Interest                     |
| 09/08/2021      | Lloyds Bank                    | BACS      | -2.41        |             |         | 1870 | 220    | -2.41     | Int                          |
| 09/08/2021      | Welsh Water                    | DD        | 14.90        |             |         | 4115 | 202    | 14.90     | Welsh Water                  |
| 09/08/2021      | Welsh Water                    | DD        | 22.91        |             |         | 4115 | 202    | 22.91     | Welsh Water                  |
| 09/08/2021      | Citation Limited               | DD        | 216.51       |             |         | 4415 | 235    | 216.51    | Employee Assistance          |
| 09/08/2021      | Welsh Water                    | DD        | -14.90       |             |         | 4115 | 202    | -14.90    | Church lane                  |
| 09/08/2021      | Welsh Water                    | DD        | -22.91       |             |         | 4115 | 202    | -22.91    | Church Lane                  |
| 09/08/2021      | Citation Limited               | DD        | -216.51      |             | -36.08  | 4590 | 220    | -180.43   | Employee Assistance          |
| 10/08/2021      | Shaw Group                     | BACS      | 34.00        |             |         | 1030 | 201    | 34.00     | Charter Market               |
| 10/08/2021      | Shaw Group                     | BACS      | -34.00       |             |         | 1030 | 201    | -34.00    | Charter Market               |
| 10/08/2021      | Octopus Energy                 | BACS      | 0.10         |             |         | 4122 | 202    | 0.10      | Octopus Energy               |
| 10/08/2021      | British Gas                    | DD        | 17.74        |             | 0.84    | 4800 | 214    | 16.90     | Barratt Browning             |
| 10/08/2021      | British Gas                    | DD        | 1,444.53     |             | 240.76  | 4122 | 202    | 1,203.77  | Church Lane                  |
| 10/08/2021      | Octopus Energy                 | DD        | 157.57       |             | 7.50    | 4122 | 202    | 150.07    | LTC Electricity              |
| 10/08/2021      | Octopus Energy                 | DD        | 30.41        |             | 1.45    | 4122 | 102    | 28.96     | Cemetery                     |
| 10/08/2021      | British Gas                    | DD        | -17.74       |             | -0.84   | 4800 | 214    | -16.90    | Barratt Browning             |
| 10/08/2021      | British Gas                    | DD        | -1,444.53    |             | -240.76 | 4122 | 202    | -1,203.77 | Church Lane                  |
| 10/08/2021      | Octopus Energy                 | DD        | -157.67      |             | -7.51   | 4122 | 202    | -150.16   | LTC Church Street            |
| 10/08/2021      | Octopus Energy                 | DD        | -30.41       |             | -1.45   | 4122 | 102    | -28.96    | Cemetery                     |
| 13/08/2021      | Ledbury & District Society Tr. | BACS      | 18.00        |             |         | 1030 | 201    | 18.00     | Market House Renta           |
| 13/08/2021      | Ledbury & District Society Tr. | BACS      | -18.00       |             |         | 1030 | 201    | -18.00    | Market House                 |
| 17/08/2021      | Roberts Adam                   | BACS      | 185.00       |             |         | 1460 | 120    | 185.00    | Roberts Wedding              |
| 17/08/2021      | Roberts Adam                   | BACS      | -185.00      |             |         | 1460 | 120    | -185.00   | Wedding Ceremony             |
| 18/08/2021      | Vision Abbey                   | DD        | 155.11       |             | 25.85   | 4405 | 235    | 129.26    | Technical services           |
| 18/08/2021      | Vision Abbey                   | DD        | -155.11      |             | -25.85  | 4405 | 235    | -129.26   | Meterage Invoice             |
| 19/08/2021      | Owen/Howells                   | BACS      | 185.00       |             |         | 1460 | 120    | 185.00    | Wedding                      |
| 19/08/2021      | Owem/Howells                   | BACS      | -185.00      |             |         | 1460 | 120    | -185.00   | Wedding Ceremony             |
| 20/08/2021      | Lloyds A/c (235) (Bus Ext)     | 20082021  | 30,000.00    |             |         | 200  |        | 30,000.00 | Transfer 736 to 235 20082021 |
| 27/08/2021      | Lloyds Bank                    | DD        | 4.44         |             |         | 4550 | 220    | 4.44      | Bank Charges                 |
| Total Payments: |                                |           | 30,004.44    | 0.00        | -36.09  |      |        | 30,040.53 |                              |

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## List of Payments made between 01/08/2021 and 31/08/2021

| Date Paid  | Payee Name                     | Reference | Amount Paid | Authorized Ref       | Transaction Detail             |
|------------|--------------------------------|-----------|-------------|----------------------|--------------------------------|
| 02/08/2021 | Advansys Ltd                   | BACS      | 90.00       | 36849                | Advansys Ltd                   |
| 02/08/2021 | O2                             | BACS      | 157.31      | 95142903             | Line Rental and phone          |
| 02/08/2021 | CF Coporate Finance            | DD        | 219.60      | 257306               | Lease Rental                   |
| 03/08/2021 | EE Limited                     | DD        | 30.50       |                      | Wedding Co-ordinators Phone    |
| 09/08/2021 | Welsh Water                    | DD        | 14.90       | 10304                | Church Lane Offices            |
| 09/08/2021 | Welsh Water                    | DD        | 22.91       | 62960                | Church Lane Offices            |
| 09/08/2021 | Citation Limited               | DD        | 216.51      | 41037                | Employee Assistance Programme  |
| 10/08/2021 | Arthur J Gallagher             | BACS      | 508.05      | AGRI/101185/20       | Arthur J Gallagher             |
| 10/08/2021 | Ledbury & District Society Tr. | BACS      | 252.00      | KS/LTC/08/21         | Ledbury & District Society TR. |
| 10/08/2021 | Price, Mrs A                   | BACS      | 48.60       | VP ZFS9SZTO          | Business Cards                 |
| 10/08/2021 | OMS UK Ltd                     | BACS      | 360.00      | 110311               | OMS UK Ltd                     |
| 10/08/2021 | British Gas                    | DD        | 17.74       | 370748747            | Barratt Browning Clock         |
| 10/08/2021 | British Gas                    | DD        | 1,444.53    | 370748746            | Church Lane Offices            |
| 10/08/2021 | Octopus Energy                 | DD        | 157.67      | 0008                 | Cemetary                       |
| 10/08/2021 | Octopus Energy                 | DD        | 30.41       | 0003                 | Cemetery                       |
| 10/08/2021 | Ledbury Carnival Association   | BACS      | 1,000.00    |                      | Primary School Defribulator    |
| 10/08/2021 | B & Q                          | BACS      | 60.00       | 1178340058           | Hammerite Paint                |
| 11/08/2021 | Iain A Selkirk                 | CHQ       | 400.00      | 3831                 | Internal Audit                 |
| 16/08/2021 | Arthur J Gallagher             | BACS      | 60.97       | AGRI/101185/20       | Arthur J Gallagher             |
| 17/08/2021 | NABMA                          | BACS      | 225.40      | 0406                 | SPAR                           |
| 17/08/2021 | GR Consultancy Service         | BACS      | 275.00      | 11/21                | Interview Process              |
| 17/08/2021 | Screwfix                       | BACS      | 637.07      | 1179032020           | Screwfix                       |
| 17/08/2021 | Ledbury & District Society Tr. | BACS      | 42.00       | Hire of Burgage Hall | Ledbury & District Society Tr. |
| 17/08/2021 | Perpetua Press                 | BACS      | 87.00       | Printing             | Perpetua Press                 |
| 17/08/2021 | Balfour Beatty Living Places   | BACS      | 276.00      | SID Deployment       | Balfour Beatty Living Places   |
| 17/08/2021 | Ledbury Garden Machinery       | BACS      | 36.00       | Strimmer Line        | Ledbury Garden Machinery       |
| 17/08/2021 | Price, Mrs A                   | BACS      | 287.76      | Zoom                 | Price, Mrs A                   |
| 17/08/2021 | Cartridge People               | BACS      | 63.15       | Cartridges           | Cartridge People               |
| 17/08/2021 | Ledbury Hardware Limited       | BACS      | 45.45       | 63                   | Ledbury Hardware Limited       |
| 17/08/2021 | Lyreco UK Ltd                  | BACS      | 964.48      | 6250182347           | Lyreco UK Ltd                  |
| 17/08/2021 | Royal Mail                     | BACS      | 112.32      | 9063352132           | Royal Mail                     |
| 17/08/2021 | Hoople LTD.                    | BACS      | 723.72      | 66834654             | Hoople LTD.                    |
| 17/08/2021 | Hoople LTD.                    | BACS      | 420.00      | 66834671             | Hoople LTD.                    |
| 17/08/2021 | Screwfix                       | BACS      | 39.99       | 1185157718           | Screwfix                       |
| 17/08/2021 | David McCutcheon               | BACS      | 2,002.00    | Rec Maintenance      | David McCutcheon               |
| 17/08/2021 | Quickskip Hereford Ltd         | BACS      | 234.00      | 175866               | Quickskip Hereford Ltd         |
| 17/08/2021 | GR Consultancy                 | BACS      | 450.00      | 16/2021              | GR Consultancy                 |
| 17/08/2021 | Amberol Limited                | BACS      | 366.00      | 1427/Bench/AP        | Amberol Limited                |
| 17/08/2021 | Ledbury Garden Machinery       | BACS      | 44.51       | 14987                | Ledbury Garden Machinery       |
| 17/08/2021 | P A Meecham                    | BACS      | 404.00      | Clockmaker           | P A Meecham                    |
| 17/08/2021 | Perpetua Press                 | BACS      | -87.00      | 44534                | Poster                         |



## List of Payments made between 01/08/2021 and 31/08/2021

| Date Paid      | Payee Name               | Reference | Amount Paid | Authorized Ref | Transaction Detail      |
|----------------|--------------------------|-----------|-------------|----------------|-------------------------|
| 17/08/2021     | Perpetua Press           | BACS      | 104.40      | 44534          | Posters                 |
| 17/08/2021     | OMS UK Ltd               | BACS      | 21.62       | 110294         | 2 meter cable           |
| 17/08/2021     | OMS UK Ltd               | DD        | 665.33      | 1134           | Support Services        |
| 17/08/2021     | E.on                     | DD        | 79.21       | 001            | Electricity             |
| 17/08/2021     | Heartbeat Trust Ltd      | BACS      | 309.95      | HBT0056/21     | Defibrillator Battery   |
| 17/08/2021     | Garden Organic           | BACS      | 2,400.00    | 45227          | Training online         |
| 18/08/2021     | Vision Abbey             | DD        | 155.11      | 100143125      | Technical Services      |
| 18/08/2021     | Iloyd Meredith           | CHQ       | 120.00      | 012334         | Flag Pole               |
| 23/08/2021     | Lloyds Bank              | DD        | 13.80       | 7197           | Bank Charges            |
| 24/08/2021     | Hoople LTD.              | BACS      | 732.72      | 66834476       | Agency Staff            |
| 24/08/2021     | Onecom Limited           | DD        | 204.22      | 2091825        | Office Telephone System |
| 24/08/2021     | Hoople LTD.              | BACS      | -9.00       |                | Agency Staff            |
| 25/08/2021     | Staff Salaries           | BACS      | 1,034.72    | Mth 5          | Staff Salary            |
| 25/08/2021     | Staff Salaries           | BACS      | 80.19       | Mth 5          | Staff Salary            |
| 25/08/2021     | Staff Salaries           | BACS      | 179.88      | Staff Salaries | Staff Salaries          |
| 25/08/2021     | Staff Salaries           | BACS      | 80.23       | Mth 5          | Staff Salaries          |
| 25/08/2021     | Staff Salaries           | BACS      | 2,101.53    | Mth 5          | Staff Salaries          |
| 25/08/2021     | Staff Salaries           | BACS      | 1,365.95    | Staff Salary   | Staff Salaries          |
| 25/08/2021     | Staff Salaries           | BACS      | 3,319.40    | Mth 5          | Staff Salaries          |
| 25/08/2021     | Staff Salaries           | BACS      | 1,538.73    | Mth 5          | Staff Salaries          |
| 25/08/2021     | Staff Salaries           | BACS      | 707.45      | Mth5           | Staff Salaries          |
| 25/08/2021     | Staff Salaries           | BACS      | 1,929.81    | Mth 5          | Staff Salaries          |
| 25/08/2021     | Staff Salaries           | BACS      | 1,824.75    | Mth 5          | Staff Salaries          |
| 25/08/2021     | Staff Salaries           | BACS      | 160.48      | Mth 5          | Staff Salaries          |
| 25/08/2021     | Worcester County Council | BACS      | 3,713.08    | Mth 5          | Staff Pensions          |
| 25/08/2021     | H M Revenue & Customs    | BACS      | 4,897.88    | Mth 5          | TAX & NI                |
| 25/08/2021     | Staff Salaries           | BACS      | 0.20        |                | Staff Salary            |
| 25/08/2021     | Staff Salaries           | BACS      | 0.01        |                | Salaries                |
| 25/08/2021     | Staff Salaries           | BACS      | 0.20        | Salaries       | Staff Salaries          |
| 26/08/2021     | Herefordshire Council    | DD        | 52.00       |                | Rates Market House      |
| 26/08/2021     | Herefordshire Council    | DD        | 86.00       |                | Cemetery Rates          |
| 26/08/2021     | Herefordshire Council    | DD        | 148.00      |                | Mortuary rates          |
| 26/08/2021     | Herefordshire Council    | DD        | 603.00      |                | Council Offices Rates   |
| 26/08/2021     | Francotyp Postalia       | DD        | 10.00       | 2091825        | Franking Machine        |
| 27/08/2021     | Lloyds Bank              | DD        | 41.40       | 3200           | Bank Charges            |
| 27/08/2021     | Lloyds Bank              | PAY       | 0.20        |                | Bank Charges            |
| 27/08/2021     | Lloyds Bank              | PAY       | -0.20       |                | Lloyds Bank             |
| Total Payments |                          |           | 41,412.80   |                |                         |

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## List of Payments made between 01/08/2021 and 31/08/2021

| <u>Date Paid</u> | <u>Payee Name</u>              | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>    |
|------------------|--------------------------------|------------------|--------------------|-----------------------|------------------------------|
| 02/08/2021       | Advansys Ltd                   | DD               | 90.00              | 36849                 | Monthly Hosting Support      |
| 02/08/2021       | O2                             | DD               | 157.31             | Line Rental           | O2                           |
| 02/08/2021       | CF Coporate Finance            | DD               | 219.60             | C257306               | Printer Lease rental         |
| 02/08/2021       | Advansys Ltd                   | DD               | -90.00             | 36849                 | Monthly Hosting Support      |
| 02/08/2021       | O2                             | DD               | -157.31            | 95142903              | Line Rental                  |
| 02/08/2021       | CF Coporate Finance            | DD               | -219.60            | 0773                  | Printer Lease Rental         |
| 09/08/2021       | Welsh Water                    | DD               | 14.90              | Church Lane           | Welsh Water                  |
| 09/08/2021       | Welsh Water                    | DD               | 22.91              | Church Lane           | Welsh Water                  |
| 09/08/2021       | Citation Limited               | DD               | 216.51             | CT0041037             | Employee Assistance          |
| 09/08/2021       | Welsh Water                    | DD               | -14.90             | 0304                  | Church lane                  |
| 09/08/2021       | Welsh Water                    | DD               | -22.91             | 0305                  | Church Lane                  |
| 09/08/2021       | Citation Limited               | DD               | -216.51            | 41037                 | Employee Assistance          |
| 09/08/2021       | Lloyds Bank                    | BACS             | 2.41               |                       | Interest                     |
| 09/08/2021       | Lloyds Bank                    | BACS             | -2.41              | Interest              | Int                          |
| 10/08/2021       | British Gas                    | DD               | 17.74              | 370748747             | Barratt Browning             |
| 10/08/2021       | British Gas                    | DD               | 1,444.53           | 370748746             | Church Lane                  |
| 10/08/2021       | Octopus Energy                 | DD               | 157.57             | 0008                  | LTC Electricity              |
| 10/08/2021       | Octopus Energy                 | DD               | 30.41              | 0003                  | Cemetery                     |
| 10/08/2021       | British Gas                    | DD               | -17.74             | Town Clock            | Barratt Browning             |
| 10/08/2021       | British Gas                    | DD               | -1,444.53          | 48746                 | Church Lane                  |
| 10/08/2021       | Octopus Energy                 | DD               | -157.67            | 0008                  | LTC Church Street            |
| 10/08/2021       | Octopus Energy                 | DD               | -30.41             | 0003                  | Cemetery                     |
| 10/08/2021       | Shaw Group                     | BACS             | 34.00              |                       | Charter Market               |
| 10/08/2021       | Shaw Group                     | BACS             | -34.00             |                       | Charter Market               |
| 10/08/2021       | Octopus Energy                 | BACS             | 0.10               |                       | Octopus Energy               |
| 13/08/2021       | Ledbury & District Society Tr. | BACS             | 18.00              |                       | Market House Rental          |
| 13/08/2021       | Ledbury & District Society Tr. | BACS             | -18.00             |                       | Market House                 |
| 17/08/2021       | Roberts Adam                   | BACS             | 185.00             |                       | Roberts Wedding              |
| 17/08/2021       | Roberts Adam                   | BACS             | -185.00            |                       | Wedding Ceremony             |
| 18/08/2021       | Vision Abbey                   | DD               | 155.11             | 100143125             | Technical services           |
| 18/08/2021       | Vision Abbey                   | DD               | -155.11            | 100143125             | Meterage Invoice             |
| 19/08/2021       | Owen/Howells                   | BACS             | 185.00             |                       | Wedding                      |
| 19/08/2021       | Owem/Howells                   | BACS             | -185.00            |                       | Wedding Ceremony             |
| 20/08/2021       | Lloyds A/c (235) (Bus Ext)     | 20082021         | 30,000.00          |                       | Transfer 736 to 235 20082021 |
| 27/08/2021       | Lloyds Bank                    | DD               | 4.44               | 0313                  | Bank Charges                 |

|                |           |
|----------------|-----------|
| Total Payments | 30,004.44 |
|----------------|-----------|

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13/10/2021

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Ledbury Town Council Current Year

Cashbook 1

Lloyds A/c (235) (Bus Ext)

Receipts received between 01/09/2021 and 01/10/2021

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Month 6  
September

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## Nominal Ledger Analysis

| Receipt Ref     | Name of Payer               | £ Amnt Received | £ Debtors | £ VAT | A/c  | Centre | £ Amount  | Transaction Detail  |
|-----------------|-----------------------------|-----------------|-----------|-------|------|--------|-----------|---------------------|
| 500441          | Banked: 03/09/2021          | 360.80          |           |       |      |        |           |                     |
| 500441          | Painted Room                | 182.50          |           |       | 1451 | 105    | 182.50    | Donations           |
| 500441          | Painted Room Sales          | 60.30           |           | 10.05 | 1450 | 105    | 50.25     | VAT                 |
| 500441          | Painted Room Sales          | 34.00           |           |       | 1450 | 105    | 34.00     | Non VAT             |
| 500441          | Charter Market              | 34.00           |           |       | 1090 | 301    | 34.00     | Market Income       |
| 500441          | Ceremony Room               | 50.00           |           |       | 1460 | 120    | 50.00     | Wedding Deposit     |
| 500440          | Banked: 03/09/2021          | 727.00          |           |       |      |        |           |                     |
| 500440          | Memorial Income             | 372.00          |           |       | 1130 | 102    | 372.00    | Memorials           |
| 500440          | Charter Market Income       | 355.00          |           |       | 1090 | 301    | 355.00    | Charter Market      |
|                 | Banked: 09/09/2021          | 10,000.00       |           |       |      |        |           |                     |
| 309414          | Premier A/c (736) Comm Call | 10,000.00       |           |       | 202  |        | 10,000.00 | Transfer 736 to 235 |
|                 | Banked: 09/09/2021          | 0.12            |           |       |      |        |           |                     |
| Interest        | Lloyds Bank                 | 0.12            |           |       | 1870 | 220    | 0.12      | Interest            |
|                 | Banked: 20/09/2021          | 30,000.00       |           |       |      |        |           |                     |
| 309414          | Premier A/c (736) Comm Call | 30,000.00       |           |       | 202  |        | 30,000.00 | Transfer 736 to 235 |
|                 | Banked: 20/09/2021          | 366.00          |           |       |      |        |           |                     |
| Refund          | Amberol Ltd                 | 366.00          |           | 61.00 | 4270 | 302    | 305.00    | Invoice paid twice  |
|                 | Banked: 29/09/2021          | 20,000.00       |           |       |      |        |           |                     |
| 29092021        | Premier A/c (736) Comm Call | 20,000.00       |           |       | 202  |        | 20,000.00 | Transfer 736 to 235 |
| Total Receipts: |                             | 61,453.92       | 0.00      | 71.05 |      |        | 61,382.87 |                     |

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## Premier A/c (736) Comm Call

Receipts received between 01/09/2021 and 01/10/2021

## Nominal Ledger Analysis

| Receipt Ref     | Name of Payer                | £ Amnt Received | £ Debtors | £ VAT | A/c  | Centre | £ Amount   | Transaction Detail    |
|-----------------|------------------------------|-----------------|-----------|-------|------|--------|------------|-----------------------|
|                 | Banked: 01/09/2021           | 166.67          |           |       |      |        |            |                       |
| Co-op           | The Co-operative Group (CGP) | 166.67          |           |       | 1160 | 102    | 166.67     | Rent for Mortuary     |
|                 | Banked: 01/09/2021           | 166.67          |           |       |      |        |            |                       |
| Mortuary        | The Co-operative Group (CGP) | 166.67          |           |       | 1160 | 102    | 166.67     | Mortuary Rent         |
|                 | Banked: 01/09/2021           | -166.67         |           |       |      |        |            |                       |
| Mortuary        | The Co-operative Group (CGP) | -166.67         |           |       | 1160 | 102    | -166.67    | Mortuary Rent         |
|                 | Banked: 06/09/2021           | 18.00           |           |       |      |        |            |                       |
| Mkt House       | Ledbury & District U3A       | 18.00           |           |       | 1030 | 201    | 18.00      | Market House Rent     |
|                 | Banked: 09/09/2021           | 2.10            |           |       |      |        |            |                       |
| Interest        | Lloyds Bank                  | 2.10            |           |       | 1870 | 220    | 2.10       | Interest              |
|                 | Banked: 16/09/2021           | 185.00          |           |       |      |        |            |                       |
| Wedding         | R Colyer                     | 185.00          |           |       | 1460 | 120    | 185.00     | Wedding Jacobean Room |
|                 | Banked: 17/09/2021           | 285,540.50      |           |       |      |        |            |                       |
| Precept         | Herefordshire Council        | 285,540.50      |           |       | 1900 | 220    | 285,540.50 | Precept               |
|                 | Banked: 30/09/2021           | 50.00           |           |       |      |        |            |                       |
| Wedding         | Miss F Potter                | 50.00           |           |       | 1460 | 120    | 50.00      | Wedding Jacobean Room |
| Total Receipts: |                              | 285,962.27      | 0.00      | 0.00  |      |        | 285,962.27 |                       |

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13/10/2021

## Ledbury Town Council Current Year

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## Cashbook 4

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## Public Sector Deposit Fund

Receipts received between 01/09/2021 and 01/10/2021

## 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> |
|--------------------|--------------------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
|                    | Banked: 01/09/2021             | 3.14                   |                  |              |            |               |                 |                           |
| Dividend           | The Public Sector Deposit Fund | 3.14                   |                  |              | 1870       | 220           | 3.14            | Dividend Reinvested       |
| Total Receipts:    |                                | 3.14                   | 0.00             | 0.00         |            |               | 3.14            |                           |

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

Payments made between 01/09/2021 and 01/10/2021

## Nominal Ledger Analysis

| Date       | Payee Name               | Reference | £ Total Amnt | £ Creditors | £ VAT  | A/c  | Centre | £ Amount  | Transaction Details            |
|------------|--------------------------|-----------|--------------|-------------|--------|------|--------|-----------|--------------------------------|
| 01/09/2021 | Francotyp Postalia       | DD        | 80.00        |             |        | 4455 | 401    | 80.00     | Franking                       |
| 01/09/2021 | Advansys                 | DD        | 90.00        |             | 15.00  | 4482 | 401    | 75.00     | Monthly Hosting and support    |
| 02/09/2021 | O2                       | DD        | 185.50       |             | 30.92  | 4481 | 235    | 154.58    | Mobile                         |
| 03/09/2021 | Amberol Limited          | BACS      | 366.00       |             | 61.00  | 4270 | 302    | 305.00    | Bench Fixing Kit               |
| 03/09/2021 | Diamond Cleaning         | BACS      | 216.00       |             |        | 4150 | 202    | 216.00    | Office Cleaning                |
| 03/09/2021 | Hoople LTD.              | BACS      | 723.72       |             | 120.62 | 4001 | 230    | 603.10    | Agency Staff                   |
| 03/09/2021 | Hoople LTD.              | BACS      | 723.72       |             | 120.62 | 4001 | 230    | 603.10    | Agency Staff                   |
| 03/09/2021 | Hoople LTD.              | BACS      | 723.72       |             | 120.62 | 4001 | 102    | 603.10    | Agency Staff                   |
| 03/09/2021 | Hoople LTD.              | BACS      | 723.72       |             | 120.62 | 4001 | 230    | 603.10    | Agency Staff                   |
| 03/09/2021 | N Power                  | BACS      | 110.74       |             | 5.27   | 4122 | 202    | 105.47    | Electricity                    |
| 03/09/2021 | EE Limited               | DD        | 30.50        |             | 5.08   | 4481 | 120    | 25.42     | Mobile J JUp                   |
| 07/09/2021 | Citation Limited         | DD        | 216.51       |             | 36.08  | 4415 | 235    | 180.43    | Employee Assistance Programmes |
| 08/09/2021 | Welsh Water              | DD        | 14.90        |             |        | 4115 | 202    | 14.90     | Council Offices                |
| 08/09/2021 | Welsh Water              | DD        | 22.91        |             |        | 4115 | 235    | 22.91     | Church Lane Water              |
| 10/09/2021 | Blachere Ltd             | BACS      | 5,727.72     |             | 954.62 | 4640 | 115    | 4,773.10  | Christmas Illuminations        |
| 10/09/2021 | Octopus Energy           | DD        | 119.35       |             | 5.68   | 4122 | 202    | 113.67    | Electricity Church Lane        |
| 10/09/2021 | British Gas              | DD        | 18.82        |             | 0.90   | 4800 | 214    | 17.92     | Barratt Browning Building      |
| 13/09/2021 | Staff Salaries           | BACS      | 500.00       |             |        | 4000 | 230    | 500.00    | Staff Salaries                 |
| 13/09/2021 | British Gas              | DD        | 1,168.23     |             | 194.70 | 4122 | 202    | 973.53    | Church Lane                    |
| 14/09/2021 | Octopus Energy           | SS        | 34.28        |             | 1.63   | 4122 | 102    | 32.65     | Electricity Cemetery           |
| 16/09/2021 | Francotyp Postalia       | DD        | 79.74        |             |        | 4455 | 235    | 79.74     | Franking                       |
| 17/09/2021 | OMS UK Ltd               | DD        | 672.29       |             | 112.05 | 4483 | 401    | 560.24    | Managed IT Service             |
| 20/09/2021 | Vision Abbey             | DD        | 166.65       |             | 27.78  | 4410 | 235    | 138.87    | Printer                        |
| 24/09/2021 | Staff Salaries           | BACS      | 1,232.21     |             |        | 4702 | 105    | 1,232.21  | Staff Salaries                 |
| 24/09/2021 | Staff Salaries           | BACS      | 2,460.58     |             |        | 4000 | 102    | 2,460.58  | Salaries                       |
| 24/09/2021 | Staff Salaries           | BACS      | 11,453.11    |             |        | 4000 | 230    | 11,453.11 | Salaries                       |
| 24/09/2021 | Worcester County Council | BACS      | 4,231.50     |             |        | 4019 | 230    | 4,231.50  | Staff Pensions                 |
| 24/09/2021 | H M Revenue & Customs    | BACS      | 5,926.14     |             |        | 4018 | 230    | 5,926.14  | H M Revenue & Customs          |
| 24/09/2021 | Staff Salaries           | BACS      | -300.00      |             |        | 4000 | 230    | -300.00   | Staff Salaries                 |
| 24/09/2021 | Lloyds Bank              | BACS      | 13.80        |             |        | 4550 | 220    | 13.80     | Service Charge                 |
| 24/09/2021 | Staff Salaries           | BACS      | 300.00       |             |        | 4000 | 102    | 300.00    | Salaries                       |
| 24/09/2021 | Staff Salaries           | BACS      | 300.00       |             |        | 4000 | 102    | 300.00    | Staff Salaries                 |
| 24/09/2021 | E.on                     | DD        | 73.71        |             | 3.51   | 4122 | 202    | 70.20     | Market House Electricity       |
| 27/09/2021 | Herefordshire Council    | DD        | 148.00       |             |        | 4110 | 102    | 148.00    | Rates Cemetery                 |
| 27/09/2021 | Herefordshire Council    | DD        | 86.00        |             |        | 4110 | 102    | 86.00     | Mortuary Rates                 |
| 27/09/2021 | Herefordshire Council    | DD        | 52.00        |             |        | 4110 | 201    | 52.00     | Market House Rates             |

Subtotal Carried Forward:

38,692.07

0.00

1,936.70

36,755.37

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Date: 13/10/2021

## Ledbury Town Council Current Year

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## Cashbook 3

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## Premier A/c (736) Comm Call

Payments made between 01/09/2021 and 01/10/2021

## 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>      |
|-----------------|----------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|---------------------------------|
| 09/09/2021      | Lloyds A/c (235) (Bus Ext) | 309414           | 10,000.00           |                    |              | 200        |               | 10,000.00       | Transfer 736 to 235<br>09092021 |
| 20/09/2021      | Lloyds A/c (235) (Bus Ext) | 309414           | 30,000.00           |                    |              | 200        |               | 30,000.00       | Transfer 736 to 235<br>20092021 |
| 28/09/2021      | Lloyds Bank                | PAY              | 2.59                |                    |              | 4550       | 220           | 2.59            | Service Charge                  |
| 29/09/2021      | Lloyds A/c (235) (Bus Ext) | 29092021         | 20,000.00           |                    |              | 200        |               | 20,000.00       | Transfer 736 to 235<br>29092021 |
| Total Payments: |                            |                  | 60,002.59           | 0.00               | 0.00         |            |               | 60,002.59       |                                 |

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## List of Payments made between 01/09/2021 and 01/10/2021

| <u>Date Paid</u> | <u>Payee Name</u>        | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>      |
|------------------|--------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 01/09/2021       | Francotyp Postalia       | DD               | 80.00              | 128687                | Franking                       |
| 01/09/2021       | Advansys                 | DD               | 90.00              | PT2M4                 | Monthly Hosting and support    |
| 02/09/2021       | O2                       | DD               | 185.50             | 05844459/001          | Mobile                         |
| 03/09/2021       | Amberol Limited          | BACS             | 366.00             | 1427                  | Bench Fixing Kit               |
| 03/09/2021       | Diamond Cleaning         | BACS             | 216.00             | AUG21                 | Office Cleaning                |
| 03/09/2021       | Hoople LTD.              | BACS             | 723.72             | 66834736              | Agency Staff                   |
| 03/09/2021       | Hoople LTD.              | BACS             | 723.72             | 66834770              | Agency Staff                   |
| 03/09/2021       | Hoople LTD.              | BACS             | 723.72             | 66834899              | Agency Staff                   |
| 03/09/2021       | Hoople LTD.              | BACS             | 723.72             | 66834950              | Agency Staff                   |
| 03/09/2021       | N Power                  | BACS             | 110.74             | LGWLN5MP              | Electricity                    |
| 03/09/2021       | EE Limited               | DD               | 30.50              | Wedding Planner       | Mobile J J Upp                 |
| 07/09/2021       | Citation Limited         | DD               | 216.51             | CT0041037             | Employee Assistance Programmes |
| 08/09/2021       | Welsh Water              | DD               | 14.90              | 2082062084            | Council Offices                |
| 08/09/2021       | Welsh Water              | DD               | 22.91              | 2082062960            | Church Lane Water              |
| 10/09/2021       | Blachere Ltd             | BACS             | 5,727.72           | 53662                 | Christmas Illuminations        |
| 10/09/2021       | Octopus Energy           | DD               | 119.35             | KI-30D6C022           | Electricity Church Lane        |
| 10/09/2021       | British Gas              | DD               | 18.82              | 603200039             | Barratt Browning Building      |
| 13/09/2021       | Staff Salaries           | BACS             | 500.00             |                       | Staff Salaries                 |
| 13/09/2021       | British Gas              | DD               | 1,168.23           | 490611222             | Church Lane                    |
| 14/09/2021       | Octopus Energy           | SS               | 34.28              | KI-B092647B           | Electricity Cemetery           |
| 16/09/2021       | Francotyp Postalia       | DD               | 79.74              | T0128687              | Franking                       |
| 17/09/2021       | OMS UK Ltd               | DD               | 672.29             | 110820                | Managed IT Service             |
| 20/09/2021       | Vision Abbey             | DD               | 166.65             | 100145358             | Printer                        |
| 24/09/2021       | Staff Salaries           | BACS             | 1,232.21           |                       | Staff Salaries                 |
| 24/09/2021       | Staff Salaries           | BACS             | 2,460.58           |                       | Salaries                       |
| 24/09/2021       | Staff Salaries           | BACS             | 11,453.11          |                       | Staff Salaries                 |
| 24/09/2021       | Worcester County Council | BACS             | 4,231.50           |                       | Staff Pensions                 |
| 24/09/2021       | H M Revenue & Customs    | BACS             | 5,926.14           |                       | H M Revenue & Customs          |
| 24/09/2021       | Staff Salaries           | BACS             | -300.00            |                       | Staff Salaries                 |
| 24/09/2021       | Lloyds Bank              | BACS             | 13.80              | 350663344             | Service Charge                 |
| 24/09/2021       | E.on                     | DD               | 73.71              | KI-1DBC1576-0001      | Market House Electricity       |
| 24/09/2021       | Staff Salaries           | BACS             | 300.00             |                       | Salaries                       |
| 24/09/2021       | Staff Salaries           | BACS             | 300.00             | Salaries              | Staff Salaries                 |
| 27/09/2021       | Herefordshire Council    | DD               | 148.00             | Rate                  | Rates Cemetery                 |
| 27/09/2021       | Herefordshire Council    | DD               | 86.00              | Mortuary              | Mortuary Rates                 |
| 27/09/2021       | Herefordshire Council    | DD               | 52.00              | 85806086              | Market House Rates             |
| 27/09/2021       | Herefordshire Council    | DD               | 603.00             | 85237264              | Council Offices Rates          |
| 28/09/2021       | Lloyds Bank              | PAY              | 25.85              | 349693249             | Service Charge                 |
| 30/09/2021       | One Com                  | DD               | 204.31             | 514348                | Phone Hosting                  |
| 30/09/2021       | Onecom Limited           | DD               | 55.39              | 524889                | Voice Mail                     |

|                |           |
|----------------|-----------|
| Total Payments | 39,580.62 |
|----------------|-----------|

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Date: 13/10/2021

**Ledbury Town Council Current Year**

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**Premier A/c (736) Comm Call**

**List of Payments made between 01/09/2021 and 01/10/2021**

| <u>Date Paid</u>      | <u>Payee Name</u>          | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>    |
|-----------------------|----------------------------|------------------|--------------------|-----------------------|------------------------------|
| 09/09/2021            | Lloyds A/c (235) (Bus Ext) | 309414           | 10,000.00          |                       | Transfer 736 to 235 09092021 |
| 20/09/2021            | Lloyds A/c (235) (Bus Ext) | 309414           | 30,000.00          |                       | Transfer 736 to 235 20092021 |
| 28/09/2021            | Lloyds Bank                | PAY              | 2.59               | 350185250             | Service Charge               |
| 29/09/2021            | Lloyds A/c (235) (Bus Ext) | 29092021         | 20,000.00          |                       | Transfer 736 to 235 29092021 |
| <b>Total Payments</b> |                            |                  | <u>60,002.59</u>   |                       |                              |

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16/11/2021

Ledbury Town Council Current Year

Agenda Item 7

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Cashbook 1

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Lloyds A/c (235) (Bus Ext)

Receipts received between 01/10/2021 and 31/10/2021

Month 7  
October

## Nominal Ledger Analysis

| Receipt Ref     | Name of Payer                | £ Amnt Received | £ Debtors | £ VAT  | A/c  | Centre | £ Amount  | Transaction Detail |
|-----------------|------------------------------|-----------------|-----------|--------|------|--------|-----------|--------------------|
| 500442          | Banked: 06/10/2021           | 922.68          |           |        |      |        |           |                    |
| 500442          | Painted Room Sales           | 97.70           |           | 16.28  | 1450 | 105    | 81.42     | Sales VAT          |
| 500442          | Painted Room Sales           | 100.50          |           |        | 1450 | 105    | 100.50    | Sales Non VAT      |
| 500442          | Painted Room Donations       | 535.48          |           |        | 1451 | 105    | 535.48    | Donations          |
| 500442          | Deed Transfer - Rose         | 30.00           |           |        | 1110 | 102    | 30.00     | Deed               |
| 500442          | Dog Bags                     | 118.00          |           |        | 1471 | 127    | 118.00    | Dog Bag            |
| 500442          | Charter Market               | 34.00           |           |        | 1090 | 301    | 34.00     | Charter Market     |
| 500442          | Painted Room Sales           | 7.00            |           |        | 1451 | 105    | 7.00      | Donations          |
| 500443          | Banked: 06/10/2021           | 1,561.00        |           |        |      |        |           |                    |
| 500443          | Funeral Partners             | 813.00          |           |        | 1100 | 102    | 813.00    | Interment          |
| 500443          | Mrs A White                  | 164.00          |           |        | 1130 | 102    | 164.00    | Memorial           |
| 500443          | Mrs Drew                     | 164.00          |           |        | 1130 | 102    | 164.00    | Memorial Permit    |
| 500443          | Ledbury & District           | 250.00          |           |        | 1292 | 118    | 250.00    | Bench Donation     |
| 500443          | R S Colver                   | 50.00           |           |        | 1460 | 120    | 50.00     | Jacobean Room      |
| 500443          | Western Power                | 120.00          |           |        | 1902 | 220    | 120.00    | WayLeave           |
| RooneyAlex      | Banked: 06/10/2021           | 30.00           |           |        |      |        |           |                    |
| RooneyAlex      | Rooney                       | 30.00           |           |        | 1110 | 102    | 30.00     | Alex/Deed          |
|                 | Banked: 11/10/2021           | 0.16            |           |        |      |        |           |                    |
| Interest        | Lloyds Bank                  | 0.16            |           |        | 1870 | 220    | 0.16      | Interest           |
|                 | Banked: 20/10/2021           | 30,000.00       |           |        |      |        |           |                    |
| 309414          | Premier A/c (736) Comm Call  | 30,000.00       |           |        | 202  |        | 30,000.00 |                    |
| 500444          | Banked: 21/10/2021           | 1,388.33        |           |        |      |        |           |                    |
| 500444          | Charter Market - Taynton     | 90.00           |           |        | 1090 | 301    | 90.00     | Charter Market     |
| 500444          | NPower                       | 661.33          |           | 110.22 | 4122 | 202    | 551.11    | Electricity Rebate |
| 500444          | Memorial - Rose              | 44.00           |           |        | 1130 | 102    | 44.00     | Memorial           |
| 500444          | Interment                    | 429.00          |           |        | 1100 | 102    | 429.00    | Interment          |
| 500444          | Memorial - Butler            | 164.00          |           |        | 1130 | 102    | 164.00    | Memorial           |
| 500445          | Banked: 21/10/2021           | 2,658.21        |           |        |      |        |           |                    |
| 500445          | Painted Room Sales           | 223.91          |           |        | 1451 | 105    | 223.91    | Donations          |
| 500445          | Painted Room Sales           | 26.30           |           | 4.38   | 1450 | 105    | 21.92     | Painted - VAT      |
| 500445          | Painted Room Sales           | 41.00           |           |        | 1450 | 105    | 41.00     | Painted - non VAT  |
| 500445          | Mop Fair                     | 2,270.00        |           |        | 1718 | 214    | 2,270.00  | Mop Fair           |
| 500445          | Wedding Deposit              | 50.00           |           |        | 1460 | 202    | 50.00     | Jacobean Room      |
| 500445          | Charter Market - Keith       | 17.00           |           |        | 1090 | 301    | 17.00     | Charter Market     |
| 500445          | Deed Transfer                | 30.00           |           |        | 1110 | 102    | 30.00     | Deed Transfer      |
| 50022082        | Banked: 21/10/2021           | 64.00           |           |        |      |        |           |                    |
| 50022082        | The Co-operative Group (CGP) | 64.00           |           |        | 1130 | 102    | 64.00     | Memorial - Griffin |
| Total Receipts: |                              | 36,624.38       | 0.00      | 130.88 |      |        | 36,493.50 |                    |

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## Premier A/c (736) Comm Call

Receipts received between 01/10/2021 and 31/10/2021

## Nominal Ledger Analysis

| Receipt Ref     | Name of Payer                | £ Amnt Received | £ Debtors | £ VAT | A/c  | Centre | £ Amount | Transaction Detail          |
|-----------------|------------------------------|-----------------|-----------|-------|------|--------|----------|-----------------------------|
| BGC             | Banked: 01/10/2021           | 166.67          |           |       |      |        |          |                             |
| BGC             | The Co-operative Group (CGP) | 166.67          |           |       | 1160 | 102    | 166.67   | Mortuary Rent               |
| 1584            | Banked: 05/10/2021           | 20.00           |           |       |      |        |          |                             |
| 1584            | Mandy Grant                  | 20.00           |           |       | 1090 | 301    | 20.00    | Charter Market              |
| Wedding         | Banked: 06/10/2021           | 235.00          |           |       |      |        |          |                             |
| 1581            | Nadia Naous                  | 235.00          |           |       | 1460 | 120    | 235.00   | Jacobean Room               |
| Interest        | Banked: 11/10/2021           | 3.71            |           |       |      |        |          |                             |
| Interest        | Lloyds Bank                  | 3.71            |           |       | 1870 | 220    | 3.71     | Interest                    |
| 1585            | Banked: 15/10/2021           | 80.00           |           |       |      |        |          |                             |
| 1585            | Navigator                    | 80.00           |           |       | 1090 | 301    | 80.00    | Charter Market              |
| 1591            | Banked: 15/10/2021           | 120.00          |           |       |      |        |          |                             |
| 1591            | Navigator                    | 120.00          |           |       | 1090 | 301    | 120.00   | Charter Market              |
| 1592            | Banked: 18/10/2021           | 85.00           |           |       |      |        |          |                             |
| 1592            | Le Delice                    | 85.00           |           |       | 1090 | 301    | 85.00    | Charter Market              |
| 1296            | Banked: 18/10/2021           | 180.00          |           |       |      |        |          |                             |
| 1296            | R Wilson                     | 180.00          |           |       | 1090 | 301    | 180.00   | Charter Market - All Plants |
| 1302            | Banked: 18/10/2021           | 180.00          |           |       |      |        |          |                             |
| 1302            | R Wilson                     | 180.00          |           |       | 1090 | 301    | 180.00   | Charter Market              |
| 1568            | Banked: 18/10/2021           | 20.00           |           |       |      |        |          |                             |
| 1568            | V Brandt                     | 20.00           |           |       | 1090 | 301    | 20.00    | Charter Market              |
| Total Receipts: |                              | 1,090.38        | 0.00      | 0.00  |      |        | 1,090.38 |                             |

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16/11/2021

## Ledbury Town Council Current Year

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## Cashbook 4

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## Public Sector Deposit Fund

Receipts received between 01/10/2021 and 31/10/2021

## 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> |
|--------------------|--------------------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
| Dividend           | Banked: 31/10/2021             | 2.74                   |                  |              |            |               |                 |                           |
| Dividend           | The Public Sector Deposit Fund | 2.74                   |                  |              | 1870       | 220           | 2.74            | Dividend Re-invested      |
| Total Receipts:    |                                | 2.74                   | 0.00             | 0.00         |            |               | 2.74            |                           |

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## List of Payments made between 01/10/2021 and 31/10/2021

| <u>Date Paid</u> | <u>Payee Name</u>              | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>      |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 01/10/2021       | Francotyp Postalia             | DD               | 80.00              | 22561718              | Franking Machine Postage       |
| 01/10/2021       | Advansys Ltd                   | DD               | 90.00              | 37075                 | Monthly hosting and support    |
| 01/10/2021       | O2                             | DD               | 185.50             | 99793735              | Office Mobiles                 |
| 01/10/2021       | SPAR                           | BACS             | 292.98             | 00412                 | Fuel for Town Council Vehicle  |
| 01/10/2021       | Chubb Electronic Security      | BACS             | 400.37             | 8898526               | Fire Alarm Service             |
| 01/10/2021       | Parih of the Most Holy Trinity | BACS             | 25.00              | 16082021              | Hire of the Church             |
| 01/10/2021       | OMS UK Ltd                     | BACS             | 360.00             | 1103011               | Remote Setup and Configuration |
| 01/10/2021       | OMS UK Ltd                     | BACS             | 21.62              | 110294                | 2 Meter Cable                  |
| 01/10/2021       | Agrigem                        | BACS             | 232.60             | 221246                | Agrigem                        |
| 01/10/2021       | Paperstation Ltd.              | BACS             | 54.10              | 133620                | Hand towel and paper           |
| 01/10/2021       | Paperstation Ltd.              | BACS             | 32.16              | 133637                | Hand Sanitiser                 |
| 01/10/2021       | ASP Plumbing                   | BACS             | 136.25             | Plumber               | Repair leaking sink            |
| 01/10/2021       | Quick Skip                     | BACS             | 234.00             | 177671                | Exchange of cemetery skip      |
| 01/10/2021       | Lyreco UK Ltd                  | BACS             | 300.17             | 6250183092            | Stationary                     |
| 01/10/2021       | Ledbury & District Society Tr. | BACS             | 84.00              | Burgage Hall          | Hire of Burgage Hall           |
| 01/10/2021       | Royal Mail                     | BACS             | 12.42              | 9063543877            | Freepost                       |
| 01/10/2021       | Institute of Workplace         | BACS             | 159.00             | 1036131               | Angela Price Subscription      |
| 01/10/2021       | Water Plus                     | BACS             | 20.67              | 05286113              | Surface Water Drainage New St  |
| 01/10/2021       | Ledbury Garden Machinery       | BACS             | 23.50              | 15152                 | Tyre repair and oil            |
| 01/10/2021       | Shredall Ltd                   | BACS             | 65.52              | 232055                | Shredding                      |
| 01/10/2021       | Herefordshire Council          | BACS             | 104.20             | 91434244              | Recycling and Bin Collection   |
| 01/10/2021       | Herefordshire Council          | BACS             | 70.98              | 91433995              | Waste Collection St Michaels   |
| 01/10/2021       | Herefordshire Council          | BACS             | 2,048.61           | 91433996              | Contribution to CCTV           |
| 01/10/2021       | Rialtas Business Solutions Ltd | BACS             | 480.00             | 29090                 | Online Training                |
| 01/10/2021       | D M Property Maintenance       | BACS             | 2,132.00           | Recreation            | Ground Maintenance             |
| 01/10/2021       | A Price                        | BACS             | 229.50             | Screwfix              | Reimburse A Price - Trade UK   |
| 01/10/2021       | Sentinel Security Systems      | BACS             | 60.74              | CCTV                  | Engineer call out              |
| 01/10/2021       | SPAR                           | BACS             | 152.92             | 00418                 | Fuel for Van                   |
| 01/10/2021       | Herefordshire Council          | BACS             | 30.00              | 91435696              | Recharges for Ledbury North    |
| 01/10/2021       | Autela Payroll Services        | BACS             | 84.83              | 7273                  | Payroll July - Sept            |
| 01/10/2021       | Advansys                       | BACS             | 390.00             | 37108                 | CMS Training                   |
| 01/10/2021       | Perpetua                       | BACS             | 1,488.00           | 44351                 | Development plan questionnaire |
| 01/10/2021       | Fran White Poppies             | BACS             | 63.40              | 0416                  | Annual Play Equipment inspect  |
| 01/10/2021       | Blachere                       | BACS             | 5,084.89           | 53637                 | Hire of Christmas Lights       |
| 01/10/2021       | Diamond Cleaning               | BACS             | 216.00             | July21                | Office Clean Church Lane       |
| 01/10/2021       | PKF Accountants                | BACS             | 1,560.00           | HE0070                | Reveiw of Annual Governance    |
| 01/10/2021       | PKF Accountants                | BACS             | -1,560.00          | HE0070                | Annual Governance              |
| 01/10/2021       | Francotyp Postalia             | DD               | 80.00              | Franking              | Teleset Postage                |
| 01/10/2021       | Francotyp Postalia             | DD               | -80.00             | Franking              | Teleset Postage                |
| 01/10/2021       | Francotyp Postalia             | DD               | -80.00             | Franking Machine      | Teleset Postage                |
| 03/10/2021       | Diamond Cleaning               | BACS             | 216.00             | JULY21                | Office Cleaning                |
| 03/10/2021       | Diamond Cleaning               | BACS             | -216.00            | July 2021             | Cleaning Church Lane Offices   |
| 04/10/2021       | BNP Paribas Leasing Solutions  | DD               | 309.95             | 1120062               | Office Telephones              |

## List of Payments made between 01/10/2021 and 31/10/2021

| <u>Date Paid</u> | <u>Payee Name</u>              | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>      |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 04/10/2021       | Octopus Energy                 | DD               | 116.94             | 0010                  | Electricity Offices            |
| 04/10/2021       | EE Limited                     | DD               | 30.50              | 5382                  | Mobile Phone Wedding Co        |
| 04/10/2021       | Octopus Energy                 | DD               | 602.76             | 6295D2CA              | Electricity Church Lane        |
| 07/10/2021       | Citation Limited               | DD               | 216.51             | 41037                 | Employee Assistance            |
| 08/10/2021       | Welsh Water                    | DD               | 14.90              | 2082062084            | Church Lane Offices            |
| 08/10/2021       | Welsh Water                    | DD               | 22.91              | 3082062960            | Cemetery New Street            |
| 12/10/2021       | British Gas                    | DD               | 17.33              | 40219000              | Barratt Browning Building Elec |
| 13/10/2021       | B & Q                          | BACS             | 29.70              | 1203843674            | Postcrete Recreation Ground    |
| 13/10/2021       | Beth Hughes                    | CHQ              | 37.00              | Expensives            | Beth Hughes                    |
| 13/10/2021       | Beth Hughes                    | CHQ              | 49.60              | Expenses              | First Aid                      |
| 13/10/2021       | O2                             | DD               | 37.00              | Phone                 | Mobile Phone                   |
| 18/10/2021       | OMS UK Ltd                     | DD               | 290.67             | IT                    | Managed Service                |
| 22/10/2021       | Malvern Town Council           | BACS             | 25.00              | Charity Event         | P D Manns                      |
| 22/10/2021       | Mayors Charity Appeal          | BACS             | 8.00               | Andy Manns            | Charity Variety Night          |
| 25/10/2021       | Staff Salaries                 | BACS             | 966.73             | Mth 7                 | Staff Salaries                 |
| 25/10/2021       | Staff Salaries                 | BACS             | 120.29             | Mth 7                 | Staff Salaries                 |
| 25/10/2021       | Staff Salaries                 | BACS             | 108.01             | Mth7                  | Staff Salaries                 |
| 25/10/2021       | Staff Salaries                 | BACS             | 80.23              | Mth7                  | Staff Salaries                 |
| 25/10/2021       | Staff Salaries                 | BACS             | 1,692.78           | Mth 7                 | Staff Salary                   |
| 25/10/2021       | Staff Salaries                 | BACS             | 1,365.95           | Mth 7                 | Staff Salary                   |
| 25/10/2021       | Staff Salaries                 | BACS             | 1,524.77           | Mth 7                 | Staff Salary                   |
| 25/10/2021       | Staff Salaries                 | BACS             | 1,929.81           | Mth 7                 | Staff Salary                   |
| 25/10/2021       | Staff Salaries                 | BACS             | 1,328.84           | Mth 7                 | Staff Salary                   |
| 25/10/2021       | Staff Salaries                 | BACS             | 4,377.86           | Mth 7                 | Staff Salary                   |
| 25/10/2021       | Staff Salaries                 | BACS             | 171.23             | Mth 7                 | Staff Salary                   |
| 25/10/2021       | Staff Salaries                 | BACS             | 1,443.64           | Mth 7                 | Staff Salary                   |
| 25/10/2021       | Worcester County Council       | BACS             | 4,636.15           | Mth 7                 | Pensions                       |
| 25/10/2021       | H M Revenue & Customs          | BACS             | 5,653.00           | Mth 7                 | PAYE/NI                        |
| 26/10/2021       | Paperstation Ltd.              | BACS             | 23.99              | 134392                | Coffee for Office              |
| 26/10/2021       | Paperstation Ltd.              | BACS             | 7.54               | 134405                | Tea Bags for Office            |
| 26/10/2021       | Vision Office Technical        | DD               | 171.38             | 100147863             | MPS Charges Printer            |
| 26/10/2021       | Balfour Beatty Living Places   | BACS             | 264.00             | 112114                | SID Deployment                 |
| 26/10/2021       | JRB Enterprise Ltd             | BACS             | 436.80             | 23004                 | Standard Degradable Bags       |
| 26/10/2021       | Ledbury & District Society Tr. | BACS             | 252.00             | KS/LTC/08/21          | LTC Meeting Hire of Hall       |
| 26/10/2021       | DM Property Maintenance        | BACS             | 2,002.00           | Sept 21               | Grounds Maintenance            |
| 26/10/2021       | Spiramus Press                 | BACS             | 35.00              | 33508                 | Town Councils VAT Guide        |
| 26/10/2021       | ICCM                           | BACS             | 192.00             | 14018                 | Training for Sexton Duties     |
| 26/10/2021       | Shredall Ltd                   | BACS             | 65.52              | 232548                | Office Shredding               |
| 26/10/2021       | Ledbury Hardware Limited       | BACS             | 31.17              | Maintenance           | Broom, Gloves and Hazard Tape  |
| 26/10/2021       | IAC Audit                      | BACS             | 3,702.00           | 1279                  | Governance Review              |
| 26/10/2021       | Lyreco UK Ltd                  | BACS             | 340.00             | 6250183806            | Office Stationary              |
| 26/10/2021       | Advansys Ltd                   | BACS             | 90.00              | 37352                 | Hosting and Support November   |
| 26/10/2021       | Screwfix                       | BACS             | 41.45              | 1190304988            | 3M Respirator                  |

## List of Payments made between 01/10/2021 and 31/10/2021

| <u>Date Paid</u>      | <u>Payee Name</u>              | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>      |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 26/10/2021            | E.on                           | BACS             | 221.35             | 1576-0002             | Electricity Market House       |
| 26/10/2021            | British Gas                    | DD               | 1,287.48           | Mth 7                 | Electricity Church Lane        |
| 26/10/2021            | Octopus Energy                 | DD               | 50.68              | Mth 7                 | Electricity Cemetery           |
| 26/10/2021            | OMS UK Ltd                     | DD               | 672.29             | 111319                | Monthly Managed Services       |
| 26/10/2021            | Water Plus                     | BACS             | 12.99              | 05370014              | Drainag Church Lane            |
| 26/10/2021            | MMLocksecure Ltd               | BACS             | 78.00              | 32003                 | Adjustment on entrance door    |
| 26/10/2021            | Maxine Bassett                 | BACS             | 1,940.00           | 006                   | Consultation on NDP            |
| 26/10/2021            | Balfour Beatty Living Places   | BACS             | 276.00             | 111162                | SID Deployment                 |
| 26/10/2021            | Balfour Beatty Living Places   | BACS             | 192.00             | SID Deployment        | SID114036                      |
| 26/10/2021            | Lloyds Bank                    | DD               | 16.50              | 353029956             | Bank Charges                   |
| 26/10/2021            | Glen Webb Ltd                  | BACS             | 300.00             | 5908                  | H&S Inspection Reports         |
| 26/10/2021            | GEL Enterprise Ltd             | BACS             | 246.00             | 08996                 | Effective minute taking        |
| 26/10/2021            | Herefordshire Council          | BACS             | 122.67             | 91440820              | Church Lane Toilets            |
| 26/10/2021            | Onecom Limited                 | DD               | 200.54             | 527414                | Onecom Limited                 |
| 26/10/2021            | Ledbury & District Society Tr. | BACS             | 35.00              | 21/10/21              | Hire of Burgage Hall           |
| 26/10/2021            | Point to Point Services        | BACS             | 1,368.00           | 15102021              | Medical Cover Mop Fair         |
| 26/10/2021            | PJ Nicholls Ltd                | BACS             | 445.90             | Mth 7                 | Fuel                           |
| 26/10/2021            | Francotyp Postalia             | DD               | 36.00              | 27523478              | Franking Machine Rental        |
| 26/10/2021            | Market House Cafe & Gin Bar    | BACS             | 420.00             | 0001                  | Buffet Mayors Civic Event      |
| 26/10/2021            | Site King                      | BACS             | 145.80             | Mth 7                 | Workwear                       |
| 26/10/2021            | Royal British Legion           | BACS             | 20.00              | MJA27                 | Wreath for Remembrance Day     |
| 26/10/2021            | Shredall Ltd                   | BACS             | 65.52              | 232689                | Office Shredding               |
| 26/10/2021            | Shed Sounds                    | BACS             | 200.00             | 20211910              | PA Hire Remembrance Parade     |
| 26/10/2021            | Adobe Systems                  | BACS             | 343.92             | 1480782376            | Subscription                   |
| 26/10/2021            | Herefordshire Council          | DD               | 52.00              | 20/1                  | Rates Market House             |
| 26/10/2021            | Herefordshire Council          | DD               | 86.00              | 21/0                  | Rates Mortuary                 |
| 26/10/2021            | Herefordshire Council          | DD               | 148.00             | 21/0                  | Rates Cemetery                 |
| 26/10/2021            | Herefordshire Council          | DD               | 603.00             | 21/0                  | Rates Church Lane Offices      |
| 26/10/2021            | Advansys                       | DD               | -90.00             | 37352                 | Monthly Hosting                |
| 26/10/2021            | OMS UK Ltd                     | DD               | -672.29            | 111319                | Monthly Managed Service        |
| 26/10/2021            | B & Q                          | BACS             | -29.70             | 1203843674            | Post Crete                     |
| 26/10/2021            | Onecom Limited                 | DD               | -200.54            |                       | Telephones                     |
| 26/10/2021            | GEL                            | BACS             | 246.00             | 08997                 | Effective Minute Taking Course |
| 27/10/2021            | Petty Cash                     | CHQ              | 250.00             | Chq No 012338         | Petty Cash                     |
| 28/10/2021            | Lloyds Bank                    | BACS             | 51.39              | 352051621             | Bank Charges                   |
| 29/10/2021            | Onecom Limited                 | DD               | 200.54             |                       | Telephone Hosting              |
| 29/10/2021            | British Gas                    | DD               | 581.53             | Final Bill            | Electricity Church Lane        |
| 30/10/2021            | PKF Accountants                | BACS             | 1,560.00           | 20212034              | Accounts Return for year       |
| <b>Total Payments</b> |                                |                  | <b>61,711.41</b>   |                       |                                |

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| A/c Code | Account Name                   | Centre | Centre Name                   | Debit      | Credit     |
|----------|--------------------------------|--------|-------------------------------|------------|------------|
| 120      | Vat Due                        |        |                               | 4,976.79   |            |
| 150      | Stock                          |        |                               | 1,975.87   |            |
| 200      | Lloyds A/c (235) (Bus Ext)     |        |                               | 11,023.81  |            |
| 202      | Premier A/c (736) Comm Call    |        |                               | 238,244.31 |            |
| 203      | Public Sector Deposit Fund     |        |                               | 151,899.52 |            |
| 210      | Petty Cash                     |        |                               | 310.08     |            |
| 310      | General Fund                   |        |                               |            | 251,064.75 |
| 320      | Earmarked Reserves             |        |                               |            | 112.92     |
| 321      | EMR - Recreation Ground Equipm |        |                               |            | 10,830.00  |
| 322      | EMR - Traffic Management       |        |                               |            | 9,000.00   |
| 323      | EMR - Charter Market Improveme |        |                               |            | 1,000.00   |
| 324      | EMR - Listed Buildings         |        |                               |            | 20,000.00  |
| 1030     | Market House Income            | 201    | Market House                  |            | 158.00     |
| 1033     | Localities Grant For NDP       | 301    | Planning/Economic Development |            | 4,954.00   |
| 1090     | Charter Market Income          | 301    | Planning/Economic Development |            | 783.00     |
| 1100     | Cemetery Interment Income      | 102    | Cemetery & Buildings          |            | 3,069.50   |
| 1130     | Cemetery Memorial Permit Incom | 102    | Cemetery & Buildings          |            | 1,296.00   |
| 1160     | Mortuary Rent Income           | 102    | Cemetery & Buildings          |            | 1,147.35   |
| 1450     | Painted Room Sales Income      | 105    | Painted Room                  |            | 424.83     |
| 1451     | Painted Room Donations Income  | 105    | Painted Room                  |            | 1,111.52   |
| 1460     | Ceremony Room Income           | 120    | Non-Statutory Services        |            | 1,545.00   |
| 1471     | Dog Poop Bags                  | 127    | Services and Events           |            | 167.00     |
| 1870     | Bank Interest Received Income  | 220    | Finance and General Purposes  |            | 32.19      |
| 1875     | Miscellaneous Income           | 125    | Green Spaces Maintenance      |            | 5.95       |
| 1900     | Precept Income                 | 220    | Finance and General Purposes  |            | 285,540.50 |
| 4000     | Staff Salaries                 | 102    | Cemetery & Buildings          | 9,657.95   |            |
| 4000     | Staff Salaries                 | 230    | Management and Payroll        | 37,006.84  |            |
| 4001     | Salary Contingency             | 230    | Management and Payroll        | 12,282.95  |            |
| 4009     | Wedding Refunds                | 120    | Non-Statutory Services        | 181.00     |            |
| 4013     | Devolved Services (grass cutti | 125    | Green Spaces Maintenance      | 105.68     |            |
| 4016     | Town Cleaner                   | 103    | Grounds Maintenance           | 3,777.41   |            |
| 4018     | National Insurance             | 230    | Management and Payroll        | 20,601.04  |            |
| 4019     | Pension                        | 230    | Management and Payroll        | 19,046.26  |            |
| 4021     | Rubbish Collection             | 101    | Closed Churchyard             | 70.98      |            |
| 4021     | Rubbish Collection             | 202    | Town Council Offices          | 195.86     |            |
| 4021     | Rubbish Collection             | 220    | Finance and General Purposes  | 54.60      |            |
| 4050     | Staff Training                 | 230    | Management and Payroll        | 745.43     |            |
| 4051     | Officers Travel/Conference/Sub | 230    | Management and Payroll        | 385.00     |            |
| 4110     | Rates                          | 102    | Cemetery & Buildings          | 1,168.88   |            |
| 4110     | Rates                          | 201    | Market House                  | 101.92     |            |
| 4110     | Rates                          | 202    | Town Council Offices          | 3,014.50   |            |
| 4115     | Water                          | 102    | Cemetery & Buildings          | 21.55      |            |

## Account Number Order

| A/c Code | Account Name                  | Centre | Centre Name                   | Debit     | Credit |
|----------|-------------------------------|--------|-------------------------------|-----------|--------|
| 4415     | Office Support & Equipment    | 401    | Full Council                  | 1,688.00  |        |
| 4416     | Equipment Maintenance         | 102    | Cemetery & Buildings          | 499.78    |        |
| 4430     | Advertising                   | 220    | Finance and General Purposes  | 1,078.49  |        |
| 4430     | Advertising                   | 230    | Management and Payroll        | 25.51     |        |
| 4432     | Post Box                      | 302    | Special Projects              | 50.00     |        |
| 4444     | Petty Cash                    | 235    | Office Facilities & Equipment | 102.70    |        |
| 4455     | Postage                       | 235    | Office Facilities & Equipment | 64.42     |        |
| 4455     | Postage                       | 401    | Full Council                  | 186.48    |        |
| 4460     | Subscriptions                 | 220    | Finance and General Purposes  | 901.80    |        |
| 4480     | ICT-Computers                 | 401    | Full Council                  | 434.36    |        |
| 4481     | Telephones                    | 120    | Non-Statutory Services        | 465.42    |        |
| 4481     | Telephones                    | 235    | Office Facilities & Equipment | 170.18    |        |
| 4481     | Telephones                    | 401    | Full Council                  | 2,375.81  |        |
| 4482     | Website                       | 401    | Full Council                  | 225.00    |        |
| 4483     | ICT Services & Software Lease | 401    | Full Council                  | 2,841.80  |        |
| 4520     | Councillors Expenses          | 225    | Councillors/Newsletter        | 276.88    |        |
| 4525     | Councillors Training          | 225    | Councillors/Newsletter        | 450.00    |        |
| 4532     | Flag Pole                     | 210    | Civic Matters                 | 120.00    |        |
| 4543     | Neighbourhood Plan            | 301    | Planning/Economic Development | 832.46    |        |
| 4545     | Annual & Other Meetings       | 225    | Councillors/Newsletter        | 364.00    |        |
| 4546     | Traffic Management            | 301    | Planning/Economic Development | 460.00    |        |
| 4550     | Bank Charges                  | 220    | Finance and General Purposes  | 271.74    |        |
| 4552     | Localities Grant For NPD      | 301    | Planning/Economic Development | 755.27    |        |
| 4579     | Audit Internal                | 220    | Finance and General Purposes  | 400.00    |        |
| 4590     | Professional Services         | 220    | Finance and General Purposes  | 890.94    |        |
| 4592     | PPE/Health & Safety           | 102    | Cemetery & Buildings          | 196.82    |        |
| 4592     | PPE/Health & Safety           | 202    | Town Council Offices          | 67.34     |        |
| 4592     | PPE/Health & Safety           | 220    | Finance and General Purposes  | 276.31    |        |
| 4605     | Events Barriers               | 127    | Services and Events           | 95.00     |        |
| 4607     | Events                        | 127    | Services and Events           | 125.00    |        |
| 4640     | Christmas Lights              | 115    | Town Centre Decorations       | 825.33    |        |
| 4650     | Ledbury In Bloom              | 115    | Town Centre Decorations       | 2,340.00  |        |
| 4702     | Tour Guides Salaries          | 105    | Painted Room                  | 4,354.86  |        |
| 4704     | Tourism/ Town Plan Projects   | 107    | Town Promotion                | 64.94     |        |
| 4800     | Barrett Browning Clock        | 214    | Grants with Powers            | 450.72    |        |
| 4825     | CAB                           | 214    | Grants with Powers            | 2,500.00  |        |
| 4827     | Community Action Ledbury      | 214    | Grants with Powers            | 10,000.00 |        |
| 4885     | Climate Change                | 302    | Special Projects              | 2,000.00  |        |
| 4890     | Unspecified Grants            | 214    | Grants with Powers            | 3,500.00  |        |
| 6000     | Transfers from EMR            | 302    | Special Projects              |           | 370.00 |

## Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 31/08/2021

| <u>A/c</u>               | <u>Description</u>             | <u>Actual</u> |
|--------------------------|--------------------------------|---------------|
| <u>Current Assets</u>    |                                |               |
| 120                      | Vat Due                        | 4,977         |
| 150                      | Stock                          | 1,976         |
| 200                      | Lloyds A/c (235) (Bus Ext)     | 11,024        |
| 202                      | Premier A/c (736) Comm Call    | 238,244       |
| 203                      | Public Sector Deposit Fund     | 151,900       |
| 210                      | Petty Cash                     | 310           |
| Total Current Assets     |                                | 408,430       |
| <u>Represented by :-</u> |                                |               |
| 300                      | Current Year Fund              | 116,053       |
| 310                      | General Fund                   | 251,435       |
| 320                      | Earmarked Reserves             | 113           |
| 321                      | EMR - Recreation Ground Equipm | 10,830        |
| 322                      | EMR - Traffic Management       | 9,000         |
| 323                      | EMR - Charter Market Improveme | 1,000         |
| 324                      | EMR - Listed Buildings         | 20,000        |
| Total Equity             |                                | 408,430       |





## Account Number Order

| A/c Code | Account Name                   | Centre | Centre Name                   | Debit      | Credit     |
|----------|--------------------------------|--------|-------------------------------|------------|------------|
| 120      | Vat Due                        |        |                               | 6,885.72   |            |
| 150      | Stock                          |        |                               | 1,975.87   |            |
| 200      | Lloyds A/c (235) (Bus Ext)     |        |                               | 32,897.11  |            |
| 202      | Premier A/c (736) Comm Call    |        |                               | 464,203.99 |            |
| 203      | Public Sector Deposit Fund     |        |                               | 151,902.66 |            |
| 210      | Petty Cash                     |        |                               | 310.08     |            |
| 310      | General Fund                   |        |                               |            | 251,064.75 |
| 320      | Earmarked Reserves             |        |                               |            | 112.92     |
| 321      | EMR - Recreation Ground Equipm |        |                               |            | 10,830.00  |
| 322      | EMR - Traffic Management       |        |                               |            | 9,000.00   |
| 323      | EMR - Charter Market Improveme |        |                               |            | 1,000.00   |
| 324      | EMR - Listed Buildings         |        |                               |            | 20,000.00  |
| 1030     | Market House Income            | 201    | Market House                  |            | 176.00     |
| 1033     | Localities Grant For NDP       | 301    | Planning/Economic Development |            | 4,954.00   |
| 1090     | Charter Market Income          | 301    | Planning/Economic Development |            | 1,172.00   |
| 1100     | Cemetery Interment Income      | 102    | Cemetery & Buildings          |            | 3,069.50   |
| 1130     | Cemetery Memorial Permit Incom | 102    | Cemetery & Buildings          |            | 1,668.00   |
| 1160     | Mortuary Rent Income           | 102    | Cemetery & Buildings          |            | 1,314.02   |
| 1450     | Painted Room Sales Income      | 105    | Painted Room                  |            | 509.08     |
| 1451     | Painted Room Donations Income  | 105    | Painted Room                  |            | 1,294.02   |
| 1460     | Ceremony Room Income           | 120    | Non-Statutory Services        |            | 1,830.00   |
| 1471     | Dog Poop Bags                  | 127    | Services and Events           |            | 167.00     |
| 1870     | Bank Interest Received Income  | 220    | Finance and General Purposes  |            | 37.55      |
| 1875     | Miscellaneous Income           | 125    | Green Spaces Maintenance      |            | 5.95       |
| 1900     | Precept Income                 | 220    | Finance and General Purposes  |            | 571,081.00 |
| 4000     | Staff Salaries                 | 102    | Cemetery & Buildings          | 12,718.53  |            |
| 4000     | Staff Salaries                 | 230    | Management and Payroll        | 48,659.95  |            |
| 4001     | Salary Contingency             | 102    | Cemetery & Buildings          | 603.10     |            |
| 4001     | Salary Contingency             | 230    | Management and Payroll        | 14,092.25  |            |
| 4009     | Wedding Refunds                | 120    | Non-Statutory Services        | 181.00     |            |
| 4013     | Devolved Services (grass cutti | 125    | Green Spaces Maintenance      | 105.68     |            |
| 4016     | Town Cleaner                   | 103    | Grounds Maintenance           | 3,777.41   |            |
| 4018     | National Insurance             | 230    | Management and Payroll        | 26,527.18  |            |
| 4019     | Pension                        | 230    | Management and Payroll        | 23,277.76  |            |
| 4021     | Rubbish Collection             | 101    | Closed Churchyard             | 70.98      |            |
| 4021     | Rubbish Collection             | 202    | Town Council Offices          | 195.86     |            |
| 4021     | Rubbish Collection             | 220    | Finance and General Purposes  | 54.60      |            |
| 4050     | Staff Training                 | 230    | Management and Payroll        | 745.43     |            |
| 4051     | Officers Travel/Conference/Sub | 230    | Management and Payroll        | 385.00     |            |
| 4110     | Rates                          | 102    | Cemetery & Buildings          | 1,402.88   |            |
| 4110     | Rates                          | 201    | Market House                  | 153.92     |            |
| 4110     | Rates                          | 202    | Town Council Offices          | 3,617.50   |            |

| <u>A/c Code</u> | <u>Account Name</u>           | <u>Centre</u> | <u>Centre Name</u>            | <u>Debit</u> | <u>Credit</u> |
|-----------------|-------------------------------|---------------|-------------------------------|--------------|---------------|
| 4410            | Photocopier Costs             | 235           | Office Facilities & Equipment | 946.98       |               |
| 4415            | Office Support & Equipment    | 235           | Office Facilities & Equipment | 1,700.95     |               |
| 4415            | Office Support & Equipment    | 401           | Full Council                  | 1,688.00     |               |
| 4416            | Equipment Maintenance         | 102           | Cemetery & Buildings          | 499.78       |               |
| 4430            | Advertising                   | 220           | Finance and General Purposes  | 1,078.49     |               |
| 4430            | Advertising                   | 230           | Management and Payroll        | 25.51        |               |
| 4432            | Post Box                      | 302           | Special Projects              | 50.00        |               |
| 4444            | Petty Cash                    | 235           | Office Facilities & Equipment | 102.70       |               |
| 4455            | Postage                       | 235           | Office Facilities & Equipment | 144.16       |               |
| 4455            | Postage                       | 401           | Full Council                  | 266.48       |               |
| 4460            | Subscriptions                 | 220           | Finance and General Purposes  | 901.80       |               |
| 4480            | ICT-Computers                 | 401           | Full Council                  | 434.36       |               |
| 4481            | Telephones                    | 120           | Non-Statutory Services        | 490.84       |               |
| 4481            | Telephones                    | 235           | Office Facilities & Equipment | 324.76       |               |
| 4481            | Telephones                    | 401           | Full Council                  | 2,375.81     |               |
| 4482            | Website                       | 401           | Full Council                  | 300.00       |               |
| 4483            | ICT Services & Software Lease | 401           | Full Council                  | 3,402.04     |               |
| 4520            | Councillors Expenses          | 225           | Councillors/Newsletter        | 276.88       |               |
| 4525            | Councillors Training          | 225           | Councillors/Newsletter        | 450.00       |               |
| 4532            | Flag Pole                     | 210           | Civic Matters                 | 120.00       |               |
| 4543            | Neighbourhood Plan            | 301           | Planning/Economic Development | 832.46       |               |
| 4545            | Annual & Other Meetings       | 225           | Councillors/Newsletter        | 364.00       |               |
| 4546            | Traffic Management            | 301           | Planning/Economic Development | 460.00       |               |
| 4550            | Bank Charges                  | 220           | Finance and General Purposes  | 313.98       |               |
| 4552            | Localities Grant For NPD      | 301           | Planning/Economic Development | 755.27       |               |
| 4579            | Audit Internal                | 220           | Finance and General Purposes  | 400.00       |               |
| 4590            | Professional Services         | 220           | Finance and General Purposes  | 890.94       |               |
| 4592            | PPE/Health & Safety           | 102           | Cemetery & Buildings          | 196.82       |               |
| 4592            | PPE/Health & Safety           | 202           | Town Council Offices          | 67.34        |               |
| 4592            | PPE/Health & Safety           | 220           | Finance and General Purposes  | 276.31       |               |
| 4605            | Events Barriers               | 127           | Services and Events           | 95.00        |               |
| 4607            | Events                        | 127           | Services and Events           | 125.00       |               |
| 4640            | Christmas Lights              | 115           | Town Centre Decorations       | 5,598.43     |               |
| 4650            | Ledbury In Bloom              | 115           | Town Centre Decorations       | 2,340.00     |               |
| 4702            | Tour Guides Salaries          | 105           | Painted Room                  | 5,587.07     |               |
| 4704            | Tourism/ Town Plan Projects   | 107           | Town Promotion                | 64.94        |               |
| 4800            | Barrett Browning Clock        | 214           | Grants with Powers            | 468.64       |               |
| 4825            | CAB                           | 214           | Grants with Powers            | 2,500.00     |               |
| 4827            | Community Action Ledbury      | 214           | Grants with Powers            | 10,000.00    |               |
| 4885            | Climate Change                | 302           | Special Projects              | 2,000.00     |               |
| 4890            | Unspecified Grants            | 214           | Grants with Powers            | 3,500.00     |               |
| 6000            | Transfers from EMR            | 302           | Special Projects              |              | 370.00        |

## Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 01/10/2021

| <u>A/c</u>               | <u>Description</u>             | <u>Actual</u> |
|--------------------------|--------------------------------|---------------|
| <u>Current Assets</u>    |                                |               |
| 120                      | Vat Due                        | 6,886         |
| 150                      | Stock                          | 1,976         |
| 200                      | Lloyds A/c (235) (Bus Ext)     | 32,897        |
| 202                      | Premier A/c (736) Comm Call    | 464,204       |
| 203                      | Public Sector Deposit Fund     | 151,903       |
| 210                      | Petty Cash                     | 310           |
| Total Current Assets     |                                | 658,175       |
| <u>Represented by :-</u> |                                |               |
| 300                      | Current Year Fund              | 365,798       |
| 310                      | General Fund                   | 251,435       |
| 320                      | Earmarked Reserves             | 113           |
| 321                      | EMR - Recreation Ground Equipm | 10,830        |
| 322                      | EMR - Traffic Management       | 9,000         |
| 323                      | EMR - Charter Market Improveme | 1,000         |
| 324                      | EMR - Listed Buildings         | 20,000        |
| Total Equity             |                                | 658,175       |

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| A/c Code | Account Name                   | Centre | Centre Name                   | Debit      | Credit     |
|----------|--------------------------------|--------|-------------------------------|------------|------------|
| 120      | Vat Due                        |        |                               | 10,525.28  |            |
| 150      | Stock                          |        |                               | 1,975.87   |            |
| 200      | Lloyds A/c (235) (Bus Ext)     |        |                               | 7,810.08   |            |
| 202      | Premier A/c (736) Comm Call    |        |                               | 435,291.04 |            |
| 203      | Public Sector Deposit Fund     |        |                               | 151,905.40 |            |
| 210      | Petty Cash                     |        |                               | 310.08     |            |
| 310      | General Fund                   |        |                               |            | 251,064.75 |
| 320      | Earmarked Reserves             |        |                               |            | 112.92     |
| 321      | EMR - Recreation Ground Equipm |        |                               |            | 10,830.00  |
| 322      | EMR - Traffic Management       |        |                               |            | 9,000.00   |
| 323      | EMR - Charter Market Improveme |        |                               |            | 1,000.00   |
| 324      | EMR - Listed Buildings         |        |                               |            | 110,000.00 |
| 325      | EMR - Elections                |        |                               |            | 10,000.00  |
| 326      | EMR - Youth Support            |        |                               |            | 5,000.00   |
| 327      | EMR- Play/Skate Park           |        |                               |            | 24,500.00  |
| 328      | EMR - War Memorial             |        |                               |            | 15,000.00  |
| 329      | EMR - Paths, Bins, Benches     |        |                               |            | 2,500.00   |
| 330      | EMR - CCTV                     |        |                               |            | 5,000.00   |
| 331      | EMR - Advertising              |        |                               |            | 5,000.00   |
| 332      | EMR - Climate Change           |        |                               |            | 2,000.00   |
| 333      | EMR - Perimeter Wall Cemetery  |        |                               |            | 15,000.00  |
| 1030     | Market House Income            | 201    | Market House                  |            | 176.00     |
| 1033     | Localities Grant For NDP       | 301    | Planning/Economic Development |            | 4,954.00   |
| 1090     | Charter Market Income          | 301    | Planning/Economic Development |            | 1,998.00   |
| 1100     | Cemetery Interment Income      | 102    | Cemetery & Buildings          |            | 4,311.50   |
| 1110     | Transfer Of Exclusive Right Of | 102    | Cemetery & Buildings          |            | 90.00      |
| 1130     | Cemetery Memorial Permit Incom | 102    | Cemetery & Buildings          |            | 2,268.00   |
| 1160     | Mortuary Rent Income           | 102    | Cemetery & Buildings          |            | 1,480.69   |
| 1292     | Bench Donation                 | 118    | Minor Infrastructure          |            | 250.00     |
| 1450     | Painted Room Sales Income      | 105    | Painted Room                  |            | 753.92     |
| 1451     | Painted Room Donations Income  | 105    | Painted Room                  |            | 2,060.41   |
| 1460     | Ceremony Room Income           | 120    | Non-Statutory Services        |            | 2,115.00   |
| 1460     | Ceremony Room Income           | 202    | Town Council Offices          |            | 50.00      |
| 1471     | Dog Poop Bags                  | 127    | Services and Events           |            | 285.00     |
| 1718     | October Fair Donation Income   | 214    | Grants with Powers            |            | 2,270.00   |
| 1870     | Bank Interest Received Income  | 220    | Finance and General Purposes  |            | 44.16      |
| 1875     | Miscellaneous Income           | 125    | Green Spaces Maintenance      |            | 5.95       |
| 1900     | Precept Income                 | 220    | Finance and General Purposes  |            | 571,081.00 |
| 1902     | Western Power WayLeave         | 220    | Finance and General Purposes  |            | 120.00     |
| 4000     | Staff Salaries                 | 102    | Cemetery & Buildings          | 14,411.31  |            |
| 4000     | Staff Salaries                 | 230    | Management and Payroll        | 60,630.82  |            |
| 4001     | Salary Contingency             | 102    | Cemetery & Buildings          | 603.10     |            |

## Account Number Order

| A/c Code | Account Name                     | Centre | Centre Name                   | Debit    | Credit |
|----------|----------------------------------|--------|-------------------------------|----------|--------|
| 4225     | Skip Hire                        | 102    | Cemetery & Buildings          | 975.00   |        |
| 4228     | General Tree works               | 108    | Amenity Areas                 | 950.00   |        |
| 4230     | ROSPA Reports                    | 110    | Recreation Ground             | 63.40    |        |
| 4231     | Bollard Refurb                   | 118    | Minor Infrastructure          | 100.00   |        |
| 4236     | Play Equipment Maintenance       | 110    | Recreation Ground             | 804.75   |        |
| 4238     | Youth Shelter Maintenance        | 110    | Recreation Ground             | 250.00   |        |
| 4250     | Tree Works/Property Maintenananc | 102    | Cemetery & Buildings          | 590.00   |        |
| 4270     | Litter Bins & Benches            | 110    | Recreation Ground             | 1,450.00 |        |
| 4270     | Litter Bins & Benches            | 302    | Special Projects              | 980.00   |        |
| 4271     | Dog Bags                         | 127    | Services and Events           | 364.00   |        |
| 4276     | External power supply -High St   | 118    | Minor Infrastructure          | 102.14   |        |
| 4285     | Defibrillator                    | 118    | Minor Infrastructure          | 309.95   |        |
| 4300     | Vehicle Repair                   | 102    | Cemetery & Buildings          | 1,009.20 |        |
| 4330     | Fuel                             | 102    | Cemetery & Buildings          | 1,158.66 |        |
| 4340     | Insurance, Tax & MOT             | 102    | Cemetery & Buildings          | 898.87   |        |
| 4400     | Stationery                       | 235    | Office Facilities & Equipment | 2,007.70 |        |
| 4405     | Photocopier Hire                 | 235    | Office Facilities & Equipment | 535.26   |        |
| 4410     | Photocopier Costs                | 235    | Office Facilities & Equipment | 1,089.80 |        |
| 4415     | Office Support & Equipment       | 235    | Office Facilities & Equipment | 1,881.38 |        |
| 4415     | Office Support & Equipment       | 401    | Full Council                  | 1,706.02 |        |
| 4416     | Equipment Maintenance            | 102    | Cemetery & Buildings          | 499.78   |        |
| 4430     | Advertising                      | 220    | Finance and General Purposes  | 1,104.00 |        |
| 4432     | Post Box                         | 302    | Special Projects              | 50.00    |        |
| 4444     | Petty Cash                       | 235    | Office Facilities & Equipment | 352.70   |        |
| 4455     | Postage                          | 235    | Office Facilities & Equipment | 224.16   |        |
| 4455     | Postage                          | 401    | Full Council                  | 216.48   |        |
| 4460     | Subscriptions                    | 220    | Finance and General Purposes  | 1,404.72 |        |
| 4480     | ICT-Computers                    | 235    | Office Facilities & Equipment | 242.23   |        |
| 4480     | ICT-Computers                    | 401    | Full Council                  | 434.36   |        |
| 4481     | Telephones                       | 120    | Non-Statutory Services        | 516.26   |        |
| 4481     | Telephones                       | 235    | Office Facilities & Equipment | 510.17   |        |
| 4481     | Telephones                       | 401    | Full Council                  | 2,801.22 |        |
| 4482     | Website                          | 401    | Full Council                  | 375.00   |        |
| 4483     | ICT Services & Software Lease    | 401    | Full Council                  | 3,702.04 |        |
| 4520     | Councillors Expenses             | 225    | Councillors/Newsletter        | 276.88   |        |
| 4525     | Councillors Training             | 225    | Councillors/Newsletter        | 450.00   |        |
| 4532     | Flag Pole                        | 210    | Civic Matters                 | 120.00   |        |
| 4535     | Civic Hospitality                | 210    | Civic Matters                 | 414.53   |        |
| 4540     | Election Expenses                | 225    | Councillors/Newsletter        | 30.00    |        |
| 4543     | Neighbourhood Plan               | 301    | Planning/Economic Development | 4,270.81 |        |
| 4545     | Annual & Other Meetings          | 225    | Councillors/Newsletter        | 760.00   |        |
| 4546     | Traffic Management               | 301    | Planning/Economic Development | 1,070.00 |        |

## Detailed Balance Sheet - Excluding Stock Movement

Month 7 Date 31/10/2021

| <u>A/c</u>               | <u>Description</u>             | <u>Actual</u> |
|--------------------------|--------------------------------|---------------|
| <u>Current Assets</u>    |                                |               |
| 120                      | Vat Due                        | 10,525        |
| 150                      | Stock                          | 1,976         |
| 200                      | Lloyds A/c (235) (Bus Ext)     | 7,810         |
| 202                      | Premier A/c (736) Comm Call    | 435,291       |
| 203                      | Public Sector Deposit Fund     | 151,905       |
| 210                      | Petty Cash                     | 310           |
| Total Current Assets     |                                | 607,818       |
| <u>Represented by :-</u> |                                |               |
| 300                      | Current Year Fund              | 141,440       |
| 310                      | General Fund                   | 251,435       |
| 320                      | Earmarked Reserves             | 113           |
| 321                      | EMR - Recreation Ground Equipm | 10,830        |
| 322                      | EMR - Traffic Management       | 9,000         |
| 323                      | EMR - Charter Market Improveme | 1,000         |
| 324                      | EMR - Listed Buildings         | 110,000       |
| 325                      | EMR - Elections                | 10,000        |
| 326                      | EMR - Youth Support            | 5,000         |
| 327                      | EMR- Play/Skate Park           | 24,500        |
| 328                      | EMR - War Memorial             | 15,000        |
| 329                      | EMR - Paths, Bins, Benches     | 2,500         |
| 330                      | EMR - CCTV                     | 5,000         |
| 331                      | EMR - Advertising              | 5,000         |
| 332                      | EMR - Climate Change           | 2,000         |
| 333                      | EMR - Perimeter Wall Cemetery  | 15,000        |
| Total Equity             |                                | 607,818       |





16/11/2021

## Ledbury Town Council Current Year

Agenda Item  
10 Month  
7  
October

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## Detailed Income &amp; Expenditure by Budget Heading 31/10/2021

Month No: 7

## Cost Centre Report

|  | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| <u>101 Closed Churchyard</u>                 |                       |                        |                       |                          |                          |                    |         |                         |
| 4021 Rubbish Collection                      | 71                    | 142                    | 0                     | (142)                    |                          | (142)              | 0.0%    |                         |
| 4205 Grounds Maintenance (Contract)          | 0                     | 129                    | 3,000                 | 2,871                    |                          | 2,871              | 4.3%    |                         |
| 4224 Wheely Bins Refuse Collection           | 0                     | 0                      | 350                   | 350                      |                          | 350                | 0.0%    |                         |
| 4250 Tree Works/Property Maintenanc          | 0                     | 0                      | 2,000                 | 2,000                    |                          | 2,000              | 0.0%    |                         |
| Closed Churchyard :- Indirect Expenditure    | 71                    | 271                    | 5,350                 | 5,079                    | 0                        | 5,079              | 5.1%    | 0                       |
| Net Expenditure                              | (71)                  | (271)                  | (5,350)               | (5,079)                  |                          |                    |         |                         |
| <u>102 Cemetery &amp; Buildings</u>          |                       |                        |                       |                          |                          |                    |         |                         |
| 1100 Cemetery Interment Income               | 1,242                 | 4,312                  | 10,000                | 5,689                    |                          |                    | 43.1%   |                         |
| 1110 Transfer Of Exclusive Right Of          | 90                    | 90                     | 360                   | 270                      |                          |                    | 25.0%   |                         |
| 1130 Cemetery Memorial Permit Incom          | 600                   | 2,268                  | 5,000                 | 2,732                    |                          |                    | 45.4%   |                         |
| 1160 Mortuary Rent Income                    | 167                   | 1,481                  | 2,000                 | 519                      |                          |                    | 74.0%   |                         |
| 1161 Chapel Hire                             | 0                     | 0                      | 150                   | 150                      |                          |                    | 0.0%    |                         |
| Cemetery & Buildings :- Income               | 2,099                 | 8,150                  | 17,510                | 9,360                    |                          |                    | 46.5%   | 0                       |
| 4000 Staff Salaries                          | 1,693                 | 14,411                 | 22,877                | 8,466                    |                          | 8,466              | 63.0%   |                         |
| 4001 Salary Contingency                      | 0                     | 603                    | 2,500                 | 1,897                    |                          | 1,897              | 24.1%   |                         |
| 4110 Rates                                   | 837                   | 2,240                  | 2,600                 | 360                      |                          | 360                | 86.1%   |                         |
| 4115 Water                                   | 21                    | 42                     | 210                   | 168                      |                          | 168                | 20.1%   |                         |
| 4122 Electricity                             | 48                    | 402                    | 2,000                 | 1,598                    |                          | 1,598              | 20.1%   |                         |
| 4160 Window Cleaning                         | 0                     | 0                      | 60                    | 60                       |                          | 60                 | 0.0%    |                         |
| 4170 Maintenance                             | 0                     | 50                     | 1,000                 | 950                      |                          | 950                | 5.0%    |                         |
| 4172 Exhumation Costs                        | 0                     | 311                    | 0                     | (311)                    |                          | (311)              | 0.0%    |                         |
| 4200 New Equipment                           | 0                     | 506                    | 1,000                 | 494                      |                          | 494                | 50.6%   |                         |
| 4201 Equipment Hire                          | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%    |                         |
| 4206 Grounds Maintenance                     | 194                   | 1,734                  | 2,000                 | 266                      |                          | 266                | 86.7%   |                         |
| 4223 Perimeter Wall Repairs                  | 0                     | 0                      | 2,500                 | 2,500                    |                          | 2,500              | 0.0%    |                         |
| 4225 Skip Hire                               | 195                   | 975                    | 1,500                 | 525                      |                          | 525                | 65.0%   |                         |
| 4227 Memorial Testing                        | 0                     | 0                      | 2,000                 | 2,000                    |                          | 2,000              | 0.0%    |                         |
| 4250 Tree Works/Property Maintenanc          | 0                     | 590                    | 2,000                 | 1,410                    |                          | 1,410              | 29.5%   |                         |
| 4300 Vehicle Repair                          | 13                    | 1,009                  | 970                   | (39)                     |                          | (39)               | 104.0%  |                         |
| 4330 Fuel                                    | 750                   | 1,159                  | 1,500                 | 341                      |                          | 341                | 77.2%   |                         |
| 4340 Insurance, Tax & MOT                    | 0                     | 899                    | 862                   | (37)                     |                          | (37)               | 104.3%  |                         |
| 4416 Equipment Maintenance                   | 0                     | 500                    | 1,000                 | 500                      |                          | 500                | 50.0%   |                         |
| 4592 PPE/Health & Safety                     | 156                   | 353                    | 500                   | 147                      |                          | 147                | 70.6%   |                         |
| Cemetery & Buildings :- Indirect Expenditure | 3,906                 | 25,783                 | 48,079                | 22,296                   | 0                        | 22,296             | 53.6%   | 0                       |
| Net Income over Expenditure                  | (1,808)               | (17,633)               | (30,569)              | (12,936)                 |                          |                    |         |                         |

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16:10 Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7 Cost Centre Report

|   | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4175 CCTV Maintenance                           | 51                    | 51                     | 750                   | 699                      |                          | 699                | 6.7%    |                         |
| 4205 Grounds Maintenance (Contract)             | 2,240                 | 5,235                  | 7,854                 | 2,620                    |                          | 2,620              | 66.6%   |                         |
| 4206 Grounds Maintenance                        | 130                   | 1,502                  | 5,000                 | 3,498                    |                          | 3,498              | 30.0%   |                         |
| 4224 Wheely Bins Refuse Collection              | 0                     | 0                      | 700                   | 700                      |                          | 700                | 0.0%    |                         |
| 4229 Street Light Maintenance                   | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%    |                         |
| 4230 ROSPA Reports                              | 63                    | 63                     | 60                    | (3)                      |                          | (3)                | 105.7%  |                         |
| 4235 Play Equipment-New                         | 0                     | 0                      | 5,000                 | 5,000                    |                          | 5,000              | 0.0%    |                         |
| 4236 Play Equipment Maintenance                 | 225                   | 805                    | 5,000                 | 4,195                    |                          | 4,195              | 16.1%   |                         |
| 4237 Skate Park                                 | 0                     | 0                      | 5,000                 | 5,000                    |                          | 5,000              | 0.0%    |                         |
| 4238 Youth Shelter Maintenance                  | 0                     | 250                    | 1,500                 | 1,250                    |                          | 1,250              | 16.7%   |                         |
| 4270 Litter Bins & Benches                      | 363                   | 1,450                  | 312                   | (1,138)                  |                          | (1,138)            | 464.7%  |                         |
| Recreation Ground :- Indirect Expenditure       | 3,047                 | 9,331                  | 31,676                | 22,345                   | 0                        | 22,345             | 29.5%   | 0                       |
| Net Expenditure                                 | (3,047)               | (9,331)                | (31,676)              | (22,345)                 |                          |                    |         |                         |
| <u>115 Town Centre Decorations</u>              |                       |                        |                       |                          |                          |                    |         |                         |
| 4640 Christmas Lights                           | 4,237                 | 9,836                  | 13,260                | 3,424                    |                          | 3,424              | 74.2%   |                         |
| 4650 Ledbury In Bloom                           | 0                     | 2,340                  | 4,000                 | 1,660                    |                          | 1,660              | 58.5%   |                         |
| Town Centre Decorations :- Indirect Expenditure | 4,237                 | 12,176                 | 17,260                | 5,084                    | 0                        | 5,084              | 70.5%   | 0                       |
| Net Expenditure                                 | (4,237)               | (12,176)               | (17,260)              | (5,084)                  |                          |                    |         |                         |
| <u>118 Minor Infrastructure</u>                 |                       |                        |                       |                          |                          |                    |         |                         |
| 1292 Bench Donation                             | 250                   | 250                    | 0                     | (250)                    |                          |                    | 0.0%    |                         |
| Minor Infrastructure :- Income                  | 250                   | 250                    | 0                     | (250)                    |                          |                    |         | 0                       |
| 4176 CCTV Link to Hereford                      | 2,049                 | 4,107                  | 8,195                 | 4,088                    |                          | 4,088              | 50.1%   |                         |
| 4212 Definitive Footpaths                       | 0                     | 53                     | 510                   | 457                      |                          | 457                | 10.4%   |                         |
| 4214 Gloucester Rd Seats Grass Cut              | 0                     | 0                      | 50                    | 50                       |                          | 50                 | 0.0%    |                         |
| 4218 War Memorial Cleaning                      | 0                     | 0                      | 450                   | 450                      |                          | 450                | 0.0%    |                         |
| 4221 War Memorial refurbishment                 | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%    |                         |
| 4231 Bollard Refurb                             | 0                     | 100                    | 0                     | (100)                    |                          | (100)              | 0.0%    |                         |
| 4276 External power supply -High St             | 0                     | 102                    | 104                   | 2                        |                          | 2                  | 98.2%   |                         |
| 4285 Defibrillator                              | 0                     | 310                    | 0                     | (310)                    |                          | (310)              | 0.0%    |                         |
| Minor Infrastructure :- Indirect Expenditure    | 2,049                 | 4,672                  | 10,309                | 5,637                    | 0                        | 5,637              | 45.3%   | 0                       |
| Net Income over Expenditure                     | (1,799)               | (4,422)                | (10,309)              | (5,887)                  |                          |                    |         |                         |
| <u>120 Non-Statutory Services</u>               |                       |                        |                       |                          |                          |                    |         |                         |
| 1460 Ceremony Room Income                       | 285                   | 2,115                  | 1,500                 | (615)                    |                          |                    | 141.0%  |                         |
| Non-Statutory Services :- Income                | 285                   | 2,115                  | 1,500                 | (615)                    |                          |                    | 141.0%  | 0                       |

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|  | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| <u>202 Town Council Offices</u>              |                       |                        |                       |                          |                          |                    |         |                         |
| 1460 Ceremony Room Income                    | 50                    | 50                     | 0                     | (50)                     |                          |                    | 0.0%    |                         |
| Town Council Offices :- Income               | 50                    | 50                     | 0                     | (50)                     |                          |                    |         | 0                       |
| 4021 Rubbish Collection                      | 268                   | 518                    | 0                     | (518)                    |                          | (518)              | 0.0%    |                         |
| 4110 Rates                                   | 0                     | 3,618                  | 6,127                 | 2,510                    |                          | 2,510              | 59.0%   |                         |
| 4115 Water                                   | 51                    | 245                    | 500                   | 255                      |                          | 255                | 48.9%   |                         |
| 4122 Electricity                             | 1,692                 | 9,055                  | 8,000                 | (1,055)                  |                          | (1,055)            | 113.2%  |                         |
| 4123 Lighting Heating, Running Cost          | 0                     | (1,321)                | 0                     | 1,321                    |                          | 1,321              | 0.0%    |                         |
| 4150 Cleaning                                | 216                   | 1,107                  | 0                     | (1,107)                  |                          | (1,107)            | 0.0%    |                         |
| 4155 Housekeeping                            | 0                     | 105                    | 0                     | (105)                    |                          | (105)              | 0.0%    |                         |
| 4160 Window Cleaning                         | 0                     | 35                     | 250                   | 215                      |                          | 215                | 14.0%   |                         |
| 4170 Maintenance                             | 424                   | 999                    | 2,000                 | 1,001                    |                          | 1,001              | 49.9%   |                         |
| 4182 Repairs                                 | 0                     | 1,063                  | 2,040                 | 977                      |                          | 977                | 52.1%   |                         |
| 4185 Alarms                                  | 334                   | 797                    | 4,151                 | 3,354                    |                          | 3,354              | 19.2%   |                         |
| 4592 PPE/Health & Safety                     | 0                     | 67                     | 0                     | (67)                     |                          | (67)               | 0.0%    |                         |
| Town Council Offices :- Indirect Expenditure | 2,984                 | 16,287                 | 23,068                | 6,781                    | 0                        | 6,781              | 70.6%   | 0                       |
| Net Income over Expenditure                  | (2,934)               | (16,237)               | (23,068)              | (6,831)                  |                          |                    |         |                         |
| <u>210 Civic Matters</u>                     |                       |                        |                       |                          |                          |                    |         |                         |
| 4501 Mayor's Hospitality                     | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%    |                         |
| 4529 Civic Insignia                          | 0                     | 0                      | 400                   | 400                      |                          | 400                | 0.0%    |                         |
| 4531 Roll of Honour                          | 0                     | 0                      | 50                    | 50                       |                          | 50                 | 0.0%    |                         |
| 4532 Flag Pole                               | 0                     | 120                    | 157                   | 37                       |                          | 37                 | 76.4%   |                         |
| 4535 Civic Hospitality                       | 415                   | 415                    | 1,000                 | 585                      |                          | 585                | 41.5%   |                         |
| Civic Matters :- Indirect Expenditure        | 415                   | 535                    | 2,607                 | 2,072                    | 0                        | 2,072              | 20.5%   | 0                       |
| Net Expenditure                              | (415)                 | (535)                  | (2,607)               | (2,072)                  |                          |                    |         |                         |
| <u>214 Grants with Powers</u>                |                       |                        |                       |                          |                          |                    |         |                         |
| 1718 October Fair Donation Income            | 2,270                 | 2,270                  | 0                     | (2,270)                  |                          |                    | 0.0%    |                         |
| Grants with Powers :- Income                 | 2,270                 | 2,270                  | 0                     | (2,270)                  |                          |                    |         | 0                       |
| 4122 Electricity                             | 0                     | 19                     | 0                     | (19)                     |                          | (19)               | 0.0%    |                         |
| 4800 Barrett Browning Clock                  | 17                    | 485                    | 150                   | (335)                    |                          | (335)              | 323.4%  |                         |
| 4825 CAB                                     | 0                     | 2,500                  | 5,000                 | 2,500                    |                          | 2,500              | 50.0%   |                         |
| 4826 Malvern Hills AONB Partnership          | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%    |                         |
| 4827 Community Action Ledbury                | 0                     | 10,000                 | 10,000                | 0                        |                          | 0                  | 100.0%  |                         |
| 4870 Youth Budget                            | 0                     | 0                      | 5,000                 | 5,000                    |                          | 5,000              | 0.0%    |                         |
| 4875 Distinguished Citizen Awards            | 0                     | 0                      | 250                   | 250                      |                          | 250                | 0.0%    |                         |
| 4890 Unspecified Grants                      | 0                     | 3,500                  | 16,500                | 13,000                   |                          | 13,000             | 21.2%   |                         |
| Grants with Powers :- Indirect Expenditure   | 17                    | 16,504                 | 37,400                | 20,896                   | 0                        | 20,896             | 44.1%   | 0                       |
| Net Income over Expenditure                  | 2,253                 | (14,234)               | (37,400)              | (23,166)                 |                          |                    |         |                         |

Month No: 7

## Cost Centre Report

|   | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| <b>235 Office Facilities &amp; Equipment</b>          |                       |                        |                       |                          |                          |                    |         |                         |
| 4050 Staff Training                                   | 410                   | 410                    | 0                     | (410)                    |                          | (410)              | 0.0%    |                         |
| 4115 Water  | 0                     | 23                     | 0                     | (23)                     |                          | (23)               | 0.0%    |                         |
| 4400 Stationery                                       | 568                   | 2,008                  | 2,550                 | 542                      |                          | 542                | 78.7%   |                         |
| 4405 Photocopier Hire                                 | 0                     | 535                    | 762                   | 227                      |                          | 227                | 70.2%   |                         |
| 4410 Photocopier Costs                                | 143                   | 1,090                  | 2,500                 | 1,410                    |                          | 1,410              | 43.6%   |                         |
| 4415 Office Support & Equipment                       | 180                   | 1,881                  | 1,000                 | (881)                    |                          | (881)              | 188.1%  |                         |
| 4444 Petty Cash                                       | 250                   | 353                    | 500                   | 147                      |                          | 147                | 70.5%   |                         |
| 4455 Postage  | 80                    | 224                    | 0                     | (224)                    |                          | (224)              | 0.0%    |                         |
| 4480 ICT-Computers                                    | 242                   | 242                    | 0                     | (242)                    |                          | (242)              | 0.0%    |                         |
| 4481 Telephones                                       | 185                   | 510                    | 0                     | (510)                    |                          | (510)              | 0.0%    |                         |
| Office Facilities & Equipment :- Indirect Expenditure | 2,059                 | 7,276                  | 7,312                 | 36                       | 0                        | 36                 | 99.5%   | 0                       |
| <b>Net Expenditure</b>                                | <b>(2,059)</b>        | <b>(7,276)</b>         | <b>(7,312)</b>        | <b>(36)</b>              |                          |                    |         |                         |
| <b>301 Planning/Economic Development</b>              |                       |                        |                       |                          |                          |                    |         |                         |
| 1033 Localities Grant For NDP                         | 0                     | 4,954                  | 0                     | (4,954)                  |                          |                    | 0.0%    |                         |
| 1090 Charter Market Income                            | 826                   | 1,998                  | 5,000                 | 3,002                    |                          |                    | 40.0%   |                         |
| Planning/Economic Development :- Income               | 826                   | 6,952                  | 5,000                 | (1,952)                  |                          |                    | 139.0%  | 0                       |
| 4543 Neighbourhood Plan                               | 3,438                 | 4,271                  | 6,000                 | 1,729                    |                          | 1,729              | 71.2%   |                         |
| 4546 Traffic Management                               | 610                   | 1,070                  | 10,000                | 8,930                    |                          | 8,930              | 10.7%   |                         |
| 4549 Charter Market improvements                      | 0                     | 0                      | 5,000                 | 5,000                    |                          | 5,000              | 0.0%    |                         |
| 4552 Localities Grant For NPD                         | 0                     | 755                    | 0                     | (755)                    |                          | (755)              | 0.0%    |                         |
| Planning/Economic Development :- Indirect Expenditure | 4,048                 | 6,096                  | 21,000                | 14,904                   | 0                        | 14,904             | 29.0%   | 0                       |
| <b>Net Income over Expenditure</b>                    | <b>(3,222)</b>        | <b>856</b>             | <b>(16,000)</b>       | <b>(16,856)</b>          |                          |                    |         |                         |
| <b>302 Special Projects</b>                           |                       |                        |                       |                          |                          |                    |         |                         |
| 4270 Litter Bins & Benches                            | 0                     | 980                    | 0                     | (980)                    |                          | (980)              | 0.0%    | 370                     |
| 4432 Post Box   | 0                     | 50                     | 0                     | (50)                     |                          | (50)               | 0.0%    |                         |
| 4885 Climate Change                                   | 0                     | 2,000                  | 0                     | (2,000)                  |                          | (2,000)            | 0.0%    |                         |
| Special Projects :- Indirect Expenditure              | 0                     | 3,030                  | 0                     | (3,030)                  | 0                        | (3,030)            |         | 370                     |
| <b>Net Expenditure</b>                                | <b>0</b>              | <b>(3,030)</b>         | <b>0</b>              | <b>3,030</b>             |                          |                    |         |                         |
| 6000 plus Transfers from EMR                          | 0                     | 370                    |                       |                          |                          |                    |         |                         |
| <b>Movement to/(from) Gen Reserve</b>                 | <b>0</b>              | <b>(2,660)</b>         |                       |                          |                          |                    |         |                         |

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| Date 04/11/2021 Month No: 7 Current Period   |                               |        |             | Journal Ref: 418         |            |            |
|--|-------------------------------|--------|-------------|--------------------------|------------|------------|
| A/c  | Description                   | Centre | Description | Transaction Detail       | Debit      | Credit     |
| 324  | EMR - Listed Buildings        | 0      |             | Transfer from GR minF341 |            | 90,000.00  |
| 5990   | Transfer to Reserves          | 0      |             | Transfer from GR minF341 | 90,000.00  |            |
| 325  | EMR - Elections               | 0      |             | Transfer from GR minF341 |            | 10,000.00  |
| 5990   | Transfer to Reserves          | 0      |             | Transfer from GR minF341 | 10,000.00  |            |
| 326  | EMR - Youth Support           | 0      |             | Transfer from GR minF341 |            | 5,000.00   |
| 5990   | Transfer to Reserves          | 0      |             | Transfer from GR minF341 | 5,000.00   |            |
| 327  | EMR- Play/Skate Park          | 0      |             | Transfer from GR minF341 |            | 24,500.00  |
| 5990   | Transfer to Reserves          | 0      |             | Transfer from GR minF341 | 24,500.00  |            |
| 328  | EMR - War Memorial            | 0      |             | Transfer from GR minF341 |            | 15,000.00  |
| 5990   | Transfer to Reserves          | 0      |             | Transfer from GR minF341 | 15,000.00  |            |
| 329  | EMR - Paths, Bins, Benches    | 0      |             | Transfer from GR minF341 |            | 2,500.00   |
| 5990   | Transfer to Reserves          | 0      |             | Transfer from GR minF341 | 2,500.00   |            |
| 330  | EMR - CCTV                    | 0      |             | Transfer from GR minF341 |            | 5,000.00   |
| 5990   | Transfer to Reserves          | 0      |             | Transfer from GR minF341 | 5,000.00   |            |
| 331  | EMR - Advertising             | 0      |             | Transfer from GR minF341 |            | 5,000.00   |
| 5990   | Transfer to Reserves          | 0      |             | Transfer from GR minF341 | 5,000.00   |            |
| 332  | EMR - Climate Change          | 0      |             | Transfer from GR minF341 |            | 2,000.00   |
| 5990   | Transfer to Reserves          | 0      |             | Transfer from GR minF341 | 2,000.00   |            |
| 333  | EMR - Perimeter Wall Cemetery | 0      |             | Transfer from GR minF341 |            | 15,000.00  |
| 5990   | Transfer to Reserves          | 0      |             | Transfer from GR minF341 | 15,000.00  |            |
| Narrative: As agreed FPGP meeting 23.09.2021 |                               |        |             | Journal Totals           | 174,000.00 | 174,000.00 |

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|   |                         |                        |
|---|-------------------------|------------------------|
| <b>FINANCE, POLICY &amp;<br/>GENERAL PURPOSES<br/>COMMITTEE</b> | <b>25 NOVEMBER 2021</b> | <b>AGENDA ITEM: 11</b> |
|---|-------------------------|------------------------|

Report prepared by Angela Price – Town Clerk

**QUOTES RECEIVED IN RESPECT OF INTERNAL AUDITOR SERVICES FOR  
THE PERIOD APRIL 2022/23 – MARCH 2024/25**

**Purpose of Report**

The purpose of this report is to provide Members of the Finance, Policy & General Purposes Committee with information on quotes received in respect of Internal Auditor Services for the period April 2022/23 – March 2024/25.

**Detailed Information**

The Council's current Internal Audit contract ends in March 2022 and therefore it is necessary for Members to consider appointing an Internal Auditor to provide auditing services for the period April 2022/23 – March 2024/25.

Following a discussion about this at a meeting of the committee held on 22 July 2021 the Clerk contacted a number of auditing companies to request quotations for this work. Unfortunately, a number of the companies contacted known to provide internal audit services to Town and Parish Councils, advised that they were not currently seeking to take on more Councils at this time and as a result just two quotations have been received.

**Quotation 1**

Proposed fee of £250 per visit comprising of two visits a year for the three year period – total of £500 per annum. This auditor is currently undertaking audit without visits to the offices. No other information was provided with this quotation.

**Quotation 2**

Based on the size and activities of Ledbury Town Council, the proposed fee would be £770 plus VAT per annum inclusive of all travel and out of pocket expenses. Estimated requirement for 2 audit days per year on site at the Council's offices which will include a visit carried out after the year-end to conclude the arrangements in respect of the Annual Return. Should the Council decide to appoint this company for a minimum of three years they will offer a discount of 5% on the fee quoted above (equates to a reduction of £38.50 per annum).

Any additional work identified i.e. due to work associated with significant audit findings or additional reporting requirements, then these would be charged pro-rata based on a daily rate of £385.00 plus VAT per day, or £285 for a half day, inclusive of all costs. Every effort will be made to advise the council of any potential additional time and costs and obtain council's prior approval before undertaking additional work.

Company no. 2 have also provided an Audit Methodology Statement as follows:

The detailed requirements for the Internal Audit of Town and Parish Councils are set out in "The Practitioner's Guide" issued by JPAG.

1. Appointment – in accordance with the requirements of the Guide upon successful appointment the first stage is to put in place an Engagement Letter which sets out the basis of the appointment, the term of the appointment, and the fees and charges that will apply.

The form of this letter is standard for each client, with changes only being made to reflect the man day requirements and level of fees.

2. Audit Risk Assessment – in order for the audit work to be properly planned and resourced an initial Audit Risk Assessment is undertaken. This calculates a "risk score" that may then be used to plan the audit work, typically over a three-year period.
3. Planning – Company no. 2 will plan the audit work to be undertaken to ensure that work undertaken is sufficient to provide an adequate level of assurance on the area subject to review. This will include the preparation of necessary checklists, the selection of samples, the allocation of appropriately qualified resources, and the provision of adequate time to complete work.
4. Reporting – the reports produced for the Council should be both accurate and easy to understand. Where appropriate findings will be prioritised so that the council may clearly see those items which present a higher level of risk.

Where issues are identified that are of high potential impact, for example requiring a negative response to an item on the Annual Return, then a specific report may be written to the council setting out the matters identified and proposed remedial actions.

### **Recommendation**

Members are requested to give consideration to the two quotations received in respect of Internal Audit Services for the period April 2022/23 – March 24/25 and consider whether they would wish to recommend the appointment either of the two companies who have quoted to a meeting of Council or instruct the Clerk to seek further quotes for submission at a meeting of the Finance, Policy & General Purposes Committee scheduled for January 2022.



|   |                         |                        |
|---|-------------------------|------------------------|
| <b>FINANCE, POLICY &amp;<br/>GENERAL PURPOSES<br/>COMMITTEE</b> | <b>25 NOVEMBER 2021</b> | <b>AGENDA ITEM: 13</b> |
|---|-------------------------|------------------------|

Report prepared by Angela Price – Town Clerk

## **RECOMMENDATIONS FROM OTHER COMMITTEES**

### **Purpose of Report**

The purpose of this report is to provide Members of the Finance, Policy & General Purposes Committee with recommendations from other Committees.

### **Detailed Information**

#### **1. Economy & Tourism Committee – 7 September 2021**

Minute no. ET16(3) - That a recommendation to use QR Codes be considered for inclusion of the 2022/23 budget

Members of the Economy & Tourism Committee considered the possible introduction of a mobile app similar to that in other large towns, however it was anticipated that the cost for such an app could be in the region of £5,000. As an alternative it was RESOLVED that a recommendation should be made for funds to be included in the 2022/23 budget for the introduction of a QR Code to promote the town.

However, following this meeting the Community Development carried out some research on QR Codes and has identified a number of websites that offer free QR Code development. Therefore, the Committee should consider whether there is a need for funds to be placed in the 2022/23 budget for the implementation of a QR Code.

#### **2. Planning Committee – 14 October 2021**

Minute no. P495(b) – That a recommendation be made for funds to be included in the 2022/23 budget for the provision of traffic calming gates at Parkway

Members of the Planning Committee considered a request from the Traffic Management Working Party for the installation of traffic calming gates at Parkway, following a discussion with residents from Parkway in their meeting held on 1 September 2021.

At the time of making the request no information was available in respect of the cost of installing traffic calming gates and the Clerk is currently awaiting a response from Herefordshire Council Officers in relation to this.

### **Recommendation**

1. That in light of the information provided by officers which advises that it is possible to create your own QR Code with little or no cost, the Finance, Policy & General Purposes consider whether there is a requirement to included funds in the 2022/23 budget for the introduction of QR Codes around the town of Ledbury.
2. That Members of the Finance, Policy & General Purposes Committee give consideration to the request from the Planning Committee for the inclusion of the cost to install traffic calming gates at Parkway, subject to further information on the costings being made available at a future meeting where the budget will be discussed.

|   |                         |                        |
|---|-------------------------|------------------------|
| <b>FINANCE, POLICY &amp;<br/>GENERAL PURPOSES<br/>COMMITTEE</b> | <b>25 NOVEMBER 2021</b> | <b>AGENDA ITEM: 14</b> |
|---|-------------------------|------------------------|

Report prepared by Angela Price – Town Clerk

## **ANNUAL GRANTS PROCEDURE**

### **Purpose of Report**

The purpose of this report is to provide Members of the Finance, Policy & General Purposes Committee with a copy of the current Grants Policy for consideration and to request Members to approve the attached press release.

### **Detailed Information**

Town and Parish Councils have the power to make provision in their annual budget for grant funding to local organisations which will benefit residents of the town. Under this power Ledbury Town Council have agreed to make provision for grant funding in their 2021/22 budget for a number of organisations as well as unspecified grants.

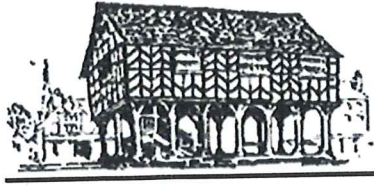
The total sum set aside for unspecified grants in 2021/22 was £16,500; to-date £3,500 has been granted, with a further grant of £2,500 due to the Citizen's Advice Bureau to be paid from this budget line, thus leaving a sum of £10,000 for any further grants in this period.

### **Recommendation**

Members are requested to agree the attached grants policy and press release and agree to the press release being published week commencing 29 November 2021 for a period of two weeks in the Ledbury Reporter, as well as being advertised on all Council social media platforms and notice boards.







## **LEDBURY TOWN COUNCIL**

### **GRANTS POLICY**

- 1) The sum set aside each financial year for donations, is to be recommended annually by the Finance, Policy & General Purposes Committee and agreed annually at the Full Council meeting in which the precept is resolved.
- 2) All applications for donations must be made in writing and submitted to the Clerk.
- 3) All grant applications must be agreed at a meeting of Full Council by way of recommendation from the Finance, Policy & General Committee.
- 4) Ledbury Town Council must satisfy itself that the grant will benefit the area and a significant number of residents. Ideally there should be clear evidence of local need or demand for the proposed project/activity.
- 5) Each application must be accompanied by the required supporting documents.

### **GRANTS CONDITIONS**

- 1) Grants will not be:
  - a. awarded to individuals.
  - b. made retrospectively.
  - c. awarded to fund activities of a political nature.
  - d. awarded to organisations that make, or attempt to make, profit for the benefit of their members or owners.
- 2) All applicants receiving a grant will be requested to provide an End of Project Report within 3 months of the project completion. (Unless agreed otherwise, projects should be completed within 1 year of a grant offer).
- 3) All grants are awarded at the Town Council's discretion. Ledbury Town Council's decision is final and there is no right of appeal.
- 4) Successful grant recipients will be asked to attend the Town Council offices to receive their grant and to consent to a photograph to be used as part of a press release publicising the award.

- 5) The Council reserves the right to recall any grant given to an organisation which ceases to operate during the council's financial year in which the grant has been given.
- 6) The Council will take action and will terminate the grant if evidence is presented of dishonesty or negligence on the part of the recipient which could bring the Council into disrepute.
- 7) Application timescales:
  - a. Multi-year applications must be received before 1-Sept of the year before the grant is requested to start.
  - b. Over £500 applications must be received before 1-Sept or 1-Feb of the year in which the grant is requested.

Under £500 applications can be submitted at any time of the year.

**Multi-Year Support**  
**Grant Application Form**

**1. Tell us about your organisation<sup>1</sup>**

|   |   |  |
|---|---|--|
| <b>Contact Name:</b>  |   |  |
| <b>Position:</b>  |   |  |
| <b>Organisation:</b>  |   |  |
| <b>Contact Address:</b>   |   |  |
| <b>Telephone Number:</b>  |   |  |
| <b>E-mail:</b>  |   |  |
| <b>Status of Organisation:<br/>(delete as appropriate)</b>  | Profit / Not for Profit / Charity / Company<br>Other (specify): |  |
| <b>Charity/Company No.<br/>(if applicable)</b>  |   |  |
| <b>How long has your<br/>organisation been in<br/>existence? (please <input checked="" type="checkbox"/>)</b> | Less than 1 year  |  |
|   | 1-5 years   |  |
|   | More than 5 years   |  |
| <b>What does your<br/>organisation do?</b>  |   |  |

<sup>1</sup> Data will be held in accordance with Ledbury Town Council's data privacy policy a copy of which can be found on our website.

2. Tell us what support you need

|  |   |
|--|---|
| <p><b>Which one of the following five areas <u>best</u> fits your group's area of interest?</b></p>  | <p>Sport <input type="checkbox"/></p> <p>Arts <input type="checkbox"/></p> <p>Health <input type="checkbox"/></p> <p>Environment <input type="checkbox"/></p> <p>Youth <input type="checkbox"/></p> |
| <p><b>Who will benefit from your activities??</b></p> <p>(please tell us what groups will benefit and approximately how many people will benefit in total)</p> |   |
| <p><b>What evidence do you have of local need/demand for your services?</b></p> <p>(This might be survey work or statistical evidence)</p>                     |   |
| <p><b>What support have you received ?</b></p> <p>(Please tell us about any expressions of support you have received from outside your organisation)</p>       |   |
| <p><b>How will your service be delivered and how will success be monitored?</b></p>  |   |
| <p><b>How will your organisation acknowledge the Town Council's funding support?</b></p>   |   |
| <p><b>Do you work with other Ledbury groups or would you be open to doing so in future?</b></p>  |   |



### 3. Tell us how you plan to fund your project

|  |                                  |
|--|----------------------------------|
| Amount requested from Ledbury Town Council.  | Year 1 £<br>Year 2 £<br>Year 3 £ |
| Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what? |                                  |

Please list any applications you have made for funding from other organisations.

| Organisation | Contribution Sought (£) | Applied<br>(please tick as appropriate) | Granted<br>(please tick as appropriate) |
|--------------|-------------------------|---|---|
|              |                         |   |   |
|              |                         |   |   |
|              |                         |   |   |
|              |                         |   |   |
|              |                         |   |   |

### 4. Further information provided in support of your application

| Information   | Enclosed<br>(please tick) | Office Use Only<br>(Initial to confirm documentation complies with the requirement) |
|---|---------------------------|---|
| A copy of your organisation's most recent bank statement<br>(required)  |                           |   |
| A copy of your constitution and list of appointed officers<br>(or similar document showing the organisation's status) |                           |   |
| A copy of your organisation's committee and meeting structure   |                           |   |
| A copy of your organisation's latest set of accounting statements<br>(if any exist)                                   |                           |   |
| Copies of any letters of support for your project   |                           |   |

## 5. Declaration by the applicant

**I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.**

**I/we accept the following:**

- (i) That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered.**
- (ii) That any grant offered will be used only for the purposes set out in this application.**
- (iii) That we will provide annual reports on project progress along with a copy of the annual report for our organisation.**
- (iv) That we will provide a grant closure report for the project within 3 months of the end of the funding period.**

**Should any grant offered not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to Ledbury Town Council on demand.**

|                  |  |
|------------------|--|
| <b>Signed:</b>   |  |
| <b>Name (s):</b> |  |
| <b>Date:</b>     |  |

Please return completed form to:  
Angela Price – Clerk to the Council  
Town Council Offices  
Church Street, Ledbury  
Herefordshire HR8 1DH  
Email: [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk)

## **Funding Request of more than £500**

### **Grant Application Form**

#### **1. Tell us about your organisation<sup>2</sup>**

|   |   |  |
|---|---|--|
| <b>Contact Name:</b>  |   |  |
| <b>Position:</b>  |   |  |
| <b>Organisation:</b>  |   |  |
| <b>Contact Address:</b>   |   |  |
| <b>Telephone Number:</b>  |   |  |
| <b>E-mail:</b>  |   |  |
| <b>Status of Organisation:<br/>(delete as appropriate)</b>  | Profit / Not for Profit / Charity / Company<br>Other (specify): |  |
| <b>Charity/Company No.<br/>(if applicable)</b>  |   |  |
| <b>How long has your<br/>organisation been in<br/>existence? (please <input checked="" type="checkbox"/>)</b> | Less than 1 year  |  |
|   | 1-5 years   |  |
|   | More than 5 years   |  |
| <b>What does your<br/>organisation do?</b>  |   |  |

<sup>1</sup> Data will be held in accordance with Ledbury Town Council's data privacy policy a copy of which can be found on our website.

2. Tell us what support you need

|   |  |
|---|--|
| <b>Project title:</b>   |  |
| <b>Project duration (mm/yy):</b>  | Start: ..... End: .....  |
| <b>Which one of the following five areas <u>best</u> fits your group's area of interest?</b>  | Sport <input type="checkbox"/><br>Arts <input type="checkbox"/><br>Health <input type="checkbox"/><br>Environment <input type="checkbox"/><br>Youth <input type="checkbox"/> |
| <b>Who will benefit from the project?</b><br>(please tell us what groups will benefit and approximately how many people will benefit in total)                |  |
| <b>What evidence do you have of local need/demand for the proposed project/activity?</b><br>(This might be survey work or statistical evidence)               |  |
| <b>What support have you received for this project?</b><br>(Please tell us about any expressions of support you have received from outside your organisation) |  |
| <b>How will the project be managed and how will you measure its success?</b>  |  |
| <b>Please give key milestones for your project, including approximate dates.</b>  |  |
| <b>How will your organisation acknowledge the Town Council's funding support?</b>   |  |
| <b>Do you work with other Ledbury groups or would you be open to doing so in future?</b>  |  |



### 3. Tell us how you plan to fund your project

|   |   |
|---|---|
| <b>What is the total cost of the project?</b>   | £ |
| <b>Amount requested from Ledbury Town Council.</b>  | £ |
| <b>Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?</b> |   |

*Please list any applications you have made for funding from other organisations.*

| Organisation | Contribution Sought (£) | Applied<br>(please tick as appropriate) | Granted<br>(please tick as appropriate) |
|--------------|-------------------------|---|---|
|              |                         |   |   |
|              |                         |   |   |
|              |                         |   |   |
|              |                         |   |   |
|              |                         |   |   |

### 4. Further information provided in support of your application

| Information   | Enclosed<br>(please tick) | Office Use Only<br>(Initial to confirm documentation complies with the requirement) |
|---|---------------------------|---|
| A copy of your organisation's most recent bank statement<br><b>(required)</b>   |                           |   |
| A copy of your constitution and list of appointed officers<br>(or similar document showing the organisation's status) |                           |   |
| A copy of your organisation's latest set of accounting statements<br>(if any exist)                                   |                           |   |
| Copies of any letters of support for your project   |                           |   |

## 5. Declaration by the applicant

**I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.**

**I/we accept the following:**

- (i) That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered.**
- (ii) That any grant offered will be used only for the purposes set out in this application.**
- (iii) That we will provide a grant closure report for the project within 3 months of the end of the funding period.**

**Should any grant offered not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to Ledbury Town Council on demand.**

|                  |  |
|------------------|--|
| <b>Signed:</b>   |  |
| <b>Name (s):</b> |  |
| <b>Date:</b>     |  |

Please return completed form to:

Angela Price - Clerk to the Council  
Town Council Offices  
Church Street, Ledbury  
Herefordshire HR8 1DH  
Email: [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk)

**Funding Request of £500 or less**

**Grant Application Form**

**1. Tell us about your organisation<sup>3</sup>**

|  |   |
|--|---|
| <b>Contact Name:</b>                                       |   |
| <b>Position:</b>   |   |
| <b>Organisation:</b>                                       |   |
| <b>Contact Address:</b>                                    |   |
| <b>Telephone Number:</b>                                   |   |
| <b>E-mail:</b>   |   |
| <b>Status of Organisation:<br/>(delete as appropriate)</b> | Profit / Not for Profit / Charity / Company<br>Other (specify): |
| <b>Charity/Company No.<br/>(if applicable)</b>             |   |
| <b>What does your<br/>organisation do?</b>                 |   |

---

<sup>1</sup> Data will be held in accordance with Ledbury Town Council's data privacy policy a copy of which can be found on our website.

2. Tell us what support you need

|  |  |
|--|--|
| <b>Project title:</b>  |  |
| <b>Project duration (mm/yy):</b>   | Start: ..... End: .....  |
| <b>Which one of the following five areas <u>best</u> fits your group's area of interest?</b> | Sport <input type="checkbox"/><br>Arts <input type="checkbox"/><br>Health <input type="checkbox"/><br>Environment <input type="checkbox"/><br>Youth <input type="checkbox"/> |
| <b>What do you want to do, and why?</b>  |  |
| <b>How will your project be helpful to Ledbury?</b>  |  |
| <b>How will your organisation acknowledge the Town Council's funding support?</b>            |  |



**3. Tell us how you plan to fund your project**

|   |   |
|---|---|
| <b>What is the total cost of the project?</b>   | £ |
| <b>Amount requested from Ledbury Town Council.</b>  | £ |
| <b>Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and what for?</b> |   |

**4. Further information provided in support of your application**

| <b>Information</b>  | <b>Enclosed</b><br>(please tick) | <b>Office Use Only</b><br>(Initial to confirm documentation complies with the requirement) |
|---|----------------------------------|--|
| A copy of your organisation's most recent bank statement<br><b>(required)</b> |                                  |  |
| Copies of any letters of support for your project                             |                                  |  |

## 5. Declaration by the applicant

**I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.**

**I/we accept the following:**

- (i) That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered.**
- (ii) That any grant offered will be used only for the purposes set out in this application.**
- (iii) That we will provide a grant closure letter within 3 months of the end of the funding period.**

**Should any grant offered not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to Ledbury Town Council on demand.**

|                  |  |
|------------------|--|
| <b>Signed:</b>   |  |
| <b>Name (s):</b> |  |
| <b>Date:</b>     |  |

Please return completed form to:

Angela Price - Clerk to the Council  
Town Council Offices  
Church Street, Ledbury  
Herefordshire HR8 1DH  
Email: [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk)

## PRESS RELEASE

### LEDBURY TOWN COUNCIL

### GRANTS FUNDING SCHEME

Ledbury Town Council's Grant Funding Scheme is now open for applications. The deadline for all applications is 1 February 2022 and you can obtain an application form please contact the Council at [admin@ledburytowncouncil.gov.uk](mailto:admin@ledburytowncouncil.gov.uk) or by calling 01531 632306.

Not-for-profit organisations submitting applications for grant funding are required to describe the how the funding will benefit a significant number of Ledbury residents and/or the Ledbury area. Ideally there should be clear evidence of local need or demand for the proposed project or activity. You will be able to give full details of your specific project on the application form.

Ledbury Town Council runs three grant funding schemes:

1. Multi-year applications: where organisations have a project that will run for consecutive years
2. Applications for grant funding over £500; and
3. Applications for grant funding under £500

The **deadline for submission is 5pm on Tuesday 1 February 2022** and all applications should be returned to:

Town Clerk  
Ledbury Town Council  
Council Offices  
Church Street  
Ledbury  
HR8 1DH

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

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## LEDBURY TOWN COUNCIL

### RISK REGISTER

Ledbury Town Council recognise that the greatest risk to a local authority is not being able to deliver the activity or services expected of the Council. Management of risk is an essential part of the Council's work - it ensures that those who use our facilities are safe, giving the staff the protection to get on with their work, and protecting the assets that the Council hold. Risk assessment is a systematic examination of working conditions, workplace activities and environmental factors that enable the Council to identify any and all potential inherent risks. Ledbury Town Council will take all practical steps to reduce or eliminate the risks insofar as is reasonably practicable and making sure that all employees are made aware of the contents of this Risk Register and any related risk assessments.

| Subject             | Possible Risks  | Actual     |          |      | Management & Controls  | Review/Assess/<br>Revise               | Residual   |          |      |
|---------------------|---|------------|----------|------|--|--|------------|----------|------|
|                     |   | Likelihood | Severity | Risk |  |  | Likelihood | Severity | Risk |
| <b>1) FINANCIAL</b> |   |            |          |      |  |  |            |          |      |
| Business Continuity | Risk of Council not being able to continue its business due to an unexpected or tragic circumstance | 1          | 3        | 3    | Daily back-ups of council files made and stored to cloud storage   | Appropriate back up measures in place. | 1          | 2        | 2    |
|                     | Loss of Clerk   | 1          | 3        | 3    | In the event the Clerk unable to work Deputy Clerk to act up   | Appropriate back up measures in place. | 1          | 2        | 2    |
| Precept             | Adequacy of precept   | 2          | 2        | 4    | Regular budget updates provided throughout the year to check the adequacy of the precept which is fixed by council.  | Existing procedures adequate           | 1          | 1        | 1    |
|                     | <b>Council budget overspend</b>   | 1          | 4        | 4    | Payment procedures in place to ensure all receipts and payments are reported to councillors at each finance meeting. All cheques to be signed to two councillors and counter-signed by Clerk or Deputy Clerk.  | Appropriate back up measures in place. | 1          | 3        | 3    |
|                     | Failure to set a precept by HC deadline   | 1          | 3        | 3    | Set a project plan for the budget development plan and agree this at the first meeting of the Finance, Policy & General Purposes Committee after September. Clerk ensures decision made before HC deadline, if not made on time HC would impose precept based on previous year | Review process regularly               | 1          | 3        | 3    |

1799

Agenda Item 15

|                      |   |   |   |   |   |   |   |   |   |
|----------------------|---|---|---|---|---|---|---|---|---|
| Bank & Banking       | Inadequate Checks                         | 2 | 3 | 6 | The Council has adopted the model Financial Regulations which set out the requirements for financial reporting to the council.  | Review financial regulations annually                                     | 1 | 1 | 1 |
| Bank & Banking       | Bank error/failure/fraud                  | 1 | 4 | 4 | Council use a major clearing bank and a portfolio approach to reserves - Bank accounts reconciled monthly by clerk and chair of Finance   | Review banking arrangements regularly                                     | 1 | 1 | 1 |
|                      | Internal Fraud                            | 2 | 4 | 8 | Cheques require 3 signatories (2 x Cllr and either TC or DTC), internal audit, Cllr reconciliations, Committee approval of payments   | Review and update processes regularly                                     | 2 | 1 | 2 |
| Cash/Cheques         | Cheque book or cash theft or dishonesty   | 2 | 2 | 4 | Cheque books kept in locked draw and office locked at night. Financial Regulations provide limit on cash withdrawal value and minimum cash on premises. Cash held in locked tin and kept in locked safe at all times. Appropriate controls in place when receiving money from Mayor | Review financial regulations annually                                     | 2 | 1 | 2 |
| VAT                  | Re-claiming/charging                      | 3 | 3 | 6 | The Council's Financial Regulations sets out the required processes and it is checked annually by the Internal Auditor  | Review financial regulations annually                                     | 2 | 2 | 4 |
| Payroll              | Failure to pay staff on time              | 2 | 3 | 6 | The payroll is managed by Worcestershire Council - details to be provided by dates set by them, with email confirmation once prepared -<br>Diarise monthly dates for sending details of hours worked and expected date of confirmation from WCC                                     | Review process regularly  | 2 | 2 | 4 |
|                      | Inland revenue returns and regulations    | 2 | 4 | 8 | Payroll computer package produces required return, date diarised, Cllr verification of payroll monthly  | Review process regularly  | 2 | 2 | 4 |
| Election Costs       | Financial risk to the council of election | 2 | 2 | 4 | Risk is higher in an election year.. An earmarked reserve is held to cover anticipated as well as unanticipated election costs  | Review earmarked reserve annually and increase/decrease input accordingly | 2 | 1 | 2 |
| Reporting & Auditing | Provision of monitoring information       | 1 | 2 | 2 | Monthly budget reports provided to the Finance Committee which includes Bank reconciliations, breakdown or receipts and payments and balance sheet and trial balance.   | Review processes Regularly  | 1 | 1 | 1 |



|                                  |                                       |   |   |    |   |  |   |   |   |
|----------------------------------|---------------------------------------|---|---|----|---|--|---|---|---|
|                                  | Compliance                            | 2 | 2 | 4  | Annual Internal and External audits undertaken in line with Accounts and Audit Regulations 2015   | Ensure Clerk/RFO aware of amendments to Accounts and Audit | 1 | 1 | 1 |
| Annual Return                    | Submit within time limits             | 2 | 2 | 4  | Annual Return is completed and approved by Council and submitted to the External Auditor on time - Internal auditor completes relevant paperwork following year end close down and Diarise annual end of year close down and internal audit visit   | Review process regularly                                   | 2 | 1 | 2 |
| Direct Costs                     | Goods billed but not supplied         | 2 | 3 | 6  | Council has financial regulations that set out underlying requirements  | Review Financial Regulations annually                      | 2 | 1 | 2 |
| Orders and Invoices              | Incorrect Invoicing                   | 2 | 2 | 4  | Invoice for payment provided to either Finance or Full Council meetings for Cllr consideration and approval   | Review Financial Regulations annually                      | 2 | 1 | 2 |
| Debts                            | Loss of Stock                         | 1 | 2 | 2  | The council carries minimal stocks which are checked and monitored regularly by the Clerk   | Review Financial Regulations annually                      | 1 | 1 | 2 |
|                                  | Unpaid invoices                       | 2 | 1 | 2  | Unpaid invoices to the council are pursued and where possible payment is obtained in advance  | Review Financial Regulations annually                      | 2 | 1 | 2 |
| Council budget                   | Budget Overspend                      | 1 | 4 | 4  | Payment procedures in place to ensure all receipts and payments are reported to monthly finance meeting.  | Review Financial Regulations annually                      | 1 | 2 | 2 |
|                                  | Committee budget/line item overspend  | 1 | 4 | 4  | Financial Regulations provide procedures to be followed - finance committee to review committee budgets quarterly and agree any necessary in-year variations  | Review Financial Regulations annually                      | 1 | 2 | 2 |
| <b>2) EMPLOYER'S LIABILITIES</b> |                                       |   |   |    |   |  |   |   |   |
| Employment Law                   | Failure to comply with employment law | 3 | 4 | 12 | Professional bodies are available for advice, support and regular review. Staff/councillors are encouraged to identify and attend appropriate training. Council policies and procedures to be put in place, with copies provided to staff and requested to confirm receipt and reading of said policies and procedures. Budget is maintained to cover |  | 2 | 3 | 6 |

|   |  |   |   |   |  |  |   |   |   |
|---|--|---|---|---|--|--|---|---|---|
| Long term unavailability of Clerk or loss of Clerk without a period of notice |  | 1 | 4 | 4 |  | The appointment of a Deputy Clerk ameliorates this situation in the short term and backfill with longer term replacement if necessary. The Deputy Clerk will be supported in their studies to become CiLCA qualified.  | 1 | 2 | 2 |
| Long term unavailability of the staff other than the Clerk                    |  | 2 | 3 | 6 |  | The Council will employ short term contract or agency staff.   | 2 | 2 | 4 |
| Health & Safety   | Failure to maintain a safe working environment     | 2 | 4 | 8 |  | Health and Safety Policy - adopt and practice  | 1 | 3 | 3 |
| Staff Safety from Members of Public   | Protection of office based staff from visitors     | 2 | 3 | 6 |  | When Council offices are open, two staff (staff can include a Councillor) must be on the premises. When closed, an electronic door lock and speaker system is fitted (and must be used). Lone working policy in place; staff receive appropriate training. CCTV installed. | 1 | 2 | 2 |
| <b>3. OTHER LIABILITIES</b>   |  |   |   |   |  |  |   |   |   |
| The Town Council expends funds on an activity outside its legal powers        |  | 1 | 4 | 4 |  | Clerk checks the legal position with professional bodies. Internal auditor reviews expenditure. Council processes are in place. Council has General Power of Competence. Governance framework is being updated to  | 1 | 3 | 3 |
| Document Control  | Failure to maintain full document control          | 3 | 3 | 9 |  | Primary copies of unsigned documents are held electronically offsite and secured to backup media within one day of creation or amendment. Stored at appropriate off-site location. A file protocol has been established.   | 1 | 3 | 3 |
| Data Protection Act   | Failure to keep records in accordance with the DPA | 3 | 3 | 9 |  | A Council policy is in place to ensure compliance with the DPA or FOIA, as appropriate. The Policy is administered by the Clerk, who will report failings to Councillors on operation of the record keeping of the Council as soon as possible.                            | 1 | 3 | 3 |



|                                       |   |   |   |    |  |   |   |   |
|---------------------------------------|---|---|---|----|--|---|---|---|
|                                       | Failure to respond to Data Protection/FOIA disclosure requests as required by law | 3 | 4 | 12 | A Council policy is in place to ensure compliance with the DPA or FOIA, as appropriate. The Policy is administered by the Clerk, who will report failings to Councillors on operation of the record keeping of the Council as soon as possible.          | 1 | 3 | 3 |
| GDPR                                  | Rule changes  | 3 | 3 | 9  | Staff and Councillors receive available training   | 1 | 3 | 3 |
| Insurance Cover                       | Insufficient insurance cover for any aspect of Council responsibilities           | 2 | 4 | 8  | All appropriate insurances are in place. List is maintained in the Council offices covering policies, types and amounts.   | 1 | 2 | 2 |
| Register of Interests for Councillors | Failure to maintain accurate Register of Interests                                | 2 | 1 | 2  | Register of Interest forms are provided to Councillors by the Clerk upon appointment to the Council. Completed forms are returned to the Clerk and forwarded on to Herefordshire Council.  | 1 | 1 | 1 |
| Slander (Councillors)                 | Slander and/or libel by a Councillor  | 3 | 1 | 3  | Councillors are personally responsible for their own actions and are covered by Code of Conduct and Nolan Principles   | 3 | 1 | 3 |
| Slander (Staff)                       | Slander and/or libel by a member of staff   | 2 | 3 | 6  | Staff covered by TC's liability insurance and employment conditions. Staff to attend relevant training and to read Council policies including the media and ICT policy. Only designated staff will have access to social media accounts and LTC website. | 1 | 2 | 2 |
| Judicial review costs                 | Failure to claim back judicial review costs                                       | 3 | 3 | 9  | Plan to maintain reserves with increases to the precept and investigation of cost reclamation  | 1 | 3 | 3 |
| 4. COUNCIL PROPERTY                   |   |   |   |    |  |   |   |   |

|  |  |   |   |    |  |   |   |   |   |
|--|--|---|---|----|--|---|---|---|---|
| Weather conditions affecting Council Offices | Impact of flooding or other similar occurrences                                    | 2 | 3 | 6  | Adequate insurance cover in place. Disaster recovery plan in place.  |   | 1 | 2 | 2 |
| Weather conditions affecting Parish          | Impact of flooding within Parish   | 2 | 3 | 6  | Sandbags/HC weather alerts/processes and personnel in place  | Regular monitoring of weather conditions                      | 1 | 2 | 2 |
|  | Impact of snow/ice within Parish   | 2 | 3 | 6  | HC gritting routes, grit bins and adequate supplies of salt  |   | 2 | 2 | 4 |
| Cemetery                                     | Backlog of bodies to be buried   | 1 | 4 | 4  | Bodies would be stored by local undertakers. In the event of a more significant backlog, undertakers from further afield could be approached and in the event of major epidemic, National Government would assist  |   | 1 | 2 | 2 |
|  | Collapse of grave memorial or boundary wall at the closed churchyard and cemetery. | 2 | 3 | 6  | Memorial testing programme is enacted every 10 years. Visual inspection by Grounds officer to identify risks as part of general duties. Programme of inspection and repair in place for boundary walls.  |   | 1 | 3 | 3 |
| General Building Safety                      | Health and safety in buildings   | 2 | 4 | 8  | All appropriate H&S legislation is complied with and a record of any events which compromise building safety of all Town Council buildings are kept and acted on by Town Clerk in conjunction with Town Councillors. This includes regular fire inspections and any action that is necessary. Appropriate liability insurance is in place. |   | 2 | 2 | 4 |
| Asbestos                                     | Contractors working in areas with asbestos   | 2 | 2 | 4  | Clerk to check Contractors are approved to work with asbestos and all safety precautions are adhered to  |   | 1 | 1 | 1 |
| Play Equipment                               | Damaged play equipment   | 3 | 4 | 12 | It is a key task for our Groundsman to monitor the condition of all Council play equipment on a weekly basis. Play equipment insured.  | All Council play equipment has an annual inspection by ROSPA. | 2 | 2 | 4 |



|                                  |  |   |   |    |  |   |   |   |   |
|----------------------------------|--|---|---|----|--|---|---|---|---|
| Trees                            | Falling tree or branch hits person                     | 2 | 3 | 6  | It is a key task for our Groundsman/Contractor to monitor the state of trees in all Council grounds for any signs of damage or other weakness particularly in the event of any storm or other extreme weather conditions before undertaking other duties. Reports received by residents are acted upon where applicable.                                 | Tree surveys are undertaken by tree warden and regular maintenance performed. | 1 | 2 | 2 |
| Street furniture                 | Damage caused to street furniture                      | 1 | 2 | 2  | All signs of damage or any other safety issue are to be reported immediately to the Clerk. Intentional damage is reported to the Police and an incident number obtained. There is no set inspection programme, however reports from Councillors and residents are acted upon responsibly. Most street furniture is the responsibility of Balfour Beatty. |   | 1 | 2 | 2 |
| Forced entry to Council property |  | 2 | 2 | 4  | The buildings rather than the contents are the main assets. Doors are kept locked when not in use and intruder alarms fitted and used on a daily basis. Council data is stored offsite; only paper copies are stored onsite. BT Redcare Emergency response.  |   | 1 | 2 | 2 |
| <b>5. OTHER ASSETS</b>           |  |   |   |    |  |   |   |   |   |
| Asset register                   | Failure to maintain a full and accurate Asset Register | 4 | 3 | 12 | The Asset Register is administered by the Clerk.   | Register revised annually and Clerk prepares a report to F&GP and FC.         | 1 | 1 | 1 |
| <b>6. CONTRACTUAL</b>            |  |   |   |    |  |   |   |   |   |
| Tender rules                     | Incorrect application of tender rules                  | 3 | 3 | 9  | The Clerk checks the legal position with professional bodies, either when requested by Councillors or in his/her judgement if there is a risk to Council.  |   | 1 | 3 | 3 |
| CIC Confidentiality              | Failure to maintain privacy of CIC information         | 4 | 3 | 12 | The Clerk checks the legal position with professional bodies, either when requested by Councillors or in his/her judgement if there is a risk to Council.  |   | 1 | 4 | 4 |

|  |   |   |   |   |   |   |   |   |
|--|---|---|---|---|---|---|---|---|
| Contracts  | A member of staff and/or a Councillor commit to a contract without proper authority | 2 | 3 | 6 | The authority for the commitment to all contracts rests solely with Councillors at a properly convened meeting of Ledbury Town Council except when the Clerk commits to a contract for daily operation of the Council. All commitments made outside the conditions above will be considered a misrepresentation by Council and will be reported to the Police and may result in court action in either the criminal or civil court. Councillor training ensures they are aware that any contract entered into outside of these provisions is invalid and would render them personally liable.   | 1 | 2 | 2 |
| <b>7. COUNCIL ACTIVITIES</b>   |   |   |   |   |   |   |   |   |
| Failure to provide reports for any Council, Committee or Working Party Meeting |   | 4 | 2 | 8 | All minutes of meetings are prepared within agreed timescales and agreed by Councillors at the next meeting. All minutes are made available for public access on the Town Council website at the time of publishing the next agenda for each committee.   | 2 | 2 | 4 |
| Allocation of grant monies   | Failure to follow proper procedures during the allocation of grant monies.          | 1 | 2 | 2 | Councillors have a personal duty to ensure that their decisions regarding the allocation of grant monies is in accordance with the Financial Regulations and Grant criteria. If the Clerk or any Councillor believes or becomes aware of any infringement of procedures in the allocation of grant monies, they must raise the matter as a point of order immediately if part of the meeting where the subject is under discussion. Councillors will consider their own position as to whether any breach of procedures warrants a code of conduct report to the monitoring officer. Grant applications are recorded on appropriate forms and final reports are produced to ensure monies are spent correctly. Approved by F&GP and ratified by FC. | 1 | 2 | 2 |



|  |   |   |   |    |   |   |   |   |
|--|---|---|---|----|---|---|---|---|
| Consultation invitations from senior authorities | Failure to respond to consultation invitations from senior authorities or other public bodies within the allotted time. This risk has little financial consequence; the primary risk is reputational damage to LTC. | 2 | 2 | 4  | The Clerk is responsible for notifying LTC of deadlines. Where consultation deadlines are unreasonably short, the Council will make strong representations to the relevant authority to gain an acceptable period.        | 2 | 1 | 2 |
| Long term consultation processes                 | Failure to complete consultations on long term plans, eg Neighbourhood Development Plan   | 3 | 3 | 9  | Hold proper consultations, involving appropriately qualified personnel. Take expert advice at the correct stages of the project. Manage the project correctly and ensure all provisions of the Localism Act are followed. | 2 | 2 | 4 |
| <b>8. NEW WEBSITE</b>                            |   |   |   |    |   |   |   |   |
| Specification                                    | Website not delivered to specification  | 3 | 4 | 12 | Requirements document developed before tendering process and ratified by LTC and FC.  | 1 | 2 | 2 |
|  | Specification is not what is actually required  | 2 | 4 | 8  | Requirements document evaluated extensively by the LTC and ratified by FC   | 1 | 1 | 1 |
|  | Tenderer does not understand the nature of the requirement  | 2 | 4 | 8  | Development of a requirement document and measurement of each tender against that document  | 1 | 1 | 1 |
| Budget   | Website not delivered to budget.  | 3 | 4 | 12 | LTC will favour a fixed price contract which places risk on the contractor and not on LTC.  | 1 | 1 | 1 |
| Timescales                                       | Website not delivered to time   | 2 | 2 | 4  | Prince 2 Project Management principles will be followed by LTC in its dealings with the contractors. Relevant staff to be trained in PRINCE accordingly.  | 1 | 2 | 2 |
| Selection Process                                | Tendering rules not followed correctly  | 3 | 3 | 9  | Consultation with clerk/deputy clerk and consultation with suitably qualified legal professionals   | 1 | 2 | 2 |
| Appointment of website provider                  | Unsuitable tenderer chosen  | 3 | 4 | 12 | Evaluation of the tenderer against the requirements document. Evaluation of the tenderer's project plan and contract requirements.  | 1 | 2 | 2 |
| Lack of suitable bids                            | No contractor produces a suitable bid   | 2 | 2 | 4  | LTC reserves the right not to aware the tender at all.  | 1 | 1 | 1 |



Report prepared by Angela Price – Town Clerk

## **ADVICE RECEIVED FROM RIALTAS SUPPORT**

### **Purpose of Report**

The purpose of this report is to make Members of the Finance, Policy & General Purposes Committee aware of advice received from Rialtas Support, providers of the Councils accounting software.

### **Detailed Information**

At a meeting of the Finance, Policy & General Purposes Committee held on 23 September 2021 it was resolved that a number of in-year movements from the General Reserves to budget lines within the 2021/22 budget would be undertaken, along with earmarked reserves and virements.

Due to the Accounts/Burial Clerk not having undertaken these on the system previously, training was organised with Rialtas Support, the providers of the Council's Accounting software.

During the training the earmarked reserves were set up as per minute no. F341(a) and virements and journal entries were dealt with, however when asking for assistance on how to transfer funds from the General Reserve to budget lines, the following advice was received:

*"As per discussion I can confirm that you do not amend your general reserve versus expenditure codes. The only place you can move General Reserve is into another ear-marked reserve. If you tried to journal between a reserve and an expenditure code, this would change you AGAR figure in box 6 (or 4) when the money has not been spent. This will lead to the AGAR being wrong and there will be a difference between Box 7 of the AGAR and the reserves reconciliation report."*

The above advice would appear to make sense, as due to these actions having been taken historically the Council's AGAR figures have shown a difference between box 7 of the AGA and the reserves reconciliation report, and the Clerk has had to provide an explanation for these differences.

### **Recommendation**

That Members of the Finance, Policy & General Purposes Committee note the above advice and recognise that no action is taken to amend the general reserve versus expenditure codes within the annual budget figures going forward.





|   |                         |                        |
|---|-------------------------|------------------------|
| <b>FINANCE, POLICY &amp;<br/>GENERAL PURPOSES<br/>COMMITTEE</b> | <b>25 NOVEMBER 2021</b> | <b>AGENDA ITEM: 17</b> |
|---|-------------------------|------------------------|

Report prepared by Angela Price – Town Clerk

## **DRAFT SHOP FRONT IMPROVEMENT GRANT SCHEME**

### **Purpose of Report**

The purpose of this report is to request Members of the Finance, Policy & General Purposes Committee to give consideration to the attached Shop Front Improvement Grant Scheme and to agree the funding amounts accordingly.

### **Detailed Information**

Member will be aware that as part of the Great Places to Visit Funding it has been proposed that a portion of the grant available to Ledbury Town Council be used to offer Shop Front Improvement Grant Scheme for premises in Ledbury Town Centre. It is being proposed that the Council make £36,000 of the Great Places to Visit Fund available for this purpose.

The Clerk has prepared a draft Shop Front Improvement Grant Scheme for consideration by Members of the Finance, Policy & General Purposes Committee and would ask that when considering the policy they particular attention to points 1.5, 3.1 and 3.2 as highlighted within the draft document and make recommendations in respect of the sums to be included in each of these points.

### **Recommendation**

That Members approve the attached Draft Shop Front Improvement Grant Scheme for implementation as part of the Great Places to Visit fund, subject to recommendations on the amounts to be included in points 1.5, 3.1 and 3.2 accordingly.

# LEDBURY TOWN COUNCIL

## Shop Front Improvement Grant Scheme

### 1. Background

- 1.1 Ledbury Town Council has set up a scheme to assist shop owners, tenants, and landlords to improve the external appearance of their premises. The modest grants are to be match funded by the applicants themselves either in cash or in kind.
- 1.2 The historic centre of the town contains the main retail centre of the community. For this reason for the appearance of shop fronts and the buildings in which they are part of has a considerable impact and influence on the character of the town. They are an essential element not only of the buildings in which they are set but also of the wider streetscape. A shop front that has been designed to reflect the character of the building and its surrounding area can add charm and vitality, making it attractive to shoppers and visitors alike.
- 1.3 The shop front improvement scheme aims to help local businesses to maintain and improve their shop fronts in the centre of Ledbury to help support the growth of local businesses, improving the local environment and raising the image of the town centre with both locals and visitors.
- 1.4 The scheme will be administered by Ledbury Town Council.
- 1.5 Funding for the scheme is being provided by Ledbury Town Council via the Great Places to Visit fund. A budget of £ has been allocated to fund a minimum of grants of £ . Additional grants may be available if applications of less than £ are received.
- 1.6 These guidance notes have been developed to help you understand the aims of the Shop Front Improvement Grant Scheme and how you can make a grant application.
- 1.7 If you would like to know more about the Shop Front Improvement Grant Scheme in Ledbury or have any queries regarding our application please contact Angela Price, Town Clerk, at [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk)

### 2. Who can apply?

- 2.1 The shop front improvement grant scheme is open to all freehold owners and leaseholders with at least 3 years on their lease and tenants of premises with commercial shop-frontage facing the street within the town of Ledbury. However, tenants must have the building owners' prior approval.
- 2.2 Commercial premises include:
  - Shops – including hairdressers, beauty salons, funeral directors, launderettes, dry cleaners etc.
  - Financial and professional services (e.g. accountants, estate agents, solicitors etc.)
  - Restaurants, public houses, cafes and food takeaways.
  - Buildings that are being used to provide a community service.
- 2.3 Application for the first floor improvement grants will be considered from the lease-holders, tenants and freehold owners of offices and residential property located above shops and businesses.

### 3 What does the grant cover?

- 3.1 Funding is available up to a maximum of £ . Any expenditure above £ will have to be financed from alternative sources.

- 3.2 The maximum grant will be £ per project in order to assist as many businesses as possible.
- 3.3 All works must be completed by 31<sup>st</sup> March 2022.
- 3.4 Once funding is exhausted no further applications will be considered.
- 3.5 Claims can only be made against actual physical works necessary to deliver the improvements including labour and materials.
- 3.6 The following work will be considered eligible for support:
- New shop front;
  - Repair and reinstatement of any part of shop front fixture that is visible from the street;
  - Re-instatement of original architectural features e.g. ornamental masonry, stucco and other applied finishes or details, historically patterned woodwork, ornamental metalwork or other features of historic significance.
  - Repainting of shop front in suitable colours;
  - Repair and reinstatement of guttering and downpipes to match historic materials;
  - Repainting or re-rendering prominent elevations in suitable heritage colours;
  - Repair of external stonework and brickwork and replacement of stonework or brick work;
  - Re-pointing using traditional materials;
  - Pedestrian access improvements - to comply with the Disability Discrimination Act
  - External signage subject to planning approval;
  - Lighting subject to planning approval.
- 3.7 All work is subject to the relevant permissions being secured.
- 3.8 The scheme does not support
- Works which have already been undertaken or any works which are started prior to a formal offer of grant funding being made;
  - Structural repairs including re-roofing;
  - Internal repairs and alterations;
  - External shutters and other security devices (e.g. CCTV);
  - Window display equipment;
  - Internal security grilles and or security glazing (e.g. laminated or strengthened glass);
  - Rear or side property frontage refurbishment connected to the business premises;
  - Recoverable VAT.
- 3.9 The scheme will only provide grants to premises in the eligible area. Please note that grants are discretionary and subject to availability of funds. The inclusion of a building within an eligible area does not give any automatic entitlement to a grant.
- 3.10 Please note that you may require planning permission if you are making major alterations to your shop front and it is recommended that you seek advice from the Herefordshire Planning Department prior to submitting a grant application and commencing works.



## LEDBURY TOWN COUNCIL

### Shop Front Improvement Grant Scheme - Application Form

This project is funded by Ledbury Town Council

|  |  |
|--|--|
| Contact Name                               |  |
| Contact Address                            |  |
| Name of Business                           |  |
| Business address (if different from above) |  |
| Contact Telephone                          |  |
| Contact Email                              |  |
| Website                                    |  |
| Nature of Business                         |  |

Is your business VAT registered? Yes ☐ No ☐

Your interest in the property:

|                        |  |
|------------------------|--|
| Owner                  |  |
| Tenant                 |  |
| Other (please specify) |  |

If you are a tenant please give number of years remaining on your lease:

Have you made any previous applications for grant improvements on the premises?

Yes ☐ No ☐

If yes please give details below:

|  |
|--|
|  |
|--|



Please describe the work you propose to carry out:

| Description of Work | Estimated costs |
|---------------------|-----------------|
|                     |                 |
|                     |                 |
|                     |                 |
|                     |                 |
|                     |                 |

Are the costs:

|                  |  |
|------------------|--|
| Estimated        |  |
| Based on a quote |  |

Do you require any of the following permissions?

|                           | Yes | No |
|---------------------------|-----|----|
| Planning Permission       |     |    |
| Building control approval |     |    |
| Listed Building consent   |     |    |
| Advertising consent       |     |    |

Declaration:

I/we hereby declare that I/we have read the terms and conditions and declare that the information given within this application form and any supporting material is correct to the best of my/our knowledge.

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form to the Town Clerk, Ledbury Town Council, Church Street, Ledbury, HR8 1DH



Ledbury Community Hall  
Lawnside Road  
Ledbury  
HR8 2AE

Mrs A. Price  
Clerk to the Council  
Ledbury Town Council  
Church St  
Ledbury  
HR8 1DH

17<sup>th</sup> November 2021

Dear Mrs Price,

I am writing to you concerning the current arrangement by Ledbury Town Council of the hosting of the CCTV equipment in Ledbury Community Hall and providing the power source of the supplementary lighting covering the recreation ground.

Currently the costs of hosting this service has been borne by Ledbury Community Association, a registered charity, with the twice annual grant from LTC going some way to cover the electricity used.

Now that LTC have resolved to stop the grant then we must establish the principle that the Recreation Ground CCTV & lighting costs are entirely borne by LTC, currently the CCTV & lighting is not separately metered, a matter that also has to be redressed, until then an accurate costing for the future is not possible.

I cannot think of any reason why LTC should refuse to cover the CCTV & Lighting costs with reimbursement going back to when the grant stopped some 3 years ago.

I request that you contact the CCTV operators and ask them to supply me the total wattage figures of the CCTV/lighting so that a cost can be calculated on the assumption that the lighting is on continually during night time darkness. (14 hours midwinter – 6 hours midsummer = average 10 hours @ day per 365 day annum)

I also recommend a separate costing of hosting the CCTV equipment in a large cupboard next to the stage where space is at the moment at a premium.

Please present this letter to the Finance Committee at your earliest convenience for members to discuss the salient points I have raised and hopefully agree in principle to adopt the costings of the CCTV/Lighting.

Martin Eager



Manager of Ledbury Community Hall

Member & Trustee – Ledbury Community Association

~~XXXXXXXXXXXXXXXXXXXX~~



**Subject:** E. Bottomley Original  
**Attachments:** bottomley.jpg; bottomley 2.jpg; bottomley 3.jpg; bottomley 4.jpg

**From:**  
**Sent:** 27 October 2021 13:59  
**To:** LTC Clerk <clerk@ledburytowncouncil.gov.uk>  
**Subject:** Fw: E. Bottomley Original

Dear Angela Price,

I have been instructed to contact you regarding an Original oil painting by Eric Bottomley I'd like to sell.

The piece depicts a typical market day in Ledbury Circa 1916. The attention to detail is fabulous and there is so much going on in the scene, it can be enjoyed every time it is looked at.

Eric Bottomley is a world-renowned transport artist who resided in Much Marcle up until about 8 years ago.

Unlike most of his paintings that were copied and released as limited & open edition prints, this piece is the original & the only one in existence.

I own a picture framing business in Upton upon Severn and used to sell his framed prints when I was situated in a high street shop so had a very good working relationship with him hence, I was in a position to purchase this piece from him directly.

I purchased this piece from him at the time he decided to move to Dartmouth and it's been on stairwell wall ever since.

The piece is approximately 92cm x 61cm and framed in a traditional style wood/gold frame in keeping with the period of the painting.

The condition is A1. No cracking, vibrant colours & not subject to any sunlight deterioration.

I paid £3000 for this remarkable piece of history & am looking to at least get that amount for it.

Kind Regards,  
Daniel





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Eric Borraley

1818





1819

