



# LEDBURY TOWN COUNCIL

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13 February 2026

To: All Councillors

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL**, to be held on **Thursday, 19 February 2026 at 7.00 pm** in the **Town Council Offices, Church Lane, Ledbury, HR8 1DH** for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Angela Price PSLCC, MIWFM, AICCM  
CiLCA (England & Wales)  
Town Clerk

## FILMING AND RECORDING OF COUNCIL MEETING

Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording, or broadcasting of meetings, those exercising the rights to film, record or broadcast must respect the rights of other people attending under the Data Protection Act (GDPR) 2018.

## AGENDA

1. **To receive apologies for absence**
2. **To receive Declarations of Interests**

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

*Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011.*

*(Note: Members seeking advice on this item are asked to contact the Monitoring Officer at least 72 hours prior to the meeting.)*

3. **To note the Nolan Principles**  
<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>
4. **To note the General Duty on Public Authorities of Section 149 of the Equality Act 2010** (Page 5692)
5. **To approve and sign as a correct record the minutes of a meeting of Council held on 29 January 2026** (Pages 5694 - 5706)
6. **To receive and note the Action sheet** (Pages 5708 - 5711)

**ITEMS OF BUSINESS NOT CONSIDERED AT THE MEETING OF COUNCIL HELD ON 29 JANUARY 2026**

7. **Storage container & removal costs for surplus furniture and equipment** (Pages 5712 - 5717)
8. **To receive and note the notes of a meeting to discuss the Events Working Party meeting held on 13 January 2026 and to consider any recommendations therein** (Pages 5718 – 5722)
9. **To give consideration to and approve the draft Environment & Sustainability Policy** (Pages 5724 – 5732)
10. **Authorisation for officers to commission advice on options for alternative use of Council offices** (Pages 5734 – 5735)
11. **To receive Chairman's Communications**
12. **Ward Councillor Reports** (To follow)
13. **To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)**  
  
*"Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business of the agenda. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting."*
14. **To receive motions presented by Councillors in accordance with Standing Order 9**

## GOVERNANCE

15. To receive any updates in respect of Code of Conduct Matters  
(Standing Item)
16. To endorse the decisions recorded in the minutes since May 2023 of meetings with less than 6 Members present (Pages 5736 – 5746)

## FINANCE, POLICY & GENERAL PURPOSES

17. To consider and approve budget for 2026/27 financial year  
(Pages 5748 – 5779)
18. To receive and note Month 10 financial reports (Pages 5780 – 5807)
  - i. Receipts and Payments 1 to 31 January 2026
  - ii. Balance sheet and Trial Balance – Month 10
  - iii. Budget Monitoring Reports 1 April – 31 January 2026
19. To confirm verification of bank statements and reconciliations for October – December 2025 and January 2026
20. To approve invoices for payment for February 2026  
(Pages 5808 – 5811)
21. Grant Funding Applications (Pages 5812 – 5879)
  - i. Ledbury Community Day – **amount requested £300.00** to support the event - Local Government (Miscellaneous Provisions) Act 1976, power to provide and contribute to a wide range of recreational facilities in or outside the Council's area
  - ii. LEAF (Locally Encouraging All to Flourish) – Supporting report and multi-year grant **amount requested:**  
  
**Year 1 – £10,940.00**  
**Year 2 – £10,940.00**  
**Year 3 – £10,940.00**  
  
Local Government Act 1972 s 137 – Power to incur expenditure for certain purposes not otherwise authorised
  - iii. Ledbury Poetry House - **amount requested £5,000** towards new branding, including signage, banners, flags, printed material, set dressing and/or other visible materials that will be used across the town (and beyond) during the 2026 festival – Local Government Act 1972 s.144 – Power to encourage tourism to the Council's area or contribute to organisations encouraging tourism

22. To give consideration to a request for Release of funds from Masefield Matters (Pages 5878 – 5879)

#### **PLANNING, ECONOMY & TOURISM**

23. To consider Planning Consultations (Pages 5880 – 5881)
24. To receive and note update on Planning Decisions (Pages 5882 – 5885)
25. Licensing applications (Page 5886)
- i. To provide comments regarding a premises license in respect of Home Bargains, New Mills Industrial Estate, Ledbury, HR8 2SR.
26. To receive and note information regarding S106 monies received from 192482 - Land South of Leadon Way, Ledbury (Page 5888 – 5889)
27. To receive and note the Revised Draft Local Plan 2025-2045 from the Forest of Dean District Council. (Pages 5890 – 5894)
28. To consider correspondence received from Green Away Planning in respect of proposed planning application regarding Leadon House Hotel (Pages 5896 – 5898)

#### **ENVIRONMENT & LEISURE**

29. To consider the draft Project and Event Plan for 2026/2027 (Pages 5900 – 5904)

#### **GENERAL**

30. To receive and note information received from Outside Bodies (If any)
31. To receive and note the draft Minutes of a meeting of the Masefield Matters meeting held on 27 January 2026 and to consider any recommendations therein (Pages 5906 – 5910)
32. Date Of Next Meeting

To note that the next meeting of Council is scheduled for Thursday, 12 March 2026

**33. Exclusion Of Press & Public**

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

**34. To consider nominations for 2025/26 Citizen of the Year  
(Pages 5912 – 5913)**

Distribution: Full agenda and reports to all Councillors (11)  
Plus file copy

Agenda and reports excluding confidential items to:  
Local press (1)  
Library (1)  
Council Website (1)



<b>FULL COUNCIL</b>	<b>19 FEBRUARY 2026</b>	<b>AGENDA ITEM: 4</b>
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### **SECTION 149 OF THE EQUALITIES ACT 2010**

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

#### **Equality Duty**

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

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

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

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



**LEDBURY TOWN COUNCIL  
MINUTES OF A MEETING OF FULL COUNCIL  
HELD ON 29 JANUARY 2026**

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**PRESENT:** Councillors Bradford, Chowns, Eakin, Harvey (Chair), Kettle, Morris, Sinclair and Troy

**ALSO PRESENT:** Angela Price – Town Clerk  
Julia Lawrence – Deputy Town Clerk  
Sophie Rudd – Minute Taker

3 members of the public and press

**C1118. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Browning and Hughes

**C1119. DECLARATIONS OF INTEREST**

Councillor Sinclair declared a non-pecuniary interest in agenda item 17(3), due to knowing the planning applicants.

**C1120. TO NOTE THE NOLAN PRINCIPLES**

**RESOLVED:**

**That the Nolan Principles be noted.**

**C1121. TO NOTE THE GENERAL DUTY ON PUBLIC AUTHORITIES OF SECTION 149 OF THE EQUALITY ACT 2010**

**RESOLVED:**

**That the General Duty on Public Authorities of Section 149 of the Equality Act 2010 be received and noted, noting that the Clerk will advise Members it is appropriate for them to be considered under this Duty.**

**C1122. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 8 JANUARY 2026**

**RESOLVED:**

**That the minutes of the meeting of Council held on 8 January 2026 be approved and signed as a correct record.**

**C1123. TO RECEIVE AND NOTE THE ACTION SHEET**

**RESOLVED:**

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

**C1124. CHAIRMAN'S COMMUNICATIONS**

The Chair advised that regrettably she would not be able to attend the Ledbury Big Breakfast due to other commitments. She advised that she had received invitations to the SAFA Herefordshire AGM, Marches Family Network AGM, the Wychavon Civic Service and the Colwall Care Home Grand Opening.

**C1125. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)**

**RESOLVED:**

**That agenda items 13 and 20 be brought forward.**

**C1126. GRANT APPLICATIONS**

1. Ledbury Poetry

Councillor Bradford proposed a grant award of £2,500 for Ledbury Poetry due to the 2025/26 grants budget having already been allocated. Councillor Harvey asked for clarification on whether he was suggesting that the funds be taken from the 2025/26 budget or that provision be made within the 2026/27 budget.

The representative from Ledbury Poetry advised that the request for grant funding was for new branding and signage to replace the current materials, which had not been replaced for a number of years.

It was suggested that it would be helpful to have sight of the artwork for the branding at the next meeting of Council and confirmed that the item could be considered in confidential session due to the branding not having been unveiled to the wider audience at this time.

Councillor Bradford withdrew his motion in favour of more information being provided to the meeting of Council scheduled for 19 February 2026.

2. It was noted that LEAF had submitted a further multi-year grant application, which had been received after the agenda for this meeting had been set.

**RESOLVED:**

1. That Agenda Item 13(i) be deferred to the next Meeting of Full Council scheduled for 19 February 2026 as a confidential item with an accompanying updating report from Ledbury Poetry to include detailed costings and artwork.
2. That the Clerk provide information on whether Members should make provision for any grant awarded to Ledbury Poetry from underspends in the 2025/26 budget or make allocation for the funds in the 2026/27 budget.
3. That Ledbury Visually Impaired Club (VIP) be awarded a grant of £250.00 towards a visit to Codington Vineyard and Garden in June 2026 – Local Government Act 1972 s. 137 Power of local authorities to incur expenditure for certain purposes not otherwise authorised.
4. That Ledbury Visually impaired club be asked to send the Council a photograph of their trip to the Vineyard and Garden.
5. That the request from Ledbury Places to use the underspend in respect of the Hearing Loop in the sum of £195 for a print run of the Lamb quizzes be approved.
5. That the end of grant report received from LEAF be received and noted.
6. That LEAF provide as much information as possible in support of their request for further multi-year funding, including how they support other youth projects in the town, for consideration at the meeting of Council on 19 February 2026.

**C1127. UK TOWN OF CULTURE 2028**

The Chair advised that she had requested this item be revisited due to more information now being available than had been at the meeting held on 8 January.

The Ledbury Community Hub advised that they would be willing to act as the Lead Group for the Ledbury application for UK Town of Culture 2028, with support from the Council and any other interested organisations and individuals. Ledbury Poetry offered their support to the application.

**RESOLVED:**

1. That the Town Council is supportive and encouraging of a Town of Culture bid coming forth from Ledbury and that the Town Council offer a Town Councillor and officer to contribute to the discussions about the Expression of Interest, noting that Ledbury Community Hub will act as the lead applicant.
2. That Councillor Kettle be nominated as the Council representative, and that Councillor Eakin be substitute, and that the Clerk identify which member of staff will be attending and liaise with the Community Hub.
3. That subject to permissions being received, the clerk provide the Community Hub with the details of individuals who had been in contact in respect of participation in the UK Town of Culture application.

*Members of the Public left the meeting at 7:58pm*

**C1128. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9**

None received.

**C1129. TO RECEIVE AND NOTE MONTH 9 FINANCIAL REPORTS**

**RESOLVED:**

1. That the receipts and payments for the period 1 – 31 December 2025 be received and noted.
2. That the balance sheet and trial balance for month 9 be received and noted.
3. The budget monitoring reports for 1 April to 31 December 2025 be received and noted.

**C1130. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR OCTOBER, NOVEMBER AND DECEMBER 2025**

**RESOLVED:**

**That this item be deferred until the meeting of Full Council scheduled for 19 February 2026, due to the Chair of Finance Policy and General Purposes was not in attendance.**

**C1131. TO APPROVE INVOICES FOR PAYMENT FOR JANUARY 2026 (FINAL)**

The clerk clarified the overspend for Bliss Cleaning should read £491.00 and not £4,491 as stated within the report.

**RESOLVED:**

1. That officers contact suppliers to request contract costs for 2026/27 to enable the budget setting process to be as informed as possible.
2. That the invoices for payment in the sum of £30,356.83 plus VAT be approved for payment.
3. That Members note the information provided in respect of points one-six within the report.
4. That the Accounts Clerk be instructed to undertake the action outlined in point 7.
5. That the Accounts Clerk be instructed to amend Budget Line Descriptions to be more reflective of what they represent e.g. Fuel for Van to Fuel for Van and Mowers.

**C1132. CODE OF CONDUCT MATTERS**

The chair advised that she had received an update on the outstanding Code of Conduct Complaint informing that the Monitoring Officer was nearing the end of their investigations, following which their report will be provided.

**C1133. HYBRID MEETINGS AND LIVE STREAMING**

Members were advised that in June 2025 the Government had given a clear statement of intent to change the law to permit local authorities, including Town and Parish Councils, to hold meetings on a hybrid or remote basis.

It was noted that the Government had not provided any timescales for the introduction of this legislation, however officers felt it would be prudent for the Council to consider whether this is something they would wish to adopt in readiness and to prepare for this in respect of live streaming equipment and a policy to support the process.

**RESOLVED:**

1. **Members noted the Government's intention to legislate to allow hybrid meetings for town and parish councils, noting that there is no confirmed implementation date.**
2. **That Officers undertake the preparatory work to include drafting policies and reviewing technical requirements, to ensure the Council is ready to act once the legislation is in force.**
4. **That a further report be provided when legislation and accompanying guidance are published.**
5. **That officers draft a report to be submitted to a meeting by the end of the financial year on how, in advance of legislation, Ledbury Town Council can progress on starting to live stream meetings.**

**C1134. TO ENDORSE THE DECISIONS RECORDED IN THE MINUTES SINCE MAY 2023 OF MEETINGS WITH LESS THAN 6 MEMBERS PRESENT**

Members were informed that information had been provided regarding the misinterpretation of legislation and guidance on what number of Councillors constitutes a quorum for Full Council. The standing interpretation has been that a quorum for Full Council is one third of councillors currently appointed, whereas clarifying advice recently received is that the correct interpretation is one third of total number of seats that are designated to the Council (six minimum).

Guidance had been sought in respect of how to regularise decisions previously made at inquorate meetings. The advice received was that the council should ratify the decisions previously taken en-bloc. The Clerk summarised the advice received as follows:

- "The purpose of the decision you are making is to ratify the decisions taken at previous meetings
- The council can pass a single resolution ratifying those decisions to prevent future challenge
- All members could vote in the single resolution (including those who were co-opted in the period), though for belt and braces I'd probably want to ensure that there was at least a quorum present this evening of councillors whose status could not be later challenged (i.e. those that were not co-opted at an inquorate meeting).
- There is no reason those co-opted later cannot ratify earlier decisions"

A list of inquorate meetings since May 2023 was provided within the officer report.

Councillor Sinclair raised the following questions:

1. When was LTC made aware of the number of Councillors required for meetings to be quorate?
2. Are resolutions made at inquorate meetings legal?
3. Why is the inquorate meeting of 24 July 2025 not listed?
4. Have the external and internal auditors been consulted and why did they not identify that meetings were inquorate?
5. Are Councillors who agree to the recommendations in this report breaking the law and is it wise to push this through without knowing this information?
6. Is the Council at risk of a Judicial Review if the recommendations are accepted?
7. Will the Council be financially liable for acting illegally?

The Chair reiterated the advice that had been provided that it was acceptable to ratify the decisions en-bloc, however she also recognised that if Members felt it prudent to do so this agenda item could be deferred to the meeting scheduled for 19 February in order to seek answers to the questions raised by Councillor Sinclair.

**RESOLVED:**

1. **This item has been deferred to the next meeting of Full Council scheduled for 19 February 2026 to allow the Clerk to seek responses to the questions raised by Councillor Sinclair.**
2. **That Members submit any further questions to the Clerk by 4:30pm on 30 January 2026.**
3. **The Clerk to email to Councillors a full list of hyperlinks to the minutes of the inquorate meetings held since May 2023.**
4. **That Members identify any individual decisions in these minutes which they are concerned about to the Clerk by 4:30pm on 6 February 2026**

*The press left the meeting at 8.40pm.*

**C1135. TO CONSIDER PLANNING CONSULTATIONS**

1. **Application No. 251528 – Proposed replacement of 16 windows to purpose built double glazed casement hard wood windows, painted white plus sandblasted glass to the right of the front door. - 54 The Homend Ledbury Herefordshire HR8 1BT - LISTED BUILDING CONSENT**

**RESOLVED:**

**No objection**

- 2. Application No. 253580** – Part change of use and conversion of detached double garage from residential (Use Class C3) to commercial (Use Class E(c)(ii)) - **4 Progress Close Ledbury Herefordshire HR8 2QZ**

**RESOLVED:**

**Objection on the grounds of noise nuisance, parking and traffic management issues related to a commercial premises being located in a residential area and noting plans to change the layout of this road in the future, which is likely to contribute to the traffic management issues.**

*Councillor Sinclair declared a non-pecuniary interest in Application no. 253554 and left the meeting at 8:47pm.*

- 3. Application No. 253554** – Erection of single storey extension to existing utility room. - **Badgers Holt, Upperfields, Ledbury, Herefordshire, HR8 1LE**

**RESOLVED:**

**No objection.**

*Councillor Sinclair re-joined the meeting at 8:49.*

- 4. Application No. 253088** – Replacement of existing plant with new, removal of existing cold room and alterations to 2 no. openings to the rear, proposed laundrette and parcel lockers to front, and general redecoration to store – **Co-op Supermarket, New Street, Ledbury, Herefordshire, HR8 2EZ.**

**RESOLVED:**

- 1. That this item be deferred to the meeting of Full Council scheduled for 19 February 2026 to allow Members to review the application on the Herefordshire Council's planning portal.**
- 2. The Clerk be instructed to ask for an extension for provision of comments.**
- 5. Application No. 253151** – Installation of fibre optic cable and junction box – **16-18 Bye Street Ledbury Herefordshire HR8 2AA - LISTED BUILDING CONSENT**

**RESOLVED:**

**No Objection**

**C1136. TO RECEIVE AND NOTE THE UPDATE ON PLANNING DECISIONS**

**RESOLVED:**

**That the update on the planning decisions be received and noted.**

**C1137. SUSPENSION OF STANDING ORDER 3(X)**

**RESOLVED:**

**That Standing Order 3(x) be suspended for a period of 20 minutes.**

**C1138. ITEMS DEFERRED TO MEETING OF COUNCIL SCHEDULED FOR 19 FEBRUARY 2026**

**RESOLVED:**

**That the following items be deferred to the meeting of Council scheduled for 19 February 2025, noting that these items will be the first items of business following the approval of the minutes of this meeting:**

- i. Agenda item 23 – Storage container & removal costs for surplus furniture and equipment**
- ii. Agenda item 24 – Events Working Party**
- iii. Agenda item 26 - Draft Environment & Sustainability Policy**
- iv. Agenda item 27 - Authorisation for officers to commission advice on options for alternative use of council offices**
- v. Agenda item 32 – Citizen of the Year Nominations**

**C1139. LICENSING APPLICATIONS**

- i. To consider licensing applications review in respect of Ledbury Convenience Store, 23 High Street, Ledbury. HR8 1DS**
- ii. To consider licensing application review in respect of Flat 2, 23 High Street, Ledbury. HR8 1DS – mail order only premises**

**RESOLVED:**

- i. That Ledbury Town Council support the review of the premises Licence at Ledbury Convenience Store, 23 High Street, Ledbury, HR8 1DS**

- ii. **Members instructed the clerk to write a letter to the licensing agency supporting the withdrawal based on the grounds for review.**

*Councillor Eakin left the meeting at 9:05pm*

**C1140. TO CONSIDER AND ENDORSE PROPOSALS PROVIDED FROM LEDBURY WARD COUNCILLORS IN RESPECT OF PARISH WARD BOUNDARIES INTERNAL TO THE LEDBURY PARISH BOUNDARY REVIEW**

**RESOLVED:**

1. **That Ledbury Town Council support the proposed changes to the Ward boundaries within the parish of Ledbury as proposed by the three Ward Councillors.**
2. **That the Clerk be instructed to submit the proposal on behalf of Ledbury Town Council to the Boundary Commission public consultation before 2 February 2026.**

**C1141. TO GIVE CONSIDERATION TO A REQUEST FROM WELLINGTON HEATH ROAD SAFETY**

Members were asked to give consideration to a request received from Wellington Heath in respect of funding towards Speed Indicator Devices (SID's) to be located in Wellington Heath.

**RESOLVED:**

1. **That Ledbury Town Council support the request for funding in support of SID's for Wellington Heath in the sum of £9,850.00 from the Market Town Investment Fund.**
2. **That the Clerk contact Herefordshire Council offices to ask whether it would be possible to allocate £9,850.00 from the £200k Market Town Investment Fund in support of Speed Indicator Devices being installed in Wellington Heath.**

**C1142. STORAGE CONTAINER AND REMOVAL COSTS FOR SURPLUS FURNITURE AND EQUIPMENT**

**RESOLVED:**

**That this item be deferred to the next Full Council Meeting scheduled for 19 February 2026.**

**C1143. TO RECEIVE AND NOTE THE NOTES OF A MEETING TO DISCUSS THE EVENTS WORKING PARTY MEETING HELD ON 13 JANUARY 2026 AND TO CONSIDER ANY RECOMMENDATIONS THEREIN**

**RESOLVED:**

That this item be deferred to the next meeting of Full Council scheduled to be held on 19 February 2026.

- C1144. THAT IN ACCORDANCE WITH STANDING ORDER 23(A), AUTHORITY BE GIVEN FOR THE DEEDS OF EXCLUSIVE RIGHT OF BURIAL 807, 808 AND 812 TO BE SIGNED, GRANTING THE EXCLUSIVE RIGHT OF BURIAL TO THOSE NAMED ON THE INTERMENT FORM**

**RESOLVED:**

That in accordance with Standing Order 23(a), authority be granted for the Deeds of Exclusive Rights of Burial numbers 805 and 806 to be signed.

- C1145. TO GIVE CONSIDERATION TO AND APPROVE THE DRAFT ENVIRONMENT AND SUSTAINABILITY POLICY**

**RESOLVED:**

That this item be deferred to the next meeting of Full Council due to be held on 19 February 2026.

- C1146. TO AUTHORISE OFFICERS TO COMMISSION ADVICE ON OPTIONS FOR ALTERNATIVE USE OF COUNCIL OFFICES**

**RESOLVED:**

That this item be deferred to the next meeting of Full Council scheduled to be held on 19 February 2026.

- C1147. TO RECEIVE AND NOTE THE MINUTES OF THE RESOURCES COMMITTEE MEETING HELD ON 22 JANUARY 2026**

**RESOLVED:**

- 1. That the minutes of the meeting of the Resources Committee meeting held on 22 January 2026 be received and noted.**
- 2. That Council support the request from Post Holder 50 to undertake PRINCE2 Foundation and Practitioner (E-Learning) at a cost of £1,335, which includes the following:**
  - Course Materials**
  - Pre-course reading**
  - Foundation and Practitioner exams**

- E-book manual
  - 12 month's access to course materials
  - Hard copy manual
3. The Post Holder cover the cost of insurance for exam resits.
  4. That any project management projects to support the training be planned out with the Post Holder and their Line Manager ahead of the commencement of the course work.
  5. That the Post Holder be advised that the start of the course should be delayed until the 2026/27 financial year and that consideration should be given to the post holder's agreed responsibilities and commitments within the next 12 months to ensure the Post Holder has time to complete the course.
  6. That the Post Holder be advised that she would be expected to undertake the course work in her own time as well as allocated time as agreed with her line manager taking into account the operational needs of the Council.
  7. That the Post Holder be advised that Councillor Troy had offered support with the training.

**C1148. DATE OF NEXT MEETING**

**RESOLVED:**

To note that the next meeting of Council is scheduled for Thursday, 19 February 2026.

**C1149. 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.

**C1150. GROUNDS CONTRACTOR EXTENSION**

Members were requested to consider options in respect of an extension to the ground contractor's contract.

Councillor Bradford asked that it be minuted that he objects to the Council paying for grounds maintenance for areas that are owned by Herefordshire Council.

**RESOLVED:**

1. **That Mr McCutcheon continue to carry out the grounds maintenance contract for an extended period of six-months from 1 April to 30 September 2026, at a total cost of £13,800, excluding all works relating to Dog Hill woods.**
2. **That officers obtain alternative quotations for the works relating to Dog Hill Wood with immediate effect.**

*Councillor Sinclair left the meeting at 9:36pm*

**C1151. TO CONSIDER NOMINATIONS FOR 2025/26 CITIZEN OF THE YEAR**

**RESOLVED:**

**That this item be deferred to the next Full Council Meeting due to be held of 19 February 2026.**

**The meeting ended at 9.38 pm.**

**Signed .....** **Dated .....**



FULL COUNCIL

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
30-Oct-25					
C1002	That all three committees be reinstated with effect from April 2026 at the latest, subject to detailed plans be presented to council by the March 2026 meeting.	TC and Cllrs	By April 2026	Clerk to arrange initial meeting to discuss committee structure and delegation, staff review and all other related matters to ensure progress on a return to committee meetings in April 2026 - to include quorum of committees	In progress
13-Nov-25					
C1034(3)	The Clerk to contact the LTC's current electricity provider to seek clarification in respect of implications for electricity costs due to the TNUoS increase.	TC	Dec-25	Clerk has made initial enquiries with Octopus. Despite this information being available on line Octopus advised that they were not aware of any increase in April 2026 - Clerk is continuing to look into this.	In progress
C1044(5)	Officers to prepare a draft long-term plan concerning all heritage buildings owned by the council.	DTC	Jan-26		On going
04-Dec-25					
C1075.3	The BID be approached for funding towards the cost of maps and new Perspex fronts of the noticeboards where required.	DTC	Feb-26	The CEO is to meet with Al Braithwaite and Susie McKechnie to discuss next steps - Meeting held on 11.02.2026 - update to be provided to future meeting of EWP	Completed

C1077.1	Officers progress the exhibition space proposal for the Carnival, the Canal Trust and Little Strömstad, subject to a suitable storage solution being identified for items that are currently stored in the Market House.	DTC	Jan-26	Report being presented to Full Council on 29 January 2026 regarding storage and removal costs in order for space to be cleared. Report deferred to meeting on 19.02.2026	Completed
08-Jan-26					
C1094.2	202/4400 should be journalled to 325 in relation to viking stationary. 115/4650 EMR movement agreed in relation to MAP Group	AC	12.01.2026	Accounts clerk advised journal to be done	Completed
C1094.3	That officers ensure that all necessary adaptations to the mountings and electricity points for the Christmas Lights be progressed as a matter of priority.	TC	Jan-26	TC in communication with Festive Lighting and fabrication company re new design for mounting points. Letters to be sent to property owners to advise of the need to change the mounting points. TC to contact Planning Authority re two of the properties as these are Listed Buildings	On-going
C1097.2	Clarification be sought from LYAS in respect of their future role and whether they are now stepping away from their previous commitment to provide youth facilities in Ledbury.	TC	Jan-26	Confirmation received from LYAS that they no longer require the £10,000 set aside for youth activities.	Completed
C1097.3	LEAF be asked to confirm what their interest and plans are in respect of the provision of youth facilities in Ledbury.	TC	12.01.2026	Grant application and additional information on agenda - 19.02.2026	Completed

C1106.2	Costings to be obtained re quinquennial report and reported back to Full Council	DTC	29.01.2026	DTC to meet with Caroe on 29 January 2026 to discuss initial works required for Market House and Council offices. Contractors have been approached for quotes for the Market House staircase. This will be brought back to the March Full Council meeting for a decision. Caroe have provided her costs to deal with the "high level" repairs to the Council Offices and this will be presented at the March.	on-going
C1108.2	Approach the Forestry Commission in respect of obtaining an updated Dog Hill Wood Management Plan	DTC	Feb-26	DTC has contacted the Forestry Commission. A new management plan needs to be drawn up and the Forestry Commission has suggested that an Agent is appointed to write up the plan for the council. Grant funding is available for this so additional information is being sought.	In progress
C1109.3	That consideration be given to the installation of a panic button in the Painted Room subject to it being possible to install one in reception at a later date once a decision has been made regarding council accommodation.	DTC	Feb-26	Information awaited from contractors	In progress
29-Jan-26					
C1126.2	The Clerk provide information on whether members should make provision for any grant awarded to Ledbury Poetry from the underspends in the 2025/26 budget or make allocation from the 2026/2027 budget.	TC	Feb-26	Information included in agenda reports - 19.02.26	Completed
C1126.3	The Clerk to ask Ledbury VIP club to provide a photo of their trip	TC	Feb-26	Confirmation of grant sent and photo requested	Completed

C1127.1/2	The Clerk to confirm which officer will represent LTC in the Town of Culture Application	TC	Feb-26	Sophie Rudd will act as staff representative - reporting back to Clerk	Completed
C1127.3	The clerk to provide the Community Hub with details of individuals who had been in contact in respect of the Town of Culture application.	TC	Feb-26	Information provided	Completed
C1131.1	Officers contact suppliers to request contract costs for 2026/27	AC	Feb-26	Accounts Clerk to contact contract providers	In progress
C1131.4	Journals to rectify the mispostings in the sum of £178	AC	Feb-26		Completed
C1133.2	Officers undertake preparatory work to include drafting policies and reviewing technical requirements in respect of hybrid meetings	TC	Mar-26	Report to be provided to meeting of Council in March 2026	In progress
C1133.3	A further report on live streaming and hybrid meetings be provided when legislation is published.	TC	Mar-26	Report to be provided to meeting of Council in March 2026	In progress
C1133.4	Officers to draft a report on how LTC can progress starting to live stream meetings	TC	Mar-26	Report to be provided to meeting of Council in March 2026	In progress
C1134.3	The clerk to email a list of hyperlinked minutes to councillors	TC	Feb-26	Link sent to all cllrs	Completed
C1141.2	The Clerk contact Herefords Council officers to ask whether it would be possible to allocate £9,850.00 from the £200k market town investment fund in support of SID's at Wellington Heath	TC	Feb-26	Request sent and response received agreed in principle subject to confirming proposed locations - waiting for information from Wellington Heath	Completed
C1147	Inform the post holder of the decision reached	TC	Feb-26	Post Holder informed	Completed

## LEDBURY TOWN COUNCIL

FULL COUNCIL

19 FEBRUARY 2026

AGENDA ITEM: 7

Report prepared by Julia Lawrence, Deputy Town Clerk

### **STORAGE CONTAINER AND REMOVAL COSTS FOR SURPLUS FURNITURE AND EQUIPMENT**

#### **Purpose of Report**

The purpose of the report is to provide Members with information in relation to storage container costs and for Members to select a company. The main purpose of the storage container is to store surplus furniture that is currently occupying the upper floor of the Market House, in addition to any other ad hoc furniture, equipment and archive files that the Council owns.

#### **Detailed Information**

For the Council to create usable space on the upper floor of the Market House, several items of furniture need to be removed from the site. This will allow the space to be repurposed for alternative uses, including exhibition space and the development of the Charter Market.

By way of guidance, the items proposed for removal include approximately 35 wooden chairs, five long narrow tables (3.70m x 0.50m), one very large oak table (2.99m x 1.52m), and several other miscellaneous tables measuring approximately 1.9m and 2.43m in length. Please see below for information.



Four companies were approached to provide storage container quotations and a summary of their responses and costings are attached at Appendix A.

Due to the size, weight and bulky nature of some of the items, it will be necessary to appoint a professional removal company. Three removal companies have been approached and invited to provide quotations for the removal of the above-mentioned furniture, together with any other miscellaneous equipment and files from the office.

One company has declined to provide a quotation due to the size and weight of the furniture.

Although the large oak table could potentially be concertinaed down, this may not be feasible as it has been in its current position for a long time, and the mechanism for shortening the table may have rusted.

In light of the above, two quotations have been received from removal companies, both of whom are members of the British Association of Removers

**Company 1 – Based in Malvern:** this company has provided two quotes, as follows:

**Removal only:** £1,200.00 + VAT – Weekday removal charge based on delivery to a storage container in Ledbury/Ross/Newent. Packing is not included in the quotation price. There is a Standard Transit Liability Charge (“STLC”) of £75.00 + VAT, noting that this is a minimum charge in place until the Council declares value of items being moved.

This company has raised concerns about whether some of the larger items can be safely removed, given the restricted doorway width at the upper level and the difficulty of manoeuvring them down the stairs. Whilst they have confirmed they are prepared to see if they can move these items, there remains a possibility that the five long narrow tables and the very large oak table may have to remain in situ.

If the contract is cancelled or postponed within 10 working days, a cancellation charge will be made.

**Removal and Storage:** £800.00 + VAT – Weekday removal charge to company’s store in Malvern. Packing is not included in the quotation price. The monthly storage rate based on one storage container (20ft) will be £130.00, including VAT, per month, to be invoiced monthly.

There is a standard Liability Storage Charge of £2.08 per £1,000 on value of goods declared, invoiced monthly.

**Company 2 – Based in Newent:** This company has provided one quote but has confirmed that it will not be possible to remove the five long narrow tables unless you wished to appoint a Joiner to cut the tables down and re-assemble, as they simply will not go through the door. The company has stated “getting the very large table is best endeavours and requires 4 men” to get it down the stairs and then there is a possibility that they might not be able to get it past the middle entrance gate of the staircase.

**Removal only:** £650.00 + VAT. Mileage costs will be £19.50 + VAT. The quotation includes liability to a maximum value of £50,000. The quotation is based on an hourly rate for 4 x men and fully equipped removal vehicle, charged from depot to depot with a minimum charge of 5 hours. Additional hours to be charged accordingly once the vehicle tracker info is calculated to show start finish times.

In view of the two quotations received, one can safely predict that the five long narrow tables and possibly the large oak table will be staying in the Market House.

Part of the quotation includes transferring numerous archive boxes from the



Council's attic. Appropriate shelving would be required to maximise the space within the container. As a guide, Rapid Shelving can provide shelving as shown in the photo for £255.00 + VAT. This would be standard duty shelving, up to 800kg per melamine shelf. Measurements vary, but for illustration, could be (H) 1980mm x (W) 2440mm x (D) 455mm.

### **Environmental Considerations**

The use of off-site storage has environmental and climate change implications, principally arising from carbon emissions associated with the transportation of furniture and the ongoing energy consumption of the storage facility. Where practicable, the Council should seek to minimise these impacts by selecting providers that operate efficient logistics, use low-emission vehicles and demonstrate energy-efficient practices. The reuse and storage of existing furniture supports sustainability and circular economy objectives by reducing waste and the need for replacement; however, any items subsequently identified as surplus should be disposed of responsibly through reuse, recycling or donation rather than landfill.

### **Financial Implications**

There is no specific budget line currently available for storage costs or removal costs in this financial year. As it is the intention to get the Market House set up for exhibition space and/or the charter market by Easter, then such costs will need to be met from Ear Marked Reserves 335 Amenity & Public Spaces (currently stands at £17,696) and/or Ear Marked Reserves 336 Community Projects (currently stands at £15,701).

Going forward, a budget line should be created for 2026/27 onwards to allow for the monthly storage and insurance costs.

### **Recommendation**

- 1 That Members receive and note the report and select one of the storage container companies on the attached Appendix A to store furniture and any other archive material, being

Company 1 - £3,120 inc VAT for 12 months - Ledbury

Company 2 - £1,872 inc VAT for 12 months - Hereford

Company 3 - £1,920 inc VAT for 12 months – Ross on Wye. Note no container available yet

Company 4 - £1,560 inc VAT for 12 months – Malvern. Subject to company moving furniture

The above costs do not include their insurance costs on the pretence that the Council may prefer to use its own insurance policy to cover this. However, the removal company insurance costs are noted on the attached Appendix.

- 2 That Members give consideration to the two quotations received from removal companies and select one company to move the furniture and other effects from the Market House to a storage container, acknowledging that some of the furniture may still not be moved due to its bulkiness.

Company 1 – Malvern - £1200.00 + VAT removal costs and £75.00 + VAT and £75.00 + VAT for STLC (minimum).

Company 1 – Malvern - £800.00 + VAT removal costs on proviso this company then stores the furniture in a storage container.

Company 2 – Newent - £650.00 + VAT removal costs and £19.50 + VAT for mileage costs.

- 3 That Members instruct Officers to obtain quotations for appropriate racking/shelving to be installed in the storage container.

STORAGE CONTAINER COSTS

Company No.	Location of Storage Units	What is included within the cost	Cost
1	Ledbury	<p>Size of Container: 160sqft - 20ft x 8ft. Approx 7.5ft high                      Insulated drive-up Unit                      CCTV monitored secure storage                      Free use of padlock                      Open 7 days a week, 365 days a year                      Payment is 4 weeks in advance</p> <p>Insurance cover: the company can offer the following rates:                      £5,000 of cover for £5.00 per week inc VAT                      £7,500 of cover for £7.50 per week inc VAT                      £10,000 of cover for £8.50 per week inc VAT                      £20,000 of cover for £10.00 per week inc VAT</p>	<p>Discounted price for first 8 weeks: £32.50 per week inc VAT                      Thereafter £65.00 per week inc VAT</p> <p><b>Annual cost for 12 months: £3,120 inc VAT</b></p> <p><b>Insurance cover, based on £5,000 of cover is £260 for 12 months</b></p>
2	Hereford	<p>Size of Container: 160 sqft – 20ft x 8ft x 8ft                      Units fitted with a polished wooden floor                      Insulated with lighting, electricity supply &amp; dehumidifier                      Site has motion sensor CCTV and a perimeter palisade fence and manned night-time patrols                      Drive up to each unit                      Open 7 days a week, 5am to 10pm, with a key fob                      No deposit required                      Require 7 days' notice when you wish to leave</p> <p>Insurance protection. Prices start from £2 per week for £2,000 of cover</p>	<p>£40.00 per week, inc VAT</p> <p>Company can offer a 10% discount for payment of the first 12 months paid in advance, which would be £1,872 (saving of £208)</p> <p><b>Annual cost for 12 months: £1,872 inc VAT</b></p> <p><b>Insurance cover, based on £2,000 of cover is £104 for 12 months</b></p>

APPENDIX 1

Company No	Location of Storage Units	What is included within the costs	Costs
3	Ross on Wye	<p>Size of Container: 160 sqft – 20ft x 8ft x 8ft            Units are insulated and humidity controlled            Free use of padlock/key            Private pin codes and 24 hour CCTV            All units have access to a power supply with lighting and plug sockets.            Open 7 days a week, 6am – 7pm            Easy accessibility            Require 7 days' notice when you wish to leave</p> <p>Insurance cover: Price includes £2,000 worth of cover</p> <p><b>It should be noted that currently there are no 160sqft containers available and there is the facility to “join the wait list”.</b></p>	<p>£160.00 per month</p> <p><b>Annual cost for 12 months: £1,920</b></p> <p><b>Insurance cover: £2,000 worth of cover included</b></p>
4	Malvern	<p>This company will be providing a quote for removal costs and part of their service also covers storage container costs. Whilst all the information has yet to be received, the company has confirmed what their storage costs would be if they were selected to move the furniture etc.</p>	<p>£130.00 per month</p> <p><b>Annual cost for 12 months: £1,560</b></p>

**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE EVENTS WORKING PARTY MEETING  
HELD ON TUESDAY, 13 JANUARY 2026**

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**PRESENT:** Councillors Chowns and Morris  
Non-Councillors: Al Braithwaite (Chair) Griff Holliday, Sonia Bowen, Nina Shields and Lynette Loader.

**ALSO PRESENT:** Olivia Trueman – Community Engagement Officer  
Julia Lawrence – Deputy Clerk

**44. APOLOGIES FOR ABSENCE**

**Apologies for absence were received from Councillor Hughes and Lizzie Gissane.**

**45. TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD ON 28 OCTOBER 2025**

**RESOLVED:** That the minutes of the events working party held on 28 October 2025 be received and noted

**46. TO RECEIVE AND NOTE THE ACTION SHEET**

Members reviewed the Action Sheet and noted the work being undertaken by Officers.

There was a discussion regarding the proposed volunteer database and Members were informed that since the report was published, Full Council had already agreed to trial GOAL 17 for 18 months rather than create a separate database. This decision was made due to staff and time constraints and the advantage of enabling the Council to collaborate more effectively with other towns in the county that are also using the platform.

The CEO advised Members that she would be promoting GOAL 17 to community groups, encouraging them to sign up and help raise awareness. She suggested using GOAL 17 during the World Bookfest as a trial run for future events.

**RESOLVED:**

**That the Action Sheet be received and noted.**

**47. TO RECEIVE AND NOTE LEDBURY WORLD BOOKFEST – 7 MARCH 2026**

The CEO gave an update on the Ledbury World Bookfest event. She advised members that Full Council had agreed the budget and that she was preparing

the marketing material and would have this ready for the next Events Working Party.

It was noted that many workshops have already been booked, including the Aardman modelling class, Red Earth Arts crafts workshop, and the Autor workshops.

**RESOLVED:**

**That the update on Ledbury World Bookfest be received and noted.**

*Isabel Lewis, Masefield Matters Project Assistant joined the meeting at 10:18am.*

**48. TO CONSIDER THE GREAT BIG GREEN WEEK PROPOSAL – 6 JUNE 2026**

The CEO presented a report proposing that the Council commission a local practitioner to create a willow dome at the Recreation Ground in advance of The Great Big Green Week, with the structure intended to serve as a performance space during the event.

While Members supported the idea in principle, it was agreed that the proposal should be deferred for future consideration to allow further consultation, including engagement with residents on the facilities and features they would like to see at the Recreation Ground. It was also noted that Ledbury Community Hub is undertaking a similar project at Oatley's Meadow, which could serve as a trial run. The Council could use this as an indicator of whether a similar initiative would be well received.

Members discussed additional ideas for The Great Big Green Week / Community Day, including an inflatable planetarium and other environmentally themed activities. Following a lengthy discussion, it was agreed that the CEO would meet with Ledbury Community Hub, Sustainable Ledbury, and Ledbury Community Day to develop a plan for the event and report back to Full Council with recommendations.

**RECOMMENDATIONS:**

- 1. That the Council works in partnership with Ledbury Community Day and Sustainable Ledbury to deliver activities that align with and complement Ledbury Community Day programming.**
- 2. That the CEO provides a report to Full Council setting out a proposed approach for The Great Big Green Week, including details of the financial implications and identification of the budget sources to support delivery.**

**49. TO CONSIDER LEDBURY CELEBRATION PROPOSAL – 5 JULY 2026**

The CEO presented a report advising Members that Ledbury Food Group had requested the Town Council's support for the Ledbury Celebration, marking the second year of partnership between the Council and the Food Group.

The CEO outlined the benefits of collaborating with Ledbury Food Group, including access to market trader contacts for the Charter Market and opportunities to strengthen relationships with local traders.

Members agreed that the Ledbury Celebration is an important event, and that, with the appropriate resources, the Council should provide support. It was recommended that this matter be brought to Full Council for formal consideration.

**RECOMMENDATION:**

**That the Events Working Party recommends to Full Council that Ledbury Town Council works in partnership with Ledbury Food Group again for the delivery of Ledbury Celebration 2026.**

**50. TO RECEIVE AND NOTE THE LIGHT SWITCH ON FEEDBACK – 23 NOVEMBER 2025**

Members reviewed the 2025 Christmas Light Switch-On report prepared by the CEO. It was noted that the 2025 event marked a successful return to full-scale delivery, following a reduced event in 2024 due to adverse weather. The High Street and surrounding areas were well attended throughout the day and evening, with strong participation from families and visitors from across the area.

Members highlighted that the lantern parade was a particular success and expressed support for its return at the 2026 event. It was suggested that timings should be clarified, and that clearer directions for entry and exit of the parade would be beneficial. Members also recommended having a Master of Ceremonies to introduce the lantern parade as it moved through the town.

There was a discussion regarding whether the Morris dancers could hold several workshops in the lead-up to the event, similar to the lantern parade workshops, to enhance participation on the day.

Members also welcomed the use of the snow machine. It was agreed that the Council should explore hiring or purchasing a snow machine. The CEO advised that she prepare a report for Full Council with prices and options.

**RECOMMENDATIONS:**

**That the following recommendations be approved at Full Council:**

1. That the Members of the Events Working Party recommended that the Council hold the Light Switch on Event in 2026 on Sunday, 22 November 2026, to avoid clashes with events in neighbouring towns.
2. That a recommendation be made to Full Council to approve a budget for £5,000 for the delivery of the 2026 Light Switch on Event.

As noted above, this does not include the hire costs of market stands as this will be addressed separately at a further meeting, in order to then seek approval from Full Council.

3. That a recommendation be made to Full Council to agree to the booking of the below entertainment to ensure their availability:
  - I. Hire of snow machine - £550 + VAT (or possible purchase)
  - II. Winter walk about Fairy - £470 + VAT
  - III. Red Earth Arts - £475 + VAT
  - IV. Hire of St. Katherines Hall - £120 + VAT

#### **51. TO RECEIVE AND NOTE THE VIRTUAL APP UPDATE**

The CEO provided a report updating Members on the potential for a virtual trail app to engage residents and visitors with Ledbury's heritage and community spaces.

The CEO updated Members on discussions with Hereford City Council regarding their "Love Exploring" app, highlighting both the benefits and limitations and considering its potential suitability for Ledbury. Members noted that Officers from Hereford City Council reported that the app had not achieved the anticipated level of engagement and offered limited scope for local customisation. Based on this experience, the Events Working Party concluded that a similar approach would not be suitable for Ledbury.

Some Members asked whether it would be possible to tie the project in with the Town of Culture Grant or secure funding from the BID.

The Chairman and CEO advised that they investigate these funding options and report back to Members accordingly.

#### **RECOMMENDATION:**

1. That a recommendation be sent to Full Council to include funding for this project in the 2026/ 2027 budget, ensuring resources are available to support its development and delivery.

#### **RESOLVED: (Subject to approval of the above Recommendation)**

1. That the Chairman and CEO prepare a tender to be sent to companies capable of developing a bespoke virtual or augmented reality app for

**the town, with the aim of having the app ready for a September launch to coincide with Heritage Open Days.**

- 2. That Members note the contents of this report. A further update will be provided to the Events Working Party once additional information has been received regarding the Ross- on- Wye Museum without Walls project.**

**52. TO RECEIVE AND NOTE THE EVENTS CALENDAR**

Members thanked Officers for preparing the Events Calendar, which runs up to December 2026.

It was noted that the text on the calendar was too small to read clearly and requested that it be enlarged for the next meeting.

**RESOLVED:**

**That the upcoming Masefield Matters events be added to the events calendar.**

**53. DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the next meeting of the Events Working Party is scheduled for Wednesday,18 February 2026 at 10.00am.**

The meeting ended at 11.05am.

Signed ..... Date .....



<b>FULL COUNCIL</b>	<b>19 FEBRUARY 2026</b>	<b>AGENDA ITEM: 9</b>
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Report prepared by Angela Price – Town Clerk

## **DRAFT ENVIRONMENT ANND SUSTAINABILITY POLICY**

### **Purpose of the Report**

The purpose of this report is to present the Draft Environment and Sustainability Policy to Council for consideration and adoption. The policy sets out the Council's commitment, principles, and strategic actions in relation to environmental protection, climate responsibility, and sustainable practices across all Council activities.

### **Detailed Information**

Public expectations regarding environmental responsibility and sustainability have increased significantly in recent years. Local councils are increasingly expected to demonstrate leadership in addressing climate change, protecting biodiversity, and embedding sustainable practices within their operations and areas of influence. Ledbury Town Council has previously supported a range of environmental and community-led initiatives. This draft policy provides a formal framework to bring these actions together, clarify priorities, and ensure a consistent and coordinated approach across Council decision-making.

### **Summary of the Policy**

The Draft Environment and Sustainability Policy:

- Sets out a clear vision for a resilient, environmentally responsible, and vibrant Ledbury
- Establishes key principles to guide Council behaviour and leadership
- Acknowledges relevant legislative and policy frameworks
- Identifies strategic environmental actions, including:
  - Water conservation and protection of the River Leadon
  - Sustainable development and planning
  - Climate change mitigation and energy efficiency
  - Waste reduction and pollution control
  - Protection and enhancement of green spaces and biodiversity
  - Sustainable transport and procurement
  - Community engagement and education
- Commits the Council to monitoring, reporting, and regular review, including the inclusion of environmental considerations in future Council reports

The policy is intended to be proportionate, practical, and adaptable, recognising the scale and resources of the Town Council while setting clear expectations for continuous improvement.

## **Environmental Considerations**

Environmental considerations have been taken into account in the preparation of this report. Where relevant, the proposal has been assessed for its potential impacts on the environment, including (but not limited to) climate change, carbon emissions, biodiversity, natural resources, waste, and sustainability. Any identified environmental risks, opportunities for mitigation, or measures to reduce environmental impact are outlined within the body of this report. Where no significant environmental impacts are identified, this is noted accordingly.

This report explicitly addresses the following environmental factors and themes:

- **Climate change and climate responsibility**  
The policy commits the Council to climate change mitigation, energy efficiency, and leadership in responding to climate impacts.
- **Protection of natural resources**  
Particular emphasis is placed on water conservation and the protection of the River Leadon, recognising local environmental sensitivity.
- **Biodiversity and green spaces**  
The report highlights the protection and enhancement of biodiversity, green spaces, and the natural environment within Ledbury.
- **Pollution and waste**  
Environmental factors include waste reduction, pollution control, and more sustainable resource use.
- **Sustainable development and planning**  
Environmental considerations are to be embedded into planning and development decisions to ensure long-term sustainability.
- **Sustainable transport and procurement**  
The policy recognises the environmental impact of transport choices and purchasing decisions and promotes more sustainable alternatives.
- **Community environmental engagement**  
Environmental awareness, education, and partnership working with community groups are identified as key factors influencing environmental outcomes.
- **Environmental governance and monitoring**  
The report commits the Council to monitoring, reporting, and reviewing environmental impacts, ensuring environmental factors are considered in future Council reports.

In summary, environmental factors are central to the report, not secondary. The purpose of the report is to establish a formal framework for how environmental protection, sustainability, and climate considerations will influence Council decision-making going forward.

### **Financial Implications**

There are no immediate financial commitments arising directly from the adoption of this policy. Any future actions with budgetary implications will be subject to separate reports and Council approval through the normal decision-making and budget-setting processes.

### **Risk and Governance Considerations**

Adopting the policy provides a clear governance framework for environmental decision-making and reduces the risk of inconsistent or ad hoc approaches. It also supports transparency and accountability by committing the Council to monitoring progress and periodic review.

Failure to adopt a policy of this nature may limit the Council's ability to demonstrate leadership and respond effectively to environmental expectations from residents, partners, and other public bodies.

### **Consultation and Engagement**

The policy has been drafted with reference to national legislation, local planning policy, and existing community-led environmental activity within Ledbury. Further engagement with community groups and partners will be supported through implementation of the policy following adoption.

### **Recommendation**

That Ledbury Town Council:

1. Adopts the Draft Environment and Sustainability Policy, subject to any amendments agreed at the meeting; and
2. Notes that the policy will be reviewed every two years, with progress monitored and reported in line with the policy commitments.



# **LEDBURY TOWN COUNCIL**

## **DRAFT ENVIRONMENT AND SUSTAINABILITY POLICY**

**Date Created: 26/11/2025**

**Next Review: November 2028**

## **Introduction**

Public expectation with regard to the environment and sustainability has increased to the point where it is essential that Local Councils adopt the principles of sustainability in all areas of operation or where the council has influence to ensure environmental responsibilities and quality of life is maintained. Ledbury, a historic market town, is committed to protecting and enhancing its natural environment for current and future generations. Recognising the vital role that a healthy environment plays in residents' wellbeing, social cohesion, economic vitality, and biodiversity, Ledbury Town Council pledges to integrate sustainable practices into all aspects of its activities.

## **Our Vision**

To create a resilient, environmentally responsible, and vibrant community that values and actively preserves the natural beauty, biodiversity, and cultural heritage of Ledbury and its surroundings.

### **1. Commitment and Principles**

- I. Behave responsibly towards the environment in all Council activities.
- II. Lead by example in promoting sustainable practices within the community.
- III. Engage residents, local organisations, and stakeholders in sustainability initiatives.
- IV. Monitor progress through clear, achievable goals with defined actions.

### **2. Legal and Policy Framework**

Ledbury Town Council recognises its responsibilities under relevant legislation, including, but not limited to:

- i. The Water Act 2003 – conserving water supply and usage.
- ii. The Natural Environment and Rural Communities Act 2006 – conserving biodiversity.
- iii. The Climate Change Act 2008 and subsequent policies – reducing carbon emissions.
- iv. The Environment Bill and local planning policies – promoting sustainable development.
- v. The Water Framework Directive – ensuring the health of the River Leadon reaches 'good ecological status' by 2027.

### **3. Strategic Environmental Actions**

#### **a) Water Conservation and River Protection**

- i. Promote efficient water use in Council facilities and community spaces.
- ii. Support sustainable drainage systems (SuDS) in new developments to reduce flooding and pollution of the River Leadon.
- iii. Collaborate with local environmental groups.
- iv. Encourage riparian buffer zones and discharge of riparian responsibilities along the Leadon to prevent erosion and filter pollutants.
- v. Encourage residents and businesses to adopt water-saving measures.

#### **b) Sustainable Development and Planning**

- i. Advocate for sustainable land use in planning applications, prioritising green spaces and biodiversity.
- ii. Support the Ledbury Neighbourhood Development Plan's policies on conservation and sustainable growth.
- iii. Lobby for the integration of green infrastructure, such as permeable surfaces and tree planting, in new developments to manage stormwater and enhance biodiversity.
- iv. Ensure all Council-led projects and property developments incorporate sustainability criteria.

#### **c) Climate Change and Energy Use**

- i. Commit to reducing the Council's carbon footprint by improving energy efficiency in buildings and operations.
- ii. Promote community awareness campaigns on energy conservation and sustainable living.
- iii. Transition Council vehicles towards electric or other low-emission alternatives where feasible.
- iv. Conduct basic energy audits of Council buildings to identify quick wins to reduce energy consumption.
- v. Apply for grants or funding opportunities that support renewable energy installations for small public bodies.
- vi. Consider climate change resilience when planning new projects or community infrastructure, such as flood defences or green spaces that can absorb heavy rainfall.

**d) Waste Management and Pollution Reduction**

- i. Support local community groups Ledbury in highlighting and supporting their work where possible.
- ii. Continue to support local schemes with others as part of a waste reduction campaign.
- iii. Ensure safe disposal of hazardous waste and support initiatives to reduce single-use plastics.
- iv. Organise regular litter picks to maintain a clean environment. Equip volunteers with gloves, bags, and recycling bins, and involve local schools and community groups.
- v. Encourage residents to donate or exchange items through community swaps or “freecycle” schemes or to make use of the donations bins situated around the town.
- vi. Avoid using single-use plastics at Council events, meetings, and offices—opt for reusable cups, plates, and cutlery.
- vii. Promote awareness within the community about the impacts of single-use plastics and encourage local businesses to reduce their use.
- viii. Encourage staff to print only when necessary and use double-sided printing.
- ix. Use digital documentation and communication to reduce paper use.
- x. Provide recycling bins for paper, plastics, and batteries in Council offices.
- xi. Provide information about composting at home, especially for organic waste, which reduces landfill waste and methane emissions.
- xii. Where possible, purchase office supplies, cleaning products, and equipment that have eco-labels or certifications (e.g., FSC, PEFC, Green Seal).
- xiii. Implement policies to minimise unnecessary outdoor lighting and noise, especially during evening events or in public spaces.
- xiv. Educate the community on the importance of reducing light pollution for wildlife and energy conservation.

**e) Green Spaces and Biodiversity**

- i. Encourage planting of native wildflower meadows in parks, verges, and open spaces to support bees, butterflies, and other pollinators.
- ii. Install bee hotels, insect boxes, or wildflower planting schemes on Council land.

- iii. Work with local schools, community groups, and residents to develop small wildlife gardens or pocket parks.
- iv. Protect and enhance existing green spaces, including parks, designated wildlife corridors, verges, and the riverbanks.
- v. Support community-led green space and biodiversity projects.
- vi. Establish a Biodiversity Action Plan involving local schools, groups, and residents.
- vii. Use “leave areas wild” schemes, especially in less trafficked or less visible spaces.
- viii. Run / support educational programmes, nature walks, or volunteer days focused on local ecology and conservation.
- ix. Encourage local engagement in citizen science and wildlife survey projects.

#### **f) Transport and Community Engagement**

- i. Encourage walking and cycling for short journeys within the town through the development and promotion of safe, accessible footpaths and cycle routes.
- ii. Educate residents on sustainable travel choices and the benefits of low-impact transportation.
- iii. Support community walks, promoting local footpath maps, and installing wayfinding signage through the PROW Scheme.
- iv. Continue to work with local bus and train providers to improve service information, timetabling, and accessibility for residents, especially for those with mobility challenges.
- v. Support awareness campaigns highlighting the environmental and health benefits of active travel and public transport.

#### **g) Sustainable Procurement**

- i. Actively seek out local businesses and producers to supply goods and services to the council, to reduce transportation emissions.
- ii. Avoid single-use plastics and encourage suppliers to do the same.
- iii. Develop a preferred supplier list that includes local, eco-friendly, and ethically responsible vendors.
- iv. Opt for products made from recycled or biodegradable materials, such as recycled paper, biodegradable cleaning agents, and refillable stationery.

- v. Where possible, support Fairtrade certified products for tea, coffee, and other consumables used at Council meetings and events.

#### **h) Community Engagement and Education**

Actively promote environmental awareness through talks, workshops, and guest speakers at community events.

#### **4. Monitoring, Reporting, and Review**

- i. Establish measurable targets.
- ii. Regularly review progress through audits, community feedback, and environmental indicators.
- iii. Publish annual sustainability reports to maintain transparency and accountability.
- iv. Include Environmental and Sustainability section in all covering reports to council.
- v. Update the policy every three years to reflect new challenges, opportunities, and legislative requirements.

#### **5. Community Involvement and Partnerships**

- i. Engage residents through awareness campaigns, workshops, and volunteering opportunities.
- ii. Collaborate with local schools, businesses, and voluntary groups to promote sustainability.
- iii. Partner with organisations to promote and deliver environmental and sustainability objectives.
- iv. Support community-led environmental projects.

#### **Aims and objectives**

Ledbury Town Council is dedicated to embedding sustainability into its core functions and working collaboratively to protect the broader environment. Together, we aim to build a resilient, thriving town that values its natural heritage and leads by example in environmental stewardship.



<b>FULL COUNCIL</b>	<b>19 FEBRUARY 2026</b>	<b>AGENDA ITEM: 10</b>
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**Report prepared by Angela Price – Town Clerk**

**AUTHORISATION FOR OFFICERS TO COMMISSION ADVICE ON OPTIONS FOR ALTERNATIVE USE OF COUNCIL OFFICES**

**Purpose of Report**

The purpose of this report is to request authorisation to commission advice on options for alternative use of the council offices and estimates on value and commercial letting potential, to inform future decisions regarding council accommodation.

**Detailed Information**

The Town Council Offices have been located for some time in accommodation in Church Lane comprising 3 combined timber framed listed cottages dating back in parts to the 1500's. As the council operations have grown, the accommodation has become increasingly awkward to function in, and most members of staff have suffered falls and injuries due to the many stairs, level changes and uneven floors and work surfaces within the building.

In 2015 the government funded Heritage Buildings Project in the town surveyed the council buildings and proposed options to make them more accessible and to redevelop them in ways which could increase their value to the town's tourism and visitor economy and increase their revenue generating capacity to contribute towards their cost of ownership.

Most recently, the issue of accommodation was raised as a concern during the LCC Staff Review and a Notice of Motion was supported by council in September 2025 and resolved that: "Ledbury Town Council support the exploration of the accommodation needs for the council – following on from the Staff Review – and revisit the Heritage Asset project's recommendations for the improved management of heritage buildings owned by the council."

Current issues relating to office accommodation include health and safety, DDA Compliance, costs, access, storage, and available space for staff.

The Clerk recently met with a local estate agent to discuss what the Council's options could be in relation to the improvement or repurposing of the offices on Church Lane and what the alternative use options might be if the council were to relocate to alternative premises.

Three options were discussed:

1. Market the offices for rental

2. Convert the building into residential/holiday lets.
3. Sell the building.

As part of the conversation the estate agent was advised that the intention would likely be to retain the Painted Room as a tourist attraction and the Jacobean Room as a tourist attraction for wedding ceremonies, council meetings and a potential meeting space that could be hired out.

Following the meeting a brief response has been received suggesting that the council could consider letting out the reception and ground floor and the estate agent has advised that they would be happy to market these on behalf of the council.

With regard the potential for conversion to residential for some of the space the estate agent has advised in order for them to provide further information in respect of this they would need sight of any proposed plans to enable them to provide a valuation for the building with a proposed change in part to residential. However, they have advised that there would be a cost implication to provide a full report on this.

Officers are currently contacting two other estate agents who deal with commercial properties to ask them to provide a quote for the provision of a report on the options available to the Council.

Members should note that once these have been received Council will need to consider having plans drawn up for any proposed changes to the premises that can be provided to any estate agent asked to provide a report.

### **Recommendation**

That Members instruct officers to commission the advice in respect of possible options for the council offices and that a sum of £2,000 be set aside from the 2025//26 “professional fees” budget line for this expenditure.

<b>FULL COUNCIL</b>	<b>19 FEBRUARY 2026</b>	<b>AGENDA ITEM: 16</b>
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Report prepared by Angela Price – Town Clerk

**TO ENDORSE DECISIONS RECORDED IN THE MINUTES SINCE MAY 2023 OF MEETINGS WITH LESS THAN 6 MEMBERS PRESENT**

**Purpose of Report**

The purpose of this report is to inform Members of advice received regarding quorum requirements for Full Council meetings following comments received from the consultant undertaking the staff review and to seek council endorsement of decisions made at meetings now considered to have been inquorate.

**Detailed Information**

At the meeting of Council held on 29 January 2026 Members were made aware of recent advice received which clarified the quorum requirements for Full Council meetings.

The Council has a total of 18 seats. As Members are aware, not all seats on the Council were filled following the May 2023 elections, and vacancies have continued on Ledbury Town Council since that time. Since May 2023, the highest number of seats filled at any one time has been 12. Due to councillor resignations and co-option, the current number of occupied seats is 10.

Previously, it had been understood that the quorum for Full Council meetings was one third of the membership. This was interpreted as one third of the number of seats currently occupied (rounded up to the nearest whole number).

In August 2025 the consultant undertaking the staff review queried the council's interpretation of the guidance.

Below is the relevant paragraph in respect of quorum at Council meetings Local Government Act 1972 Sch 12 para 12:

*“Subject to paragraph 45 below, no business shall be transacted at a meeting of a parish council unless at least one-third of the whole number of members of the council are present at the meeting; but, notwithstanding anything in that paragraph, in no case shall the quorum be less than three.”*

The wording does not make it clear that quorum should be at least one-third of the whole Membership of the Council, and therefore it is not unreasonable to interpret it to mean at least one-third of the members of the Council at any given time.

The advice now received from the Monitoring Officer is that quorum is based on the *total membership of the Council*, which refers to the total number of seats available, rather than the number of seats currently filled. In the case of Ledbury Town Council, this means a quorum is one third of 18 seats, resulting in a requirement for six Members to be present at Full Council meetings. This interpretation does not apply to committee meetings for which the quorum remains 3 members.

With effect from August 2025 the council has ensured that full council meetings only proceed if 6 or more councillors are present.

### **Review of Previous Meetings**

Officers have reviewed the minutes of all Full Council meetings held since May 2023. The table below identifies those meetings that did not meet the quorum requirement of six Members present, together with the number of councillors in attendance and the number of seats filled at the time. Hyperlinks to the relevant minutes are available on the Council's website

<b>Date</b>	<b>Number of Cllrs in attendance</b>	<b>Seats Filled</b>
<a href="#">25.05.2023</a>	5	10
<a href="#">13.07.2023</a>	5	10
<a href="#">05.08.2024</a>	4	10
<a href="#">03.10.2024</a>	4	9
<a href="#">17.10.2024</a>	5	11
<a href="#">14.11.2024</a>	4	11
<a href="#">28.11.2024</a>	4	11
<a href="#">12.12.2024</a>	5	11
<a href="#">06.03.2025</a>	4	9
<a href="#">27.03.2025</a>	4	9
<a href="#">22.05.2025</a>	5	9
<a href="#">03.07.2025</a>	5	9
<a href="#">24.07.2025</a>	4	9

A list of decisions taken at those meetings can be found at appendix A.

Further advice was sought ahead of the meeting of 29 January regarding how best to regularise decisions taken at inquorate meetings. This advice was provided to Members at the meeting:

1. *Do we need to separate out any of the decisions taken since 2023 where the meetings were not quorate, in particular the co-option of two cllrs? Or can these all be ratified in one vote?*
2. *Can cllrs who have joined the council since 2023 via co-option vote to ratify any decisions that were taken prior to them becoming cllrs?*

Response received from Society of Local Council Clerks (SLCC) is as follows:

*As discussed regarding the decisions taken at meetings which you have determined were not quorate:*

- The purpose of the decision you are making is to ratify the decisions taken at previous meetings*
- The council can pass a single resolution ratifying those decisions to prevent future challenge*
- I think all members could vote in the single resolution (including those who were co-opted in the period), though for belt and braces I'd probably want to ensure that there was at least a quorum present this evening of councillors whose status could not be later challenged (i.e. those that were not co-opted at an inquorate meeting).*
- There is no reason those co-opted later cannot ratify earlier decisions*

At the meeting of 29 January 2026, further questions were raised:

- 1. When was LTC made aware of the number of Cllrs required for meetings to be quorate?*
- 2. Are resolutions made at inquorate meetings legal?*
- 3. Why is the inquorate meeting of 24 Jul 25 not listed?*
- 4. What advice did the Monitoring Officer provide?*
- 5. Have the External and Internal Auditors been consulted and why did they not identify that meetings were inquorate?*
- 6. Are Cllrs who agree to the recommendations in this report breaking the law and is it wise to push this through without knowing this information?*
- 7. Is the council at risk of a Judicial Review if the recommendations are accepted?*
- 8. Will the council be financially liable for acting illegally?*

Officers are able to provide responses to questions 1,3, 4, and 5 as shown below:

- 1. A concern was first mentioned verbally in a meeting with LCC in August 2025*
- 3. This was missed off in error*
- 4. I write further to your email dated 19 January and the question you raise regarding quorum at council meetings, specifically how quorum is calculated. The primary legislation on this is the Local Government Act 1972, Schedule 12, paragraphs 12, 28 and 45 - which states:*  
***Para 12** - Subject to paragraph 45 below, no business shall be transacted at a meeting of a parish council unless at least one-third of the whole number of members of the council are present at the meeting; but, notwithstanding anything in that paragraph, in no case shall the quorum be less than three.*  
***Para 28** - Subject to paragraph 45 below, no business shall be transacted at a meeting of a community council unless at least one-third of the whole number of members of the council are present at the meeting; but, notwithstanding anything in that paragraph, in no case shall the quorum be less than three.*  
***Para 45** - Where more than one-third of the members of a local authority become disqualified at the same time, then, until the number of members in office is increased to not less than two-thirds of the whole number of members of the authority, the quorum of the authority shall be determined by reference*

*to the number of members of the authority remaining qualified instead of by reference to the whole number of members of the authority.*

I have further considered LTC's standing orders and note the following:

Section 3 - Meetings Generally

*w - No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.*

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

Standing order 4d(viii)

*The Council may appoint standing committees or other committees as may be necessary, and shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three.*

You have confirmed that LTC has 18 seats on the council and currently there are 10 councillors with 8 vacancies. I understand that one of the vacancies is due to the disqualification of a councillor for non- attendance at council meetings for a period of more than six months.

Based on the legislation and LTC's Standing Orders, when calculating quorum for Full Council meetings, the whole number of members is considered, in this case 18, therefore the minimum number of members to be present at a meeting of Full Council for it to be quorate is 6.

The basis for this calculation for Full Council meetings only changes when more than one-third of the members of a local authority become disqualified at the same time.

The number of members to be present for a committee or sub-committee meeting to be quorate will likely differ from that required for a meeting of Full Council but shall be no less than 3.

5. Neither the Internal nor External Auditors had been consulted prior to the Council meeting on 29 January, however the Internal Auditor has since provided the following comment:

*I have only come across something like this once before. In that case the problem was that the Council had not properly co-opted members. It only came to light when a former Councillor, who was interested in returning to the Council, queried why the Council had not published a notice of vacancy before a recent co-option. It was the Council as a whole that was inquorate, not individual meetings.*

*In that case the Council had to arrange to legally co-opt all those members and arrange a legal meeting which ratified all the council decisions of the previous two years. It was obviously a bit of a dog and pony show but I'm not aware that there were any legal problems as a result of this. You will obviously need to take the correct advice and confirm this.*

*In terms of the role of the internal and external auditor there are a whole raft of things which are not subject to review by auditors. These include, for example, the acceptance of office by Councillors, the register of interests, co-options, notice of vacancies and elections, meeting notices and quorums etc. The focus of audit is very much on the financial aspects of the Council's affairs. Neither the Account and Audit Regulation or the Practitioner's Guide have any reference to the conduct of meetings or the appointment of Councillors, Auditors will rely on the Minutes of Councils meetings as being a legal record of the decisions of Councils. If an auditor became aware that a meeting was not legally constituted (for example by an Objection made by a local elector) then I would definitely expect them to query this and take action.*

*It would seem that the only aspect of the AGAR that would cover a circumstance like this would be Assertion 3 of the Annual Governance Statement which requires a Council to confirm that states "We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices..."*

*Given that internal auditors are now being expected to audit issues such as GDPR, it is definitely odd that key areas of the Councils governance, such as the conduct of meetings are not within the scope of the audit. There is a meeting of the internal auditors forum tomorrow and I will raise this subject there.*

A further update was provided by the council's internal auditor following his attendance the forum of Internal Auditors as follows:

*In terms of the internal auditors forum I did discuss it there (obviously not mentioning the name of the Council) and the response was pretty much exactly as I had thought.*

*The internal auditor will not check matters such as election of councillors, co-options, acceptance of office etc, nor will they verify that the correct notice has been issued for meetings or whether meetings are quorate or not (unless there is a blatantly obvious issue such as only two Councillors being in attendance).*

*The general view was pretty much the same as mine, which is that the auditor will accept the signed Minutes as the legal record of a meeting and will not question these - unless there are very specific grounds to do so.*

*I'm not aware of any moves to get auditors to check this sort of thing but I think it might be something discussed going forward but, frankly, I do not have any idea whether this may, or may not, be added to the scope of audit in future.*

*I don't know specifically the position of the External Auditors but I will see if I can find anything out from them - from experience I have never known an*

*external auditor to ask about this (for example when choosing what to sample), but there may have been occasions when they did.*

*I will take this matter further with the forum (and through the Forum to SAPPP) but I doubt very much whether there will be any significant move on this in the immediate future as there are other 'distractions' at the moment with proposed changes to the sector and a re write of the Practitioner's Guide.*

*It is interesting though that neither NALC or SLCC (or JPAG/SAPPP) have thought to include this sort of thing in the audit up to now. I don't know whether this is deliberate, or simply that they haven't thought about it in detail.*

*I will keep you updated if anything happens about this.*

The remaining questions 2, 6, 7 and 8 were raised with SLCC, the response for which is below:

- 2. No, resolutions made at inquorate meetings are not lawful decisions. Meetings need a quorum to be present for lawful decisions to be made.*
- 6. No, councillors are not acting unlawfully. The point of what you are doing is to ratify the decisions that are currently questionable to convert them into lawful decisions. The councillors are not committing an offence nor acting unlawfully in doing so, they are regularising the matter.*
- 7. If the council wants absolute certainty, it would need to commission counsel advise. But, there is a greater risk for JR if the decisions are not ratified as you are leaving a series of decisions (inc co-options affecting the status of councillors) as having been made unlawfully. The point is to confirm the decisions lawfully to overcome this, I don't think that is likely to be JR'd successfully*
- 8. The council has financial risk:
  - a. In objections being made to the external auditor that decisions were unlawful leading to extra EA work*
  - b. In there being legal proceedings (JR) against the council which it would have to defend**But unless those happen, there isn't a fine/penalty or anything. Either way, the decision to ratify does not affect whether (a) or (b) happen.**

Following the meeting a further question has been raised in respect of whether where co-option were made at inquorate meetings, these decisions should be ratified first before ratifying all other decisions taken en-bloc.

A response is awaited in respect of the above question and will provided to Members in a "To follow" report.

### **Legislative Timescales for Judicial Review requests**

With regard the question whether the Council is at risk of a Judicial Review Section 6.4 of the The Administrative Court Judicial Review Guide 2025 states <https://www.judiciary.uk/wp-content/uploads/2022/09/Admin-Court-Judicial-Review-Guide.pdf>:

## 6.4 Time limits

6.4.1 Claims for judicial review must be started promptly and in any event not later than 3 months after the grounds for making the claim first arose. Claims are started by filing a Claim Form that meets the requirements set out in CPR Part 54. The primary requirement is to start the claim promptly. Even if the claim has been commenced within 3 months from the date of the conduct challenged, it may still be out of time if the claimant did not start the claim promptly.

6.4.2 When considering whether a claim is within time a claimant should also be aware of two important points:

6.4.2.1 The time limit may not be extended by agreement between the parties. However, it can be extended by the Court in its discretion and a prior agreement not to take a time point can be relevant to the exercise of that discretion. For further detail on applications for extensions of time, see paras 6.4.4 and 7.3.1.5 of this Guide.

6.4.2.2 where the claim challenges a decision, the time limit begins to run from the date of the decision to be challenged was made (not the date when the claimant was informed about the decision).

Noting the information above if it had been reported to Council at the first meeting of Council after being made aware of the error (11 September 2025) **it should be noted that a Judicial Review could only have been called in respect of the two meetings held in July 2025.**

Whilst speaking with Adam Kepple-Green at SLCC Conference the Clerk asked whether there was a need to address any meetings of previous administrations that may have been inquorate. The advice that as this had happened in a previous administration the time had passed to be concerned with any inquorate meetings, noting that the Judicial Review Statute of Limitations being three months had been well passed.

### **Delay in Notifying Council**

Following being made aware of the possible misinterpretation of legislation the Clerk and Chairman took immediate action to ensure that meetings did not proceed unless at least 6 Members were present.

However, it is recognised that there was a considerable delay in seeking advice on regularising past meetings and providing information to Members. This is regrettable and was caused by a number of factors including the Council going into recess for the month of August, workloads, sickness and personal issues. Following an enquiry

from a member of the public received by the Chair this matter was brought to the attention of the Clerk and action was taken to seek advice to confirm the correct interpretation of legislation and options to regularise past decisions for council to consider.

**Actions to avoid a misunderstanding of quorum levels going forward**

Officers would recommend that Standing Order 3(v) be amended to read:

**“No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

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

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

**Recommendation**

1. That Members receive and note the information and advice provided within this report
- 2.
3. That members endorse and ratify the decisions taken at the Full Council meetings listed below where fewer than the required six Members were present, in order to remove any doubt as to their validity.

<b>Date</b>	<b>Number of Cllrs in attendance</b>	<b>Seats Filled</b>
<a href="#"><u>25.05.2023</u></a>	5	10
<a href="#"><u>13.07.2023</u></a>	5	10
<a href="#"><u>05.08.2024</u></a>	4	10
<a href="#"><u>03.10.2024</u></a>	4	9
<a href="#"><u>17.10.2024</u></a>	5	11
<a href="#"><u>14.11.2024</u></a>	4	11
<a href="#"><u>28.11.2024</u></a>	4	11
<a href="#"><u>12.12.2024</u></a>	5	11
<a href="#"><u>06.03.2025</u></a>	4	9
<a href="#"><u>27.03.2025</u></a>	4	9
<a href="#"><u>22.05.2025</u></a>	5	9
<a href="#"><u>03.07.2025</u></a>	5	9
<a href="#"><u>24.07.2025</u></a>	4	9

2. That Standing Order 3(v) be amended to included the following sentence, so as to avoid any misinterpretation of the legislation in respect of Council meeting quorum:

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

## Council Meetings not meeting Quorum Requirements

2023/2024
25/05/2023 – 5 in attendance
C10.1 Invoices for payment
C12.1,2&3 Termination of Photocopier Contract, outstanding payments, contracts database to be created
C14 LTC not to financially support the Armed Forces Day event in Hereford
C15.1 No cost and low cost measures in the Energy & Resources Efficiency Report to be actioned
C16.1,2&3 Ledbury War Memorial, stage works, determination date and fraud investigation
C22 Re-evaluation of Post 50
13/07/2023 – 5 in attendance
C58 Code of Conduct Complaint
2024/2025
05/08/2024 – 4 in attendance
C352.2 Cemetery Maintenance and Watering of Hanging Baskets – appointment
03/10/2024 – 4 in attendance
C409.a&b Reopening of public session / co-option
17/10/2024 – 5 in attendance
C448 Checklist to be created for the process of invoices for payment
C449 Grant Applications
C451 Menopause Support Policy approved subject to amendment
C452 Future use of Market House space
C453.2&3 Geophysical Survey Quotes
14/11/2024 – 4 in attendance
C494 Invoices for payment
C499 CCTV revenue Funding
C500 Grant Applications
C504 Gift of land proposal from Vistry
C507 Variation of premises license
C508 Tourism update
C514 Approval of draft funding policy
C517 Resources Recommendations – Post Holder 47
C518 Masefield Matters Request
28/11/2024 – 4 in attendance
C528 Invoices for payment
C530 Internal Audit Report
C531 Grant Applications
C532 IT replacement – budget provision
C536 War Memorial – Future Maintenance
C541 Approval of the Bullying, Harassment and Victimisation Policy and CCTV Policy
C539 Replacement tyre swing
C542 Hills Ford Rally response
C547 Health and Safety Support Renewal

12/12/2024 – 5 in attendance
C556 Invoices for Payment
C559 Annual Insurance Renewal
C560 Grant Feedback Report / Six Monthly Payment
C564 St Katherine’s Square Hire T&C’s
C573 Town Map
C575 Health and Safety Support Provision
C576 Resources recommendation re uplift
06/03/2025 – 4 in attendance
C686 Invoices for payment
C688 Grant applications
C691 Committee Membership
C702 Draft staff review specification approval
C704 Electric charge points in St Katherines
C705 Hereford Council Estates Management
27/03/2025 – 4 in attendance
C719 Grant applications
C721 Fees and Charges
C722 Subscription to Protect Rural England
C725 Draft Town Map
C731 VE Day – Street Party Grants
C734 CCTV – Rec
2025/2026
22/05/2025 – 5 in attendance
C796 Nomination of Deputy chairman
C800 Hills Ford Rally
C801 Masefield Matters Funding
C807 Audit Reports
C808 Invoices for payment
C809 Employer Discretion Policy approval
C811 Performance Management Policy approval
C816 TEMAP Terms of Reference approval
C818 Fee proposal for Quinquennial Inspections
C822 Resources Recommendation – Staff Review
03/07/2025 – 5 in attendance
C864 Invoices for payment
C865 Grant Applications
C867 Masefield Matters Funding Release
C870 Local Transport Plan 5 – Draft Response
C872 NDP funding position
C877 Partnership Agreement with Love Ledbury re Bye Street Toilets
C879 Reception computer purchase
24/07/2025 – 4 in attendance
C893 Invoices for payment
C894 Subscriptions
C895 Request for release of funds – Masefield Matters

C903 Events Working Party Recommendations
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C904 Defibrillator
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C905 Painted Room Door
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C908 Code of Conduct Matters
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<b>FULL COUNCIL</b>	<b>19 FEBRUARY 2026</b>	<b>AGENDA ITEM: 17</b>
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Report prepared by Angela Price – Town Clerk

## **2026/27 DRAFT BUDGET**

### **Purpose of Report**

The purpose of this report is to provide Members with a draft proposed budget for the financial year 2026/27 for consideration and approval.

### **Detailed Information**

Attached is a copy of the proposed draft 2026/27 which is submitted for review, amendments (if required), and approval by the Council.

The proposed precept figure for the 2026/27 financial year is £815,859, which is a total increase from the 2025/26 precept of £81,237. This increase equates to an annual increase of £15.04 per Band D equivalent property, which is an increase of 7.57% in the Band D precept charge (£1.25 per month increase).

Attached is a copy of the narrative which was provided to Councillors at the recent budget briefing which provides reasonings behind the increase in the precept for 2026/27.

### **Equality Act 2010 (Public Sector Equality Duty – (PSED) s.149**

In considering the attached draft budget, Council must consider whether, in setting and allocating it, it has given “due regard” to the three statutory needs set out within **s.149 Equality Act 2010 (Public Sector Equality Duty – PSED)**.

As a public authority, Ledbury Town Council must be able to demonstrate that equality implications have been consciously considered when making budget decisions.

Below is a guide tailored to the headings in the attached draft budget to assist Councillors when considering whether the requirements of the EQA s.149 have been met.

#### **1. The Legal Test: What “Due Regard” Requires**

When approving the budget, Members must consciously consider how decisions may:

- 1. Eliminate discrimination, harassment, and victimisation**
- 2. Advance equality of opportunity**
- 3. Foster good relations**

This must be:

- ✓ Considered at the time the decision is made
- ✓ Based on relevant information
- ✓ Recorded in the decision-making process

It does **not** require equality to override all other considerations, but it must be properly weighed.

## **2. Protected Characteristics to Consider**

Under the Equality Act, Council must consider impacts on people with:

- Age
- Disability
- Sex
- Race
- Religion or belief
- Sexual orientation
- Gender reassignment
- Pregnancy/maternity
- Marriage/civil partnership (in relation to discrimination)

## **3. Budget Areas Requiring Particular Equality Consideration**

Based on the sections within the attached draft budget, the following areas are most likely to engage s.149 considerations:

### **3.1. Services & Community Grants (£113,440)**

#### **Key equality questions:**

- Are grants distributed fairly across different groups?
- Do funded organisations serve protected groups?
- Are application processes accessible (e.g., small grassroots groups)?
- Could funding reductions disproportionately affect vulnerable groups?

High risk area for indirect discrimination if cuts fall heavily on groups supporting:

- Older residents
- Disabled people
- Minority ethnic communities
- Women's services
- Youth provision

### **3.2. Recreation Ground & Amenity Areas**

Consider impacts on:

- Disabled access (paths, play equipment, toilets)
- Safety (lighting – relevant for women and older people)
- Youth provision (age equality)
- Inclusive play equipment

If maintenance or improvement budgets are reduced:

- Will this disproportionately affect disabled users?
- Are facilities compliant with accessibility standards?

### **3.2. Cemetery & Closed Churchyard**

Potential equality considerations:

- Faith and belief burial requirements (These are managed by the diocese and therefore not a consideration for this Council)
- Accessibility for elderly and disabled visitors
- Fees – could increases disproportionately affect lower-income or protected groups?

### **3.3. Public Toilets (Bye Street Toilets)**

This area commonly engages:

- Disability access (Changing Places provision?)
- Gender equality (availability, safety)
- Families with young children
- Older residents

Closure or reduced cleaning budgets can disproportionately affect:

- Disabled residents
- Older residents
- Women
- Pregnant women

### **3.5. Council Properties/Market House/Community Rooms**

If hiring charges increase:

- Are community groups still able to afford access?
- Are minority or smaller groups disproportionately affected?

Check:

- Concession policies
- Transparent pricing structures

### **3.6. Salaries & Staffing Budget**

Ensure:

- No discriminatory restructuring
- Fair pay practices
- Consideration of flexible working
- No disproportionate redundancy impact on protected groups

### **3.7. What the Council Must Be Able to Demonstrate**

When approving the budget, the decision to approve the budget should show that Members have considered the following:

#### **3.7.1 Have the following questions been asked:**

- i. Who might be affected?
- ii. Could any group be disadvantaged?
- ii. Is mitigation possible?

#### **3.7.2 Has evidence been considered in respect of:**

- i. Usage data (who uses facilities?)
- ii. Demographics of the parish
- iii. Grant recipient profile

#### **3.7.3 How will the considerations be recorded:**

Minutes will need to reflect the considerations made at the meeting, summarising key equality considerations. The Equality Impact Statement should be attached to the minutes to show that the process has been evidenced.

## **6. Practical Checklist for This Budget Meeting**

Before approving the draft budget Members should consider:

- ✓ Has each major service area been equality-screened?
- ✓ Have grant criteria been reviewed for fairness and accessibility?
- ✓ Have Members considered impacts of fee increases?
- ✓ Have accessibility implications been discussed?
- ✓ Will there be written record of the equality consideration?

## **7. Do You Need a Full Equality Impact Assessment (EIA)?**

A formal EIA is generally :

- There are significant service reductions
- Fees are increasing materially

- Grants are being withdrawn
- Services used by vulnerable groups are affected

If this is largely an inflationary uplift with no material service change, a proportionate equality statement may suffice.

## **8. Suggested Minute Wording (Example)**

**Members are asked to consider the following suggested minute wording.**

“In setting the 2025/26 Budget, the Council has had due regard to the Public Sector Equality Duty under Section 149 of the Equality Act 2010. Members considered the potential impacts of budget allocations, service changes and grant funding on persons sharing protected characteristics and were satisfied that no unlawful discrimination arises and that equality of opportunity is promoted where reasonably practicable.”

## **9. Key Principle**

It is important to note that the duty is about process, not outcome.

Council does not have to prove the budget benefits every protected group equally. However, it must be demonstrated that Council have consciously considered equality impacts before making the decision.

An equality Impact Assessment has been prepared by the Clerk and is attached for Members consideration and approval.

### **Recommendation**

1. That Members approve the attached 2026/27 draft budget, subject to any amendments agreed at this meeting.
2. That the Town Clerk be authorised to request a precept of £815,859, an annual increase from £198.71 to £213.75 per Band D equivalent property (an annual increase of £15.04 - £1.25 per month).
3. That Members confirm that in setting the 2025/26 Budget, the Council has had due regard to the Public Sector Equality Duty under Section 149 of the Equality Act 2010, and that Members considered the potential impacts of budget allocations, service changes and grant funding on persons sharing protected characteristics and are satisfied that no unlawful discrimination arises and that equality of opportunity is promoted where reasonably practicable.

## **EQUALITY IMPACT SCREENING**

### **Draft Budget 22026/27**

**Council:** Ledbury Town Council

**Date of Decision:** 19 February 2026

**Lead Officer:** Angela Price – Town Clerk

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#### **1. Purpose of this Screening**

This document records the Council's consideration of its duties under **Section 149 Equality Act 2010 (Public Sector Equality Duty)** when setting the 2025/26 budget.

The Council has had due regard to the need to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity
- Foster good relations between persons who share protected characteristics and those who do not

#### **2. Scope of Assessment**

This screening considers whether the draft budget proposals:

- Reduce or withdraw services
- Increase fees or charges
- Change access to facilities
- Alter grant allocation arrangements
- Restructure staffing

Protected characteristics considered:

- Age
  - Disability
  - Sex
  - Race
  - Religion or belief
  - Sexual orientation
  - Gender reassignment
  - Pregnancy/maternity
  - Marriage/civil partnership
- 

#### **3. Summary of Key Budget Areas Reviewed**

##### **3.1. Services & Community Grants**

###### **Potential Equality Impact:**

Community grants may disproportionately affect groups serving:

- Older residents
- Disabled people
- Youth
- Minority communities
- Women's groups

**Assessment:**

Grant criteria remain open, transparent and accessible. No protected group is excluded from applying. Funding reductions (if any) are proportionate and not targeted at specific protected groups.

**Mitigation:**

- Maintain clear eligibility criteria
- Ensure application process is accessible
- Encourage applications from underrepresented groups

**Risk Level:** Medium (due to potential indirect impact if funding reduced)

**3.2 Recreation Grounds & Open Spaces****Potential Equality Impact:**

- Disabled access to paths and equipment
- Safe usage for women and older people
- Youth provision (age equality)

**Assessment:**

Budget maintains routine maintenance and accessibility standards. No facility closures proposed.

**Mitigation:**

- Continue compliance with accessibility requirements
- Monitor usage and complaints

**Risk Level:** Low

**3.3 Public Toilets****Potential Equality Impact:**

- Disabled users
- Older people
- Pregnant women
- Families with young children
- Women (safety considerations)

**Assessment:**

No closure proposed. Cleaning and maintenance provision retained. No reduction in opening hours proposed (if applicable).

**Mitigation:**

- Ensure continued accessibility compliance
- Monitor user feedback

**Risk Level:** Low–Medium (if future cost pressures arise)

**3.4 Cemetery & Closed Churchyard**

**Potential Equality Impact:**

- Disabled and elderly visitor access
- Fee increases affecting lower-income residents

**Assessment:**

Any proposed fee increases are modest and applied uniformly. No discrimination between faith groups.

**Mitigation:**

- Maintain accessibility standards
- Apply fees consistently

**Risk Level:** Low

**3.5 Council Properties / Market House / Community Spaces**

**Potential Equality Impact:**

- Affordability for smaller community groups
- Access for minority or protected groups

**Assessment:**

Charging policy remains consistent and transparent. Concessions remain available where applicable.

**Mitigation:**

- Review concession policy annually
- Ensure booking processes are accessible

**Risk Level:** Low

### **3.6 Staffing & Salaries**

#### **Potential Equality Impact:**

- Disproportionate restructuring impact
- Equal pay compliance
- Flexible working arrangements

#### **Assessment:**

No restructuring proposed within this budget. Staffing costs reflect contractual obligations and lawful pay practices.

#### **Mitigation:**

- Continue compliance with employment law
- Monitor workforce equality where appropriate

**Risk Level:** Low

### **4. Cumulative Impact Consideration**

Members considered whether multiple minor budget pressures could cumulatively disadvantage particular groups.

#### **Conclusion:**

No significant service reductions or withdrawals are proposed. The budget largely maintains existing service levels. No evidence of disproportionate cumulative impact on protected groups has been identified.

### **5. Consultation & Evidence Considered**

- Usage data where available
- Demographic profile of the parish
- Previous service feedback
- Grant allocation history

### **6. Conclusion**

Having had due regard to the Public Sector Equality Duty under Section 149 of the Equality Act 2010, the Council is satisfied that:

- The draft budget does not give rise to unlawful discrimination.
- No protected group is disproportionately disadvantaged.
- Equality of opportunity is maintained within available resources.

Where potential impacts exist, mitigation measures have been identified.

## **7. Monitoring**

Equality implications will be kept under review during the financial year, particularly in relation to:

- Grant allocation outcomes
- Facility access issues
- Any mid-year service adjustments

## LEDBURY TOWN COUNCIL

### NOTES TO SUPPORT 2026/27 DRAFT BUDGET BRIEFING 5 FEBRUARY 2026

#### 1. Introduction and Strategic Context

This draft budget has been prepared with a clear strategic objective: to build a stronger, more inclusive community, with an increased emphasis on children and young people. Investment in youth provision, community facilities, and preventative and support services is central to the Council's vision for the coming years.

While this focus delivers long-term social value, it inevitably places additional demands on staffing levels, and the need for a broader range of supporting resources. Consideration is given to the appropriate operational capacity and capability of the council to ensure effective delivery of council objectives.

The draft budget therefore reflects a deliberate shift toward enhanced service delivery, ensuring the Council is adequately resourced to meet rising expectations and statutory responsibilities while remaining financially resilient. The draft budget also takes into account relevant observations and emerging pressures, particularly around staffing resilience, service demand, and future cost pressures.

#### 2. Overview

The draft budget sets out projected expenditure for 2026/27 and 2027/28. Overall, the budget demonstrates:

- A steady increase in total expenditure over the medium term, reflecting inflationary pressures, service expansion, and increased staffing requirements.
- Growth in the council's core capability and expertise inevitably has an impact on overall operating costs, as the Council strengthens its capacity to deliver community-facing services and to take-on additional responsibilities.
- Targeted increases in specific service areas aligned with the Council's strategic priorities<sup>1</sup>, particularly youth engagement, community development, and place-based services.

This approach supports both immediate service needs and longer-term planning, providing transparency around future financial commitments.

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<sup>1</sup> Priorities continue to be informed by our Town Plan (<https://www.ledburytowncouncil.gov.uk/uploads/Ledbury%20Town%20Plan%20-%20Final%20Print%20Version%20-%20May%202016.pdf>) and are set out in our Corporate Plan (<https://www.ledburytowncouncil.gov.uk/uploads/Corporate%20Plan%2017.09.2020.pdf>)

### **3. Investment in Community and Young People**

A key driver of the draft budget is the Council's commitment to community capacity building, with an increasing emphasis on local youth services. This includes:

- Expanding or enhancing youth activities, facilities, and engagement initiatives.
- Supporting safe, accessible community spaces that encourage participation and social cohesion.
- Investing in preventative services that reduce longer-term demand on statutory and crisis-led interventions.

### **4. Investment in addressing hardship, inequalities and the environment**

Alongside its focus on young people, the draft budget also supports investment in addressing hardship, inequalities, and environmental sustainability. This reflects the Council's wider role in supporting vulnerable residents, reducing barriers to participation, and improving quality of life across the community.

Budget provision recognises the need for targeted initiatives that respond to cost-of-living pressures, promote inclusion, and support environmental improvements, all of which contribute to long-term community resilience and wellbeing.

### **5. Investment in events, culture and the local economy**

In parallel, the budget provides for investment in events, culture, and the local economy. Community events, cultural activities, and local economic initiatives play a vital role in fostering civic pride, strengthening social connections, and supporting local businesses. They bring the community of Ledbury together and represent longstanding local celebrations which connect our residents to the town and its traditions and history.

These activities also contribute indirectly to economic vitality by increasing footfall, encouraging local spending, and enhancing the attractiveness of the area as a place to live, work, and visit.

The draft budget therefore recognises events and cultural activity not as discretionary extras, but as integral components of a thriving and sustainable local community.

### **6. Investment in Council capability**

The draft budget makes clear financial provision for increased investment in grants – both one-off and sustained multi-year provisions. Continuing to take a focussed partnership approach to support and enhance the plans and projects that local groups and organisations develop to grow and to expand,

as well as encouraging these groups to work more closely with one another in delivering for local people.

Financial investment is also made in growing the town's markets offering, expanding support to events, strengthening services for visitors and support for the town centre economy

In order to deliver on these ambitions, there is a need also to invest in the council's own capabilities. The draft budget reflects this by recognising staffing as a core enabler of effective community capacity building.

The budget also reflects changes proposed to the mix of services delivered through local contracting rather than in-house by members of staff.

## **7. Planning for Future Service Transfer Opportunities**

This narrative also recognises the increased level of consultation and engagement with the County Council which reflects closer joint working – particularly with larger parishes. Consideration is also given to develop the capability to respond to emerging opportunities to take on valued local services and property assets. Areas that may be considered include, but are not limited to:

- Additional play areas and playgrounds.
- Public conveniences and open spaces.
- Other local property assets or services where parish or town-level management could deliver improved outcomes for residents.

While these transfers may offer opportunities for greater local control and improved service responsiveness, they also carry significant financial implications. The draft budget and medium-term projections therefore:

- Acknowledge the possibility of increased operating and maintenance costs.
- Reflect changes to the skills and capacity needed to assess risk and plan for changes to service mix and delivery.
- Create increased flexibility in the council's ability to deliver in-house and contracted service.

## **8. Medium-Term Financial Outlook**

In addition, it is recognised that the council needs to ensure that it is adequately planning and providing for discharging its ongoing responsibilities for publicly owned assets. These include the town's cemetery, Town Council Offices, Marriage Room, Painted Room Museum and iconic Market House. Also, its Charter Markets, the operation of St Katherine's Square and Bye Street loos, the maintenance and investment in the Recreation Ground, amenity spaces in Deer Park and the nature conservation and enhancement of Dog Hill Wood.

Consideration will also need to be given in the coming year to the council's future accommodation requirements.

Provision is made in this budget for these responsibilities to be managed and discharged and future needs to be assessed and options carefully considered. The medium-term financial outlook recognises that property management and ownership responsibilities are a strategic issue which may need to be addressed to support efficient service delivery and long-term organisational resilience.

The draft budgets for 2026/27 and 2027/28 illustrate the ongoing impact of the Council's strategic direction. Expenditure and income growth over this period reflects:

- Continued investment in community and youth services.
- Capacity building and increased operational resilience.
- Some prudent provision for the delivery of additional responsibilities.

By setting out these projections clearly, the Council is better placed to manage risk, plan for future funding requirements, and make informed decisions about service expansion, asset use, and accommodation needs.

## **9. Conclusion**

The draft budget represents a purposeful and forward-looking financial plan. It balances ambition with realism and seeks to mitigate risk and uncertainty, whilst recognising that building a strong, inclusive and balanced community requires sustained investment in people, services, and infrastructure.

The budget addresses current service pressures while preparing for future opportunities and challenges.

Overall, the budget provides a robust framework to support the Council's strategic objectives while maintaining transparency and accountability over the use of public funds.

The proposed parish precept uplift in 2026-27 for a Band D property in Ledbury is 8.74%.

### **NOTE:**

Percentage precept increases for other town councils in Herefordshire for 2026/27 are proposed as follows:

Hereford City - 16%  
Leominster – 6.7%  
Ross – 10%  
Bromyard – 16%

<b>Budget 2025/26 Summary</b>				
<b>Expenditure</b>	<b>Budget 2025/26</b>	<b>Projected out turn 2025/26</b>	<b>Draft Budget 2026/27</b>	<b>Draft Budget 2027/28</b>
1.Operating Costs	397,630	397,038	453,933	551,971
2. Planning	19,500	10,847	20,770	21,023
3.Recreation Ground	26,530	22,286	26,480	26,480
4.Cemetery	79,897	39,197	48,446	48,280
5.Closed Churchyard	3,750	8,184	5,770	5513
6.Amenity Areas	60,547	62,518	84,946	106,127
7.Market House	8,100	4,000	0	0
8.Painted Room	28,161	35,744	0	-
9.Jacobean Room	750	119	0	0
10.Services and community grants	113,440	99,649	116,023	128,522
11.Civic	5,890	4,505	7,130	4,633
12.Council Properties	40,030	42,841	99,837	102,591
13. Bye Street Toilets	1,500	1,813	8,600	8,600
<b>Total Expenditure</b>	<b>785,725</b>	<b>728,741</b>	<b>871,935</b>	<b>1,003,740</b>
<b>Income</b>				
1.Operating Costs	(6,126)	(10,626)	(10,126)	(10,126)
2. Planning	(9,200)	(9,200)	(11,200)	(11,200)
3.Recreation Ground	0	0	0	0
4.Cemetery	(16,510)	(10,800)	(10,300)	(10,300)
5.Closed Churchyard	0	0	0	0
6.Amenity Areas	(500)	(252)	(500)	(500)
7.Market House	(1,100)	(1,722)	0	0
8.Painted Room	(7,000)	(20,012)	0	0
9.Jacobean Room	(4,000)	(4,461)	0	0
10.Services & Community Grants	(5,000)	(5,484)	(5,700)	(5,700)
11.Civic	0	0	0	0
12.Council Properties	(1,667)	(1,667)	(18,250)	(18,250)
13. Bye Street Toilets	0	0	0	0
<b>Total Income</b>	<b>(51,103)</b>	<b>(64,224)</b>	<b>(56,076)</b>	<b>(56,076)</b>
<b>Precept</b>	<b>734,622</b>		<b>815,859</b>	<b>947,664</b>
<b>Net Operating Deficit/(Profit) for the Year (Expenditure less Income)</b>	<b>734,622</b>	<b>664,517</b>	<b>815,859</b>	<b>947,664</b>

**Movement of Council Reserves to offset the Net Operating Deficit for the year 2025/26**

<b>To be provided at year end</b>
<b>TOTAL</b>
<b>0</b>

Expenditure					
2026/27	Anticipated expenditure	871,935			
2025/26	Total anticipated expenditure	785,725			
	Difference	<u>86,210</u>	10.97%		
					Precept Value increase
Income					2025/26 734,622
2026/27	Anticipated Income	-56,076			2026/27 815,859
2025/26	Total anticipated income	-51,103			<u>93,362</u>
	Difference	<u>(4,973)</u>	9.73%		
2026/27	Draft proposed expenditure	871,935			
	Draft anticipated Income	-56,076			
	Proposed draft Precept figure	<u>815,859</u>			
					824754 ÷ 3816.92 Band D equivalent pi £213.75
	Precepting Band D Households				
2026/27		3,816.92			
2025/26		3,696.97			
2025/26	Precept Received	734,622	198.71		
2026/27	Precept Required	815,859	213.75		
			£15.04	% change =	7.57%
					(£1.25 per month increase)

<b>Operating Costs</b>						
<b>EXPENDITURE</b>						
<b>Item No.</b>	<b>Description</b>	<b>Budget 2025/26 £</b>	<b>Projected out turn 2025/26 £</b>	<b>Draft Budget 2026/27 £</b>	<b>Draft Budget 2027/28</b>	
1	Salaries	299,480	299,480	314,454	323,888	
2	Phased staff review costs	0	0	35,159	118,394	see notes
3	Temporary staff	8,000	3,817	3,000	3,000	
4	Subscriptions	5,000	4,000	4,000	4,000	
5	Staff Training	6,000	6,000	6,180	6,283	
6	Councillor Training	1,500	1,000	1,545	1,591	
7	Officers Travel/Conference/Subsistence	1,500	2,500	2,500	2,575	see notes
8	Telephone & Broadband services	6,000	6,000	6,180	6,365	
9	Postage and Franking machine lease	400	400	412	424	
10	Stationery	4,000	3,000	3,000	3,000	
11	Photocopier Running costs	3,500	4,466	5,000	5,000	see notes
12	Office Equipment/furniture	2,500	4,626	2,500	2,500	see notes
13	Equipment Maintenance	1,650	200	1,000	1,000	
14	Bank Charges	500	500	515	530	
15	Audit Fees (Internal)	2,500	479	2,500	2,575	
16	Audit Fees (External)	3,000	1,680	3,000	3,090	
17	Insurance	20,000	20,619	21,650	22,735	
18	GDPR	500	0	500	515	
19	PAT Testing	0	0	250	250	
20	Website	4,000	4,000	4,120	4,244	
21	ICT services & Software Lease	11,000	18,021	11,000	14,245	
22	Health & Safety/PPE	500	500	500	515	
23	Professional Fees	15,000	15,000	20,000	20,000	see notes
24	Card Machine Rental (office)	600	600	618	637	
25	Card Machine Rental (Painted Room)	0	0	600	600	
26	Pay back General Reserve IT/Lease Line	0	0	3,500	3,500	
27	Annual & Other Meetings	500	150	250	515	
<b>TOTAL EXPENDITURE</b>		<b>397,630</b>	<b>397,038</b>	<b>453,933</b>	<b>551,971</b>	
<b>INCOME</b>						
1	Bank Interest	(6,000)	(10,000)	(10,000)	(10,000)	
2	Apprentice income	0	(500)	0	0	
3	Western power Wayleave	(126)	(126)	(126)	(126)	
<b>TOTAL INCOME</b>		<b>(6,126)</b>	<b>(10,626)</b>	<b>(10,126)</b>	<b>(10,126)</b>	
<b>NET EXPENDITURE/(INCOME)</b>		<b>391,504</b>	<b>386,412</b>	<b>443,807</b>	<b>541,845</b>	
<b>NOTES:</b>						
Line 2 - 2026/27 total is based on 6-month salary increase (this will allow time for the staff review to be progressed and recruitment) phase 1						
Line 2 - 2027/28 based on full years salary increase of phase 1 and phase 2						
Line 7 - Suggested Increase due to cost for attending two SLCC conferences per year						
Line 11 - To take into account maintenance contract re clerks printer						
Line 12 - Overspend to be offset from EMR - increase due to agreed amount to be added to pay back to reserves for new IT equipment						
Line 23 - Increase to take into account HR advice re staff review and costs associated with office relocation						
Line 25 - moved from Painted Room tab						
Line 26 - New - as agreed to pay back reserves for costs of IT equipment and lease line						
<b>Movements from EMR:</b>						
Line 13 from EMR *** £2,500						
Line 22 from EMR *** £3,647						

**Planning**

**EXPENDITURE**

Item No.	Description	Budget	Projected	Draft	Draft
		2025/26	out turn 2025/26	Budget 2026/27	Budget 2027/28
			£	£	
1	Traffic Management	2,000	267	2,000	2,000
2	Charter Market Improvements	2,000	1,800	2,060	2,122
3	Tourism/Town Plan Projects	5,000	5,000	5,150	5,340
4	Lengthsman Scheme/P3 Scheme	3,000	3,000	3,000	3,000
5	Charter Market Strategy	5,500	0	5,500	5,500
6	Neighbourhood Dev. Plan	500	0	500	500
7	Gazebos	500	780	500	500
8	Tourist Information Centre	1,000	0	2,060	2,061
<b>TOTAL EXPENDITURE</b>		<b>19,500</b>	<b>10,847</b>	<b>20,770</b>	<b>21,023</b>

**INCOME**

1	Charter Market Fees	(6,000)	(6,000)	(8,000)	(8,000)
2	Tourist Information Centre	(200)	(200)	(200)	(200)
3	Lengthsman grant	(3,000)	(3,000)	(3,000)	(3,000)
<b>TOTAL INCOME</b>		<b>(9,200)</b>	<b>(9,200)</b>	<b>(11,200)</b>	<b>(11,200)</b>
<b>NET EXPENDITURE/(INCOME)</b>		<b>10,300</b>	<b>1,647</b>	<b>9,570</b>	<b>9,823</b>

NOTES:

**Recreation Ground**

**EXPENDITURE**

<u>Item</u>		<b>Budget</b>	<b>Projected</b>	<b>Draft</b>	<b>Draft</b>
<u>No.</u>	<u>Description</u>	<b>2025/26</b>	<b>out turn</b>	<b>Budget</b>	<b>Budget</b>
		<b>£</b>	<b>£</b>	<b>£</b>	
		<b>2025/26</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>
1	Grounds maintenance contract	10,000	10,000	10,000	10,000
2	ROSPA reports	80	63	80	80
3	New Play Equipment	10,000	10,000	10,000	10,000
4	Play Equipment Maintenance	5,000	2,223	5,000	5,000
5	Skate Park Maintenance	500	0	500	500
6	Shelter Maintenance	300	0	300	300
7	Litter Bins	150	0	100	100
8	Street Light Maintenance	500	0	500	500
<b>TOTAL EXPENDITURE</b>		<b>26,530</b>	<b>22,286</b>	<b>26,480</b>	<b>26,480</b>
<b>INCOME</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL INCOME</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET EXPENDITURE/(INCOME)</b>		<b>26,530</b>	<b>22,286</b>	<b>26,480</b>	<b>26,480</b>

**NOTES:**

**Need to consider potential increase if we agree to transfer of other play areas in the town**

**Cemetery**

**EXPENDITURE**

Item No.	Description	Budget	Projected	Draft	Draft
		2025/26	out turn 2025/26	Budget 2026/27	Budget 2027/28
		£	£	£	
1	staff Salaries	43,952	10000	0	0
2	Grass Cutting Contract	0	0	15,000	15,000
3	Temporary staff	2,000	3,087	0	-
4	Cleaning	100	0	0	-
5	Rates	3,350	3,350	3,451	3,555
6	Water	100	130	150	100
7	Electricity	1,000	1,000	1,000	1,000
8	PPE/Health & Safety	500	162	515	530
9	Tree works/Prop Maintenance	2,500	2,500	3,500	3,090
10	Grounds Maintenance	2,200	3,641	3,000	3,000
11	Equipment Maintenance	2,000	249	2,000	2,000
12	New Equipment	1,100	97	1,100	1,100
13	Equipment Hire	500	500	500	500
14	Vehicle Maintenance	1,000	336	1,030	1,061
15	Vehicle Tax, Insurance & MOT	1,100	1,100	1,100	1,133
16	Skip Hire	1,800	1,800	1,854	1,910
17	Fuel	1,100	750	1,133	1,167
18	Perimeter Repairs	2,000	0	3,000	3,000
19	Memorial Testing	1,000	0	500	500
20	CCTV Maintenance Contract	100	100	103	107
21	Memorial Board	100	0	103	107
22	New Scatter Garden	2,000	0	0	-
23	Cemetery Mapping	395	395	407	420
24	Vehicle Replacement	5,000	5,000	5,000	5,000
25	Green vehicle	3,000	3,000	3,000	3,000
26	Storage Container	2,000	2,000	1,000	1,000
<b>TOTAL EXPENDITURE</b>		<b>79,897</b>	<b>39,197</b>	<b>48,446</b>	<b>48,280</b>

<b>INCOME</b>					
1	Internment fees	(11,000)	(6,000)	(5,000)	(5,000)
2	Memorial Fees	(2,500)	(2,000)	(2,500)	(2,500)
3	Mortuary Rent	(2,500)	(2,500)	(2,500)	(2,500)
4	Chapel Hire	(150)	(200)	(150)	(150)
5	Transfer of Exclusive Right of Burial	(360)	(100)	(150)	(150)
<b>TOTAL INCOME</b>		<b>(16,510)</b>	<b>(10,800)</b>	<b>(10,300)</b>	<b>(10,300)</b>

<b>NET EXPENDITURE/(INCOME)</b>		<b>63,387</b>	<b>28,397</b>	<b>38,146</b>	<b>37,980</b>
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**NOTES:**

Line 1 - Salary costs moved to amenities/£10,000 moved to cover agency costs  
 Line 2 - Provisional sum subject to continuing with contract works  
 Line 4 -Cleaning undertaken as part of LTC TMO role  
 Line 10 - Overspend off set from EMR  
 Line 18 - Increase to take into account works required to perimeter wall  
 Line 22 - Scatter garden - £2,000 to be carried forward for works in 2026/27  
 Lines 24, 25 and 26 - Building up/pay back purchase costs to General Reserve

**Closed Churchyard**

**EXPENDITURE**

		Budget 2025/26	Projected out turn 2025/26	Draft Budget 2026/27	Draft Budget 2027/28	
<u>Item No.</u>	<u>Description</u>	£	£			
1	Grounds Maintenance	1,000	0		-	see notes
2	Refuse Collections	250	254	270	280	
3	Tree Works	1,000	6,850	2,500	2,500	
4	Grounds Maintenance (contract)	1,500	1,080	3,000	2,733	see notes
<b>EXPENDITURE</b>		<b>3,750</b>	<b>8,184</b>	<b>5,770</b>	<b>5513</b>	
<b>INCOME</b>		<b>0</b>	<b>0</b>	<b>0</b>		
<b>TOTAL INCOME</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>NET EXPENDITURE/(INCOME)</b>		<b>3,750</b>	<b>8,184</b>	<b>5,770</b>	<b>5,513</b>	
<b>NOTES:</b>						
Lines 1 & 4 to be amalgamated in 26/27						
Line 4 - Increase due to works needed to perimeter wall						
<b>Movement from/to Reserves</b>						
Line 3 - EMR *** £						

Amenity Areas					
EXPENDITURE					
Item	Description	Budget 2025/26	Projected out turn 2025/26	Draft Budget 2026/27	Draft Budget 2027/28
No.		£	£	£	£
1	Salaries	35,057	35,057	36,810	38,650
2	Staff Review Salary Costs	0	0	16,809	35,777
3	Street Cleaning Materials	300	300	300	300
4	Dog Hill Wood Management Plan	1,000	0	1,000	1,000
5	Dog Hill Wood Maintenance Contract	4,540	4,540	4,676	4,816
6	Dog Hill Wood Coppicing	1,000	0	2,000	2,060
7	General Tree Works	2,000	4,345	4,000	4,120
8	General Park Maintenance	1,000	3,553	1,000	1,000
9	Devolved Services (Grass Cutting)	1,000	500	500	500
10	CCTV Hereford	12,000	12,000	12,000	12,000
11	New equipment	200	4	100	100
12	Dog Bags	700	469	721	743
13	Repairs to hanging basket posts	0	0	2,500	2,500
14	Defibrillator maintenance	750	750	1,500	1,500
15	Electricity (Comm Hall)	1,000	1,000	1,030	1,061
<b>TOTAL EXPENDITURE</b>		<b>60,547</b>	<b>62,518</b>	<b>84,946</b>	<b>106,127</b>
<b>INCOME</b>					
1	Dog Poop Bags	(500)	(252)	(500)	(500)
<b>TOTAL INCOME</b>		<b>(500)</b>	<b>(252)</b>	<b>(500)</b>	<b>(500)</b>
<b>NET EXPENDITURE/(INCOME)</b>		<b>60,047</b>	<b>62,266</b>	<b>84,446</b>	<b>105,627</b>
<b>Notes:</b>					
Lines 5 & 6 Amalgamated					
Line 7 - Overspend off set from EMR - budget increase in anticipation of tree works required					
Line 10 CCTV - Notification received from HC re 2026/27 cost £11,026.42					
Line 13 - Increase due to two more defibs being instaled by LTC					
<b>Movement from/to EMR</b>					
Line 6 - EMR *** £2,195					
Line 7 - EMR *** £2,292					

See notes

See notes

See notes

**Council Properties**

**EXPENDITURE**

<u>Item No.</u>	<u>Description</u>	<u>Budget 2025/26</u>	<u>Projected out turn 2025/26</u>	<u>Draft Budget 2026/27</u>	<u>Draft Budget 2027/28</u>
			£	£	£
1	Salaries	0	0	37500	39375
1	Property Maintenance (Council Offices)	5,000	1,855	10,300	10300
2	Non Domestic Rates	7,500	7,500	9,682	9973
3	Rubbish Collection	1,000	750	750	750
4	Housekeeping	500	500	515	530
5	Alarms	4,620	5,562	5,000	5000
6	Quinquennial Report	2,000	2,300	700	700
7	Listed Building reserve	0	0	10,000	10000
8	Cleaning	2,500	3,000	3,000	3090
9	Water	630	668	850	850
10	Confidential waste - shredding	780	1,093	1,200	1200
11	CCTV Maintenance contract	0	4,113	120	124
12	Painted Room Stock purchase	0	0	1,000	1000
13	Painted Room Music Licence	0	0	500	500
14	Wedding Licence Fee	0	0	500	500
15	Wedding Decorations	0	0	250	250
16	Electricity	15,500	15,500	17,970	18449
<b>TOTAL EXPENDITURE</b>		<b>40,030</b>	<b>42,841</b>	<b>99,837</b>	<b>102,591</b>
<b>INCOME</b>					
1	Market House Income	0	0	(4,000)	(4,000)
2	Painted Room Sales	0	0	(1,750)	(1,750)
3	Painted Room Donations	0	0	(7,500)	(7,500)
4	Wedding Bookings	0	0	(5,000)	(5,000)
5	War Memorial Refund	(1,667)	(1,667)	0	0
<b>TOTAL INCOME</b>		<b>(1,667)</b>	<b>(1,667)</b>	<b>(18,250)</b>	<b>(18,250)</b>
<b>NET EXPENDITURE/(INCOME)</b>		<b>36,696</b>	<b>39,507</b>	<b>63,337</b>	<b>66,091</b>

**Council properties - Market House****EXPENDITURE**

<b>Item No.</b>	<b>Description</b>	<b>Budget 2025/26</b>	<b>Projected out turn 2025/26 £</b>	<b>Draft Budget 2026/27 £</b>	<b>Draft Budget 2027/28 £</b>
1	Rates	1,900	1,900	0	0
2	Electricity	1,000	2,000	0	0
3	Cleaning	100	0	0	0
4	Water	100	100	0	0
5	Maintenance	5,000	0	0	0
<b>TOTAL EXPENDITURE</b>		<b>8,100</b>	<b>4,000</b>	<b>0</b>	<b>0</b>
<b>INCOME</b>					
1	Market House Income	(1,100)	(1,722)	0	0
<b>TOTAL INCOME</b>		<b>(1,100)</b>	<b>(1,722)</b>	<b>0</b>	<b>0</b>
<b>NET EXPENDITURE/(INCOME)</b>		<b>7,000</b>	<b>2,278</b>	<b>0</b>	<b>0</b>

**NOTES**

Expenditure and income moved to Council Properties

**Council Buildings - Painted Room**

**EXPENDITURE**

<u>Item No.</u>	<u>Description</u>	<b>Budget 2025/26</b>	<b>Projected out turn 2025/26</b>	<b>Draft Budget 2026/27</b>	<b>Draft Budget 2027/28</b>
				£	£
1	Salaries	25,711	33,500	0	0
2	Advertising	800	144	0	0
3	Stock purchase	550	1,000	0	0
4	Music Licence	500	500	0	0
5	UKSPF Funding	0	0	0	0
6	Card Machine Rental	600	600	0	0
<b>TOTAL EXPENDITURE</b>		<b>28,161</b>	<b>35,744</b>	<b>0</b>	<b>0</b>
<b>INCOME</b>					
1	Sales	(2,000)	(3,550)	0	0
2	Donations	(5,000)	(7,462)	0	0
3	ukspf Funding	0	(9,000)	0	0
<b>TOTAL INCOME</b>		<b>(7,000)</b>	<b>(20,012)</b>	<b>0</b>	<b>0</b>
<b>NET EXPENDITURE/INCOME</b>		<b>21,161</b>	<b>15,732</b>	<b>0</b>	<b>0</b>

**NOTES:**

Expenditure

Lines 1, 3 and 4 - moved to Council properties

Line 2 - Moved to Services and Grants

Line 6 - moved to Operating costs

Income

Lines 1 & 2 moved to Council Properties

**Jacobean Room****EXPENDITURE**

<u>Item No.</u>	<u>Description</u>	<b>Budget 2025/26</b>	<b>Projected out turn 2025/26</b>	<b>Draft Budget 2026/27</b>	<b>Draft Budget 2027/28</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
1	Staff Salaries	0	0	0	0
2	Licence Fee	0	0	0	0
3	Decorations	250	119	0	0
4	Advertising	500	0	0	0
<b>TOTAL EXPENDITURE</b>		<b>750</b>	<b>119</b>	<b>0</b>	<b>0</b>

**INCOME**

1	Ceremony Room	(4,000)	(4,461)	0	0
<b>TOTAL INCOME</b>		<b>(4,000)</b>	<b>(4,461)</b>	<b>0</b>	<b>0</b>

<b>NET EXPENDITURE/(INCOME)</b>		<b>(3,250)</b>	<b>(4,342)</b>	<b>0</b>	<b>0</b>
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**NOTES:**

Lines 1-3 Moved to Council Properties

Line 4 - Moved to Services and Grants

Services - Community Grants				
EXPENDITURE				
Item   Description	Budget 2025/26	Projected out turn 2025/26	Draft Budget 2026/27	Draft Budget 2027/28
	£	£	£	£
1 Barrett Browning Clock	500	654	700	700
2 Community Action Ledbury	12,000	12,000	12,000	12,500
3 Citizens Advice Worcs	5,000	5,000	5,000	5,000
4 Distinguished/Youth awards	250	250	250	250
5 Unspecified Grants (S137)	20,000	16,400	21,000	21,500
6 Ledbury Community Hub Youth Worker	0	0	21,900	23,100
7 Age UK Hereford localities	4,000	4,000	0	0
8 Dream your future	1,500	1,500	0	0
9 Ledbury Food Bank	2,500	2,500	0	0
10 Ledbury Methodist Church	1,350	1,500	0	0
11 LEAF	10,440	10,440	940	10940
12 Ledbury Carnival	4,500	4,500	5,000	5500
13 Buses4Us	8,000	0	0	0
14 Ledbury Fringe	0	0	1,000	1000
15 Ledbury Primary School PTA	0	0	1,500	1500
16 Promotional material	3,000	450	3,000	3307
17 Signage	3,000	449	3,000	3307
18 External Power Supply High Street	1,000	1,000	1,030	1061
19 Events Barriers	100	100	103	107
20 Events	12,000	13,179	13,500	13500
21 Christmas Lights rental, instal, & Storage	15,000	15,000	15,000	15000
22 Christmas electricity	1,000	1,828	2,000	1060
23 Advertising	1,000	1,000	2,300	2300
24 Newsletter	500	792	1,000	1030
25 Election Expenses	300	300	300	300
26 Ledbury in Bloom	4,000	4,858	3,000	3000
27 Climate Change	2,000	1,930	2,000	2060
28 October Fair Expenditure	500	19	500	500
<b>TOTAL EXPENDITURE</b>	<b>113,440</b>	<b>99,649</b>	<b>116,023</b>	<b>128,522</b>
<b>INCOME</b>				
1 October Fair Rent	(2,500)	(2,500)	(2,500)	(2,500)
2 Christmas lights Event income	(2,500)	(2,305)	(2,500)	(2,500)
3 Photocopies	0	(679)	(700)	(700)
<b>TOTAL INCOME</b>	<b>(5,000)</b>	<b>(5,484)</b>	<b>(5,700)</b>	<b>(5,700)</b>
<b>NET EXPENDITURE/(INCOME)</b>	<b>108,440</b>	<b>94,165</b>	<b>110,323</b>	<b>122,822</b>
<b>NOTES:</b>				
Line 5 - 2026/27 S137 expenditure allowance per elector = £11,60				
Line 10 - Increase in funding not accounted for in 25/26 budget				
Line 11 - Subject to consideration of grant application - 19.02.2026 full council				
Line 21 - One year remaining on lights at agreed sum of £15,000				
Line 22 - increase based on 24/25 costs and increased electricity costs				
Line 24 - Increase due to having newsletters printed off site				
Line 28 - fee for road closure				
<b>Movements to/from Reserves</b>				

<b>Civic</b>					
<b>EXPENDITURE</b>					
<b>Item</b>	<b>Description</b>	<b>Budget 2025/26</b>	<b>Projected out turn 2025/26</b>	<b>Draft Budget 2026/27</b>	<b>Draft Budget 2027/28</b>
<b>No.</b>			<b>£</b>	<b>£</b>	<b>£</b>
1	Civic Hospitality	1,100	1,555	1,100	100
2	Mayor's Hospitality	1,100	1,100	1,100	1100
3	Civic Insignia and repairs	400	50	2,000	500
4	Mayor's/Deputy Mayor's Expenses	1,000	1,000	1,000	1000
5	Poppy Wreath	40	80	80	80
6	Councillors Expenses	500	0	300	303
7	Mayor's Advertising	500	0	500	500
8	Roll of Honour	50	20	50	50
9	Flag Pole & Flags	200	200	200	200
10	Town Crier Fees and Subscriptions	500	0	300	300
11	Town Crier Regalia	500	500	500	500
<b>TOTAL EXPENDITURE</b>		<b>5,890</b>	<b>4,505</b>	<b>7,130</b>	<b>4,633</b>
<b>INCOME</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL INCOME</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET EXPENDITURE/(INCOME)</b>		<b>5,890</b>	<b>4,505</b>	<b>7,130</b>	<b>4,633</b>
<b>NOTES:</b>					
5 Increased due to the addition of the Poppy to London on the train					
Line 6 Councillors not claiming expenses					

See notes

See notes

<b>Public Toilets</b>					
<b>EXPENDITURE</b>					
<b>Item</b>	<b>Description</b>	<b>Budget</b>	<b>Projected</b>	<b>Draft</b>	<b>Draft</b>
<b>No.</b>		<b>2025/26</b>	<b>out turn</b>	<b>Budget</b>	<b>Budget</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
1	Electricity	500	500	2,000	2000
2	Maintenance	500	713	2,000	2000
3	Housekeeping	500	500	3,000	3000
4	Water	0	100	1,600	1600
<b>TOTAL EXPENDITURE</b>		<b>1,500</b>	<b>1,813</b>	<b>8,600</b>	<b>8,600</b>
<b>INCOME</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL INCOME</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET EXPENDITURE/(INCOME)</b>		<b>1,500</b>	<b>1,813</b>	<b>8,600</b>	<b>8,600</b>
<b>Notes:</b>					
Line 3 - Increase due to sanitary bin contract					
Increase on all expenditure lines to account for potential operational costs to take on Church Lane Toilets					

See notes

Salary costgs - subject tp Stgaff Review

2026/27    2027/28

**Operating costs**

Current Salaries	314,454	323,888
Potential salary increase	35,159	118394
<b>TOTAL</b>	<b>349,613</b>	<b>442,282</b>

**Cemetery\*\***

	0	0
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**Amenities**

Current Salaries	36,810	38650
Potential salary increase	16,809	35777
<b>TOTAL</b>	<b>53,619</b>	<b>74427</b>

**Council Offices\***

	37,500	39375
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2026/27 Phase 1 calculated on 6 months additional salary costs

2027/28 Phase 2 C calculated on 12 month salary costs for phase 1 and phase 2

\*Includes Painted Room staff and Wedding Coordinator

\*\*Moved to Amenities and decreased

Special Projects (Not included as part of overall budget)					
EXPENDITURE					
Item No.	Description	Budget 2025/26	Projected out turn 2025/26	Draft Budget 2026/27	Draft Budget 2027/28
		£	£	£	£
1				-	-
2				-	-
<b>TOTAL EXPENDITURE</b>		-	-	-	-
<b>INCOME</b>		-	-	-	-
<b>TOTAL INCOME</b>		-	-	-	-
<b>NET EXPENDITURE/(INCOME)</b>		-	-	-	-
NOTES:					

- All built into the budget
- Markets
- Tourism
- Events
- Community Projects
- Asset Transfer - loos and playgrounds
- Youth projects
- Older People
- Hardship and Inequalities
- Green spaces
- Heritage buildings and council accommodation

Earmarked Reserves - projected Balances for 31.03.2026 as at 08.02.2026

Cost centre	Account	Opening Balance	Net transfers 2025/26	Closing Balance
324	Listed Building Reserves	106,856	(300)	106,556
331	Advertising	5,000	0	5,000
335	Amenity & Public Spaces	35,432	(20,028)	15,404
336	Community Projects	15,701	(986)	14,715
339	Vehicle Replacement		5,000	5,000
340	IT Equipment	0	15,000	15,000
	<b>TOTAL EMR</b>	<b>162,989</b>	<b>(1,314)</b>	<b>161,675</b>
	<b>General Reserve (as at 31.01.2026)</b>	<b>195,338</b>	<b>5,000</b>	<b>201,651</b>
	<b>Total Reserves(as at 31.01.2026)</b>	<b>358,327</b>		<b>363,326</b>
	Net (from)/to Reserves 2025/26			

<b>FULL COUNCIL</b>	<b>19 FEBRUARY 2026</b>	<b>AGENDA ITEM: 18</b>
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Report prepared by Angela Price – Town Clerk/Responsible Finance Officer

**FINANCE OVERVIEW REPORT FOR THE 10 MONTHS ENDING 31 JANUARY 2026**

This report provides a high-level summary of the 10 months balance sheet/trial balance and budget performance the full analysis is contained within agenda item 19.

	Actual to date (£)	Annual Budget (£)	Variance to Annual Budget (£)	% Spend to Budget
Income - Precept	734,622	734,622	0	100.0%
Income - Other	61,511	51,103	10,408	120.37%
Expenditure	651,940	785,725	133,785	82.97%

Note: The Income budget as stated in the Detailed Income & Expenditure report has been adjusted for the National Lottery Fund John Masefield receipt due later in the financial year.

Expenditure has been adjusted for the EMR transfers contained within the Detailed Income & Expenditure report, together with John Masefield Matters expenditure. The EMR transfers relate to the following expenditure:

Tree works and perimeter wall (Church Yard)	£11,337
New CCTV in council offices	£ 4,413
Cemetery Grounds maintenance	£ 1,000
Ledbury in Bloom (watering)	<u>£ 4,564</u>
<b>TOTAL EMR TRANSFERS</b>	<b><u>£21,314</u></b>

Within the expenditure no annual payments for insurance have been made to date, these will be made in December. Consequently, there is no budget phasing that is impacting on the 6-month financial performance.

The actual total expenditure to date represents 82.97% of the annual budget which is just within the expected 83.33% at the end of month 10 of the financial year.

Cash balances at the end of January 2026 were £413,406, which includes the receipt of the annual precept funds, and the National Lottery Fund John Masefield award carried forward from 2024/25.

To date £21,314 has been allocated from reserves. The general reserves stand at £201,651 and ear-marked reserves at £161,675 at the end of November.

## **RECOMMENDATION**

That the above information be received and noted, noting that the 2025/26 budget is In line with the expected percentage of 82.97% at the end of month 10 of the financial year.

## Receipts for Month 10

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>36,313.44</b>					<b>36,313.44</b>	
Interest	Banked: <b>09/01/2026</b>	<b>14.52</b>						
Interest	Lloyds Bank	14.52			1870	220	14.52	Bank Interest
Banked: <b>12/01/2026</b>		<b>30,000.00</b>						
736-235	Premier A/c (736) Comm Call	30,000.00			202		30,000.00	Trans 736-235
Banked: <b>22/01/2026</b>		<b>40,000.00</b>						
736-235	Premier A/c (736) Comm Call	40,000.00			202		40,000.00	Transfer 736-235
Banked: <b>22/01/2026</b>		<b>319.50</b>						
	Sales Recpts Page 2	319.50	319.50		100			Sales Recpts Page 2
Banked: <b>22/01/2026</b>		<b>319.50</b>						
	Sales Recpts Page 3	319.50	319.50		100			Sales Recpts Page 3
CARD	Banked: <b>31/01/2026</b>	<b>590.90</b>						
CARD	Barclaycard	590.90			1460	120	357.00	Ceremony Income
					1273	109	225.00	Masefield Matters
					1034	301	8.90	Tourist Information maps
<b>Total Receipts for Month</b>		<b>71,244.42</b>	<b>639.00</b>	<b>0.00</b>			<b>70,605.42</b>	
<b>Cashbook Totals</b>		<b>107,557.86</b>	<b>639.00</b>	<b>0.00</b>			<b>106,918.86</b>	

## Payments for Month 10

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/12/2025	Advansy Limited	387	123.60	123.60		500			Web Hosting
02/12/2025	Shredall Ltd	BACS	107.70		17.95	4116	202	89.75	Confidential Waste
02/12/2025	Shredall SDS Group	268	107.70	107.70		500			Confidential Waste
11/12/2025	Lloyds Bank Plc	402	28.99	28.99		500			Service Charges
18/12/2025	West Mercia Energy	394	41.69	41.69		500			Barret Browning clock elec
25/12/2025	Takepayments Ltd	385	60.00	60.00		500			Card Machine LTC
28/12/2025	Siemens Financial Services Ltd	398	274.72	274.72		500			Printer lease rental
31/12/2025	Barclays Bank PLC	388	10.00	10.00		500			Card Machine PR
31/12/2025	Barclays Bank PLC	389	10.00	10.00		500			Card Machine LTC
05/01/2026	Octopus Energy Ltd	390	1,411.05	1,411.05		500			LTC Electricity
05/01/2026	EE Business	401	10.80	10.80		500			Wedding co-ordinator mobile
07/01/2026	Citation Ltd	408	288.00	288.00		500			EAP & HR
08/01/2026	Staff Salaries	BACS	16,659.53			4000	230	16,659.53	Payroll Mth 9
08/01/2026	DWRCYMRU	409	52.13	52.13		500			LTC Water
10/01/2026	OMSUK Ltd	395	1,966.95	1,966.95		500			IT Support
10/01/2026	Dolphin Tec	396	186.63	186.63		500			Photocopier readings
12/01/2026	Waterplus Group Ltd	412	24.00	24.00		500			LTC Water drainage
12/01/2026	Waterplus Group Ltd	412-1	0.66	0.66		500			LTC Water drainage
12/01/2026	NPower Business Solutions	413	93.30	93.30		500			Market Stall electricity
12/01/2026	Citation Ltd	414	62.14	62.14		500			EAP Service
12/01/2026	NPower Business Solutions	BACS	3.00		0.14	4276	118	2.86	Market house elec
12/01/2026	Water Plus	412-1	-3.11			4115	202	-3.11	LTC drainage
13/01/2026	Stephen C Large Landscape Gard	293	2,112.00	2,112.00		500			Cemetery grounds works
13/01/2026	Angela Price	292	34.20	34.20		500			Expenses
13/01/2026	Budget Shipping Containers	294	4,506.00	4,506.00		500			Flat pack container storage
13/01/2026	Viking Office UK Ltd	255	39.53	39.53		500			Archive boxes
13/01/2026	Herefordshire Council	256	121.49	121.49		500			Recycling at LTC
13/01/2026	Herefordshire Council	257	2,637.90	2,637.90		500			Contribution to Hfdshire CCTV
13/01/2026	Herefordshire Council	258	84.57	84.57		500			Waste collection St Michaels
13/01/2026	Stephen C Large Landscape Gard	228	228.00	228.00		500			Spraying around cemetery
13/01/2026	Sophie Jarvis	260	8.28	8.28		500			Delivering Christmas Fliers
13/01/2026	Festive Lighting Company Ltd	261	3,600.00	3,600.00		500			Year 2 Festive lighting
13/01/2026	Ravenhill Mechanics Co Ltd	262	36.83	36.83		500			Repair of Watering unit
13/01/2026	NPower Business Solutions	263	96.30	96.30		500			Market stall electricity
13/01/2026	SLCC Enterprise Ltd	264	4,863.36	4,863.36		500			Staff Review x 9 days
13/01/2026	A Meredith Associates	265	2,000.00	2,000.00		500			MM Memorial evaluation
13/01/2026	Jon Seagrave (Jonny flufflypun	266	208.50	208.50		500			Masefield matters christmas
13/01/2026	Radbournes	267	291.60	291.60		500			Play chippings recreation
13/01/2026	Hoople Group	269	476.00	476.00		500			HR Advice
13/01/2026	Sentinel Security Ltd	270	90.00	90.00		500			Check of equipment
13/01/2026	Amazon EU UK Branch	271	45.80	45.80		500			LTC Housekeeping & Bye St

## Payments for Month 10

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
13/01/2026	Viking Office UK Ltd	272	18.87	18.87		500			LTC Diary's
13/01/2026	D M Property Maintenance	213	1,608.74	1,608.74		500			Contract Works
13/01/2026	Heating Maintenance Services L	274	60.00	60.00		500			Reinstate light Jacobean room
13/01/2026	Amazon EU UK Branch	275	20.78	20.78		500			Takeaway cups
13/01/2026	G & P Group Enterprise Ltd	276	5.60	5.60		500			Weekly Ledbury Reporter
13/01/2026	Bliss Cleaning Services (Ledbu	277	90.00	90.00		500			LTC Cleaning
13/01/2026	Bliss Cleaning Services (Ledbu	279	232.20	232.20		500			Cleaning of Bye St toilets
13/01/2026	Bliss Cleaning Services (Ledbu	278	412.80	412.80		500			LTC Cleaning
13/01/2026	Malvern Art Products Limited	281	153.65	153.65		500			Date Lables 2007-2025
13/01/2026	Amazon EU UK Branch	283	128.90	128.90		500			Water bottles christmas gifts
13/01/2026	Pestforce	284	30.00	30.00		500			Bait removed from Mortuary
13/01/2026	Julia Lawrence	285	71.65	71.65		500			Event & test
13/01/2026	John Walsh Tree Surgery	286	500.00	500.00		500			Remove fallen trees
13/01/2026	Ledbury Hardware Ltd	287	11.75	11.75		500			Extension Lead
13/01/2026	DWRCYMRU	327	20.53	20.53		500			LTC Water
13/01/2026	Sophie Jarvis	289	6.75	6.75		500			Mileage christmas presents
13/01/2026	Ledbury Community Hub	BACS	5,400.00			4890	214	5,400.00	LTC Grant
13/01/2026	Shredall Ltd	BACS	-107.70		-17.95	4116	202	-89.75	Confidential Waste
15/01/2026	Amazon EU UK Branch	381	11.05	11.05		500			Badge Maker
15/01/2026	Amazon EU UK Branch	382	12.01	12.01		500			MM Book
15/01/2026	Amazon EU UK Branch	383	59.16	59.16		500			Disposable camera MM
15/01/2026	Amazon EU UK Branch	384	29.99	29.99		500			Chalkboard MM
15/01/2026	Francotyp Postalia Ltd	393	36.00	36.00		500			Postage agreement qtr 1
15/01/2026	Amazon	BACS	0.01			4906	109	0.01	Badge Maker
19/01/2026	OMS UK Ltd	DD	-1.00		-0.17	4483	401	-0.83	IT Services
22/01/2026	Ledbury & District Civic Socie	BACS	1,000.00			4890	214	1,000.00	LTC Grant
22/01/2026	Linzi Winterburn	BACS	350.00			4607	109	350.00	MM Event
24/01/2026	Salaries	BACS	38,715.49			4000	103	3,181.59	Payroll Mth 10
						4000	105	3,257.84	Payroll Mth 10
						4000	109	6,386.18	Payroll Mth 10
						4000	230	25,889.88	Payroll Mth 10
26/01/2026	E.on	BACS	1,154.04		192.34	4122	202	961.70	LTC Electricity
26/01/2026	Lloyds Bank	DD	15.60			4550	220	15.60	Bank Charges
31/01/2026	DTBC Ltd t/aThompson & Co	399	55.20	55.20		500			Payroll
31/01/2026	Oncecom Ltd	400	487.36	487.36		500			Telephone data
31/01/2026	Herefordshire Council	403	1,090.00	1,090.00		500			LTC Rates
<b>Total Payments for Month</b>			94,679.27	31,385.71	192.31			63,101.25	
<b>Balance Carried Fwd</b>			12,878.59						
<b>Cashbook Totals</b>			107,557.86	31,385.71	192.31			75,979.84	

## Receipts for Month 10

## 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>
	Balance Brought Fwd :	289,420.82					289,420.82	
Interest	Banked: 09/01/2026	180.71						
Interest	Lloyds Bank	180.71			1870	220	180.71	Bank Interest
Wedding	Banked: 12/01/2026	252.00						
Wedding	Paul Nicholls	252.00			1460	120	252.00	Ceremony Room
MarketH	Banked: 12/01/2026	1,482.00						
MarketH	The Guild of Craftsmen	1,482.00			1030	201	1,482.00	Christmas craft market
Wedding	Banked: 15/01/2026	52.50						
Wedding	L Screen	52.50			1460	120	52.50	Ceremony room income
Wedding	Banked: 15/01/2026	52.50						
Wedding	D Loughman	52.50			1460	120	52.50	Ceremony room income
Masefield	Banked: 20/01/2026	150.00						
Masefield	B & S Herriot	150.00			1273	109	150.00	Masefield Matters
Masefield	Banked: 20/01/2026	300.00						
Masefield	PM&AMW Montague	300.00			1273	109	300.00	Masefield Matters
	FPI Banked: 20/01/2026	916.50						
	FPI R Wilson	916.50			1090	301	916.50	Charter Market
TAYN	Banked: 23/01/2026	112.50						
TAYN	Taynton Farm Sales	112.50			1090	301	112.50	Charter Market
PAY	Banked: 23/01/2026	252.00						
PAY	Graham Sweet	252.00			1460	120	252.00	Ceremony room
	FPI Banked: 25/01/2026	75.00						
	FPI M Marsham Russel	75.00			1273	109	75.00	Masefield Matters
PAY	Banked: 30/01/2026	195.83						
PAY	Ledbury Funeral Services	195.83			1100	102	195.83	Interment
Mase	Banked: 30/01/2026	75.00						
Mase	J Pountney	75.00			1273	109	75.00	Masefield Matters
Total Receipts for Month		4,096.54	0.00	0.00			4,096.54	
Cashbook Totals		<u>293,517.36</u>	<u>0.00</u>	<u>0.00</u>			<u>293,517.36</u>	

## Payments for Month 10

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
12/01/2026	Lloyds A/c (235& 174)(Bus Ext)	736-235	30,000.00			200		30,000.00	Trans 736-235
22/01/2026	Lloyds A/c (235& 174)(Bus Ext)	736-235	40,000.00			200		40,000.00	Transfer 736-235
Total Payments for Month			70,000.00	0.00	0.00			70,000.00	
Balance Carried Fwd			223,517.36						
Cashbook Totals			<u>293,517.36</u>	0.00	0.00			<u>293,517.36</u>	

## Receipts for Month 10

## 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>
	Balance Brought Fwd :	176,379.44					176,379.44	
Interest	Banked: 31/01/2026	585.00						
Interest	The Public Sector Deposit Fund	585.00			1870	220	585.00	Bank Interest
Total Receipts for Month		585.00	0.00	0.00			585.00	
Cashbook Totals		<u>176,964.44</u>	<u>0.00</u>	<u>0.00</u>			<u>176,964.44</u>	

## Payments for Month 10

## Nominal Ledger Analysis

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

Total Payments for Month			0.00	0.00	0.00			0.00	
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Balance Carried Fwd			176,964.44						
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Cashbook Totals			<u>176,964.44</u>	0.00	0.00			<u>176,964.44</u>	
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Receipts for Month 10

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>
	Balance Brought Fwd :	77.46					77.46	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
	Cashbook Totals	<u>77.46</u>	<u>0.00</u>	<u>0.00</u>			<u>77.46</u>	

## Payments for Month 10

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
22/01/2026	G & P Group Enterprise Ltd	PCASH	1.95			4155	202	1.95	Milk for meeting
22/01/2026	Post Office Ltd	PCASH	9.25			4455	401	9.25	Postage
29/01/2026	Coffee Culture	PCASH	17.90		2.98	4155	202	14.92	Meeting
29/01/2026	G & P Group Enterprise Ltd	PCASH	1.95			4051	109	1.95	Milk for meetings
29/01/2026	Coffee Culture	PCASH	17.90		2.98	4155	202	14.92	Meeting
29/01/2026	G & P Group Enterprise Ltd	PCASH	1.95			4155	202	1.95	Milk for meeting
29/01/2026	G & P Group Enterprise Ltd	PCASH	-1.95			4155	202	-1.95	Milk for meetings
29/01/2026	Coffee Culture	PCASH	-17.90		-2.98	4607	127	-14.92	Meetings
Total Payments for Month			31.05	0.00	2.98			28.07	
Balance Carried Fwd			46.41						
Cashbook Totals			77.46	0.00	2.98			74.48	

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
100	Debtors			109.50	
120	Vat Due			16,323.02	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			12,878.59	
202	Premier A/c (736) Comm Call			223,517.36	
203	Public Sector Deposit Fund			176,964.44	
215	Petty Cash			46.41	
310	General Fund				180,337.12
324	EMR - Listed Buildings				106,555.97
331	EMR - Advertising				5,000.00
335	EMR - Amenity & Public Spaces				15,404.05
336	EMR - Community Projects				14,715.35
339	EMR - Vehicle Replacement/Ref				5,000.00
340	EMR - IT & Lease Line				15,000.00
500	Creditors				1,454.04
1021	Apprentice Income	230	Management and Payroll		500.00
1030	Market House Income	201	Market House		1,722.00
1034	Tourist Information Centre	301	Planning/Economic Development		91.12
1036	Photocopier Printing	235	Office Facilities & Equipment		678.70
1090	Charter Market Income	301	Planning/Economic Development		5,256.00
1100	Cemetery Interment Income	102	Cemetery & Buildings		6,118.19
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		1,173.50
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		68.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		1,254.17
1161	Chapel Hire	102	Cemetery & Buildings		200.00
1270	Christmas Lights Event	115	Town Centre Decorations		1,105.00
1271	Event Sponsorship	127	Services and Events		550.00
1273	Event Income	109	Masefield Matters		825.00
1273	Event Income	127	Services and Events		2,465.00
1289	War Memorial Refund	118	Minor Infrastructure		1,666.68
1450	Painted Room Sales Income	105	Painted Room		3,549.55
1451	Painted Room Donations Income	105	Painted Room		7,461.60
1452	UKSPF Funding	105	Painted Room		9,000.00
1460	Ceremony Room Income	102	Cemetery & Buildings		723.50
1460	Ceremony Room Income	120	Non-Statutory Services		5,427.02
1460	Ceremony Room Income	127	Services and Events		52.50
1460	Ceremony Room Income	205	Ceremony Room		190.00
1471	Dog Poop Bags	127	Services and Events		251.90
1710	Lengthsman (basic) Income	125	Green Spaces Maintenance		1,120.00
1718	October Fair Donation Income	214	Grants with Powers		2,500.00
1870	Bank Interest Received Income	220	Finance and General Purposes		8,451.08
1900	Precept Income	220	Finance and General Purposes		734,622.00

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
1902	Western Power WayLeave	220	Finance and General Purposes		125.95
4000	Staff Salaries	103	Grounds Maintenance	32,390.44	
4000	Staff Salaries	105	Painted Room	35,669.45	
4000	Staff Salaries	109	Masefield Matters	60,742.22	
4000	Staff Salaries	202	Town Council Offices	0.36	
4000	Staff Salaries	230	Management and Payroll	280,752.20	
4001	Agency Cover	230	Management and Payroll	3,816.70	
4004	Wedding Decorations	120	Non-Statutory Services	119.33	
4013	Devolved Services	125	Green Spaces Maintenance	52.08	
4014	Lengthsman Scheme/P3 Scheme	125	Green Spaces Maintenance	2,240.00	
4020	Cleaning	120	Non-Statutory Services	300.00	
4021	Rubbish Collection	202	Town Council Offices	344.22	
4050	Staff Training	109	Masefield Matters	550.00	
4050	Staff Training	230	Management and Payroll	4,676.47	
4051	Officers Travel/Conference/Sub	109	Masefield Matters	525.69	
4051	Officers Travel/Conference/Sub	110	Recreation Ground	510.00	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	1,935.53	
4110	Rates	102	Cemetery & Buildings	2,827.52	
4110	Rates	201	Market House	706.11	
4110	Rates	202	Town Council Offices	7,355.33	
4115	Water	102	Cemetery & Buildings	96.83	
4115	Water	105	Painted Room	15.76	
4115	Water	106	Bye Street Toilets	8.70	
4115	Water	201	Market House	86.09	
4115	Water	202	Town Council Offices	729.17	
4115	Water	235	Office Facilities & Equipment	0.40	
4116	Confidential Waste - Shredding	202	Town Council Offices	1,093.21	
4119	CCTV New	202	Town Council Offices	4,112.62	
4122	Electricity	102	Cemetery & Buildings	321.40	
4122	Electricity	106	Bye Street Toilets	342.48	
4122	Electricity	108	Amenity Areas	190.01	
4122	Electricity	115	Town Centre Decorations	1,827.80	
4122	Electricity	201	Market House	817.74	
4122	Electricity	202	Town Council Offices	13,592.26	
4130	Insurance	220	Finance and General Purposes	644.97	
4150	Cleaning	102	Cemetery & Buildings	4.78	
4150	Cleaning	202	Town Council Offices	2,226.00	
4155	Housekeeping	106	Bye Street Toilets	56.54	
4155	Housekeeping	109	Masefield Matters	1.21	
4155	Housekeeping	202	Town Council Offices	483.79	
4155	Housekeeping	235	Office Facilities & Equipment	2.90	
4169	Grounds Contractors	102	Cemetery & Buildings	10,446.50	

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4170	Maintenance	102	Cemetery & Buildings	48.32	
4170	Maintenance	106	Bye Street Toilets	713.30	
4170	Maintenance	202	Town Council Offices	1,854.64	
4170	Maintenance	235	Office Facilities & Equipment	21.67	
4175	CCTV Maintenance	110	Recreation Ground	75.00	
4176	CCTV Link to Hereford	118	Minor Infrastructure	7,474.05	
4179	Quinquennial Works	202	Town Council Offices	2,300.00	
4185	Alarms	202	Town Council Offices	4,417.34	
4185	Alarms	220	Finance and General Purposes	102.38	
4200	New Equipment	102	Cemetery & Buildings	96.94	
4200	New Equipment	108	Amenity Areas	3.63	
4205	Grounds Maintenance (Contract)	101	Closed Churchyard	810.00	
4205	Grounds Maintenance (Contract)	106	Bye Street Toilets		0.34
4205	Grounds Maintenance (Contract)	108	Amenity Areas	3,476.96	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	7,130.00	
4206	Grounds Maintenance	102	Cemetery & Buildings	3,640.80	
4224	Wheely Bins Refuse Collection	101	Closed Churchyard	253.71	
4225	Skip Hire	102	Cemetery & Buildings	460.00	
4228	General Tree works	108	Amenity Areas	4,345.00	
4230	ROSPA Reports	110	Recreation Ground	62.50	
4235	Play Equipment-New	110	Recreation Ground	9,358.91	
4236	Play Equipment Maintenance	110	Recreation Ground	2,223.37	
4238	Youth Shelter Maintenance	110	Recreation Ground	100.00	
4250	Tree Works/Property Maintenanc	101	Closed Churchyard	6,850.00	
4250	Tree Works/Property Maintenanc	102	Cemetery & Buildings	1,425.00	
4252	General Park Maintenance	108	Amenity Areas	3,552.56	
4271	Dog Bags	127	Services and Events	469.20	
4276	External power supply -High St	118	Minor Infrastructure	758.69	
4300	Vehicle Repair	102	Cemetery & Buildings	336.19	
4312	Storage Container	102	Cemetery & Buildings	3,755.00	
4330	Fuel	102	Cemetery & Buildings	686.22	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	399.85	
4400	Stationery	108	Amenity Areas	336.66	
4400	Stationery	202	Town Council Offices		0.07
4400	Stationery	225	Councillors/Newsletter	148.50	
4400	Stationery	235	Office Facilities & Equipment	1,943.35	
4405	Photocopier Hire	235	Office Facilities & Equipment	4,850.41	
4415	Office Support & Equipment	220	Finance and General Purposes	148.50	
4415	Office Support & Equipment	235	Office Facilities & Equipment	4,625.65	
4416	Equipment Maintenance	102	Cemetery & Buildings	249.00	
4416	Equipment Maintenance	202	Town Council Offices	99.00	
4420	Newsletter	225	Councillors/Newsletter	798.33	

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4430	Advertising	105	Painted Room	144.00	
4430	Advertising	109	Masefield Matters	450.45	
4430	Advertising	220	Finance and General Purposes	689.54	
4433	Card Machine rental	105	Painted Room	358.49	
4433	Card Machine rental	220	Finance and General Purposes	374.00	
4439	Contingency	109	Masefield Matters	200.00	
4455	Postage	401	Full Council	385.93	
4460	Subscriptions	220	Finance and General Purposes	1,835.81	
4481	Telephones	401	Full Council	4,998.05	
4482	Website	108	Amenity Areas	103.00	
4482	Website	401	Full Council	2,285.41	
4483	ICT Services & Software Lease	401	Full Council	28,240.56	
4500	Town Mayors Expenses	225	Councillors/Newsletter	361.95	
4501	Mayor's Hospitality	210	Civic Matters	11.95	
4525	Councillors Training	225	Councillors/Newsletter	562.50	
4529	Civic Insignia	210	Civic Matters	50.00	
4531	Roll of Honour	210	Civic Matters	20.00	
4535	Civic Hospitality	210	Civic Matters	1,555.11	
4545	Annual & Other Meetings	225	Councillors/Newsletter	54.00	
4546	Traffic Management	301	Planning/Economic Development	267.16	
4549	Charter Market improvements	301	Planning/Economic Development	1,800.00	
4550	Bank Charges	220	Finance and General Purposes	442.44	
4579	Audit Internal	220	Finance and General Purposes	399.00	
4580	Audit External	220	Finance and General Purposes	1,680.00	
4590	Professional Services	220	Finance and General Purposes	15,478.23	
4592	PPE/Health & Safety	102	Cemetery & Buildings	161.65	
4592	PPE/Health & Safety	103	Grounds Maintenance	4.58	
4592	PPE/Health & Safety	220	Finance and General Purposes	200.02	
4595	Climate Change	127	Services and Events	1,930.00	
4601	Town Crier/Uniforms	127	Services and Events	500.00	
4605	Events Barriers	127	Services and Events	100.00	
4607	Events	109	Masefield Matters	604.99	
4607	Events	127	Services and Events	10,613.90	
4640	Christmas Lights & Install	115	Town Centre Decorations	15,000.00	
4650	Ledbury In Bloom	115	Town Centre Decorations	4,986.34	
4700	Stock Purchase	105	Painted Room	709.48	
4703	Promotional Material	107	Town Promotion	450.00	
4704	Tourism/ Town Plan Projects	107	Town Promotion	4,901.78	
4705	Signage	107	Town Promotion	449.35	
4800	Barrett Browning Clock	214	Grants with Powers	693.82	
4805	Citizens Advice Worcs	214	Grants with Powers	5,000.00	
4827	Community Action Ledbury	214	Grants with Powers	12,000.00	

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4850	Poppy Wreath	127	Services and Events	44.98	
4875	Distinguished Citizen Awards	214	Grants with Powers	250.00	
4876	October Fair Expenditure	214	Grants with Powers	19.26	
4890	Unspecified Grants	214	Grants with Powers	20,192.00	
4892	Dream Your Future	214	Grants with Powers	1,500.00	
4893	Ledbury Food Bank	214	Grants with Powers	2,500.00	
4894	Ledbury Methodist Church	214	Grants with Powers	1,500.00	
4897	LEAF	214	Grants with Powers	10,440.00	
4898	Ledbury Carnival	214	Grants with Powers	4,500.00	
4903	Professional Fees	109	Masefield Matters	4,843.39	
4906	Event Costs	109	Masefield Matters	3,839.57	
4907	Equipment and Materials	109	Masefield Matters	1,663.88	
5990	Transfer to Reserves			5,000.00	
6000	Transfers from EMR	101	Closed Churchyard		6,850.00
6000	Transfers from EMR	102	Cemetery & Buildings		1,000.00
6000	Transfers from EMR	108	Amenity Areas		4,487.00
6000	Transfers from EMR	115	Town Centre Decorations		4,564.00
6000	Transfers from EMR	202	Town Council Offices		4,412.62
Trial Balance Totals :				<u>1,161,929.02</u>	<u>1,161,929.02</u>
Difference				0.00	

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	110	
120	Vat Due	16,323	
150	Stock	1,728	
200	Lloyds A/c (235) (Bus Ext)	12,879	
202	Premier A/c (736) Comm Call	223,517	
203	Public Sector Deposit Fund	176,964	
215	Petty Cash	46	
	Total Current Assets		431,567
	<u>Current Liabilities</u>		
500	Creditors	1,454	
	Total Current Liabilities		1,454
	Net Current Assets		430,113
	Total Assets less Current Liabilities		<u>430,113</u>
	<u>Represented by :-</u>		
300	Current Year Fund	66,787	
310	General Fund	201,651	
324	EMR - Listed Buildings	106,556	
331	EMR - Advertising	5,000	
335	EMR - Amenity & Public Spaces	15,404	
336	EMR - Community Projects	14,715	
339	EMR - Vehicle Replacement/Ref	5,000	
340	EMR - IT & Lease Line	15,000	
	Total Equity		<u>430,113</u>

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Closed Churchyard</b>								
4021 Rubbish Collection	0	0	0	0		0	0.0%	
4122 Electricity	29	0	0	0		0	0.0%	
4205 Grounds Maintenance (Contract)	452	810	1,500	690		690	54.0%	
4206 Grounds Maintenance	0	0	1,000	1,000		1,000	0.0%	
4224 Wheely Bins Refuse Collection	331	254	250	(4)		(4)	101.5%	
4227 Memorial Testing	480	0	0	0		0	0.0%	
4250 Tree Works/Property Maintenanc	0	6,850	1,000	(5,850)		(5,850)	685.0%	6,850
Closed Churchyard :- Indirect Expenditure	1,292	7,914	3,750	(4,164)	0	(4,164)	211.0%	6,850
Net Expenditure	(1,292)	(7,914)	(3,750)	4,164				
6000 plus Transfers from EMR	0	6,850	0	(6,850)				
Movement to/(from) Gen Reserve	(1,292)	(1,064)	(3,750)	(2,686)				
<b>102 Cemetery &amp; Buildings</b>								
1100 Cemetery Interment Income	9,412	6,118	11,000	4,882			55.6%	
1105 Exclusive Right of Burial	304	0	0	0			0.0%	
1130 Cemetery Memorial Permit Incom	1,849	1,174	2,500	1,327			46.9%	
1131 Cemetery Deed Transfers Income	195	68	360	292			18.9%	
1160 Mortuary Rent Income	2,394	1,254	2,500	1,246			50.2%	
1161 Chapel Hire	275	200	150	(50)			133.3%	
1460 Ceremony Room Income	0	724	0	(724)			0.0%	
Cemetery & Buildings :- Income	14,428	9,537	16,510	6,973			57.8%	0
4000 Staff Salaries	37,451	0	33,952	33,952		33,952	0.0%	
4001 Agency Cover	8,055	0	12,000	12,000		12,000	0.0%	
4018 National Insurance	(0)	0	0	0		0	0.0%	
4019 Pension	(1)	0	0	0		0	0.0%	
4110 Rates	2,800	2,828	3,350	522		522	84.4%	
4115 Water	150	97	100	3		3	96.8%	
4122 Electricity	411	321	1,000	679		679	32.1%	
4150 Cleaning	30	5	100	95		95	4.8%	
4169 Grounds Contractors	0	10,447	0	(10,447)		(10,447)	0.0%	
4170 Maintenance	2,702	48	0	(48)	1,000	(1,048)	0.0%	
4181 CCTV Maintenance Contract	0	0	100	100		100	0.0%	
4183 Memorial Board	1,077	0	100	100		100	0.0%	
4200 New Equipment	130	97	1,100	1,003		1,003	8.8%	
4201 Equipment Hire	0	0	500	500		500	0.0%	
4206 Grounds Maintenance	3,078	3,641	2,200	(1,441)	54	(1,495)	167.9%	1,000
4223 Perimeter Wall Repairs	0	0	2,000	2,000		2,000	0.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4225 Skip Hire	1,980	460	1,800	1,340	705	635	64.7%	
4227 Memorial Testing	3,119	0	1,000	1,000		1,000	0.0%	
4250 Tree Works/Property Maintenanc	494	1,425	2,500	1,075		1,075	57.0%	
4273 Scatter Garden & Memorial Tree	0	0	2,000	2,000		2,000	0.0%	
4300 Vehicle Repair	577	336	1,000	664		664	33.6%	
4310 Vehicle Replacement/Refurb	0	0	5,000	5,000		5,000	0.0%	
4311 Green Vehicle	0	0	3,000	3,000		3,000	0.0%	
4312 Storage Container	0	3,755	2,000	(1,755)	3,755	(5,510)	375.5%	
4330 Fuel	1,200	686	1,100	414		414	62.4%	
4340 Insurance, Tax & MOT	1,066	400	1,100	700		700	36.4%	
4415 Office Support & Equipment	0	0	0	0		0	0.0%	
4416 Equipment Maintenance	946	249	2,000	1,751		1,751	12.4%	
4433 Card Machine rental	25	0	0	0		0	0.0%	
4592 PPE/Health & Safety	89	162	500	338		338	32.3%	
4594 Cemetery Mapping	0	0	395	395		395	0.0%	
<b>Cemetery &amp; Buildings :- Indirect Expenditure</b>	<b>65,381</b>	<b>24,956</b>	<b>79,897</b>	<b>54,941</b>	<b>5,514</b>	<b>49,427</b>	<b>38.1%</b>	<b>1,000</b>
<b>Net Income over Expenditure</b>	<b>(50,952)</b>	<b>(15,419)</b>	<b>(63,387)</b>	<b>(47,968)</b>				
6000 plus Transfers from EMR	4,573	1,000	0	(1,000)				
<b>Movement to/(from) Gen Reserve</b>	<b>(46,379)</b>	<b>(14,419)</b>	<b>(63,387)</b>	<b>(48,968)</b>				
<b>103 Grounds Maintenance</b>								
4000 Staff Salaries	30,094	32,390	35,057	2,667		2,667	92.4%	
4018 National Insurance	0	0	0	0		0	0.0%	
4019 Pension	(1)	0	0	0		0	0.0%	
4592 PPE/Health & Safety	0	5	0	(5)		(5)	0.0%	
<b>Grounds Maintenance :- Indirect Expenditure</b>	<b>30,094</b>	<b>32,395</b>	<b>35,057</b>	<b>2,662</b>	<b>0</b>	<b>2,662</b>	<b>92.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(30,094)</b>	<b>(32,395)</b>	<b>(35,057)</b>	<b>(2,662)</b>				
<b>105 Painted Room</b>								
1450 Painted Room Sales Income	2,543	3,550	2,000	(1,550)			177.5%	
1451 Painted Room Donations Income	5,555	7,462	5,000	(2,462)			149.2%	
1452 UKSPF Funding	0	9,000	0	(9,000)			0.0%	
<b>Painted Room :- Income</b>	<b>8,098</b>	<b>20,011</b>	<b>7,000</b>	<b>(13,011)</b>			<b>285.9%</b>	<b>0</b>
4000 Staff Salaries	28,639	35,669	25,711	(9,958)		(9,958)	138.7%	
4018 National Insurance	0	0	0	0		0	0.0%	
4019 Pension	(0)	0	0	0		0	0.0%	
4115 Water	0	16	0	(16)		(16)	0.0%	
4150 Cleaning	(16)	0	0	0		0	0.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4205 Grounds Maintenance (Contract)	337	0	0	0		0	0.0%	
4429 UKSPF Funding	3,975	0	0	0		0	0.0%	
4430 Advertising	535	144	800	656		656	18.0%	
4433 Card Machine rental	440	358	600	242		242	59.7%	
4434 Music Licence	167	0	500	500		500	0.0%	
4700 Stock Purchase	1,017	709	1,550	841		841	45.8%	
Painted Room :- Indirect Expenditure	35,094	36,897	29,161	(7,736)	0	(7,736)	126.5%	0
Net Income over Expenditure	<u>(26,997)</u>	<u>(16,886)</u>	<u>(22,161)</u>	<u>(5,275)</u>				
<u>106 Bye Street Toilets</u>								
4115 Water	0	9	0	(9)		(9)	0.0%	
4122 Electricity	225	342	500	158		158	68.5%	
4155 Housekeeping	0	57	500	443	34	409	18.1%	
4170 Maintenance	0	713	500	(213)		(213)	142.7%	
4205 Grounds Maintenance (Contract)	673	(0)	0	0		0	0.0%	
Bye Street Toilets :- Indirect Expenditure	899	1,121	1,500	379	34	345	77.0%	0
Net Expenditure	<u>(899)</u>	<u>(1,121)</u>	<u>(1,500)</u>	<u>(379)</u>				
<u>107 Town Promotion</u>								
4703 Promotional Material	0	450	2,000	1,550		1,550	22.5%	
4704 Tourism/ Town Plan Projects	592	4,902	4,000	(902)		(902)	122.5%	
4705 Signage	115	449	3,000	2,551		2,551	15.0%	
Town Promotion :- Indirect Expenditure	707	5,801	9,000	3,199	0	3,199	64.5%	0
Net Expenditure	<u>(707)</u>	<u>(5,801)</u>	<u>(9,000)</u>	<u>(3,199)</u>				
<u>108 Amenity Areas</u>								
4122 Electricity	1,153	190	1,000	810		810	19.0%	
4200 New Equipment	0	4	200	196		196	1.8%	
4204 Dog Hill Wood Management Plan/	565	0	1,000	1,000		1,000	0.0%	
4205 Grounds Maintenance (Contract)	4,934	3,477	4,540	1,063		1,063	76.6%	
4208 Dog Hill Wood Maintenance	337	0	0	0		0	0.0%	
4210 Dog Hill Wood Coppicing	0	0	1,000	1,000		1,000	0.0%	
4228 General Tree works	2,480	4,345	2,000	(2,345)		(2,345)	217.3%	2,195
4239 Bye St Toilets	553	0	0	0		0	0.0%	
4252 General Park Maintenance	0	3,553	1,000	(2,553)		(2,553)	355.3%	2,292
4400 Stationery	0	337	0	(337)		(337)	0.0%	
4482 Website	0	103	0	(103)		(103)	0.0%	
Amenity Areas :- Indirect Expenditure	10,022	12,008	10,740	(1,268)	0	(1,268)	111.8%	4,487
Net Expenditure	<u>(10,022)</u>	<u>(12,008)</u>	<u>(10,740)</u>	<u>1,268</u>				
6000 plus Transfers from EMR	500	4,487	0	(4,487)				
Movement to/(from) Gen Reserve	<u>(9,522)</u>	<u>(7,521)</u>	<u>(10,740)</u>	<u>(3,219)</u>				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>109 Maselfield Matters</b>								
1020 National Heritage Funding	111,110	0	111,110	111,110			0.0%	
1273 Event Income	0	825	0	(825)			0.0%	
Maselfield Matters :- Income	<u>111,110</u>	<u>825</u>	<u>111,110</u>	<u>110,285</u>			<u>0.7%</u>	<u>0</u>
4000 Staff Salaries	3,985	60,742	108,850	48,108		48,108	55.8%	
4050 Staff Training	0	550	1,000	450		450	55.0%	
4051 Officers Travel/Conference/Sub	0	526	5,240	4,714		4,714	10.0%	
4155 Housekeeping	0	1	0	(1)		(1)	0.0%	
4430 Advertising	0	450	9,500	9,050	120	8,930	6.0%	
4436 Consultancy	0	0	7,700	7,700		7,700	0.0%	
4439 Contingency	0	200	20,561	20,361	1,000	19,361	5.8%	
4607 Events	0	605	0	(605)		(605)	0.0%	
4902 New Staff	3,144	0	0	0		0	0.0%	
4903 Professional Fees	872	4,843	8,800	3,957		3,957	55.0%	
4904 Recruitment	0	0	2,000	2,000		2,000	0.0%	
4906 Event Costs	210	3,840	17,950	14,110	4,919	9,191	48.8%	
4907 Equipment and Materials	1,518	1,664	9,680	8,016		8,016	17.2%	
Maselfield Matters :- Indirect Expenditure	<u>9,729</u>	<u>73,421</u>	<u>191,281</u>	<u>117,860</u>	<u>6,039</u>	<u>111,821</u>	<u>41.5%</u>	<u>0</u>
Net Income over Expenditure	<u>101,381</u>	<u>(72,596)</u>	<u>(80,171)</u>	<u>(7,575)</u>				
<b>110 Recreation Ground</b>								
4051 Officers Travel/Conference/Sub	0	510	0	(510)		(510)	0.0%	
4175 CCTV Maintenance	489	75	0	(75)		(75)	0.0%	
4205 Grounds Maintenance (Contract)	10,187	7,130	10,000	2,870		2,870	71.3%	
4206 Grounds Maintenance	(0)	0	0	0		0	0.0%	
4224 Wheely Bins Refuse Collection	66	0	150	150		150	0.0%	
4229 Street Light Maintenance	0	0	500	500		500	0.0%	
4230 ROSPA Reports	0	63	80	18		18	78.1%	
4235 Play Equipment-New	0	9,359	10,000	641		641	93.6%	
4236 Play Equipment Maintenance	952	2,223	5,000	2,777	654	2,122	57.6%	
4237 Skate Park Maintenance	0	0	500	500		500	0.0%	
4238 Youth Shelter Maintenance	0	100	300	200		200	33.3%	
Recreation Ground :- Indirect Expenditure	<u>11,694</u>	<u>19,460</u>	<u>26,530</u>	<u>7,070</u>	<u>654</u>	<u>6,416</u>	<u>75.8%</u>	<u>0</u>
Net Expenditure	<u>(11,694)</u>	<u>(19,460)</u>	<u>(26,530)</u>	<u>(7,070)</u>				
<b>115 Town Centre Decorations</b>								
1270 Christmas Lights Event	15	1,105	2,500	1,395			44.2%	
Town Centre Decorations :- Income	<u>15</u>	<u>1,105</u>	<u>2,500</u>	<u>1,395</u>			<u>44.2%</u>	<u>0</u>

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4122 Electricity	832	1,828	1,000	(828)		(828)	182.8%	
4640 Christmas Lights & Install	15,000	15,000	15,000	0		0	100.0%	
4650 Ledbury In Bloom	3,504	4,986	4,000	(986)		(986)	124.7%	4,564
<b>Town Centre Decorations :- Indirect Expenditure</b>	<b>19,335</b>	<b>21,814</b>	<b>20,000</b>	<b>(1,814)</b>	<b>0</b>	<b>(1,814)</b>	<b>109.1%</b>	<b>4,564</b>
<b>Net Income over Expenditure</b>	<b>(19,320)</b>	<b>(20,709)</b>	<b>(17,500)</b>	<b>3,209</b>				
6000 plus Transfers from EMR	0	4,564	0	(4,564)				
<b>Movement to/(from) Gen Reserve</b>	<b>(19,320)</b>	<b>(16,145)</b>	<b>(17,500)</b>	<b>(1,355)</b>				
<b>118 Minor Infrastructure</b>								
1289 War Memorial Refund	3,333	1,667	1,667	0			100.0%	
<b>Minor Infrastructure :- Income</b>	<b>3,333</b>	<b>1,667</b>	<b>1,667</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
4176 CCTV Link to Hereford	13,085	7,474	12,000	4,526		4,526	62.3%	
4233 Gazebos	493	0	0	0		0	0.0%	
4276 External power supply -High St	1,084	759	1,000	241		241	75.9%	
4285 Defibrillator Maintenance	339	0	750	750	3,870	(3,120)	516.0%	
<b>Minor Infrastructure :- Indirect Expenditure</b>	<b>15,002</b>	<b>8,233</b>	<b>13,750</b>	<b>5,517</b>	<b>3,870</b>	<b>1,647</b>	<b>88.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(11,668)</b>	<b>(6,566)</b>	<b>(12,083)</b>	<b>(5,517)</b>				
<b>120 Non-Statutory Services</b>								
1460 Ceremony Room Income	7,429	5,427	4,000	(1,427)			135.7%	
<b>Non-Statutory Services :- Income</b>	<b>7,429</b>	<b>5,427</b>	<b>4,000</b>	<b>(1,427)</b>			<b>135.7%</b>	<b>0</b>
4004 Wedding Decorations	0	119	250	131		131	47.7%	
4020 Cleaning	38	300	300	0		0	100.0%	
4110 Rates	171	0	0	0		0	0.0%	
4430 Advertising	142	0	500	500		500	0.0%	
<b>Non-Statutory Services :- Indirect Expenditure</b>	<b>350</b>	<b>419</b>	<b>1,050</b>	<b>631</b>	<b>0</b>	<b>631</b>	<b>39.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>7,078</b>	<b>5,008</b>	<b>2,950</b>	<b>(2,058)</b>				
<b>125 Green Spaces Maintenance</b>								
1710 Lengthsman (basic) Income	3,168	1,120	3,000	1,880			37.3%	
<b>Green Spaces Maintenance :- Income</b>	<b>3,168</b>	<b>1,120</b>	<b>3,000</b>	<b>1,880</b>			<b>37.3%</b>	<b>0</b>
4013 Devolved Services	737	52	1,000	948		948	5.2%	
4014 Lengthsman Scheme/P3 Scheme	2,376	2,240	3,000	760		760	74.7%	
4015 P3 scheme	316	0	0	0		0	0.0%	
<b>Green Spaces Maintenance :- Indirect Expenditure</b>	<b>3,429</b>	<b>2,292</b>	<b>4,000</b>	<b>1,708</b>	<b>0</b>	<b>1,708</b>	<b>57.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(261)</b>	<b>(1,172)</b>	<b>(1,000)</b>	<b>172</b>				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>127 Services and Events</u>								
1271 Event Sponsorship	469	550	0	(550)			0.0%	
1272 Climate Change Income	65	0	0	0			0.0%	
1273 Event Income	8,939	2,465	0	(2,465)			0.0%	
1460 Ceremony Room Income	0	53	0	(53)			0.0%	
1471 Dog Poop Bags	653	252	500	248			50.4%	
Services and Events :- Income	<u>10,126</u>	<u>3,319</u>	<u>500</u>	<u>(2,819)</u>			<u>663.9%</u>	<u>0</u>
4171 PAT Testing	(10)	0	0	0		0	0.0%	
4271 Dog Bags	722	469	700	231		231	67.0%	
4444 Petty Cash	8	0	0	0		0	0.0%	
4595 Climate Change	426	1,930	2,000	70		70	96.5%	
4600 Town Crier/Fees & Subs	347	0	500	500		500	0.0%	
4601 Town Crier/Uniforms	0	500	500	0	500	(500)	200.0%	
4605 Events Barriers	0	100	100	0		0	100.0%	
4607 Events	17,112	10,614	12,000	1,386	3,848	(2,462)	120.5%	
4850 Poppy Wreath	53	45	40	(5)		(5)	112.5%	
Services and Events :- Indirect Expenditure	<u>18,658</u>	<u>13,658</u>	<u>15,840</u>	<u>2,182</u>	<u>4,348</u>	<u>(2,166)</u>	<u>113.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(8,532)</u>	<u>(10,339)</u>	<u>(15,340)</u>	<u>(5,001)</u>				
6000 plus Transfers from EMR	350	0	0	0				
Movement to/(from) Gen Reserve	<u>(8,182)</u>	<u>(10,339)</u>	<u>(15,340)</u>	<u>(5,001)</u>				
<u>201 Market House</u>								
1030 Market House Income	1,167	1,722	1,100	(622)			156.5%	
Market House :- Income	<u>1,167</u>	<u>1,722</u>	<u>1,100</u>	<u>(622)</u>			<u>156.5%</u>	<u>0</u>
4110 Rates	664	706	1,900	1,194		1,194	37.2%	
4115 Water	0	86	100	14		14	86.1%	
4122 Electricity	1,121	818	1,000	182		182	81.8%	
4150 Cleaning	0	0	100	100		100	0.0%	
4170 Maintenance	5,270	0	5,000	5,000		5,000	0.0%	
Market House :- Indirect Expenditure	<u>7,055</u>	<u>1,610</u>	<u>8,100</u>	<u>6,490</u>	<u>0</u>	<u>6,490</u>	<u>19.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(5,888)</u>	<u>112</u>	<u>(7,000)</u>	<u>(7,112)</u>				
6000 plus Transfers from EMR	5,000	0	0	0				
Movement to/(from) Gen Reserve	<u>(888)</u>	<u>112</u>	<u>(7,000)</u>	<u>(7,112)</u>				
<u>202 Town Council Offices</u>								
4000 Staff Salaries	0	0	0	(0)		(0)	0.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4021 Rubbish Collection	475	344	1,000	656		656	34.4%	
4110 Rates	8,357	7,355	7,500	145		145	98.1%	
4115 Water	853	729	630	(99)		(99)	115.7%	
4116 Confidential Waste - Shredding	968	1,093	780	(313)		(313)	140.2%	
4119 CCTV New	0	4,113	0	(4,113)		(4,113)	0.0%	4,113
4122 Electricity	18,028	13,592	15,500	1,908		1,908	87.7%	
4150 Cleaning	3,685	2,226	2,500	274	7	267	89.3%	
4155 Housekeeping	296	484	500	16	90	(74)	114.8%	
4170 Maintenance	7,716	1,855	5,000	3,145	1,881	1,265	74.7%	
4179 Quinquennial Works	0	2,300	2,000	(300)		(300)	115.0%	300
4185 Alarms	5,700	4,417	4,620	203		203	95.6%	
4400 Stationery	0	(0)	0	0		0	0.0%	
4416 Equipment Maintenance	182	99	0	(99)		(99)	0.0%	
4444 Petty Cash	36	0	0	0		0	0.0%	
Town Council Offices :- Indirect Expenditure	46,296	38,608	40,030	1,422	1,978	(556)	101.4%	4,413
Net Expenditure	(46,296)	(38,608)	(40,030)	(1,422)				
6000 plus Transfers from EMR	1,823	4,413	0	(4,413)				
Movement to/(from) Gen Reserve	(44,474)	(34,195)	(40,030)	(5,835)				
<u>205 Ceremony Room</u>								
1460 Ceremony Room Income	0	190	0	(190)			0.0%	
Ceremony Room :- Income	0	190	0	(190)				0
Net Income	0	190	0	(190)				
<u>210 Civic Matters</u>								
4444 Petty Cash	58	0	0	0		0	0.0%	
4501 Mayor's Hospitality	105	12	1,100	1,088		1,088	1.1%	
4529 Civic Insignia	145	50	400	350		350	12.5%	
4531 Roll of Honour	15	20	50	30		30	40.0%	
4532 Flag Pole	193	0	200	200		200	0.0%	
4535 Civic Hospitality	158	1,555	2,042	487	9	478	76.6%	
Civic Matters :- Indirect Expenditure	674	1,637	3,792	2,155	9	2,146	43.4%	0
Net Expenditure	(674)	(1,637)	(3,792)	(2,155)				
<u>214 Grants with Powers</u>								
1718 October Fair Donation Income	2,250	2,500	2,500	0			100.0%	
1724 Shop Front Contribution	4,068	0	0	0			0.0%	
Grants with Powers :- Income	6,318	2,500	2,500	0			100.0%	0

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4800 Barrett Browning Clock	809	694	500	(194)		(194)	138.8%	
4805 Citizens Advice Worcs	5,000	5,000	5,000	0		0	100.0%	
4809 John Masefield Mem Project	164	0	0	0		0	0.0%	
4827 Community Action Ledbury	12,000	12,000	12,000	0		0	100.0%	
4875 Distinguished Citizen Awards	55	250	250	0		0	100.0%	
4876 October Fair Expenditure	(564)	19	500	481		481	3.9%	
4890 Unspecified Grants	17,560	20,192	20,000	(192)	1,768	(1,960)	109.8%	
4891 Age Uk Hereford Localities	4,000	0	4,000	4,000		4,000	0.0%	
4892 Dream Your Future	1,500	1,500	1,500	0		0	100.0%	
4893 Ledbury Food Bank	6,500	2,500	2,500	0		0	100.0%	
4894 Ledbury Methodist Church	1,350	1,500	1,350	(150)		(150)	111.1%	
4896 Winter of Well Being	1,500	0	0	0		0	0.0%	
4897 LEAF	10,440	10,440	10,440	0		0	100.0%	
4898 Ledbury Carnival	0	4,500	4,500	0		0	100.0%	
4900 Buses 4 Us	16,000	0	8,000	8,000		8,000	0.0%	
4901 John Masefield Memorial Projec	5,761	0	0	0		0	0.0%	
Grants with Powers :- Indirect Expenditure	82,075	58,595	70,540	11,945	1,768	10,177	85.6%	0
Net Income over Expenditure	(75,757)	(56,095)	(68,040)	(11,945)				
<u>220 Finance and General Purposes</u>								
1870 Bank Interest Received Income	11,415	8,451	6,000	(2,451)			140.9%	
1900 Precept Income	682,400	734,622	734,622	0			100.0%	
1902 Western Power WayLeave	126	126	126	0			100.0%	
Finance and General Purposes :- Income	693,941	743,199	740,748	(2,451)			100.3%	0
4115 Water	(100)	0	0	0		0	0.0%	
4130 Insurance	18,872	645	20,000	19,355		19,355	3.2%	
4185 Alarms	0	102	0	(102)		(102)	0.0%	
4415 Office Support & Equipment	0	149	0	(149)		(149)	0.0%	
4430 Advertising	817	690	1,000	310	967	(656)	165.6%	
4433 Card Machine rental	395	374	600	226		226	62.3%	
4460 Subscriptions	3,695	1,836	5,000	3,164	748	2,416	51.7%	
4483 ICT Services & Software Lease	25	0	0	0		0	0.0%	
4550 Bank Charges	465	442	500	58		58	88.5%	
4551 Data Protection	39	0	500	500		500	0.0%	
4579 Audit Internal	375	399	2,500	2,101		2,101	16.0%	
4580 Audit External	1,680	1,680	3,000	1,320		1,320	56.0%	
4590 Professional Services	21,871	15,478	15,000	(478)	60	(538)	103.6%	
4592 PPE/Health & Safety	114	200	500	300	37	263	47.4%	
Finance and General Purposes :- Indirect Expenditure	48,249	21,995	48,600	26,605	1,812	24,794	49.0%	0
Net Income over Expenditure	645,692	721,204	692,148	(29,056)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>225 Councillors/Newsletter</u>								
4400 Stationery	0	149	0	(149)		(149)	0.0%	
4420 Newsletter	0	798	1,500	702	107	595	60.4%	
4500 Town Mayors Expenses	1,039	362	1,000	638		638	36.2%	
4502 Mayor's Advertising	786	0	500	500		500	0.0%	
4503 Mayor's Portrait/Caricature	0	0	500	500		500	0.0%	
4520 Councillors Expenses	38	0	300	300		300	0.0%	
4525 Councillors Training	118	563	1,500	938		938	37.5%	
4545 Annual & Other Meetings	0	54	500	446		446	10.8%	
4550 Bank Charges	66	0	0	0		0	0.0%	
Councillors/Newsletter :- Indirect Expenditure	2,048	1,925	5,800	3,875	107	3,768	35.0%	0
Net Expenditure	(2,048)	(1,925)	(5,800)	(3,875)				
<u>230 Management and Payroll</u>								
1021 Apprentice Income	1,000	500	0	(500)			0.0%	
Management and Payroll :- Income	1,000	500	0	(500)				0
4000 Staff Salaries	292,978	280,752	299,480	18,728		18,728	93.7%	
4001 Agency Cover	16,904	3,817	8,000	4,183		4,183	47.7%	
4018 National Insurance	0	0	0	0		0	0.0%	
4019 Pension	0	0	0	0		0	0.0%	
4050 Staff Training	6,338	4,676	6,000	1,324		1,324	77.9%	
4051 Officers Travel/Conference/Sub	1,974	1,936	1,500	(436)		(436)	129.0%	
4444 Petty Cash	5	0	0	0		0	0.0%	
Management and Payroll :- Indirect Expenditure	318,199	291,181	314,980	23,799	0	23,799	92.4%	0
Net Income over Expenditure	(317,199)	(290,681)	(314,980)	(24,299)				
<u>235 Office Facilities &amp; Equipment</u>								
1036 Photocopier Printing	22	679	0	(679)			0.0%	
1470 Photocopies Income	22	0	0	0			0.0%	
Office Facilities & Equipment :- Income	45	679	0	(679)				0
4001 Agency Cover	(0)	0	0	0		0	0.0%	
4115 Water	0	0	0	(0)		(0)	0.0%	
4155 Housekeeping	19	3	0	(3)		(3)	0.0%	
4170 Maintenance	315	22	1,650	1,628		1,628	1.3%	
4400 Stationery	4,961	1,943	4,000	2,057	267	1,790	55.3%	
4405 Photocopier Hire	2,531	4,850	3,500	(1,350)		(1,350)	138.6%	
4410 Photocopier Costs	2,141	0	0	0		0	0.0%	
4415 Office Support & Equipment	5,502	4,626	2,500	(2,126)		(2,126)	185.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4444 Petty Cash	229	0	0	0		0	0.0%	
Office Facilities & Equipment :- Indirect Expenditure	15,698	11,444	11,650	206	267	(61)	100.5%	0
Net Income over Expenditure	(15,654)	(10,766)	(11,650)	(884)				
<u>301 Planning/Economic Development</u>								
1034 Tourist Information Centre	307	91	200	109			45.6%	
1090 Charter Market Income	9,999	5,256	6,000	744			87.6%	
1460 Ceremony Room Income	565	0	0	0			0.0%	
1471 Dog Poop Bags	7	0	0	0			0.0%	
Planning/Economic Development :- Income	10,878	5,347	6,200	853			86.2%	0
4233 Gazebos	0	0	500	500		500	0.0%	
4543 Neighbourhood Plan	0	0	500	500		500	0.0%	
4546 Traffic Management	4,813	267	2,000	1,733		1,733	13.4%	
4549 Charter Market improvements	315	1,800	2,000	200		200	90.0%	
4553 Tourist Information Centre	193	0	1,000	1,000		1,000	0.0%	
4554 Charter Market Strategy	0	0	5,500	5,500		5,500	0.0%	
Planning/Economic Development :- Indirect Expenditure	5,321	2,067	11,500	9,433	0	9,433	18.0%	0
Net Income over Expenditure	5,558	3,280	(5,300)	(8,580)				
6000 plus Transfers from EMR	3,249	0	0	0				
Movement to/(from) Gen Reserve	8,806	3,280	(5,300)	(8,580)				
<u>302 Special Projects</u>								
4432 Phone Box	59	0	0	0		0	0.0%	
Special Projects :- Indirect Expenditure	59	0	0	0	0	0		0
Net Expenditure	(59)	0	0	0				
6000 plus Transfers from EMR	50	0	0	0				
Movement to/(from) Gen Reserve	(9)	0	0	0				
<u>401 Full Council</u>								
4400 Stationery	7	0	0	0		0	0.0%	
4444 Petty Cash	43	0	0	0		0	0.0%	
4455 Postage	648	386	400	14		14	96.5%	
4480 ICT-Computers	2,209	0	0	0		0	0.0%	
4481 Telephones	6,330	4,998	6,000	1,002		1,002	83.3%	
4482 Website	4,186	2,285	4,000	1,715		1,715	57.1%	

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2026

Month No: 10

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4483 ICT Services & Software Lease	9,747	28,241	11,000	(17,241)		(17,241)	256.7%	
Full Council :- Indirect Expenditure	23,168	35,910	21,400	(14,510)	0	(14,510)	167.8%	0
Net Expenditure	(23,168)	(35,910)	(21,400)	14,510				
6000 plus Transfers from EMR	1,140	0	0	0				
Movement to/(from) Gen Reserve	(22,028)	(35,910)	(21,400)	14,510				
Grand Totals:- Income	871,056	797,148	896,835	99,687			88.9%	
Expenditure	770,527	725,362	977,948	252,586	26,400	226,187	76.9%	
Net Income over Expenditure	100,530	71,787	(81,113)	(152,900)				
plus Transfers from EMR	16,684	21,314	0	(21,314)				
Movement to/(from) Gen Reserve	117,214	93,100	(81,113)	(174,213)				

<b>FULL COUNCIL</b>	<b>19 FEBRUARY 2026</b>	<b>AGENDA ITEM: 20</b>
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Report prepared by Angela Price – Town Clerk

## **INVOICES AGREED TO BE PAID – FEBRUARY 2026**

### **Purpose of Report**

The purpose of this report is to provide Members with information to support the invoices for payment for February 2026.

### **Detailed Information**

Attached is a list of payments that are due for payment in February 2026 in the sum of £9,835.40 plus VAT.

The table below provides explanations in respect of overspends and other queries relevant to those payments.

	<b>Code</b>	<b>Company</b>	<b>Description</b>	<b>Comments</b>
1	202/4155	Viking	Hand Towels	202/4155 Housekeeping Overspend – officer recommendation - move this expenditure to 220/4592 PPE /Health & Safety to avoid overspend
2	230/451	N/A	Staff mileage	230/4051 Officers Travel/Conference/subscriptions – overspend due to increase in attendance at conference – officer recommendation – vire £1,000 from 230/4001 Agency Cover (noting that this budget line has been increased in the draft 2026/27 budget)

### **Recommendation**

1. That Members approve the invoices for payment in the sum of £9,835.40 plus VAT.
2. That the Accounts Clerk be instructed to undertake actions in relation to points 1 and 2 above as follows
  - i. That £75.96 be journalled from 202/4155 Housekeeping to 220/4592 PPE/Health & Safety

- ii. That a virement of £1,000 be from budget 230/401 – Travel /Conference/subscriptions to 230/4001 Agency Cover be approved.

PRELIMINARY PURCHASE DAYBOOK

Creditors for Month No 11

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
01/02/2026	MAUND1	417	MAUND	MAUND	560.00	0.00	560.00	4014	125	560.00	Lengthsman works
05/02/2026	00303	418	G P	GP001	5.60	0.00	5.60	4460	220	5.60	Ledbury Reporter
02/02/2026	EXP009	419	G P	GP001	4.50	0.00	4.50	4051	109	4.50	Train Ticket for MM event
09/02/2026	REIM	420	SRUDD	RUDD	30.00	0.00	30.00	4592	220	30.00	Re-imburement eye test
30/01/2026	075	421	DMPROP	DMP001	1,608.74	0.00	1,608.74	4205	108	336.66	Contract works
								4205	110	850.00	Contract works
								4205	101	270.00	Contract works
								4236	110	100.00	Contract works
								4252	108	52.08	Contract works
07/02/2026	3854	422	A J ROBERTS	AUROBERTS	520.00	104.00	624.00	4170	102	520.00	Hire of mini digger
02/02/2026	3852	423	A J ROBERTS	AUROBERTS	480.00	96.00	576.00	4170	102	480.00	Fence Repair/Tree works
11/01/2026	14328	424	BLISS	BLI001	344.00	68.80	412.80	4150	202	344.00	LTC cleaning
11/01/2026	123	425	APRICE	AP	108.25	21.65	129.90	4460	220	108.25	Canva subscription
17/12/2025	Q4/27/1225	426	LEDCOM	LED0011	196.83	6.59	203.42	4122	108	196.83	Electricity for hoting CCTV
02/01/2026	SKH260003	427	LEDLE	LED0010	1,000.00	0.00	1,000.00	4439	109	1,000.00	Hire of St Katherines
22/01/2026	49110	428	AARDMAN ANIMATIONS	AAR001	795.00	159.00	954.00	4607	109	795.00	AARDMAN model making workshop
23/01/2026	16/28885	429	ACAS	ACA001	110.00	0.00	110.00	4050	230	110.00	Parental leave course
22/01/2026	H1930.2/26005	431	CAROE	CAR001	1,600.00	320.00	1,920.00	4179	202	1,600.00	Quinquennial inspection MM
								334		-1,600.00	Quinquennial inspection MM
								6000	202	1,600.00	Quinquennial inspection MM
22/01/2026	91759836	432	HEREFORD	HER001	38.00	0.00	38.00	4906	109	38.00	Hire of Masters House
27/01/2026	135686	433	SENTINEL	SEN001	489.25	97.85	587.10	4176	118	489.25	12 month maintenance CCTV
23/01/2026	135667	434	SENTINEL	SEN001	549.12	109.82	658.94	4176	118	549.12	Engineer visit
26/01/2026	4410360027	435	VIKING	VIK001	211.83	42.37	254.20	4155	202	75.96	Housekeeping
								4400	235	135.87	Stationery
27/01/2026	45130	436	HUE	HUE001	131.73	26.35	158.08	4607	127	131.73	Modelling clay
20/01/2026	EXP0010	437	EMMA	EMM001	50.21	0.00	50.21	4051	109	50.21	Meetings and mileage
12/02/2026	EXP11	438	APRICE	AP	116.73	0.00	116.73	4051	230	116.73	Mileage

Creditors for Month No 11

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
03/02/2026	0605	439	HEREF	HER002	600.00	0.00	600.00	4050	230	600.00	Fire warden training
11/02/2026	IN14912679	440	NPOWER	NP001	65.61	3.28	68.89	4276	118	65.61	Market Stall electricity
11/02/2026	EXP10	441	OTRUE	OT001	70.00	0.00	70.00	4592	220	70.00	Eye test
10/02/2026	89497	442	SMC	SMC001	150.00	0.00	150.00	4706	107	150.00	Coach Hire Cardiff Bay Deposit

**TOTAL INVOICES** 9,835.40 1,055.71 10,891.11

VAT ANALYSIS CODE E	@ 0.00%	2,575.54	0.00	2,575.54
VAT ANALYSIS CODE F	@ 5.00%	197.44	9.87	207.31
VAT ANALYSIS CODE S	@ 20.00%	5,229.18	1,045.84	6,275.02
VAT ANALYSIS CODE Z	@ 0.00%	1,833.24	0.00	1,833.24

**TOTALS** 9,835.40 1,055.71 10,891.11

9,835.40

<b>FULL COUNCIL</b>	<b>19 FEBRUARY 2026</b>	<b>AGENDA ITEM: 21</b>
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Report prepared by Angela Price – Town Clerk

## **GRANT FUNDING APPLICATIONS**

### **Purpose of Report**

The purpose of this report is to ask Members to give consideration to grant application requests.

### **Detailed Information**

- i. **Ledbury Community Day – amount requested £300.00** to support the event - Local Government (Miscellaneous Provisions) Act 1976, power to provide and contribute to a wide range of recreational facilities in or outside the Council's area

**Officer recommendation is that if Members support this application the funds be paid following 1 April 2026 from the 2026/27 Unspecified Grants line within the budget.**

- ii. LEAF (Locally Encouraging All to Flourish) – Supporting report and multi-year grant **amount requested:**

**Year 1 – £10,940.00**

**Year 2 – £10,940.00**

**Year 3 – £10,940.00**

Local Government Act 1972 s.137 – Power to incur expenditure for certain purposes not otherwise authorised

**Funds were provisionally included within the 2026/27 and 2027/28 draft budget, for this grant application as follows:**

**2026/27 (Year 1) - £940 added, remaining £10,000 to be made up from £10,000 set aside for LYAS which they have now confirmed they do not require.**

**2027/28 (Year 2) - £10,940 added to draft budget**

- iii. **Ledbury Poetry** – amount requested £5,000 towards new branding, including signage, banners, flags, printed material, set dressing and/or other visible materials that will be used across the town (and beyond) during the 2026 festival – Local Government Act 1972 s.144 Power to encourage tourism to the council's area or contribute to organisations encouraging tourism

Due to the funding allocated for Unspecified Grants having been spent in 2026/27 officers were requested to identify other areas from within the 2026/27 budget the funds for the grant application from Ledbury Poetry. It had been suggested that budget line 107/4704 – Tourism/Town Plan Projects be used for this grant. However, at the end of month 10 this budget line shows an overspend of £902 due to having the allocation of the costs for the town guide and design illustration for the Town Map.

As stated in the Finance report in agenda item 19 the 2026/27 expenditure budget stands at 82.97% of the total expenditure budget, which leaves little room to identify where funds can be allocated from within this year's budget for the Ledbury Poetry grant.

Members will recall that there was a total of £8,000 agreed in the 2026/27 budget for Buses 4us. However, due to the success of the project the Buses 4us confirmed that they no longer required the additional funding from the Town Councils and they returned the £8,000 to Ledbury Town Council.

**Therefore, the officer recommendation, if Council were to support the Ledbury Poetry Grant Application, would be that the funds be taken from budget line 214/4900 Buses 4us.**

### **Environmental Considerations**

Environmental considerations have been taken into account in the preparation of this report. Where relevant, the proposal has been assessed for its potential impacts on the environment, including (but not limited to) climate change, carbon emissions, biodiversity, natural resources, waste, and sustainability. Any identified environmental risks, opportunities for mitigation, or measures to reduce environmental impact are outlined within the body of this report. Where no significant environmental impacts are identified, this is noted accordingly.

Overall, the environmental factors associated with this report are neutral or mildly beneficial. No significant environmental risks or adverse impacts have been identified, and no mitigation measures are required beyond standard good practice during installation.

### **Recommendation**

1. That Members support the grant application from Ledbury Community Day in the sum of £300 and that this be allocated from within the 2026/27 Unspecified Grants budget line under Local Government (Miscellaneous Provisions) Act 1976, power to provide and contribute to a wide range of recreational facilities in or outside the Council's area

2. That Members support the multi-year grant application from LEAF in the sum of £10,940 for three years and that in Year 1 (2026/27) the £10,000 allocated to LYAS in 2019 be used, with the remaining £940 being included in the 2026/27 budget and allocation be included in the 2027/28 and 2028/29 budget of £10,940 - Local Government Act 1972 s.137 – Power to incur expenditure for certain purposes not otherwise authorised
  
3. That Members support the grant application from Ledbury Poetry in the sum of £5,000 - Local Government Act 1972 s.144 Power to encourage tourism to the council's area or contribute to organisations encouraging tourism and this expenditure be met from the underspend from budget line 214/4900 in the 2026/27 budget.



## **LEDBURY TOWN COUNCIL**

### **Grant Application Form**

#### **1. Your Organisation**

<b>Contact Name:</b>	<b>Paul Kinnaird</b>
<b>Position:</b>	<b>Chair</b>
<b>Organisation:</b>	<b>Ledbury Community Day</b>
<b>Contact Address:</b>	██
<b>Telephone Number:</b>	██████████
<b>E-mail:</b>	<b>info@ledburycommunityday.org.uk</b>
<b>Status of Organisation:</b>	<b>Voluntary Group</b>
<b>Charity/company number</b>	Charity No: (if applicable) Company No:
<b>What geographical area does your organisation</b>	Ledbury & District HR8

<b>cover?</b>	
<b>How long has your organisation been in existence? (please <input checked="" type="checkbox"/>)</b>	Less than one year
	Between one and five years
	More than five years
<b>What are the aims and objectives of your organisation?</b>	To present as many of the voluntary groups and local services to the community
<b>What are the main activities of your organisation?</b>	Enabling local, mainly voluntary, groups in and serving Ledbury to showcase what they do for Ledbury residents by a special Community Day event.

## 2. Your Project/Activity

<b>Project title:</b>	Ledbury Community Day 2026- Saturday 6th June
<b>Description of project</b> (please continue on a separate sheet if necessary)	<p>Enabling groups and organisations serving Ledbury to present what they do via stalls at 3 halls in Ledbury or by open events on their own premises.</p> <p>Enabling local residents to find out about local groups and find ways that they can contribute to, gain help or benefit from them.</p> <p>Encouraging participation by making this a free event for all.</p>
<b>Where in Ledbury will the project/activity take place?</b>	The 3 main Halls ( The Burgage, St Katherines & The Community Centre ) the Market House and locations of other participating organisations in Ledbury
<b>Who will benefit from the project?</b> (please tell us what groups will benefit and approximately how many people will benefit in total)	<p>up to 80 groups may take part. See the website <a href="http://www.ledburycommunityday.org.uk">www.ledburycommunityday.org.uk</a> for more history</p> <p>Invites to Participate are sent to over 100 Groups held on our database</p> <p>The public participation is estimated as up to 2000 visitors during the day.</p>
<b>What evidence do you have of local need/demand for the proposed project/activity?</b> (This might	<p>The 1st event in 2013 had 50+ groups joining and in 2023 there were 60+ groups showcasing their activities.</p> <p>Feedback indicates that it is helpful for groups to obtain new members, volunteers or identify people who need their</p>

be survey work or statistical evidence)	help in all kinds of ways. It also enables local groups to network with each other during the event.
<b>What support have you received for this project?</b> (Please tell us about any expressions of support you have received from outside your organisation)	Continued support for the event since 2013 by local groups and organisations, including specific feedback at and after the event. This event will be the 12th staging of Ledbury Community Day
<b>How will the project be managed and how will you measure its success?</b>	A team of 5 volunteers organise the event and another 6 persons act as Stewards on the Day. We obtain feedback from participants on the success of the day.
<b>Please give the timescale and key milestones for your project, including a start date and finish date.</b>	Agreement of programme 30/4/26 Publication and Distribution of Programmes 22/5/26 Event - 7/6/26 Main halls open 10am to 2pm
<b>Please explain how your organisation will acknowledge Ledbury Town Council's contribution.</b>	A list of all sponsors is printed in the events literature and on our website

### 3. How you will pay for your project.

<b>What is the total cost of the project?</b>	<b>£700</b>
<b>Amount requested from Ledbury Town Council.</b>	<b>£300</b>

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

<b>Organisation</b>	<b>Contribution Sought (£)</b>	<b>Applied</b> (please tick as appropriate)	<b>Granted</b> (please tick as appropriate)
<b>Eastnor Lodge</b>	<b>Printing costs</b>	↓	↓

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#### 4. Further information enclosed

Information	Enclosed (please tick)
A copy of your organisation's most recent bank statement <b>(mandatory)</b>	↓
A copy of your constitution (or similar document showing the organisation's status) and list of appointed officers	↓
A copy of your organisation's committee and meeting structure	↓
A copy of your organisation's latest set of accounting statements (if any exist)	↓
Copies of any letters of support for your project	x
Other (please list below):	

#### 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 reports on progress at the request of the Town Council.**

**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>Paul Kinnaird</b>
<b>Date:</b>	<b>28/01/2026</b>

Please return your completed form to:

Clerk to the Council  
Town Council Offices  
Church Street  
Ledbury  
Herefordshire  
HR8 1DH

E-mail: [admin@ledburytowncouncil.gov](mailto:admin@ledburytowncouncil.gov).



## **The Constitution of Ledbury Community Day**

1. NAME: The organisation shall be called Ledbury Community Day.
2. OBJECTS: The objects of the Ledbury Community Day shall be
  - i) To present the many and varied community activities which take place in and around Ledbury.
  - ii) To enable community groups to showcase the opportunities they have to offer.
  - iii) To allow visitors to experience a wide range of activities in Ledbury.
  - iv) To encourage individuals to join in with like-minded people to enhance their sense of community and wellbeing.
  - v) To provide local traders and businesses with a 'shop window' to promote their services and wares.
  - vi) To promote Ledbury as a vibrant progressive town, proud of its history and traditions, confident in its present and planning for its future.
3. ADMINISTRATION:

Subject to the matters set out below, the Ledbury Community Day shall be administered and managed in accordance with the Constitution by members of the Committee constituted by Clause 5 of this Constitution.

4. MEMBERSHIP:
  - i) Full membership shall be open to any person, organisation or enterprise in the Ledbury area that is in sympathy with the objectives of Ledbury Community Day.
  - ii) Associate membership can be offered to any other interested party but will not carry voting rights.
  - iii) The Committee may refuse any application for membership if, acting reasonably and properly, they consider it to be in the best interests of the Ledbury Community Day to refuse the application.

iv) A list of the members will be held by the Ledbury Community Day administrator.

#### 5. THE COMMITTEE:

A Committee shall be elected by Full Members to carry out the business of the group. The Committee shall be made up of a Chair, Secretary and Treasurer as a minimum and up to a maximum of five additional general Full Members.

#### 6. POWERS

In furtherance of the objects of the Group, the Committee may exercise the following powers:

- i) To raise funds and invite and receive grants, donations and other contributions.
- ii) To buy, hire or lease and to maintain any equipment, facility, service or materials necessary for the achievement of the objects of the Group.
- iii) To sell, lease, lend or dispose of all or any part of the property of the Group.
- iv) To publish books, pamphlets and other materials in printed, recorded or electronic format, and to hold the intellectual property rights in any such material.
- v) To organise such events as the Committee may determine in furtherance of any of the objects.
- vi) To cooperate with other organisations, enterprises and persons in furtherance of any of the objects or of similar purposes.
- vii) To establish working groups reporting to the Committee of members and where appropriate non-members to carry out specific activities.
- viii) To do all such other lawful things as are necessary for the achievement of the objects.

#### 7. ANNUAL GENERAL MEETING

The Annual General Meeting shall be held every September or within the following three months for the following purposes:

- i) Election of a) Chairperson, b) Secretary, c) Treasurer, and d) Member(s) of the Committee
- ii) Presentation of accounts
- iii) Appointment of auditor

The Secretary will notify all members of the date of the meeting not less than 14 days before the AGM.

## **8. QUORUM**

- i) There shall be a quorum of the Committee when three members of the Committee are present.
- ii) There shall be a quorum of the Annual General Meeting when five Full members are present.
- iii) Except as otherwise provided in this Constitution, all resolutions adopted and all business transactions by the Committee shall require the affirmative vote of the majority of Committee members present. In the event of a tied vote, the Chair of the meeting for the time being will have an additional casting vote.

## **9. CHANGES TO THE CONSTITUTION**

- i) The constitution can be altered at an Annual General Meeting or at a Special General Meeting called for that purpose
- ii) Any suggested changes must be handed to the Secretary at least 14 days prior to the Annual General Meeting or Special General Meeting and must be advertised to members in advance of the meeting.
- iii) Changes must be agreed by two thirds of the voting members present at the meeting.

## **10. DISSOLUTION**

- i) The Group may only be dissolved at a Special General Meeting called for that purpose and must be advertised 14 days before the meeting
- ii) A proposal to dissolve the Group shall take effect only if agreed by two thirds of the members present at the meeting
- iii) Funds and possessions will be disposed of by transfer to any organisation for purposes the same as or similar to this Group

## **11. FINANCE**

- i) The funds of the Group shall be paid into an account operated by the Committee in the name of the Group at such bank as the Committee shall decide. All cheques drawn on the account must be signed by at least two members of the Committee
- ii) All funds belonging to the Group can only be used in furthering the aims
- iii) The Treasurer shall maintain accounts on behalf of the Group

Constitution adopted on 26<sup>th</sup> February 2014

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

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

<b>Contact Name:</b>	Tony Hodder	
<b>Position:</b>	Chief Executive	
<b>Organisation:</b>	LEAF Locally Encouraging All to Flourish	
<b>Contact Address:</b>		
<b>Telephone Number:</b>		
<b>E-mail:</b>	tonyhodder@leafledbury.com	
<b>Status of Organisation: (delete as appropriate)</b>	Charity	
<b>Charity/Company No. (if applicable)</b>	1194047	
<b>How long has your organisation been in existence? (please <input checked="" type="checkbox"/>)</b>	Less than 1 year	
	1-5 years	April 2021
	More than 5 years	
<b>What does your organisation do?</b>	<p>LEAF is a Charity established to develop a range of projects aimed at improving the 'well-being' of people within Ledbury. 'LEAF' stands for 'Locally Encouraging All to Flourish', and our focus is on supporting people to flourish individually and as members of their communities. It has several strands of work designed to improve well-being at an emotional, spiritual, and physical level. LEAF offers services to people of all ages.</p> <p>LEAF recognises that there is a significant need for emotional support for the population and established a listening and guidance service in the GP surgery. GPs refer patients with emotional needs to</p>	

<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 at the following link:  
[https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy\\_V0.1.pdf](https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf)

the service which offers a 50-minute appointment for individuals to talk to about their problems; often anxiety, depression or bereavement. Services are offered on 3 days each week by 3 people working for LEAF. Clients, if it is needed, can be referred to free LEAF one to one counselling sessions or to LEAF run emotional well-being courses.

LEAF also works closely with Ledbury Primary School providing a family worker, one to one child counselling, a full-time post offering additional provision outside the classroom, and several volunteer mentors.

Each month the Charity also provides free family activity days. On these days children are given the opportunity to do craft work and they and their families are given free food and drink.

LEAF is also working with Christians against Poverty (CAP) to support individuals with financial problems, employing a debt coach one day per week in Ledbury. LEAF also provides volunteer befrienders who offer close support as people deal with their financial difficulties and affairs. The debt coach works closely with Ledbury Foodbank and the family support worker at the Primary School.

This year's Christmas Day lunch for people on their own was a huge success again ('best ever') with 42 meals being cooked. The knit and crochet group continues to provide friendship to people in the town.

LEAF took over the lease of St Katherine's Hall in August 2024 and this enables the charity to run a Youth Drop-In at the Hall. Recent developments of the Hall will provide a better space to continue that work. A new kitchen has been installed, and by the end of this month, the Hall will have underfloor heating.

## 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 checked="" 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>This funding bid will benefit people of all ages who are residents of Ledbury and the surrounding district.</p> <p>The funding would enable one person to be employed one day per week to provide a listening and guidance service to clients referred by GPs. LEAF will also provide two volunteers to also work one day per week.</p> <p>The funding, with each client being seen on average for 6 sessions, would enable 42 individuals to be offered the Listening and Guidance Service.</p> <p>Based on previous experience, approximately 10 per cent of these individuals would require in depth one to one professional counselling. The bid includes 3 hours per week of this counselling to support 6 individuals over the year.</p> <p>Clients have also been referred to a 12-week emotional well-being course called Kintsugi Hope. The bid includes the costs of providing participants with course journals. LEAF has been running 2 courses a year with spaces for 12 people on each course, supporting up to 24 people in a year.</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>The ONS Annual Population Survey 22-23 and the 2023 Herefordshire Community Wellbeing Survey suggest that somewhere between a fifth and a quarter of Herefordshire adults had</p>

	<p>high levels of self-reported anxiety in 2022-23, similar to levels in England as a whole.</p> <p>People often go to see their GP with non-medical issues such as bereavement, distress, anxiety or loneliness. Often what is needed is someone to listen, but GP appointments are inappropriate for this. The Listening and Guidance service frees up GP time for them to see more acutely ill people and offers the support that the GP does not have the time to offer.</p> <p>LEAF established the Listening and guidance service in Ledbury 4 years ago and the demand continues to be so great that the service has had to expand each year, most recently adding an additional half day in November 2025. This was because the waiting list had had to close again. The GP surgery funded the most recent increase in hours, showing how much the service is valued by them and how effective it is.</p> <p>The effectiveness of the service is measured for each client. At the beginning of each course of sessions at Listening and Guidance, clients are asked to complete the Warwick and Edinburgh Mental Well Being Score. The same questionnaire is completed by the client at the end of their sessions. A significant increase in well-being and functioning is realised with a score of 6. The LEAF service has maintained an average uplift of 15 points over the last 4 years, in that time seeing over 500 residents, that is over 6% of the adult population of Ledbury. There are currently 16 on the waiting list.</p> <p>.</p> <p>Counselling services locally are also overstretched and either have closed lists or maintain long waits. By LEAF offering a longer term counselling service to those referred on by the Listening and Guidance service, the</p>
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	<p>improvement in people’s mental health can be maintained. This means that individuals who are struggling with anxiety, depression, unable to cope, and often unable to work during this period, can turn their lives around and begin to play a full part in society.</p>
<p><b>What support have you received ?</b> (Please tell us about any expressions of support you have received from outside your organisation)</p>	<p>LEAF has received written expressions of support from all its partner organisations. These include Ledbury Primary School and Ledbury Health Partnership. Both these organisations now contribute financially towards LEAF services.</p> <p>Financial support is ongoing with various grants from Herefordshire Council.</p> <p>The services for which we are seeking a three-year grant funding are also funded by individual donations and financial support from churches in Ledbury.</p>
<p><b>How will your service be delivered and how will success be monitored?</b></p>	<p>The service would offer face to face listening and guidance to 42 clients in a year. Each client would receive a 50- minute sessions every two weeks, and would expect to receive 6 sessions in a course of support. The effectiveness of the service would continue to be measured using the Warwick and Edinburgh Mental Well-Being Scale</p> <p>The Counselling service will be provided by 2 individuals with considerable counselling experience. Both are accredited practitioners, as counsellors with BACP.</p> <p>The Kintsugi Courses are run by two individuals trained by Kintsugi Hope. They are volunteers but the journals to accompany the course would be funded by the grant.</p>
<p><b>How will your organisation acknowledge the Town Council’s funding support?</b></p>	<p>Across all our media channels, which will include the website, leaflets and flyers, particularly for Listening and Guidance and Counselling, acknowledgement of the grant</p>

	will be given. It will also be included in our wider reporting to organisations such as Hereford Diocese, local churches and the school newsletter.
<b>Do you work with other Ledbury groups or would you be open to doing so in future?</b>	<p>The Listening and Guidance service is currently based in Ledbury Health Partnership accommodation, with the Counsellors photos up in the Surgery as part of the team.</p> <p>LEAF works with many other local organisations in providing its other services and would be open to working with more, particularly as a refurbished St Katherine's Hall would offer greater opportunities for partnership working.</p>

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

<b>Amount requested from Ledbury Town Council.</b>	<p><b>Year 1 £10,940</b>  <b>Year 2 £10,940</b>  <b>Year 3 £10,940</b></p> <p><b>Listening &amp; Guidance £5,500</b>  <b>Counselling £5,040</b>  <b>Kintsugi £400</b></p>
<b>Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?</b>	<p><b>We had a 3-year grant of £10,440 for these services</b>  <b>£500 in 24/25 towards the Youth Listening project</b></p>

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

<b>Organisation</b>	<b>Contribution</b>	<b>Applied</b>	<b>Granted</b>
---------------------	---------------------	----------------	----------------

	<b>Sought (£)</b>	(please tick as appropriate)	(please tick as appropriate)

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

<b>Information</b>	<b>Enclosed</b> (please tick)	<b>Office Use Only</b> (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement <b>(required)</b>	X	
A copy of your constitution and list of appointed officers (or similar document showing the organisation's status)	X	
A copy of your organisation's committee and meeting structure	X	
A copy of your organisation's latest set of accounting statements (if any exist)	X	
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>Tony Hodder</b>
<b>Date:</b>	<b>23 January 2026</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: (delete as appropriate)</b>	Profit / Not for Profit / Charity / Company Other (specify):	
<b>Charity/Company No. (if applicable)</b>		
<b>How long has your organisation been in existence? (please <input checked="" type="checkbox"/>)</b>	Less than 1 year	
	1-5 years	
	More than 5 years	
<b>What does your 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 at the following link:

[https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy\\_V0.1.pdf](https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf)

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"/> Arts <input type="checkbox"/> Health <input type="checkbox"/> Environment <input type="checkbox"/> Youth <input type="checkbox"/>
<b>Who will benefit from the project?</b> (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> (This might be survey work or statistical evidence)	
<b>What support have you received for this project?</b> (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.*

<b>Organisation</b>	<b>Contribution Sought (£)</b>	<b>Applied</b> (please tick as appropriate)	<b>Granted</b> (please tick as appropriate)

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

<b>Information</b>	<b>Enclosed</b> (please tick)	<b>Office Use Only</b> (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement <b>(required)</b>		
A copy of your constitution and list of appointed officers (or similar document showing the organisation's status)		
A copy of your organisation's latest set of accounting statements (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: (delete as appropriate)</b>	Profit / Not for Profit / Charity / Company Other (specify):
<b>Charity/Company No. (if applicable)</b>	
<b>What does your organisation do?</b>	

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<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 at the following link:

[https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy\\_V0.1.pdf](https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf)

**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"/> Arts <input type="checkbox"/> Health <input type="checkbox"/> Environment <input type="checkbox"/> 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> (please tick)	<b>Office Use Only</b> (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement <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)



# LEAF Committee & Meeting Structure

January 2026

LEAF is governed by a Board of Trustees, as outlined in our organisational chart, which sets out trustee roles and the overall responsibility structure. Further detail on governance, roles, and decision-making processes can be found in the LEAF Constitution, which is available for reference.

Trustees meet quarterly, with formal minutes taken at each meeting. Following every quarterly meeting, a summary report is published on our website to ensure transparency and public accountability.

Operational oversight is carried out by the LEAF Team Leads, who meet monthly. Each team lead submits a monthly report, and minutes are recorded for every meeting. These operational documents are stored securely and are accessible to the team and trustees but are not made public.

# **LEAF Funding Application to Ledbury Town Council 2026**

*Continuing Investment in Ledbury's Community Wellbeing*

Prepared: February 2026  
LEAF — Locally Encouraging All to Flourish  
Registered Charity: 1194047

## Executive Summary

LEAF (Locally Encouraging All to Flourish) respectfully requests continued funding from Ledbury Town Council to sustain and expand our integrated mental health and wellbeing services for Ledbury residents. Since our establishment in 2021, LEAF has grown to become an essential community resource, supporting 300+ families reaching 477 individuals annually through ten interconnected service streams.

We request a three-year grant of £10,940 annually (a modest increase from the current £10,440) to continue funding our Listening & Guidance service, adult counselling, and Kintsugi Hope wellbeing courses — services that have demonstrated exceptional outcomes including a 15-point WEMWBS improvement (2.5 times the national average) and zero exclusions among all supported children.

## How LEAF Has Grown to Meet Community Need

LEAF has experienced exceptional growth in response to increasing community need:

- **Income growth:** From £84,355 in 2023–24 to £245,035 in 2024–25 (190% increase)
- **Service users:** Now supporting 300 families (477 individuals) annually, up from initial 50 families
- **Volunteer base:** Grown from 15 founding volunteers to 40+ volunteers contributing 4,276 hours annually
- **Staff capacity:** Increased from 1 to 7 paid staff positions (4.53 FTE Equiv)
- **Service streams:** Expanded from 3 initial services to 10 integrated streams
- **Physical infrastructure:** Secured St Katherine's Hall as headquarters with 50-year lease

Our growth reflects the critical need in Ledbury, where 33% of primary pupils require SEN support (versus 13% nationally). LEAF has developed services across four integrated tiers of support.

## Current Service Streams and Reach

Service Stream	Annual Reach	Key Outcomes
Listening & Guidance (GP Surgery)	1,300+ sessions annually; 145–150 unique clients	15-point WEMWBS improvement; 85% reduced anxiety
Children's Counselling	20 children; 260+ sessions annually	Improved school engagement; reduced behavioural difficulties
Adult Counselling	17 clients weekly; 800+ sessions annually	85% report reduced anxiety; prevented crisis interventions
Additional Provision	26 children across primary and secondary	Zero exclusions where LEAF involved; Potentially saving £100,000 placement costs, per pupil retained in school
School Mentoring	20+ children	Improved behaviour; increased confidence
Family Support	43+ families per term	2+ point parenting confidence improvements
Youth Services	40+ young people	Reduced anti-social behaviour; positive peer relationships
Kintsugi Hope Wellbeing	20+ individuals; two 12-week courses	Sustained community connections; reduced isolation

Community Events	1,000+ participants; 6 major events	Strengthened community cohesion
CAP Debt Support	65 adults	Over £160,000 debt released annually

## Diverse Funding Sources and Sustainability

LEAF has successfully developed diverse funding streams totalling £245,035 in 2024–25, demonstrating financial sustainability and reducing dependency on any single source.

Income Source	Amount	% of Total
Grant Funding	<b>£100,407</b>	41%
Community Donations	<b>£128,878</b>	53%
Facility Income	<b>£10,942</b>	4%
Partnership Contributions	<b>£3,194</b>	1%
Other Income	<b>£1,614</b>	1%

This diverse income base demonstrates LEAF's financial resilience and community rootedness. Over half of all income comes from community donations, reflecting the depth of local support for LEAF's work.

## Value for Money

Metric	Value
<b>Annual Volunteer Hours</b>	4,276 hours
<b>Volunteer-to-Staff Ratio</b>	40+ volunteers : 7 staff (6:1)
<b>Economic Value of Volunteer Time</b>	£52,209 per annum
<b>FTE Equivalent</b>	2.2 Full-Time Equivalent positions

LEAF operates as a registered charity with all resources supporting direct service delivery. Unlike profit-driven external providers, no surplus is extracted — every pound supports Ledbury residents.

## Cost-Effectiveness vs External Provision

- **LEAF's cost per child (Additional Provision):** £2,000–£3,000 annually
- **External alternative placement cost:** £65,000 (+£35,000 travel costs) per child annually
- **Cost saving per child:** £97,000 (97% reduction)
- **Current AP cohort - 26 children**

## Numbers Reached Across Ledbury

- **Direct service users:** 477+ individuals across 300 families
- **Listening & Guidance:** 520+ referrals total; 1,300+ sessions annually; 145–150 unique clients per annum
- **Counselling sessions:** 1,050+ sessions annually (adult + children combined)

- **Additional Provision:** 26 children; zero exclusions achieved
- **School mentoring:** 20+ children receiving 1:1 support
- **Family support:** 43+ families per term
- **Youth services:** 40+ young people
- **Community events:** 1,000+ participants across 6 major events
- **CAP Debt Support:** 65 individuals; over £160,000 debt released
- **Kintsugi Hope:** 20+ individuals in group wellbeing courses

Services reach residents across Ledbury town and surrounding villages, spanning all age groups from early years through to older adults. LEAF's embedded model in schools and healthcare settings ensures access for families who would otherwise face significant barriers.

## Overview of Services

### Listening & Guidance Service

Trained volunteers providing mental health support supervised by qualified practitioners, based in Ledbury Healthcare GP surgery plus community venues. Over 520 residents seen since 2022 — over 6% of the adult population. The service maintains an average WEMWBS uplift of 15 points, and 70% of clients require no further GP appointments for emotional concerns. LHP tell us that each client supported typically replaces one hour of GP consultation time. Across the year, this equates to a cumulative saving comparable to the annual salary cost of a GP, releasing significant clinical capacity back to the practice. The GP surgery funded additional hours in 2025, demonstrating the value placed on the service.

### Kintsugi Hope Wellbeing Courses

Structured 12-week emotional wellbeing courses using trauma-informed practice, facilitated by qualified LEAF counsellors. Eight courses completed to date. Participants describe the programme as a 'lifeline to freedom,' with peer support continuing beyond course completion.

### Children's Counselling

Professional UKCP/BACP-registered counsellors providing school-based counselling for anxiety, trauma, and behavioural difficulties. Recently expanded from 12 to 20 children with the appointment of an additional counsellor at 14 hours per week.

### Adult Counselling

Professional counselling for adults experiencing anxiety, depression, bereavement, and relationship difficulties. 85% of clients report reduced anxiety. In November 2025, the team provided 58 sessions to 21 adults and 38 sessions to 11 children — the equivalent of over £3,000 of free counselling in a single month.

### Additional Provision

Embedded school-based support for children at risk of exclusion, providing education, emotional support, and pastoral care within mainstream settings. Made full-time from September 2025. As Head Teacher Rachel Usher says: *"LEAF is doing amazing things here, literally life-changing. We would never be able to afford what we get through LEAF."*

### School Mentoring

1:1 mentoring relationships with 12 trained school mentors providing consistent trusted adult support for 20+ children with behavioural or emotional needs.

### Family Support

Herefordshire Early Help-approved parenting courses plus 1:1 family support, including courses on understanding children with neurodiverse needs. Parenting confidence improvements from 3.75 to 5.87 on standardised scales.

### Youth Services

Structured youth sessions plus detached youth work, increasing to twice-weekly from March 2026. St Katherine's Hall provides a dedicated space for the Youth Drop-in.

## **Community Events**

Six major annual events plus regular community groups. The 2025 Christmas Day lunch for people on their own was 'best ever' with 46 meals cooked. The knit and crochet group continues to provide friendship across the town.

## **CAP Debt Support**

Partnership with Christians Against Poverty providing debt counselling and money management support, including budgeting courses at the Food Bank as a preventative measure. Over £160,000 debt released annually.

## Current Funding Request to Ledbury Town Council

LEAF respectfully requests continued three-year funding from Ledbury Town Council to sustain our established mental health and wellbeing services:

Period	Amount Requested
Year 1 (2026–27)	<b>£10,940</b>
Year 2 (2027–28)	<b>£10,940</b>
Year 3 (2028–29)	<b>£10,940</b>

### Service Breakdown

Service	Amount	What It Covers
Listening & Guidance	<b>£5,500</b>	One paid chaplain one day per week; insurance costs
Adult Counselling	<b>£5,040</b>	3 hours per week of professional counselling for 48 weeks
Kintsugi Hope Wellbeing Group	<b>£400</b>	Journals and materials for participants

### Previous Ledbury Town Council Support

- **3-year grant (2023–2026):** £10,440 annually for Listening & Guidance, counselling, and Kintsugi Hope
- **Additional grant (2024–25):** £500 towards Youth Listening project

*The modest increase from £10,440 to £10,940 annually reflects expanded service delivery and inflation adjustments over the three-year period.*

## Why Continued LTC Support Is Essential

### Sustained Impact

The three-year LTC funding agreement has enabled LEAF to develop sustainable infrastructure, build trusted relationships with families, and demonstrate measurable outcomes. Continued support allows us to maintain critical services with proven effectiveness, continue supporting families through long-term relationships, build on established trust with schools and healthcare, and provide cost-effective alternatives to expensive external placements.

### Community Investment

Every £1 of LTC funding leverages significant additional investment:

- Attracts matched funding from other sources (demonstrated track record)
- Mobilises 40+ volunteers contributing £52,209 worth of time annually
- Generates substantial community donations supporting Ledbury residents
- Strengthens Ledbury's reputation as a community that looks after its own

### Unique Position

LEAF provides what external services cannot: embedded local presence with years-long relationships; an integrated approach addressing the family as a whole unit; a community-led model with local knowledge and connections; volunteer contribution creating sustainable capacity; reinvestment of all surplus in local services rather than profit extraction; and cultural understanding of Ledbury's specific needs and context.

## Conclusion

LEAF has grown from a small community initiative to essential infrastructure supporting 300+ families across Ledbury. Our volunteer-led model delivers exceptional value for money — £2,000–£3,000 per child versus £100,000 for external placements — whilst achieving zero exclusions and measurable wellbeing improvements.

Ledbury Town Council's investment leverages significant additional funding (£245,035 total 2024–25 income) and mobilises 40+ volunteers contributing £52,209 worth of time annually. This creates a genuinely sustainable model where local investment generates multiplied community benefit.

Continued LTC support enables LEAF to maintain critical services, sustain long-term relationships with vulnerable families, and provide the embedded community presence that external providers cannot replicate. We respectfully request your continued partnership in supporting Ledbury families to flourish.

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### **For further information please contact:**

Tony Hodder, Chief Executive

LEAF — Locally Encouraging All to Flourish

Email: [tonyhodder@leafledbury.com](mailto:tonyhodder@leafledbury.com)

Phone: 07977 063294

Website: [www.leafledbury.com](http://www.leafledbury.com)

Registered Charity: 1194047

LEDBURY TOWN COUNCIL

Grant Application Form

1. Your Organisation

Contact Name:	Anna Wood	
Position:	Development Officer	
Organisation:	Ledbury Poetry	
Contact Address:	BBI, Homend, Ledbury HR8 2AA	
Telephone Number:	07502 110019	
E-mail:	<a href="mailto:anna.wood@ledburypoetry.org.uk">anna.wood@ledburypoetry.org.uk</a>	
Status of Organisation: (delete as appropriate)	Profit / Not for Profit / <b>Charity</b> / Company Other (specify):	
Charity/Company No. (if applicable)	Charity No 1059465	
What geographical area does your organisation cover?	Ledbury primarily; plus Herefordshire (regional) and national	
How long has your organisation been in existence? (please <input checked="" type="checkbox"/> )	Less than 1 year	
	1-5 years	
	More than 5 years	<b>29 years</b>
What are the aims and objectives of your organisation?	Our mission is to celebrate and share the pleasure of poetry, and to deliver learning and engagement opportunities to inspire the next generation.	
What are the main activities of your organisation?	<p>Ledbury Poetry delivers a fantastic 10-day festival each summer, bringing world-class poets to Ledbury alongside an engaging, accessible series of workshops, family activities, and creative encounters. Over 55% of our audiences come from outside Herefordshire, bringing in cultural tourism to Ledbury, while 45% of our audiences are firmly local.</p> <p>In addition to our flagship festival, we run a year-round programme of outreach and engagement activities. We deliver activities with young people both inside and outside schools, as well as alternative education settings (Aconbury PRU) ranging from poetry slams, writing workshops and performances. In the past 12 months alone, we have worked with 26 schools and nearly 3,000 pupils in and around Herefordshire, with a particularly close relationship with John Masefield High School. Our work with young people in Ledbury, whether in or outside of the classroom,</p>	

	<p>supports developing their creative skills alongside increased confidence and positive sense of well-being.</p> <p>Our local Community Steering Group, made up of locals from Ledbury, plan and organise their own events with Ledbury Poetry's support. Currently, the group is organising a series of events which will take place as part of our brand-new winter festival, ensuring that Ledbury Poetry remains truly inclusive and a home for the local community.</p>
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## 2. Tell us what support you need

Project title:	Ledbury Poetry Festival
Description of project (please continue on a separate sheet if necessary)	<p>Ledbury Poetry delivers one of the UK's most celebrated poetry festivals, but at its heart remains a festival (and organisation) for the town and its people. Each summer, the streets, cafes, schools and public spaces of Ledbury come alive with poetry, art, creativity and conversation – welcoming visitors from across the country, while also celebrating the voices and stories of our local community.</p> <p>As mentioned below, the festival brings tangible benefits: it boosts cultural tourism, which supports business, while showcasing Ledbury's creativity and heritage, fostering a sense of pride and belonging for residents of all ages and backgrounds. Our events are designed to be accessible and inclusive, ensuring that the pleasure of poetry and its associated benefits are enjoyed by all.</p> <p>Excitingly, Ledbury Poetry is in the process of refreshing our visual identity. The rebrand will take place in time for our summer festival (2026), and aims to capture the warmth, creativity, and heritage of Ledbury Poetry while also positioning us as a distinctive cultural destination.</p> <p>A bold, new brand will give Ledbury Poetry a refreshed, dynamic voice – one that stands out on the national stage while remaining deeply rooted in the spirit and closeness of our local community.</p>

	<p>We are therefore seeking £5,000 from Ledbury Town Council towards new branding, including signage, banners, flags, printed material, set dressing and/or other visible materials that will be used across the town (and beyond) during the 2026 festival, and future festivals after that. These elements will help ensure that the festival has a vibrant, welcoming presence on Ledbury's streets, creating a real 'buzz' and festival atmosphere. In doing so, we aim for the impact to be that residents feel ownership and pride, while also making the town more attractive and welcoming to visitors.</p> <p>This investment is not only about the future of Ledbury Poetry, but the town itself. Our branding travels far beyond the festival – on posters, websites, national media, social channels – and every time it does, it carries Ledbury's name with it.</p> <p>A professional, eye-catching identity will showcase the town as a welcoming place of creativity, attracting visitors, supporting local businesses, and strengthening community pride.</p> <p>By supporting this rebrand and associated materials, the Town Council would be helping to secure a confident, visible cultural profile for Ledbury that benefits residents, visitors, and the town's reputation.</p>
<p><b>Where in Ledbury will the project/activity take place?</b></p>	<p>Ledbury</p>
<p><b>Who will benefit from the project?</b> (please tell us what groups will benefit and approximately how many people will benefit in total)</p>	<p>The whole of Ledbury benefits from having a such an exciting, engaging poetry organisation and annual festival in its town.</p> <p>Young people benefit via engagement with schools (specifically John Masefield High School and primary feeder schools) and alternative education settings (such as Aconbury PRU) as well as outside of the classroom, through our expansive series of children and family events, and workshops.</p>

	<p>We host poetry performances and slams both by and for young people during the festival, which also get the whole family involved by inviting them to watch performances and support the creative process.</p> <p>Members of the local community benefit from access to some of the world’s most top-quality poetry, as well as emerging poets, creative workshops and artistic encounters – right on their doorstep. Members of the community share in the pride, prestige and recognition that Ledbury Poetry brings – with the town’s name celebrated nationally and internationally as a home of creativity and culture.</p> <p>The local Community Steering Group benefit from the support, expertise, and space given by Ledbury Poetry to gain new skills and increase their sense of belonging within both poetry and the wider community.</p> <p>Local stakeholders including businesses (retail, hospitality, hotels, venues), services (i.e. transport), and individuals (as contract staff) all benefit from the cultural tourism, profile and economic boost that Ledbury Poetry Festival brings to Ledbury.</p> <p>In terms of numbers, it is hard to estimate. Our ticket sales average between 3,000 – 4,000 per year, but this does not include the numerous businesses, hospitality, venues, and members of the public who feel the benefit of cultural tourism, as well as a positive community atmosphere.</p>
<p><b>What evidence do you have of local need/demand for the proposed project/activity?</b></p> <p>(This might be survey work or statistical evidence)</p>	<p>For nearly 30 years, Ledbury Poetry has grown into an important marker in the local and national cultural calendar. As a charity, it has welcomed the support of local volunteers, friends, and audience members who have supported it for many years. At a time when arts organisations, particularly festivals, are facing challenges to funding, it is particularly telling that the appetite from audiences – and thus the need – to support the festival and its wider outreach is there.</p>

	<p>Clearly, the town loves having the UK's oldest and biggest poetry festival embedded as a key part of its identity. Beyond Ledbury, it serves as a crucial part of cultural tourism, in line with Herefordshire's Destination Management Plan. Of the 241 people who responded to our 2025 festival survey, 94% recommended the festival as either 'good' or 'very good'. Some audience feedback:</p> <p>“The festival is a very special place for me. My late husband loved it and I come on a pilgrimage each year.”</p> <p>“This is an great event in a lovely small town. It has a lovely atmosphere and ethos and seems to touch the whole town.”</p> <p>“My wife and myself spent 3 days in Ledbury as a mini break. Attended 4 events all of which were stimulating and the last quite emotional. Hope to attend next year.”</p> <p>“As the UK's major poetry festival Ledbury provides a vital function through a wide-ranging programme of events and workshops.”</p> <p>In addition to our main festival events, the education, outreach and engagement work that we deliver drives meaningful impact for our target beneficiaries, and has the power to transform lives.</p> <p>More information about the huge local attendance and engagement across generations in our festival reports here: <a href="https://ledburypoetry.org.uk/press-and-media/">https://ledburypoetry.org.uk/press-and-media/</a></p>
<p><b>What support have you received for this project?</b></p> <p>(Please tell us about any expressions of support you have received from outside your organisation)</p>	<p>Our core costs are mostly funded by Arts Council England. The remaining core costs and main festival expenditure are funded by a small handful of Trusts &amp; Foundations, as is our outreach/education work.</p> <p>This means we rely on funding, such as from yourselves, to deliver additional activities that benefit Ledbury, both locally and regionally, and even nationally. We do not currently have any budget for rebranding materials i.e. signage, banners.</p>
<p><b>How will the project be managed and how will you measure its success?</b></p>	<p>The project will be managed by Ledbury Poetry's Director and supporting team. The Development Manager will monitor impact and spend for reporting purposes. We will provide a dedicated written report,</p>

	including feedback (attained from surveying local members of the community), photographs and details of impact/spend. We will supply a final festival report in addition to reporting provided from Illuminate, the Arts Council England's reporting platform.
Please give key milestones for your project, including approximate dates.	<p>Phase 1: Concept phase (October – December 2025) involves exploring and confirming the visual identity and rebrand</p> <p>Phase 2: Design phase (January – March 2026) Finalising designs ready for printing and going live online</p> <p>Phase 3: Delivery phase (April – July 2026) Printing materials i.e. signage, banners and displaying around Ledbury and/or festival venues (as appropriate)</p> <p>Phase 4: Wrap up (July – September 2026) Taking down signage, obtaining feedback/evidence of impact, reporting.</p>
Please explain how your organisation acknowledge Ledbury Town Council's contribution?	LTC's logo will be shared online on our Funders page and on our newsletter, with our thanks in our printed programmes. Accreditation on assets where possible for eg on certain signage.

### 3. How will you pay for the project?

What is the total cost of the project?	£5,000+
Amount requested from Ledbury Town Council.	£5,000
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	The last funding we received was in 2024 for £5,000 for marketing.

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

Organisation	Contribution Sought (£)	Applied	Granted

		(please tick as appropriate)	(please tick as appropriate)
<i>ACE</i>	<i>£98K restricted</i>		<i>granted</i>
<i>Pennington Munthe</i>	<i>c. £15,000 (tbc) restricted</i>	<i>applying</i>	
<i>Elmley</i>	<i>c. £15,000 (tbc) restricted</i>	<i>applying</i>	

4. Further information provided in support of your application

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

Signed:	<i>Anna Wood</i>
Name (s):	Anna Wood
Date:	01.10.2025

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)

Dear Councillors,

I have included a report on the work we've done in the last year. I hope you'll agree that our impact is significant, both to Ledbury's tourism economy, but also in terms of the young people we've reached.

When we go in to schools, poetry might be our vehicle, but what we really do is give the young people we work with an extra tool to express themselves, a way of communicating thoughts and feelings and viewpoints that often don't have much of an outlet. My background, pre arts leadership, was in mental health, and I think that where the arts and mental health coincide is where we can really use the arts to maximum effect. To have been able to give almost 3,000 school pupils this opportunity is really important.

Supporting this work, is our flagship festival which is, of course, the thing most people know us for. We sell roughly 3,500 tickets during the festival, with many of those people coming as tourists to Ledbury, and I am working hard to ensure that that the increased footfall is perceived as a benefit by the town's traders and locals. Having spent a lot of time listening to how Ledbury's traders view the festival, I have put in place all sorts of things to make sure that the festival becomes (once more) an event which the town is proud to support. In 2025 we worked with every pub in Ledbury to create a "poetry pub trail", bringing festival-goers in to the pubs. Several pubs involved reported a notable increase in footfall thanks to this. We also hosted events in a couple of shops as venues, and this year we are working with cafés and delis to create a list of places people can go to pick-up a "poetry picnic" to take to the walled garden, where we will again be holding activities for the whole family over both weekends of the festival.

We are in the final stages of a rebrand process which will give us a totally refreshed visual identity, fit for the 21<sup>st</sup> century! While I can't provide you with a preview of this work as we haven't yet signed it off ourselves, it does, of course, ensure that the name "Ledbury Poetry" is kept at the forefront of all our marketing; locally, county-wide, and nationally. Every advert for Ledbury Poetry is an advert for Ledbury, and it is our hope that a new visual identity and a greater push on marketing will yield increased footfall and visibility for the whole town. Statistically, people need to see an advert for an event upwards of 7 times before they engage enough to buy tickets, so for an increase in ticket sales to translate in to increased footfall across the town of Ledbury, we need to drive a significant increase in exposure through marketing.

Total cost of marketing, of which we are asking Ledbury Town Council to consider generously granting £5,000:

Replacement of 4 x Ledbury town festival signs = £600.

New sign for walled garden = £85

Replacement branded bunting = £320

Replacement roadside signs (12) + additional 32 to ensure wider exposure = £842

Branded gazebo for use in Ledbury walled garden and at events across county = £1,300

Correx sign to go outside the Courtyard in Hereford = £133

2 x signs to hang on cathedral railings (permission granted) for maximum visibility = £90

8 signs for Malvern, Bromyard, Gloucester and Leominster = £875

Branded staging (ensuring that its clear in all festival photography that the events were in Ledbury) = £1,200

4 x weighted banner flags for venues = £2,800

6 x branded deck chairs = £480

250 x branded tote bags = £445

Development of "Ledbury Town" section of new website = £450

60 x A3 posters to distribute to Malvern, market towns, Newent, Gloucester and Cheltenham = £110

Distribution costs (Broad Sheep magazine distribute the programme with their magazines, and we have a partner organisation who will sell festival tickets and distribute programmes in Malvern, Ross, Leominster, Cheltenham, Hereford and Monmouth) = £950

**£8,520**

**Please note, I haven't included the costs that we have already spent on the rebrand (£6,500) or the additional cost of the new website which will, in itself, be a strong ambassador for the town, and will include a "Ledbury town" page (£8,000).**

# IMPACT REPORT: 2025



LEDBURY  
POETRY

# ABOUT HISTORY

Ledbury Poetry was founded in 1997 by a group of local poetry enthusiasts. Nearly 30 years on, Ledbury Poetry Festival remains the **biggest and joint-oldest poetry festival in the UK.**

For 10 days every summer, over 3,500 poets and audiences from all over the UK (and beyond) congregate in the charming, rural market town of Ledbury in celebration of art and creativity.

Since Ledbury Poetry's first festival in summer 1997, both nationally and internationally significant poets such as **Poet Laureates Carol Ann Duffy** and **Simon Armitage, Wendy Cope, Patience Agbabi** and **Benjamin Zephaniah** have performed alongside emerging and local poets.



**“Ledbury** is very important on the poetry map, increasingly so in recent years as it's become more international in its focus and more diverse in its offer.....it is a powerful force in the world of poetry.”

~ **Simon Armitage, UK Poet Laureate**

## NOT JUST A FESTIVAL

Ledbury Poetry runs a year-round programme of education, community engagement, and artist development - not just locally, but regionally and nationally too. Last year, we worked with nearly **3,000 young people across Herefordshire**; launched a grassroots festival **curated by the local community**; supported mid-career poets through the prestigious Ledbury Hellens Second Collection Prize; and **significantly advanced diversity in the UK literary sector** via our pioneering Ledbury Poetry Critics programme.

# “INSPIRING. STIMULATING. JOY”.

Ledbury Poetry Festival 2025  
27th June - 6<sup>th</sup> July 2025  
[www.ledburypoetry.org.uk](http://www.ledburypoetry.org.uk)

Today, Ledbury Poetry is an Arts Council England ‘National Portfolio Organisation’. This means that the work we do is **recognised as having national significance.** Our festival and year-round work aims to inspire, educate, and nurture creative expression. We believe that poetry should be accessible and inclusive to everyone, no matter what their background.

## 94%

say the festival was ‘very good’ or ‘good’

## 77%

travel via car or public transport to attend

## 40%

come from Worcestershire, Gloucestershire, or Birmingham. **16%** come from further afield.

## 83

events over 10 days

## 3,485

tickets

## 55%

audiences from outside Herefordshire



“Warm.  
Illuminating.  
Brilliant.”

# DIRECTOR'S NOTE

“2025 was a joyful celebration of poetry, art, creativity and performance in the heart of streets Ledbury and schools across Herefordshire. It was proof that poetry still has the power to surprise, connect, disrupt and heal. It is a privilege to see Ledbury Poetry’s programme of year-round activity spark curiosity, laughter, reflection and hope.”

~ Amy Howard, Director



## WITH THANKS TO

### Principal Funders



### Ledbury Poetry Festival Sponsors



### Thanks to Ledbury Poetry Friends, and to Life Patrons

Alison Brackenbury	Bella Johnson	Ian Jones	Peter Daniels
Adam Munthe	Caroline Hillaby	Kerstin Ingham	Sue Bolt
Anna Dear	Fran Martel	Lesley Ingram	Sean Swallow

# LOCAL IMPACT: LEDBURY

“The festival is a very special place for me. My late husband loved it and I come on a pilgrimage to Ledbury each year.”

~ audience member

## PUTTING LEDBURY ON THE MAP

Local Influencer Lauren McDermott judged this year’s window competition organised by Ledbury Poetry. All traders in Ledbury were encouraged to take part, with the winners and runners up receiving prizes. Lauren **posted the results to her 186,000 followers on Instagram**, alongside stories and reels about her day in Ledbury, helping to **put Ledbury on the map** as a tourist destination.

## PRESS COVERAGE

Ledbury Poetry receives regular press coverage for its activities. In 2025, **BBC Radio 4’s ‘The Verb’**, which has a weekly audience of **59,000** listeners.

**BBC West Midlands** and **BBC Hereford and Worcester** both featured the festival. **National media outlet, The Mirror**, ran a feature on Ledbury as a charming town brimming with culture, featuring Ledbury Poetry Festival.



# LOCAL IMPACT: LEDBURY



## VENUES

In 2025, like in previous years, Ledbury Poetry hosted poets, workshops, film, dance, music, performances and open-mic nights in venues across Ledbury:

- Community Hall
- Market Theatre
- Burgage Hall
- The Heritage Centre
- Weavers' Gallery
- The Master's House
- Hellens Manor
- Tinsmiths
- John Masefield High School
- Prince of Wales pub

“A beautiful venue with other attractions as well as the festival.”

~ participant feedback

We also ran a ‘poetry pub trail’ involving all local Ledbury pubs, who displayed a ‘booze-themed’ poem by way of encouraging tourists and poets to support local pubs.



# LOCAL IMPACT: COMMUNITY LEADERSHIP

## THE JUNCTION - LEDBURY POETRY'S STEERING GROUP

In 2024, following a UKSPF-funded consultation project, Ledbury Poetry Community Steering Group was formed. The group includes 19 local people who are excited to be involved in Ledbury Poetry, while also gaining practical skills and training in creative pathways. In 2025, the group met regularly to programme a series of free-to-access or subsidised workshops and performances within and outside of the festival.



## WINTER WORDS - GRASSROOTS DAY

Our first ever winter festival launched in November 2025, and was curated by members of 'The Junction.' From intergenerational poetry games to music and poetry fusions, the three-day festival curated by members of the local community provided warmth, joy and hope during the dark winter months.

# LOCAL IMPACT: COMMUNITY EVENTS

## REGULAR EVENTS

Each month, Ledbury Poetry runs events, workshops and performance opportunities both by and for the local community. Our ever popular open-mic night **Diversion**, launched over 3 years ago, continues to pack out venues on bi-monthly Friday nights. A place where completely brand new poets take risks and experiment alongside more established poets, in 2025 Diversion sparked some unforgettable performances.

We also run **Word Crew**, a monthly writing workshop for young people ages 10-16, as well as regular **witing workshops** plus the popular **Hereabouts Poets**, which attracts grassroots poets from Herefordshire, Worcestershire and Gloucestershire.



## BOOK CLUB

In 2025, we launched a free monthly book club. Aimed at those who like the idea of reading poetry but might never have read a poetry collection before, this fun, accessible club currently takes place at The Community Hub in Ledbury.



# LOCAL VOLUNTEERS

**738+**

volunteer hours

**103**

volunteers

**17**

volunteer roles

## THANK YOU

Every year, Ledbury locals support in a variety of ways, from festival events to sorting competition entries. Thank you to all our volunteers who generously gave up their time throughout the year to support us in celebrating creativity, nurturing talent, and bringing poetry to audiences far and wide.



# 2025 LOCAL & REGIONAL IMPACT: YOUNG PEOPLE



pupils from Ledbury Primary School in the Poetry House

# EDUCATION & OUTREACH



**2,708**

pupils engaged across Herefordshire

**24**

primary and high schools

**1**

Pupil Referral Unit and one Autism Spectrum Disorder Base

“My confidence has grown a lot, I feel that I don’t have to mask myself here and I feel like I can get frustrated or upset if something goes wrong as I will get help!”

~ participating pupil



**200+**

young people engaged outside of a school setting



# EDUCATION & OUTREACH



## FESTIVAL ENGAGEMENT

Under the summer sunshine and surrounded by hay bales, our programme of free events brought poetry to life for children and families. From drop-in performance workshops to hands-on sessions stitching words and doodles, there was something for everyone.

## SCHOOLS DAY

As a part of our work with **primary schools** throughout the year, children from Herefordshire primary schools met with a leading children's poet to hear them perform their work and enjoy some fun games and activities, followed by creative and inventive sessions with Ledbury Poetry.

## LED'BURY YOUNG POETS' COMPETITION

In partnership with Herefordshire Libraries, our annual poetry competition for ages 5 – 18 culminated in a fantastic performance by the top 10 young poets at the summer festival. In November 2025, we launched our first ever Winter Words competition, and our young winner turned on Ledbury's Christmas lights and performed her poem to hundreds of locals gathered in the town.

## CRUCIAL CREATORS

Ledbury Poetry delivered 30 Crucial Creators sessions across five schools, including The Bridge at Aylestone (Autism Spectrum Disorder Base) and Aconbury Pupil Referral Unit, supporting young people often excluded from mainstream education. Participants gained skills, confidence, and leadership experience, with PRU students completing Arts Awards and peer mentors guiding workshops, boosting self-esteem, motivation, and aspirations.

## WORD CREW

Our monthly creative writing workshop for 10-16 year olds welcomed young poets on the first Saturday of each month to develop their poetry writing skills.

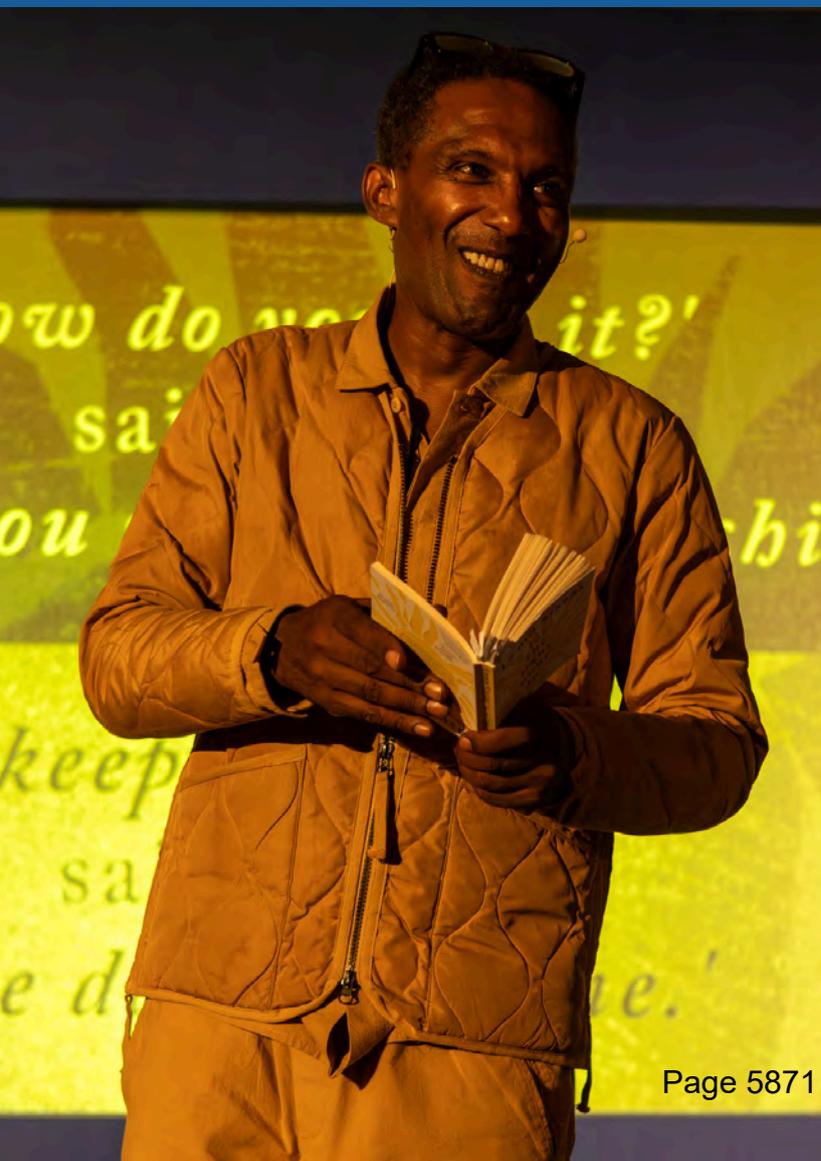
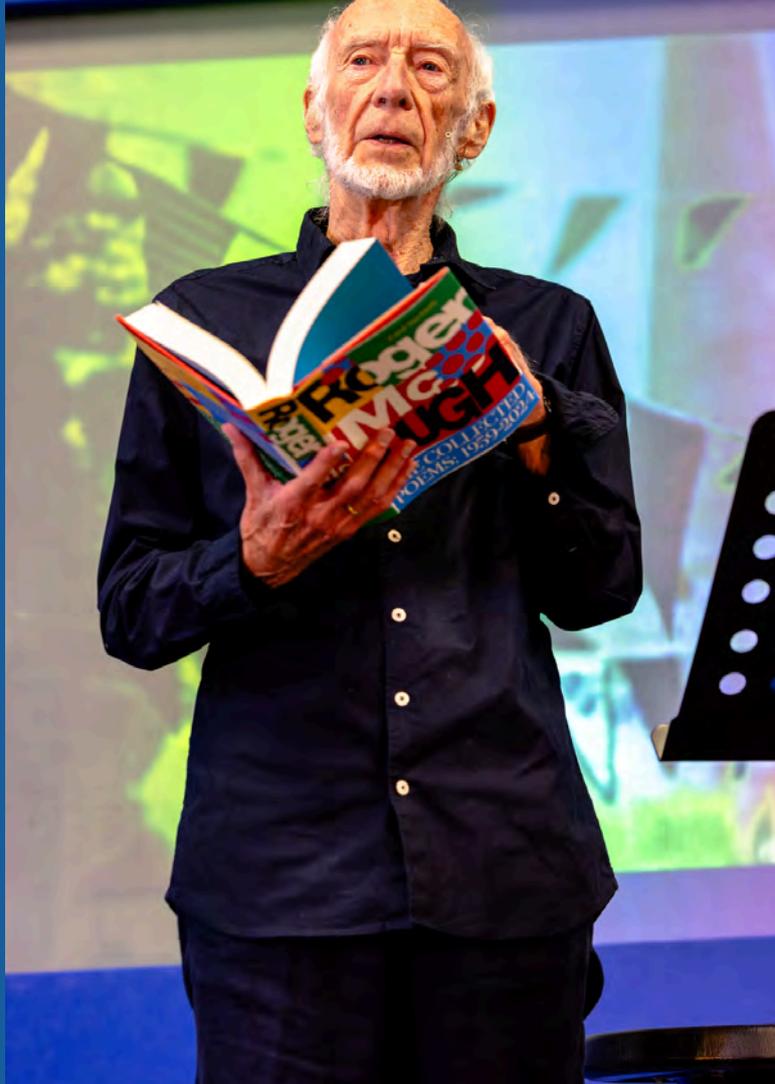
# 2025 NATIONAL SIGNIFICANCE



former Scottish Makar, Jackie Kay

# POETS & POETRY

The 2025 Ledbury Poetry Festival brought together some of the UK's most celebrated poets, including **Roger McGough, Lemn Sissay OBE, Jackie Kay, Poet Laureate Simon Armitage, Michael Rosen, Alice Oswald, Pascale Petit**, and more. We hosted intimate workshops, free family events, and community performances. Across ten days, audiences experienced new commissions, live recordings, talks, films, slams and family-friendly sessions, blending artistic excellence with accessible, high-quality poetry.



“I always appreciate the events on translation and world literatures, and the spaces opened up for socialising, eating together, and reading work informally.”

~ participating poet

# LEDBURY POETRY CRITICS

Ledbury Poetry Critics, founded in 2017 by poets **Sandeep Parmar** and **Sarah Howe**, is a ground-breaking programme changing the gatekeepers of poetry in the UK literary sector by supporting and amplifying critics of colour. Its pioneering model has been replicated internationally, including in the USA. In 2025, we embedded our critics through the festival as curators, performers, and speakers. The programme's lasting impact was explored by a distinguished panel as the opening event of our 2025 festival, discussing the 2025 University of Liverpool report, which **shows a significant increase in the presence of critics of colour in UK poetry and poetry reviewing**. The programme takes 'Ledbury' out of Herefordshire, across the UK - and even the world.



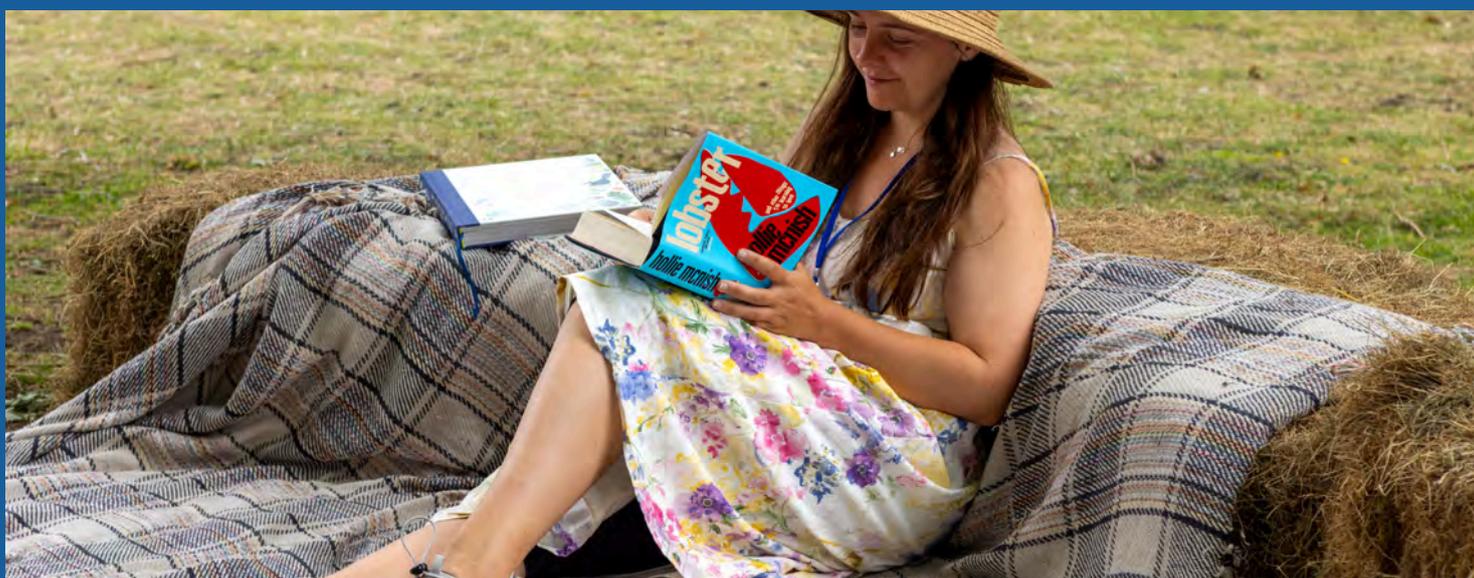
from left to right: Sarah Howe, Jeremy Noel-Tod, Isabelle Baafi, Neil Astley, Sandeep Parmar

We felt as if we were **pioneers** breaking through walls that had calcified over a long period of time. **Dismantling biases** and **opening doors collectively** was empowering: such an important **tool of agency** for me, both as a critic and as a poet, and I will always be grateful for the avenues the Ledbury Critics programme opened for me.

~ Shash Trevett, Ledbury Poetry Critic

# POETRY PRIZES

Every year, Ledbury Poetry hosts an international annual competition which receives thousands of entries from around the world. Every other year, it runs the prestigious **Ledbury Hellens Poetry Prize for Second Collection**, aimed at supporting and encouraging at 'mid-career' stage, with a £5,000 prize for the winner (generously funded by the Pennington-Mellor-Munthe-Trust). The prize regularly receives national and UK trade press coverage, and supports Ledbury Poetry as a key player in the UK's literary and cultural landscape.



“This is an great event in a lovely small town. It has a lovely atmosphere and ethos and seems to touch the whole town. The volunteers are helpful and charming.”

~ participant feedback



We'd like to thank all of our funders, donors and sponsors for their generous support.



## ACKNOWLEDGEMENTS

As a charity, we rely on the generosity of our funders, sponsors, members and donors to carry out our vital artistic, outreach and engagement work. We are hugely grateful for their support.

## LOCAL SPONSORS

Ethos | J B Gaynan and Sons | John Goodwin | Ledbury Funerals | Redkite Solicitors | The Juice Collection | The Uncommon Touch Massage Therapy | University of Liverpool | University of Worcester

## INDIVIDUAL SPONSORS

Viv Arscott | John Burns | BRM | Nigel & Alison Falls | Pelham & Melissa Hawker | Stuart & Wendy Houghton | Jo Kingham | Angus MacDonald | Nick Morris | Sir Roy Strong

## PRINCIPAL FUNDERS

Arts Council England  
Elmley Foundation  
Eveson Trust  
Hawthornden Foundation  
Heritage Fund  
Pennington-Mellor-Munthe-Charitable Trust  
Versopolis

# WHAT NEXT? 2026 AND BEYOND...



## SCHOOLS

In 2026, we launch our biggest ever primary school project involving 6 x John Masefield feeder primary schools, culminating in a big "poetry picnic" and performance of the pupils' work on the first day of the festival.

## COMMUNITY

In 2026, we will be hosting regular monthly and bi-monthly events across venues in Ledbury. In Autumn 2026, we will be launching a regular series of free Games Nights in local venues, to combat rural isolation.

## LEDBURY TAPESTRY

In anticipation of our 30<sup>th</sup> anniversary (2027), in summer 2026 we will launch a **year-long project working with hundreds of members of the community to weave a Ledbury Tapestry**, which we plan to exhibit and potentially tour around the country. This project will bring different groups together from across Ledbury, from young people and local artists to refugees and older members of the community.



“The best words to describe Ledbury Poetry Festival are warm, caring, brilliant and family...the town too seemed to swell and embrace readers and festival goers alike.”

## **CONTACT**

To discuss anything in this report, please contact:  
[anna.wood@ledburypoetry.org.uk](mailto:anna.wood@ledburypoetry.org.uk)





<b>FULL COUNCIL</b>	<b>19 FEBRUARY 2026</b>	<b>AGENDA ITEM: 22</b>
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Report prepared by Emma Clowsley – Masefield Matters Project coordinator

## **MASEFIELD MATTERS – REQUEST TO RELEASE FUNDS FOR MIDNIGHT FOLK ACTIVITIES**

### **Purpose of Report**

The purpose of this report is to provide a breakdown of costs for the Midnight Folk inspired dance workshops as part of the Masefield Matters project, and the reasoning for requesting the amount of £5,290 to be released from the allocated NLHF budget.

### **Background**

These activities form part of one of the proposed 6 big “projects’ within the overall project, submitted to the NLHF. These activities are aimed at students aged xx to x who are part of the HAF programme in Herefordshire. The activities include a session with Herefordshire Wildlife Trust to explore the animals in the Midnight Folk, and 5 days of dance workshops with 2Faced Dance followed by a small performance for parents/carers and friends.

The 6 big projects aim to engage 295 people in total, with an overall reach of approx. 2000 for all activities through the course of the familiarisation phase including events like Community Day where attendance figures are estimates.

### **Detailed Information**

Original activity details (as detailed in the NLHF Approved Purposes Document):

Amount allocated to this project is £5,290

Activity description: The Midnight Folk, session introducing local wildlife - otter, fox, bat and owl - followed by a creative response exploring movement through dance. 6 sessions (days) of activity.

Participants: 50 children/young people per session in receipt of school meals attending the holiday activity and food (HAF) programme at Ledbury Rugby Football Club.

### **Objectives of activity:**

This is an opportunity for students to:

1. Explore the animals in the children’s book “The Midnight Folk”.
2. Explore movement through dance and learn a dance inspired by the animals in the Midnight Folk.

Participants will learn a dance and have the opportunity to perform in front of friends and family. They will also be provided with a copy of “The Midnight Folk” to read.

The event will engage participants who might otherwise be difficult to reach and/or are unlikely to have been able to take part in this type of activity, through their attendance at the HAF programme.

### **Outline of agreed activity**

This Easter, children aged 6 to 13 are invited to dive into “**The Midnight Folk**”, John Masefield’s spellbinding tale of moonlit quests and hidden treasure, reimaged through dance and theatre. Over an energising week, young performers will creep, climb, tumble and dream their way through a story where imagination is the map and courage the key.

Through playful movement, character-making, storytelling and ensemble games, children will explore the Midnight Folk and its nocturnal world. Expect secret passages made of bodies, ships conjured from jumps and turns, and scenes stitched together with rhythm, voice and daring ideas. No prior experience needed, just curiosity and a willingness to explore.

### **What to expect**

- A joyful mix of dance and theatre inspired by a classic adventure story
- Creative workshops led by professional artists
- Space to build confidence, collaboration and imagination
- A sharing at the end of the week where families glimpse the magic created

### **Allocated amounts in NLHF approved purposes document**

Hereford Wildlife Trust	£400
2FD x2 staff @ 5 days ea at £334pd inc travel plus prep time £100	£3440
Materials	£400
Filmmaker x 3 days @£350 pd inc travel	£1,050

**Total = £5,290**

### **Recommendation**

That Members approve the release of allocated funds from within the NLHF funding to the sum of £5,290 to allow the above activities to take place.

<b>FULL COUNCIL</b>	<b>19 FEBRUARY 2026</b>	<b>AGENDA ITEM: 23</b>
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Report prepared by Sophie Rudd – Administrative Assistant to the Town Clerk

## **PLANNING CONSULTATIONS**

### **Purpose of Report**

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

### **Detailed Information**

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

		<b>Deadline for comments/ determination</b>	<b>Application details</b>
1.	<a href="#">253537</a>	Deadline date for comments <b>19/02/2026</b> Target determination date <b>19/03/2025</b>	Repairs to damaged chimney stack. <b>- 25 High Street, Ledbury, Herefordshire, HR8 1DS LISTED BUILDING CONSENT</b>
2.	<a href="#">253580</a>	Deadline date for comments <b>05/02/2026</b> Target determination date <b>27/02/2026</b>	Part change of use and conversion of detached double garage from residential (Use Class C3) to commercial (Use Class E(c)(ii)) <b>- 4 Progress Close Ledbury Herefordshire HR8 2QZ</b>
3.	<a href="#">260302</a>	Deadline date for comments <b>09/03/2026</b> Target determination date <b>02/04/2026</b>	Removal of dead laburnum. Removal of all dead and dying conifers & acacia trees behind/beside garages and overhanging neighbouring properties. All brash chipped and removed. All wood to be cut into manageable pieces and stacked. - <b>The Cedars Horse Lane Orchard Ledbury Herefordshire HR8 1PP</b>
4.	<a href="#">253088</a>	Deadline date for comments <b>09/03/2026</b> Target determination date <b>02/04/2026</b>	Replacement of existing plant with new, removal of existing cold room and alterations to 2 no. openings to the rear, proposed laundrette and parcel lockers to front, and general redecoration to store – <b>Co-op Supermarket, New Street, Ledbury, Herefordshire, HR8 2EZ.</b>

## **Recommendation**

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

Planning Decisions Log

Planning App	Details	Case Officer	LTC's Recommendation	HFDS Decision
<b>LTC MEETING 9 JANUARY 2025</b>				
<a href="#"><u>242956</u></a>	Proposed damp proofing to be applied to masonry walls with internal finish being re-applied in a like for like manner – <b>82 The Homend, Ledbury, Herefordshire, HR8 1BX (LISTED BUILDING CONSENT)</b>	<b>AM</b>	No objection	<b>No decision</b>
<b>LTC MEETING 3 JULY 2025</b>				
<a href="#"><u>251261</u></a>	Erection of a two dwellings, repairs to boundary walls and associated soft and hard landscape <b>17-19 The Homend Ledbury Herefordshire HR8 1BN</b>	<b>AM</b>	Deferred due to concerns in respect of access issues in the event of a fire.	<b>Refused</b>
<b>LTC MEETING 11 SEPTEMBER 2025</b>				
<a href="#"><u>250622</u></a>	Proposed erection of 5 dwellings, new vehicle and pedestrian access, landscaping and associated works – <b>Land at Ledbury Road, Wellington Heath, Ledbury, Herefordshire, HR8 1NB</b>	<b>AM</b>	That Ledbury Town Council echo the Wellington Heath Parish Council with regards to layout, pedestrian safety, and the delivery of an offroad footpath, noting that it is a fast road with a blind bend.	<b>No decision</b>
<b>LTC MEETING 30 OCTOBER 2025</b>				
<a href="#"><u>252920</u></a>	Application to remove a S106 planning obligation at Flights Orchard, typing all land owned by the applicant to the dwelling - <b>Flights Orchard, Flights Farm Ledbury Herefordshire HR8 2JN</b>	<b>YC</b>	No Objection	<b>No decision</b>

<a href="#"><u>252286</u></a>	Application of reserved matters relating to layout, scale, appearance and landscaping pursuant to Outline permission 171532 APP/W1850/W/20/3244410 (Site for a mixed use development including the erection of up to 625 new homes (including affordable housing), up to 2.9 hectares of B1 employment land, a canal corridor, public open space (including a linear park), access, drainage and ground modelling works and other associated works. The proposal is for outline planning permission with all matters reserved for future consideration with the exception of access) for 43 dwellings with associated parking, garages, highway and drainage infrastructure (Phase 2A) – <b>Land North of Viaduct adjoining Orchard Business Park, Ledbury, Herefordshire</b>	<b>CS</b>	Lengthy Response Prepared	<b>No decision</b>
<b>LTC MEETING 4 DECEMBER 2025</b>				
<a href="#"><u>250622</u></a>	Proposed erection of 5 dwellings, new vehicle and pedestrian access, landscaping and associated works – <b>Land at Ledbury Road, Wellington Heath, Ledbury, Herefordshire, HR8 1NB</b>	<b>AM</b>	Objection - in support of the grounds for objection provided by Wellington Heath Parish Council.	<b>No decision</b>
<b>LTC MEETING 8 JANUARY 2026</b>				
<a href="#"><u>253317</u></a>	Part change of use from a mixed residential and retail use, to residential use. - <b>123 The Homend Ledbury Herefordshire HR8 1BP - LISTED BUILDING CONSENT</b>	<b>AM</b>	No objection	<b>No decision</b>
<a href="#"><u>253316</u></a>	Part change of use from a mixed residential and retail use, to residential use. - <b>123 The Homend Ledbury Herefordshire HR8 1BP</b>	<b>AM</b>	No objection	<b>No decision</b>
<a href="#"><u>253151</u></a>	Installation of fibre optic cable and junction box - <b>16-18 Bye Street Ledbury Herefordshire HR8 2AA - LISTED BUILDING CONSENT</b>	<b>KR</b>	Further information requested	<b>Approved with conditions</b>
<a href="#"><u>253280</u></a>	Replacement of small extension with a larger single storey extension. Small utility room to be added at front of garage and roof lights to be added to sloping roof. - <b>10 Oakland Drive, Ledbury, Herefordshire, HR8 2ER</b>	<b>KR</b>	No objection	<b>Approved with conditions</b>

<a href="#"><u>253088</u></a>	Replacement of existing plant with new, removal of existing cold room and alterations to 2 no. openings to the rear, proposed laundrette and parcel lockers to front, and general redecoration to store – <b>Co-op Supermarket, New Street, Ledbury, Herefordshire, HR8 2EZ</b>	<b>KR</b>	No objection	<b>No decision</b>
<a href="#"><u>253480</u></a>	Refurbishment of existing building – <b>233 The Homend, Ledbury, Herefordshire, HR2 1BS – LISTED BUILDING CONSENT</b>	<b>KR</b>	No objection	<b>No decision</b>
<b>29 FEBRUARY 2026</b>				
<a href="#"><u>251528</u></a>	Proposed replacement of 16 windows to purpose built double glazed casement hard wood windows, painted white plus sandblasted glass to the right of the front door. - <b>54 The Homend Ledbury Herefordshire HR8 1BT</b>	<b>KR</b>	No objection	<b>No decision</b>
<b>LISTED BUILDING CONSENT</b>				
<a href="#"><u>253580</u></a>	Part change of use and conversion of detached double garage from residential (Use Class C3) to commercial (Use Class E(c)(ii)) - <b>4 Progress Close Ledbury Herefordshire HR8 2QZ</b>	<b>AM</b>	Objection on the grounds of noise nuisance, parking and traffic management issues related to a commercial premises being located in a residential area and noting plans to change the layout of this road in the future, which is likely to contribute to the traffic management issues.	<b>No decision</b>
<a href="#"><u>253554</u></a>	Erection of single storey extension to existing utility room. - <b>Badgers Holt, Upperfields, Ledbury, Herefordshire, HR8 1LE</b>	<b>KR</b>	No objection	<b>No decision</b>
<a href="#"><u>250939</u></a>	Proposed clearance of the site and erection of a shop with associated vehicular access and parking. - <b>Land to the West of 1 New Mills Hereford Road Ledbury Herefordshire</b>	<b>AM</b>	The Clerk be instructed to ask for an extension for provision of comments.	<b>No decision</b>

<a href="#"><u>253151</u></a>	Installation of fibre optic cable and junction box - <b>16-18 Bye Street Ledbury Herefordshire HR8 2AA</b>	<b>KR</b>	No objection	<b>Approved with conditions</b>

TalkCommunityEnquiries  
Cllr Justine Peberdy

Via Email

Dear Sir/Madam

An application has been received on 28/01/2026 for a **Grant** of a premises licence at:

**Home Bargains, New Mills Industrial Estate, Ledbury, HR8 2SR**

Proposed Designated Premises Supervisor (DPS): **Gary Egerton**  
Licensable Activities and Timings:

**Sale of alcohol for consumption off the premises  
07:00 – 23:00**

Consultation dates are as follows: Begins **29/01/2026** and ends **25/02/2026**

Any representation should address one of the four licensing objectives:

- Prevention Crime & Disorder
- Public Safety
- Prevention of Public Nuisance
- Protection of Children from Harm

A copy of the application can be found at the below website within 24hrs (working days only) of the date on this memo.

<https://www.herefordshire.gov.uk/business-1/current-licensing-applications>

Details on how to make a representation can be found at the below website address

<https://www.herefordshire.gov.uk/business-1/current-licensing-applications/2>

Any representations need to have name/address and contact details and should be emailed to [licensing@herefordshire.gov.uk](mailto:licensing@herefordshire.gov.uk) no later than **26/02/2026** addressing the four licensing objectives above.

Yours faithfully

**Licensing Team  
Environmental Health & Trading Standards**



## MEMORANDUM

To : **Cllr Harvey, Cllr Peberdy, Cllr Simmons, Sarah Buffrey, Ruth Jackson, Bruce Evans, Jonathan Chedgzoy, Waste Management, Town Council**

From : **Yvonne Coleman**

Tel : **01432 383083** My Ref : **192482**

Date : **29 January 2026** Your Ref :

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**SITE:** **LAND SOUTH OF LEADON WAY, LEDBURY, HEREFORDSHIRE**

**DESCRIPTION:** **OUTLINE PLANNING PERMISSION WITH ALL MATTERS RESERVED (SAVE ACCESS) FOR THE ERECTION OF UP TO 140 RESIDENTIAL DWELLINGS (USE CLASS C3) WITH ASSOCIATED PARKING, ACCESS ROADS, PUBLIC OPEN SPACE, LANDSCAPING, SUSTAINABLE URBAN DRAINAGE, AND ASSOCIATED WORKS.**

**PLANNING APPLICATION NO:** **192482**

The following payments have been received with regards to the above development and paid into the following accounts:

<b>Payment towards</b>	<b>Payment amount received</b>	<b>Payment held in account number</b>
Education - means enhanced educational infrastructure at Ledbury Primary School and John Masefield High School	£638,494.81	B99999 B03304 FIN2440 GT05
Health Care - to provide infrastructure at Hereford Hospital	£109,257.90	B99999 B03302 FIN2440 GT12
Library - enhanced library facilities in Ledbury	£19,974.95	B99999 B03303 FIN2440 GT07
Primary Care - towards the provision of primary medical care facilities in support of Ledbury Market Surgery and St Katherines Surgery	£62,035.54	B99999 B03302 FIN2440 GT11
Recycling - means one waste collection bin and one recycling collection bin to be provided for each dwelling	£13,111.38	B99999 B03303 FIN2440 GT01/GT02
Sports Facilities - means outdoor sports facilities as identified in the Council's Playing Pitch Assessment 2012 and Outdoor Sports Investment Plan 2016	£61,951.26	B99999 B03302 FIN2440 GT04
Transport/Highways - means any or all of the following facilities as identified in the Ledbury Transport Study 2019: Positive interventions to	£306,101.49	B99999 B03302 FIN2440 GT06

<p>improve safety, such as new speed limits, reinforcing existing provisions and other speed reduction measure such as traffic calming; pedestrian infrastructure improvements between the site and the local schools, local employment sites and the town centre; cycling infrastructure improvements between the site and the local schools, local employment sites and the town centre; bus infrastructure improvements</p>		
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Payment has been received in full for all S106 contributions. Monies to be spent within 10 years (9/1/2036) from the date payment received.

YVONNE COLEMAN  
**PLANNING OBLIGATIONS MANAGER**

<b>FULL COUNCIL</b>	<b>19 FEBRUARY 2026</b>	<b>AGENDA ITEM: 27</b>
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Report prepared by Angela Price – Town Clerk

## **FOREST OF DEAN REVISED DRAFT LOCAL PLAN 2025/2045**

### **Purpose of Report**

The purpose of this report is to advise Members of correspondence received in respect of the Forest of Dean Revised Draft Local Plan 2025/2045.

### **Detailed Information**

Attached is correspondence received in respect of the Forest of Dean Revised Draft Local Plan 2025/2045, which gives details of dates when public exhibitions are being held.

Ledbury Town Council are being asked to make comment on the plan no later than 18 March 2026.

The draft plan can be viewed at <https://fdean-consult.objective.co.uk/kse/>

Members are aware that a Planning Working Group meeting has been arranged for 6.00 pm on Wednesday, 25 February to discuss this consultation and draft a response for consideration by Council at its next meeting (12 March 2026).

### **Recommendation**

That Members receive and note the attached information, noting that a Planning Working Group meeting has been scheduled for 6.00 pm on Wednesday, 24 February.

Dear Clerk,

## **Forest of Dean District Council – Revised Draft Local Plan 2025-2045**

### **Regulation 18 Consultation**

This is notice of a Local Plan, Regulation 18 Consultation. The document was approved for consultation at Full Council on 22<sup>nd</sup> January 2026.

A local plan is central to the planning system. When adopted they have statutory policy weight. It guides development in the public interest. The Local Plan provides a vision and a strategic policy framework as to where and how development occurs over the next 15-20 yrs. It includes housing, jobs, retail, community facilities, transport, utilities and areas of environmental protection.

This is your opportunity to comment and influence the Local Plan content and what could happen in your Parish or Town over the next 20 years. The Council would now like to hear from anyone who has any views about the Revised Draft Local Plan. The consultation period runs from **Wednesday 4<sup>th</sup> February 2026 to Wednesday 18<sup>th</sup> March 2026**. Should the Parish/Town Council have any difficulty meeting the consultation period deadline, please contact the Local Plans Team to discuss. Further information is available at <https://fdean-consult.objective.co.uk/kse/>

We would welcome the submission of potential alternative sites alongside the Local Plan consultation. Further information is available at <https://www.fdean.gov.uk/planning-and-building/planning-policy/strategic-housing-land-availability-assessment/> or email [localplans@fdean.gov.uk](mailto:localplans@fdean.gov.uk).

The Local Plan Team will be available for online or in person meetings with your Town/Parish Council at the District Council Offices. An hour session with each parish or town council will be bookable on request by contacting [localplans@fdean.gov.uk](mailto:localplans@fdean.gov.uk). Dates will follow shortly.

Public exhibitions have been arranged to discuss the policies and the proposals with our Local Plan team.

Wednesday 11 February 2026 - (2:00pm – 5:00pm)  
Corse and Staunton Village Hall, Gloucester Road, Corse, GL19 3RQ

Tuesday 17 February 2026 - (3:30pm – 6:30pm)  
Lydney Community Centre, Naas Lane, Lydney, GL15 5AT.

Wednesday 18 February 2026 - (3:30pm - 6:30pm)  
Cinderford Town Council Offices, Belle Vue Road, Cinderford, GL14 2AA

Monday 23 February 2026 - (3:00pm – 6:00pm)  
Newent Community Pavilion, Recreation Ground, Watery Lane, Newent GL18 1QA

Wednesday, 25 February 2026 - (3:00pm – 6:00pm)  
Sedbury and Beachley Village Hall, King Alfreds Road, Sedbury, NP16 7AG

Saturday 28 February 2026 - (9:00am - 12noon)  
Huntley Village Hall, North Road, Huntley, GL19 3DU

Monday 2 March 2026 – (3.30 pm – 6.30 pm)  
Redmarley Village Hall. The Causeway, Redmarley, GL19 3HS.

Wednesday, 4 March 2026 - (3:00pm – 6:00pm)  
Coleford District Council Offices, High Street, Coleford, Glos, GL16 8HG

**Comments must be received no later than 18<sup>th</sup> March 2026. Representations must be made in one of the following formats.**

Online <https://fdean-consult.objective.co.uk/kse/>

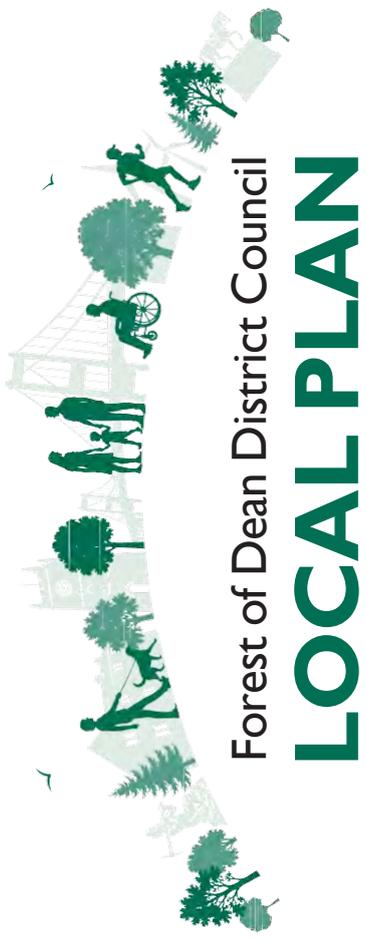
E-mail: [localplans@fdean.gov.uk](mailto:localplans@fdean.gov.uk);

In writing: Local Plan Team, Forest of Dean District Council, Council Offices, High Street, Coleford, Gloucestershire, GL16 8HG.

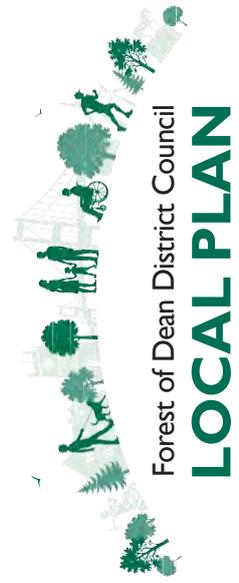
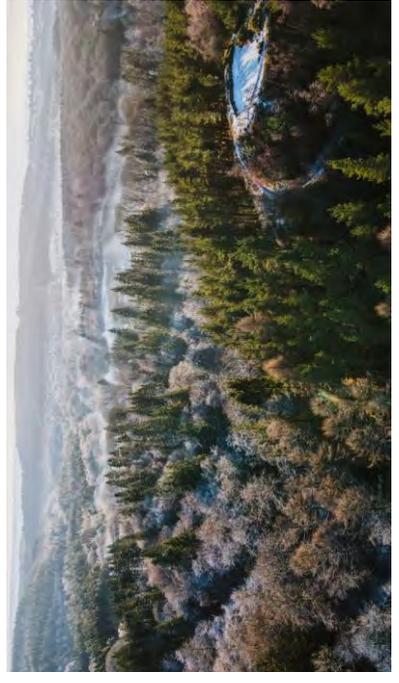
We very much look forward to your town/parish council's involvement in setting the planning policy framework for your Parish or Town.

Yours faithfully

Local Plans Team



Forest of Dean District Revised Draft Local Plan  
Regulation 18 Consultation Version  
2025-2045



[www.fdean.gov.uk/localplan](http://www.fdean.gov.uk/localplan)



Forest of Dean  
— DISTRICT COUNCIL —

**for a Fairer Greener Forest**

Forest of Dean District Council  
High Street, Coleford GL16 8HG

Tel: 01594 810000

Email: [localplans@fdean.gov.uk](mailto:localplans@fdean.gov.uk)

[www.fdean.gov.uk/localplan](http://www.fdean.gov.uk/localplan)





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**Leadon House Hotel, Ross Road, Ledbury, HR8 2LP**

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**From** Simon Rowles <simon@greenawayplanning.co.uk>

**Date** Thu 2026-01-22 08:44

**To** LTC Clerk <clerk@ledburytowncouncil.gov.uk>

**Cc** James Mallick <james@fruitfuljobs.com>

 1 attachment (162 KB)

1-12500 location plan.pdf;

You don't often get email from simon@greenawayplanning.co.uk. [Learn why this is important](#)

Dear Cllrs,

I am emailing to make you aware of our intention to submit a planning application for change of use of a well-known hotel on the outskirts of Ledbury to provide accommodation for up to 32 agricultural workers. We are interested to know if you have any initial comments or queries.

The application will relate to Leadon House Hotel, which is located to the west of Ledbury on the Ross Road (A449). The hotel, which had capacity for 24 hotel guests, closed in March 2025. It was listed for sale at auction with no interest.

We have received pre-application advice from Herefordshire Council and are in the process of pulling appropriate details together to submit a formal application. This will be made on behalf of Fruitful Jobs Ltd, who are a labour supply company that built its business in the soft fruit manual harvest sector. The company recruit workers for clients and offer a 24-hour service. The business originally started in the soft fruit sector but now supply workers across multiple sectors including agriculture, food processing, poultry, meat and viticulture. Please see a link below to the company website.

[Horticulture jobs UK | Fruitful Jobs Herefordshire](#)

I hope you will appreciate the benefits of the application to Herefordshire's rural economy, notably the support it will provide to the growth of a Herefordshire business, as well as benefits in terms of the standard of living for workers. In that respect, the proposal will provide an alternative to seasonal caravan accommodation, which is the prevailing approach to housing agricultural workers.

I would stress that the accommodation would be restricted to this specific purpose, should planning permission be granted, and not available for more general use as a House in Multiple Occupation. We are drafting a management plan for submission alongside the application, including details of a warden and other responsible persons, such as a fire safety officer. We also plan to provide details of parking availability, cycle storage and a minibus service that will be provided to get workers to and from their place of work.

We would be grateful to understand if you have any preliminary feedback? I have copied our client into this email, and if you have any questions, please do not hesitate to contact us.

I will also be contacting Cllr Simmons, the Ward Councillor for Ledbury South, to enquire if she has any initial comments.

Kind regards,

Simon Rowles MRTPI  
Consultant Town Planner  
Greenaway Planning Ltd

Tel. 07944 899983



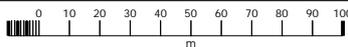
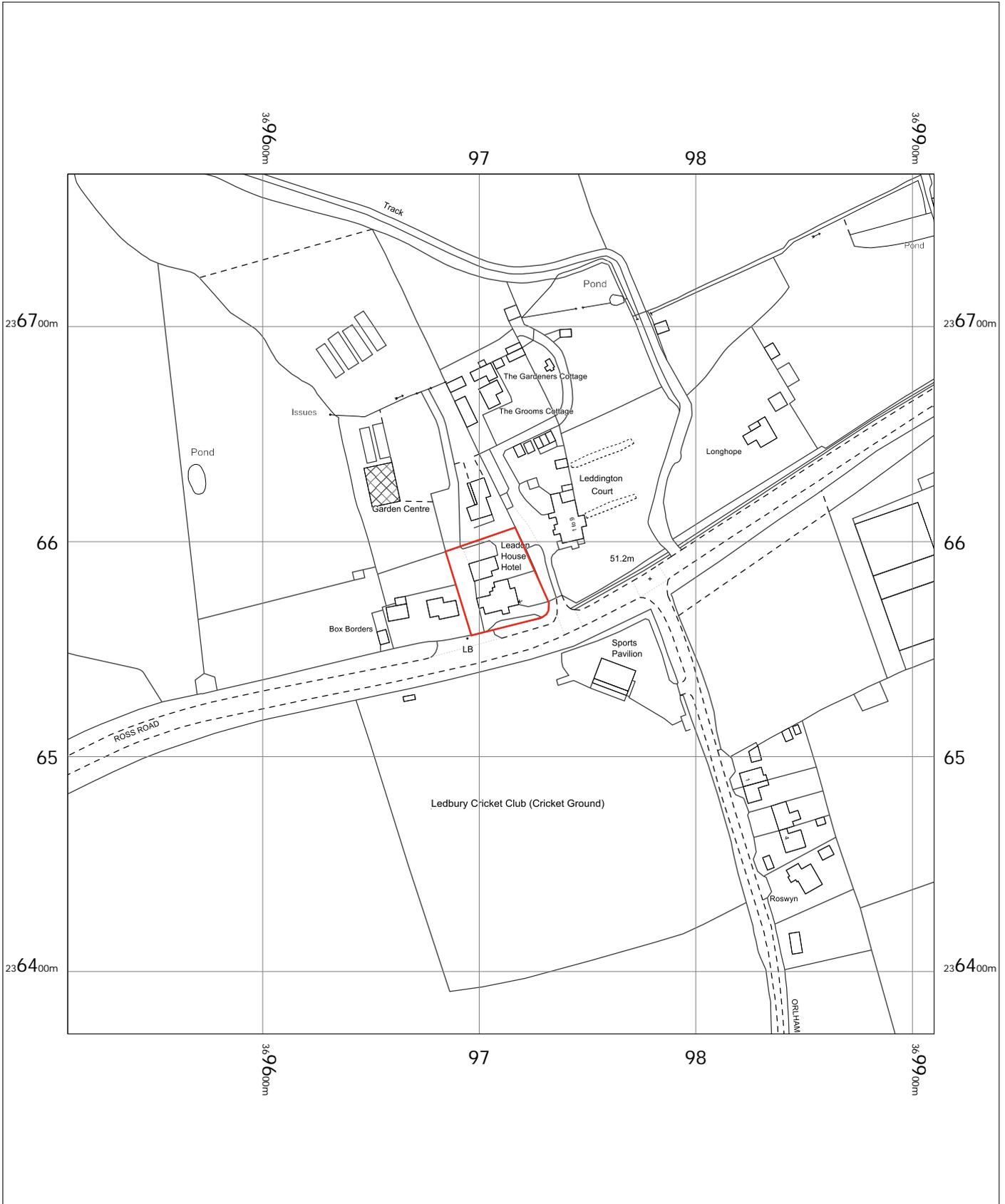
Greenaway Planning Ltd, PO Box 937, Worcester, WR4 4GS  
[www.greenawayplanning.co.uk](http://www.greenawayplanning.co.uk)

If you are not the intended recipient please delete this email and contact the sender.

This email is not intended to be contractually binding.

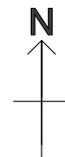
We do not accept responsibility for the consequences of passing on any virus.

# Leadon House Hotel, Ross Road, Ledbury, HR8 2LP



Leadon House Hotel,  
 Ross Road,  
 Ledbury,  
 Herefordshire,  
 HR8 2LP

OS MasterMap 1250/2500/10000 scale  
 Wednesday, October 22, 2025, ID: MPMUP-01246929  
[www.themapshop.co.uk](http://www.themapshop.co.uk)  
 1:2500 scale print at A4, Centre: 369710 E, 236571 N  
 ©Crown Copyright Ordnance Survey. Licence no.  
 100019311



**The Map Shop**  
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 FAX: 01684 594559  
[themapshop@btinternet.com](mailto:themapshop@btinternet.com)



<b>FULL COUNCIL</b>	<b>19 FEBRUARY 2026</b>	<b>AGENDA ITEM: 29</b>
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Report prepared by Olivia Trueman – Community Engagement Officer

## **DRAFT PROJECTS AND EVENTS PLAN 2026-2027**

### **Purpose of Report**

Members requested that the Community Engagement Officer prepare a draft events budget for the 2026/27 financial year. The budget has been based on events delivered in previous years, alongside suggestions for additional activities that could benefit the town.

### **Detailed Information**

The attached draft budget and summary set out the events that Ledbury Town Council organises annually, together with some smaller activities proposed throughout the year. The intention is to maintain a varied events programme while ensuring it remains manageable within existing staff capacity and budget provision.

In addition to larger established events, the draft includes activities during school half terms. These provide opportunities for the Town Council to work with local community groups to deliver family-focused events, for example under the Market House and within the town centre. Partnership working of this kind can help share costs, make use of local skills, and encourage greater community involvement.

### **Event Programme**

The draft budget includes a mixture of established events and partnership opportunities, such as:

- **Community Day/Great Big Green Week** – A joint event held on the Recreation Ground, with funding proposed to support delivery by Ledbury Community Hub alongside the Town Council.
- **Ledbury Celebration** – A food and crafts event linked to the Poetry Festival, requiring officer coordination, trader liaison, and the necessary permissions.
- **Ledbury Carnival** – Continued Town Council attendance through a community engagement stall, providing activities and promoting council services.
- **Heritage Open Days** – Working with local heritage organisations to support a programme of tours and activities, alongside targeted promotion.
- **Half-Term Activities** – Small-scale events aimed at families, which could include themed craft sessions or workshops delivered with community partners.
- **Christmas Light Switch on** – Working with local traders to host a Christmas market and pride a day/evening of free family entertainment in the lead up to the Lights switch on

- **Ledbury World Bookfest 27** – Work with local businesses, community and schools to hold events in and around the town, with a strong theme of reading and literature.

### **Officer Capacity**

The draft recognises the officer time required to plan and deliver events. Preparation levels vary depending on the size of the event, and adequate staffing is necessary to support safe delivery on the day. These commitments must be balanced with existing workloads.

Officers will also continue to explore external grants and funding opportunities to support the delivery and development of future events. Officers have recently submitted grant applications and are currently awaiting responses, particularly in relation to potential funding for the Ledbury World Book Festival 2027.

### **Financial Implications**

Members will note that the total on the summary page is £13,368; however, this is divided between two budget headings- Climate Change and Events. It is proposed that £2,000 be allocated from the Climate Change budget and £11,368 from the Events budget. As the total Events budget for 2026/27 is £13,000, this would leave a remaining balance of £1,632. This draft budget does not account for civic events or commemorative occasions, such as Remembrance Day, and the remaining funds could therefore act as a contingency or contribute towards these established commitments which are generally funded from Civic and Mayors Events budget lines

### **Environmental Considerations**

Environmental impacts have been considered in the development of the events programme. Where possible, events will be planned to minimise waste, encourage recycling, and reduce single-use plastics. Officers will continue to promote sustainable practices with event partners, suppliers, and traders,

### **Recommendation**

That Members of Full Council consider and approve the proposed events budget of **£13,368** for the 2026–2027 financial year to support the delivery of the Council's events programme.

Ledbury Town Council Events programme and proposed budget plan 2025/26

**Summer Half term**

Date 25-27 May 26

Run time (hrs) 3

Description A small, family-friendly half-term event under the Market House with Midsummer-themed crafts celebrating our twinning with Strömstad.

Details	Deadline	Resources	Venues	Proposed Budget	Cost Centre	Budget Heading	Nominal Code	Staff resource - planning	Staff Resource - Execution (Hrs)	Extra Information and links
a small-scale, family-friendly event under the Market House during half term (Monday 25th – Friday 29th May), on one selected day, where children can take part in craft activities inspired by the Midsummer festival. This event would celebrate our twinning with Strömstad and provide an engaging, educational opportunity for local families to learn about Swedish traditions while enjoying creative hands-on activities.		LTC Staff	Under the Market House	£350.00	127	Events	4607	5 days		Possible partnership with the Ledbury-Strömstad Twinning Association.
				<b>£350.00</b>						

**Community Day and Great Big Green Week**

Date 06-Jun-26

Run time (hrs) 7

Description A celebration of community groups in Ledbury, with Ledbury Town Council hosting activities on the Recreation Ground in collaboration with the Masefield Matters Project Team.

Details	Deadline	Resources	Venues	Proposed Budget	Cost Centre	Budget Heading	Nominal Code	Staff resource - planning	Staff Resource - Execution (Hrs)	Extra Information and links
Working in partnership with Ledbury Community Day and Ledbury Community Hub to deliver a family-friendly event on the Recreation Ground, bringing local residents together through creative activities and celebrating community, sustainability and Green Week.		Ledbury Community Hub, Ledbury Community Day and Ledbury Town Council	Recreation Ground	£2,000.00	127	Climate Change working party	4595	5-10 days	45	It is proposed that the Town Council allocate £2,000 to Ledbury Community Hub to manage and deliver the event. While the event will be delivered in partnership, Ledbury Community Hub will take primary responsibility for planning, coordination and delivery.
				<b>£2,000.00</b>						

**Ledbury Celebration**

Date 5th July 2026

Run time (hrs) 9

Description Food and Crafts festival in St Katherines car park on the last day of Ledbury Poetry Festival. Collaboration with Ledbury Food Group on managing the Market.

Details	Deadline	Resources	Venues	Proposed Budget	Cost Centre	Budget Heading	Nominal Code	Staff resource - planning	Staff Resource - Execution (Hrs)	Extra Information and links
Sourcing Traders, managing event on the day		LTC Staff	St Katherines Carpark and Square	n/a	n/a	n/a	n/a			
Music license			High Street	£167.71	127	Events	4607	5-10 days	63	
				<b>£167.71</b>						

**Ledbury Carnival**

Date Aug-26

Run time (hrs) 9

Description Ledbury Carnival is a family-friendly celebration that brings the community together with colourful parades, live music, street performances, creative workshops, food stalls, and fun activities for all ages

Details	Deadline	Resources	Venues	Proposed Budget	Cost Centre	Budget Heading	Nominal Code	Staff resource - planning	Staff Resource - Execution (Hrs)	Extra Information and links
Depending on the event theme, the Town Council will provide interactive activities at its stand to engage families, explain the Council's role and services, and highlight opportunities for residents to become councillors or participate in volunteering initiatives.		LTC Staff	Ledbury High Street	£150.00	127	Events	4607	5-10 days	63	
				<b>£150.00</b>						

**Heritage Open Day**

Date 21-Sep-26

Run time (hrs) 4-0

Description Collaborating with heritage groups in Ledbury to host a week-long series of events celebrating the nationwide Heritage Festival. This year's theme is Architecture

Details	Deadline	Resources	Venues	Proposed Budget	Cost Centre	Budget Heading	Nominal Code	Staff resource - planning	Staff Resource - Execution (Hrs)	Extra Information and links

Ledbury Town Council Events programme and proposed budget plan 2025/26

Collaborating with local heritage groups to open buildings for guided tours, with the hope of including some businesses to encourage footfall and increase activity in shops, rather than focusing solely on the free tours. Materials for window displays or trails sourced from professional printers	LTC Staff	127	Events	4607	5-10 days	24	Potential for external funding, separate from the Council's events budget.	
	Marketing including brochure and signage	£100.00						
	Woking with the Painted Room and local groups to host a evening of stories	£600.00 £550.00						
<b>Virtual app 'museum without walls'</b>	<b>EWP &amp; LTC Staff</b>						<b>£30,000.00</b>	
							<b>£1,250.00</b>	

**Autumn Half term**

Date 26-30 October

Run time (hrs) 3

Description A small, family-friendly half-term event under or in the Market House around Halloween and traditions

Details	Deadline	Resources	Venues	Proposed Budget	Cost Centre	Budget Heading	Nominal Code	Staff resource - planning	Staff Resource - Execution (Hrs)	Extra Information and links
A small-scale, family-friendly Halloween event under the Market House during half term (Monday 26th – Friday 30th October), held on one selected day, where children can take part in spooky-themed craft activities and creative workshops.  The event would provide an engaging and inclusive opportunity for local families to come together and celebrate Halloween, while encouraging creativity and imagination through hands-on activities. We would work in partnership with community groups in Ledbury to help deliver the event and strengthen local collaboration, making it a fun and welcoming experience for children and their families.		LTC Staff	Under the Market House	£350.00	127	Events	4607	5 days		Possible partnership with the Ledbury-Strömstad Twinning Association.
										<b>£350.00</b>

**Christmas Light Festival**

Date 22-Nov

Run time (hrs) 10

Description Work with Community Groups and businesses to hold a Christmas Light Festival/Light switch on.

Details	Deadline	Resources	Venues	Proposed Budget	Cost Centre	Budget Heading	Nominal Code	Staff resource - planning	Staff Resource - Execution (Hrs)	Extra Information and links
Music and entertainment will reflect the Christmas theme, featuring local artists wherever possible and delivered in collaboration with local community groups.  Marketing and printing with trade partners, posters, and signage to promote the event and engage the local community.  Advertising will include features in local newspapers and promotion across social media platforms to reach the wider community.  Logistics including road closure, venue hire and ambulance				£3,000.00 £700.00 £350.00 £650.00	127	Events	4607	15+days	80	
										<b>£4,700.00</b>

**Ledbury World Bookfest**

Date 6th March 2027

Run time (hrs) 10

Description Work with local businesses and community groups to hold events in and around the town, with a strong theme of reading and literature. To promote world book day and continue to build strong connections with the local schools. Funding available from the Macefield Matters Project

Details	Date	Resources	Venues	Proposed Budget	Cost Centre	Budget Heading	Nominal Code	Staff resource - planning	Staff Resource - Execution (Hrs)	Extra Information and links
As part of the event, author-led workshops will visit three primary schools beforehand to inspire students, raise awareness, and build excitement, with additional workshops delivered on the day of the event itself.  Community groups will be supported with funding to deliver themed activities throughout the day, with the Council proposing a contribution of £100 per group. Groups are encouraged to match this with volunteers, donations, or in-kind support to maximise activity impact				£1,300.00 £500.00	127	Events	4607	15 + days	80	
										Venue hire and logistics





## LEDBURY TOWN COUNCIL

### MINUTES OF A MEETING OF THE MASEFIELD MATTERS PROJECT BOARD HELD ON 27 JANUARY 2026

**PRESENT:** Philip Errington (PE), Amy Howard (AH), Tim Keyes (TK),  
Caroline Magnus (CM), Nick Morris (NM), Chris Noel (CN),  
Justine Peberdy (JP) (Chair), Christine Tustin (CT)

**ALSO PRESENT:** Emma Clowsley (EC) (Project Coordinator), Isabel Lewis (IL)  
(Project Assistant Intern), Angela Price (AP) (Town Clerk)

#### 42. APOLOGIES FOR ABSENCE

Apologies for absence were received from John Holmes.

#### 43. TO APPROVE AND SIGN THE NOTES OF THE MEETING OF THE MASEFIELD MATTERS BOARD HELD ON 9 DECEMBER 2025

AH noted she was not present at the meeting held on 9th December, though was marked as both attending and having given apologies.

#### RESOLVED:

**That the minutes of the Masefield Matters Board Meeting held on 9 December be approved and signed as a correct record subject to the amendment of the list of those present.**

CT asked about conversations JP had had with Stephen Furlonger regarding his work with the project. JP confirmed that Stephen Furlonger will not attend meetings, but he will happily assist CT and the Communications group.

#### 44. TO RECEIVE AND NOTE THE ACTION SHEET

TK asked what volunteers from the u3a could contribute to the project, noting they were highly engaged. JP suggested they researched apple and orchard themed Masefield works in preparation for working alongside the Big Apple Association, who have expressed interest in the project.

CM noted that the John Masefield Society (JMS) is now using online banking. They will now be able to share a list of donors with the rest of the Board. It was noted that this was important so Members know who has already donated, and so donations can be acknowledged.

JP suggested a meeting should be held between AP and Ian Wilson (JMS Treasurer) to discuss the transfer of funds from JMS to LTC.

CM noted that some donors would not like their details shared. AH recommended this was dealt with on a case-by-case basis based on their wishes. It was determined that the Board will not share names of donors outside of the group. AP recommended that a fundraising policy be adopted.

JP clarified that the current fundraising strategy is to approach individuals and the acknowledgement of donations should also be personalised. NM asked that individuals add the Masefield Matters and National Heritage Lottery Fund logos to their emails regarding MM events.

JP agreed to send a recording of the sea shanty to EC. She will continue sending it out to relevant organisations and will share the score so other Members can encourage participation.

JP shared that the Community Hub will contact the Board for copy for an interpretation board on Oatley's Meadow further in the process of this project.

JP noted that PE has been helpful in arranging Mark le Brocq concert programme, and that there was still input needed from the Communications subgroup in finishing this. A deadline of the end of February was agreed, and it was suggested that ideas should be raised as soon as possible via the Communications subgroup.

EC will circulate an expectation of patrons alongside the minutes, and this will be an agenda item on the next meeting.

It was agreed that merchandising be put on until later in the project. TK noted that promotional items, such as beer mats, might be useful in promotion of the consultation process. JP suggested that the Communications subgroup discuss when wider engagement campaign would be appropriate. EC noted that there is a promotional budget. JP noted that some of the promotional budget must be kept aside to promote the project over its whole course, and a strategy should be put in place.

JP suggested all board members feed their thoughts on risk through the risk team. TK asked that the risk register be made a standing item.

The Communications group is still to discuss updating the leaflet. PE suggested that leaflets are placed outside the JMS display in the library. EC suggested that leaflets be given to local traders as they can tell customers about the project.

TK noted that there are still individuals who have not been contacted from the launch list. CT said that she will contact people via talks and newsletters rather than individuals. AH suggested the project feature in the Ledbury Poetry newsletter. TK suggested Members arrange personal conversations with contacts, noting that there

are also non-monetary ways to support the project. CT sent item to send out in newsletters to TK. This will be shared further, including to the JMS.

**ACTIONS:**

- MM44 (1) AP to arrange a meeting between herself and Ian Wilson (Treasurer of JMS) to discuss the transfer of funds.**
- MM44 (2) A spreadsheet of the donations received to be shared with Board members.**
- MM44 (3) To develop a fundraising policy.**
- MM44 (4) JP to share a recording of the sea shanty.**
- MM44 (5) EC to provide costings for promotional beer mats to Communications group.**
- MM44 (6) Communications group to consider a longer-term communications strategy.**
- MM44 (7) IL to ask Pat Strauss about inclusion in the u3a newsletter.**
- MM44 (8) IL to recirculate the list of individuals to approach.**
- MM44 (9) TK to send CT newsletter item to JMS.**

**45. TO CONSIDER NOMINATION OF NEW BOARD MEMBER ALEXANDRA LYONS**

It was noted that Alexandra Lyons is no longer able to join the Board.

When seeking individuals to join the Board, JP recommended bearing in mind people who have skills not currently represented within the Board. NM suggested JH sending email to parents of the school asking if they would like to apply to become a Member. EC noted that the project has budget for recruitment. JP suggested that a gap in skills is people willing to assist with events, also noting that the skills required of the Board will change as the project progresses.

**ACTIONS:**

- MM45 (1) JP to contact JH to ask if he is willing to advertise Board Member role in school newsletter.**
- MM45 (2) IL to post advertisement for Board Members to website and social media specifying skills required.**
- MM45 (3) IL to ask Board Members to share their skillset.**

**46. TO RECEIVE AND NOTE THE PROJECT TIMELINE**

EC noted that some upcoming activities would benefit from assistance from Board Members.

AH recommended that the project be featured in the Ledbury Poetry programme, and that this should be considered by the Communications team.

**ACTIONS:**

**MM46            The Communications Team to consider Masefield Matters within the Ledbury Poetry programme.**

**47. PROJECT PROGRESS REPORT**

EC updated Members on progress on the Midnight Folk and Daffodil Field Activities. The Midnight Folk activity will take place between 6-10 April. She noted that the venue, initially to be provided as support in kind, now must be paid for. As the venue but was not budgeted for, this was taken from the contingency budget. EC also noted that she had met with the creative practitioner delivering the Daffodil Fields events and had begun contacting participating groups.

**48. TO CONSIDER POST CONSULTATION PHASE ACTIVITIES, INCLUDING THE EXHIBITION TO SHARE IDEAS AND SPECIAL VIEWING FOR LOTTERY PLAYERS**

EC noted that thought needs to be given to events later in the year as they will require planning and invitations to be sent out well in advance. JP suggested that she and EC have initial talks to outline the events, then sharing the framework with the rest of the Board.

**ACTION:**

**MM48            JP and EC to meet to discuss the exhibition and special viewing for Lottery players.**

**49. TO RECEIVE AND NOTE SUBGROUP UPDATES:**

**49.1. FUNDRAISING**

TK stressed that the fundraising pack needs to be produced urgently. NM asked that the slogan 'Masefield's Coming Home' be included within the branding. This slogan will be considered by the Communications subgroup. JP suggested that the donor pack needs to be produced more quickly than the slogan can be agreed. TK suggested that the pack needs to be suitable to be distributed to both individuals and businesses. EC noted there was no budget for it to be produced. A discussion on how it would be funded was had. It was agreed that the contents of the pack will be designed and printed in house.

TK suggested that the Pauntley Court event may be postponed due to limited capacity. TK also asked that individuals assist with the Masefield Marathon to read. AH noted that poets at the festival may be willing to take part.

It was noted that applications had been made to a number of trusts, with no decisions yet received.

TK suggested the Communications subgroup arrange meetings to alternate with those of the Fundraising group.

**ACTIONS:**

**MM49.1 IL to pass on research on cost of producing the presentation folder to NM.**

**49.2. COMMUNICATIONS**

CT updated the Board on the previous meeting, noting JP's presence was helpful and that they discussed each of the upcoming events. It was noted that all subcommittee meeting notes are to be circulated to all Board Members and will be attached to the agenda pack.

**ACTION:**

**MM49.2 IL to share the most recent set of minutes of the Communications Subgroup.**

**49.3. RISK**

AP noted that the Risk group would meet before the next Board meeting.

**50. DATE OF NEXT TWO MEETINGS**

Tuesday 24<sup>th</sup> March at 11am in the Committee Room.

Tuesday 19<sup>th</sup> May at 2pm in the Committee Room.

The meeting ended at 13.03.

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