



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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27 August 2026

To: All Councillors

Dear Councillor

You are **summoned** to attend a meeting of **LEDBURY TOWN COUNCIL**, to be held on **Thursday, 3 September 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 7252)
5. **To approve and sign as a correct record the minutes of an extraordinary meeting of Council held on 6 August 2026 and an ordinary meeting of Council held on 6 August 2026** (Pages 7254 - 7273)
6. **To receive and note the Action sheet** (Pages 7274 - 7279)
7. **To receive Chairman's Communications**
8. **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."

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

None received.

FINANCE, POLICY & GENERAL PURPOSES

10. **To receive and note Budget Monitoring Report for month 4**
(Pages 7280 - 7303)
 - i. Receipts and Payments 1 to 31 July 2026
 - ii. Balance sheet and Trial Balance – Month 4
 - iii. Budget Monitoring Reports 1 April to 31 July 2026
11. **To confirm verification of bank statements and reconciliations for July 2026**
12. **To approve Invoices for Payment** (To follow)
13. **To receive and note the outcome of the Annual Governance Annual Review** (Pages 7304 - 7312)

14. **Grants** (Pages 7313 - 7349)
- i. To give approve Draft Grants Policy and Application Form
 - ii. To give consideration to Grant Funding Applications Received
15. **Request from Masefield Matters for the release of the funds to be paid to the three designers chosen to go forward to the next stage of the development of the Masefield Memorial**
(Pages 7350 – 7351)

GOVERNANCE

16. **To receive any updates in respect of Code of Conduct Matters**
(Standing Item)
17. **To formally receive notice of resignation from former Councillor Browning**
(Page 7352)
18. **Notice of Election** (Pages 7354 - 7356)
19. **Notice of meeting with Leader and Chief executive of Herefordshire Council – 23 September 2026**
(Page 7358)

PLANNING, ECONOMY & TOURISM

20. **To consider Planning Consultations** (Page 7360)
21. **To receive and note update on Planning Decisions**
(Pages 7362 - 7367)
22. **Representation at Herefordshire Council Planning Committee**
(Standing Item)
23. **Public Footpaths Ledbury** (Pages 7368 - 7370)
- i. Public Access to Footpath LR7
24. **To give consideration to a report in respect of Ledbury Market**
(To follow)

ENVIRONMENT AND LEISURE

25. **To receive and note update in respect of Community Asset Transfer (CAT) of Ledbury play areas**
(Pages 7372 - 7373)

26. **To receive and note the minutes of the Events Working Party held on 30 July 2026 and consider any recommendations therein**
(Pages 7374 - 7384)

GENERAL

27. **Masefield Matters** (Standing Item) (Pages 7386 – 7391)
- i. To receive and note the minutes of a meeting of the Masefield Matters Working party held on 16 July 2026 and the extraordinary meeting held on 14 August 2026
28. **To give consideration to response to the Town and Parish Council Survey 2026**
(Pages 7392 - 7405)
29. **Outside Bodies** (Pages 7406 - 7413)
- i. To receive and note the minutes of a meeting of the Ledbury Carnival Association held on 22 July, 5 August and 19 August 2026
 - ii. To receive and note the minutes of a meeting of Ledbury in Bloom held on 21 July 2026
 - iii. To appoint outside body representatives to the following:
 - i. RMTG Older People's Forum
 - ii. RMTG Younger People's Forum
 - iii. Police Liaison (due to Councillor resignation)
30. **Request for permission to install Poppies on Hanging Baskets Posts**
(Pages 7414 - 7415)
31. **Date Of Next Meeting**
- To note that the next meeting of Council is scheduled for 24 September 2026 at 7.00 pm
32. **Exclusion of Press and Public**
- In accordance with Section 1(2) of the Public Bodies Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting**
33. **To receive and note an update in respect of Grounds Maintenance Contract extension**
(Pages 7416 - 7418)
34. **To give consideration to any recommendations deemed urgent considered at the Resources Meeting on 3 September 2026**

35. Request in respect of Cemetery Memorial (Pages 7420 - 7425)

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

FULL COUNCIL	3 SEPTEMBER 2026	AGENDA ITEM: 4
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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.

**MINUTES OF AN EXTRAORDINARY MEETING OF COUNCIL
HELD ON 6 AUGUST 2026**

PRESENT: Councillors Bradford, Chowns, Eakin, Hamblin, Harvey
(Chairman), Hughes, Morris and Wilkinson

ALSO PRESENT: Angela Price – Town Clerk

C1461. APOLGIES FOR ABSENCE

Apologies for absence were received from Councillor Troy.

C1462. DECLARATIONS OF INTEREST

There were no declarations of interest received from Councillors however it was noted that the Clerk was present in the room as the Head of Paid Services to advise Members if/when required.

C1463. TO RECEIVED AND NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan principles be received and noted.

**C1464. 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.**

C1465. DATE OF NEXT MEETING

RESOLVED:

**That it be noted that the next meeting of Council was scheduled
for 7.00pm immediately following this meeting, 6 August 2026.**

C1466. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

**That on 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.

C1467. **TO APPROVE RECOMMENDATIONS FROM THE RESOURCES COMMITTEE MEETING HELD ON 29 JULY 2026 IN RESPECT OF THE OUTCOME OF THE STAFFING REVIEW**

Councillor Harvey provided a brief overview of why it was felt a staff review was required and the process that had been undertaken. She advised that consultation with the unions had been key throughout the process and consideration had been given to any increased salary costs within the 2026/27 budget setting process, taking into account the proposed phased approach.

Members noted that concerns had been raised by staff during the consultation process in respect of the timing of the recruitment of the Tourism & Markets Officer. Councillor Harvey advised that as a consequence of this a number of resolutions were made at the recent Resources meeting, and which were included in the report for this meeting as follows:

1. In order to better understand the resource loading of staff in bedding in and operating the new staff structure, and to inform any decision as regards bringing forward the recruitment of the Tourism and Markets Project Manager, it is proposed that the Resources Committee supports the following actions:
 - 1.1 That all staff complete time sheets on an ongoing basis, to record their daily activities so that workload can be evaluated and monitored against job descriptions and evolving council priorities.
 - 1.2 That Committee Chairs review the work programmes of their respective committees with the Clerk by the end of August to confirm existing priorities and future ambitions/service changes.
 - 1.3 That the Clerk provides a resourcing report by end of September identifying staff annual utilization figures, and existing commitment against planned and core activities in their job descriptions. This report should include a forecast of time available and committed over the next 18 months so that scope to undertake expanded and new activities can be evaluated.
 - 1.4 That the Clerk provides an assessment of the staff and other resources necessary to implement recent motions on markets expansion and business support in the timeframes already agreed and provides an estimate of the additional resources required to deliver the TEMAP

recommendations not already in hand to inform the requested resourcing report.

- 1.5 The Resources Committee consider whether changes are needed to the agreed phasing of the implementation of the new staff structure and any cost implications in October 2026, informed by the reports and actions listed above.
- 1.6 That the Clerk provides information to Council in respect of salary costs for future years.

Following considerable discussion Members were asked to consider the recommendations from the Resources Committee.

Councillor Bradford requested a named vote in respect of recommendation no. 1.

RESOLVED:

1. **That the new staff structure and its phasing, job descriptions, pay spans and staff mapping – as detailed in Appendices 3,4 & 5 to the report be approved for implementation with effect from 10 August 2026.**

For	Against	Abstention
Cllr Bradford	Cllr Hamblin	Councillor Morris
Cllr Chowns	Cllr Wilkinson	
Cllr Eakin		
Cllr Harvey		
Cllr Hughes		

2. **That the Clerk be delegated to implement all actions necessary associated with implementation of the new staff structure that is commensurate with her role as Head of Paid Service and Responsible Finance Officer to the Council.**
3. **That a review of workload, working days and core hours for the Operations Manager be undertaken by the Resources Committee after 6 months.**
4. **That the current working hours of staff member 53 be protected at 35-hrs/week for the period of 6 months from 10 August 2026, and for these hours then revert to the assessed hours for the role of Operations Manager, being 30-hrs/week from that point onwards. If 30 hours are not seen as a suitable alternative for Post Holder 53, they will be entitled to redundancy.**

5. That it be noted that the additional costs associated with the protection of staff hours of £3,771.44 (including employer on costs) are covered within the 2026/27 budget.

The meeting ended at 18:52.

Signed Dated

**MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 6 AUGUST 2026**

PRESENT: Councillors: Harvey (Chair), Hamblin (Deputy Chair) Chowns, Eakin, Hughes, Morris, and Wilkinson.

ALSO PRESENT:

Angela Price – Town Clerk
Julia Lawrence – Deputy Clerk
Sophie Rudd – Minute Taker
Stef Simmonds – Ward Councillor

C1468. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bradford and Troy.

C1469. DECLARATIONS OF INTEREST

No declarations of interest were received.

C1470. TO NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

C1471. 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 of any items on the agenda that it is appropriate to be considered under this Duty.

C1472. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 16 JULY 2026

It was clarified that the approach from the outside organisation is being reviewed by the Resources Committee and will then be brought to a future meeting of Full Council.

RESOLVED:

That the minutes of Council held on 16 July 2026 be approved and signed as a correct record.

C1473. TO RECEIVE AND NOTE THE ACTION SHEET

Clarification was sought on the following points:

C1417 – That officers be instructed to undertake a detailed appraisal of the operational costs, benefits disbenefits and risks associated with each of the five options outlined with the report, with a further report being presented to a future meeting of Council. The Clerk clarified that this minute number related to the potential relocation of the Council offices.

C1044(5) – Officers to prepare a long-term plan concerning heritage buildings owned by the council. Members asked why this had not yet been completed – the Clerk advised that it had been delayed due to other work streams that were considered to be of a higher priority and agreed to revisit this.

C1280 – That the Council instructs officers to urgently draft proposals in respect of progressing TEMAP recommendations in respect of developing the market. The Town Clerk confirmed the report would be provided to the meeting of Full Council scheduled for 3 September 2026.

C1397(3) – That the Clerk contact Malvern Town Council to ask what issues they experienced in relation to the antisocial behaviour inn and around the Adam Lee Pump Track. The Clerk advised that she had not spoken with the Clerk from Malvern Town Council but that she would follow this up and hopefully be able to provide a response to the meeting of 3 September.

C1447 –Councillor Simmons confirmed that following an email from the Clerk she had spoken with Planning Officers in respect of two planning applications that were outstanding and advised that the delays were due to further information awaited from the applicants or other third parties. Councillor Harvey advised that the County Council were in the process of implementing a new information management system which it is hoped will make it a lot swifter for information to show on the web pages.

C1449 – It was confirmed that this was in relation to Ledbury in Bloom obtaining permission to erect signage on the highway.

C1429 – The Clerk advised that she had spoken with the organisers of the Ledbury Convoy event and that they have agreed that they would confirm with the owner of the tank that will be in town as to whether it would be possible for the Ambassadors to have their photograph taken whilst on the tank.

RESOLVED:

1. That the action sheet be received and noted.
2. That when completing the action sheet officers ensure that they are clear on what the action is relating to.
3. That the Clerk consider expediting the work around drafting a long-term plan concerning all heritage buildings owned by the Council.

C1474. WARD REPORTS

Councillor Harvey advised that she was currently signed off sick at County Council level and therefore had not provided a Ward report.

Further to the written report received Ward Councillor Simmons provided updates on Children's Services, Rail Strategy, 4 The South End, The Hereford Bypass, funding for a new building at John Masfield High School, increasing pupil capacity.

Members were informed that the Station Improvement Fund (SIF) bid was unsuccessful as it was deemed that there was not sufficient need, and a further bid will be submitted at the appropriate time.

Councillor Hughes queried progress on 14 The High Street; Councillor Harvey advised that this property had been placed on the 'buildings at risk' watch register and the owners had been written to in a statutory manner with regards the condition of the building. She also advised that she had written to the Economic Development Team asking for an update on the possible display of decals for the windows for which owner permission would need to be obtained.

The Clerk advised that due to working away Councillor Peberdy had notified that she would not be submitting a Ward report on this occasion.

RESOLVED:

1. That the ward reports be received and noted.

C1475. CHAIRMAN'S COMMUNICATIONS

Councillor Harvey confirmed the Mayor's Mile would be taking place on Sunday 9 August 2026, advising that participants can complete this in person or virtually.

Councillor Harvey thanked Councillor Hamblin for attending the Ross Carnival on her behalf last weekend and Councillor Chowns for attending the Battle of Evesham on her behalf.

C1476. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)

None received.

C1477. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

None received.

C1478. TO RECEIVE AND NOTE BUDGET MONITORING REPORTS FOR MONTH 3

Clarification was sought on the following in respect of the detailed income and expenditure report:

1. 102/4311 – Green Vehicle – it was noted that the committed expenditure meant that this budget line was showing a 448.3% expenditure – Members were reminded that this was in relation to the cargo bike and that it had been agreed that the cost of the purchase would be met from funds allocated in 2025/26 and 2026/27 (£6,000) and the general reserve, noting that the remaining costs would be repaid over subsequent years through allocation within future budgets.
2. 108/4202 – Repairs to hanging baskets – Members were reminded that this funding would be taken from an earmarked reserve (EMR) and that once the invoice has been paid the accounts clerk will undertake a movement from EMR accordingly.
3. 127/4595 – Climate Change – It was noted that this budget line was showing a 200% expenditure – the Clerk advised that she would review this with the Accounts Clerk and provide an update.
4. 202/4119 – CCTV New – It was noted that this budget line was showing a 208% expenditure – the Clerk advised that she would review this with the Accounts Clerk and provide an update.
5. 202/4170 – Maintenance – The Deputy Clerk advised that anticipated committed expenditure was due to works agreed in respect of the Market House. The Clerk advised that Members had previously agreed that the cost of the repairs would be taken from the Listed Buildings EMR and that the movement from EMR would be undertaken following the payment of associated invoices.

6. 109 Masefield Matters – Councillor Wilkinson requested for the budget figures to be included. The Clerk clarified that this has to be paid for from an EMR and therefore the Accounts Clerk needs to undertake the movements.
7. It was noted that the detailed income and expenditure report included in the agenda stated it related to month 4. However, it was noted that Members had not received the same report for month 3. The Town Clerk is going to look into this.
8. 225/4540 – Election Expenses – Clarification was sought in respect of the £192 expenditure recorded within the budget line. The Clerk advised that she would review this with the Accounts Clerk and provide an update.
9. 108/4210 – Dog Hill Wood Coppicing – Concerns were raised in respect of the £3,000 budget not yet having been spent. Councillor Harvey reminded Members that this was something that was being discussed with the Community Hub and that the timing of the works to be carried out is yet to be confirmed.

RESOLVED:

1. **That the budget monitoring reports be received and noted, noting the budget is below the expected percentage of 25% at the end of month 3 of the 2026/27 financial year.**
2. **That the Clerk review budget line 127/4595 and provide an update accordingly.**
3. **That the Clerk review budget line 202/4119 and provide an update accordingly.**
4. **That the Accounts Clerk be instructed to undertake EMR movements in respect of expenditure under Cost Centre 109 (Masefield Matters) for the 2026/27 budget.**
5. **That the Accounts Clerk be instructed to provide Members with a copy of the end of Month three detailed income and expenditure report.**
6. **That the Clerk review budget line 225/4540 and provide an update accordingly.**

C1479. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR JUNE AND JULY 2026

RESOLVED:

Councillor Eakin confirmed that he and the Clerk had verified and signed the bank statements and reconciliations for June and July 2026.

C1480. TO APPROVE INVOICES FOR PAYMENT

RESOLVED:

- 1. That the invoices for payment in the sum of £14,719.90 + VAT be approved.**
- 2. That Members receive and note points 1 and 2 from within the Invoices for Payment report.**
- 3. That the Accounts Clerk be instructed to amend the payment in respect of Hoople services from 220/4170 to 220/4590.**
- 4. That the Accounts Clerk be instructed to undertake movements from the Masefield Matters Ear Marked Reserve to Cost Centre 109 accordingly.**
- 5. That due to there being no further scheduled meeting of the Council during August 2026, delegated authority be granted to the Town Clerk, in consultation with the Chairman of the Council and the Chairman of the Finance, Policy & General Purposes Committee, to authorise the payment of invoices falling due before the next meeting of the Council on 3 September 2026, provided that:**
 - i. Payments are made in accordance with the Council's approved budget and Financial Regulations;**
 - ii. No new commitments or expenditure outside the approved budget are authorised under this delegation; and;**
 - iii. A schedule of all payments authorised under these delegated powers is presented to the next meeting of the Council for noting and ratification.**

C1481. GRANT APPLICATIONS

1st Ledbury Rainbows

RESOLVED:

- 1. That it be noted that the report advised that there were three applications for consideration whereby there was only one application for consideration.**
- 2. That a three-year grant of £200 per annum be awarded to the 1st Ledbury Rainbows noting that it meets the criteria of the Local Government Act 1972 s.137 – Power to incur expenditure for certain purposes not otherwise authorised.**

C1482. TO REVIEW PAYROLL SERVICES

RESOLVED:

- 1. That Company 2 Tier 2 be appointed to provide payroll services to Ledbury Town Council which would generate an annual saving of £309.00.**
- 2. That Company 2 be appointed for a period of three years at which time a review of payroll services will be undertaken.**
- 3. That the Clerk/RFO be authorised to finalise the service agreement with Company 2.**

C1483. TO GIVE CONSIDERATION TO PURCHASING CHAIRMAN'S/VICE CHAIRMAN'S BADGE OF OFFICE

Members were requested to give consideration to a report in respect of the cost to purchase Chairman's/Vice-Chairman's Badge of Office.

RESOLVED:

That no further action be taken in respect of the purchase of Chairman's and Vice-Chairman's badges of office.

C1484. TO GIVE CONSIDERATION TO PURCHASING PAST CHAIRMAN'S BADGES

Members were requested to give consideration to a report in respect of the cost to purchase Past Chairman's Badges.

It was noted that currently the Council has a stock of Past Mayor's Badges however at no time have they purchased Past Chairman's Badges.

RESOLVED:

That this item be deferred and officers investigate other providers and submit their findings at a future meeting of Council.

Councillor Stef Simmons left the meeting at 7:58pm

C1485. CODE OF CONDUCT MATTERS

None received.

C1486. TO FORMALLY RECEIVE NOTICE OF RESIGNATION FROM FORMER COUNCILLOR DAVID KETTLE

RESOLVED:

That Members formally note the resignation of David Kettle, offering a vote of thanks for his contribution towards the Council and its business during his time as a Councillor and wishing him well for the future.

C1487. TO CONSIDER PLANNING CONSULTATIONS

- 1. Application No. 261536 – RECONSULTATION -**
Regularisation of unconsented work: Suspended ground floor replacement. Exposed timber frame and brick infill within the shop. Blockwork infilled doorway. Front casement windows and internal secondary glazing. Rear bedroom and kitchen windows. Kitchen extractor flue. - **Wing On, 26 New Street, Ledbury, Herefordshire, HR8 2DX**

RESOLVED:
No objection

- 2. Application No. 261944 – Green galvanised steel bicycle storage for up to 6 bikes, including electric bikes, with charging provision and potential future use for mobility scooters (Retrospective) - Anemone House, 59 Bank Crescent, Ledbury, Herefordshire, HR8 1AF**

RESOLVED:
No objection

- 3. Application No. 261981 – Timber-walled double garage fixed to a concrete slab with storage above and an insulated roof with interlocking green metal tiles (Retrospective) – Oakfields, Ross Road, Ledbury, Herefordshire, HR8 2LE**

RESOLVED:
No objection

4. **Application No. 262014** – Two-storey side extension over the existing garage, single-storey rear extension, and external alterations comprising replacement front windows and doors with revised fenestration colour. - **7 Oakland Drive, Ledbury, Herefordshire, HR8 2ER**

RESOLVED:
No objection

5. **Application No. 262052** – Construction of pump track and associated landscaping – **Land at Martins Way Park, Ledbury, Herefordshire**

RESOLVED:
Referred to a meeting of the Major Planning Application Working Party at a date to be confirmed.

C1488. TO RECEIVE AND NOTE THE UPDATE ON PLANNING DECISIONS

RESOLVED:

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

C1489. REPRESENTATION AT HEREFORDSHIRE COUNCIL PLANNING COMMITTEE

Councillor Harvey advised that she had recently attended a redirection meeting in respect of Planning Application 253317. She advised that this application would be considered at a planning committee of Herefordshire Council and suggested that Ledbury Town Council should consider whether they have a representative at this meeting.

RESOLVED:

That planning application no. 253317 be placed on the Agenda for 3 September for Members to take a view on whether a representative of Ledbury Town Council should attend the Herefordshire Council Planning meeting where this is to be considered.

C1490. TO REVIEW THE CHARTER MARKET TRAFFIC REGULATION (TRO) AREA

Members asked Officers to make them aware if they feel they do not have the delegated powers to progress a decision that has been reached at Full Council so that decisions can be implemented in a timely fashion.

RESOLVED:

1. That the preferred option is to seek a significant reduction in the extent of the current Market Day Traffic Regulation Order so that only the highway space genuinely required for the operation of the Charter Market remains subject to parking restrictions, namely two spaces immediately adjacent to the Market House.
2. That the Town Clerk be authorised to commence discussions with Herefordshire Council regarding the statutory process required to vary the Traffic Regulation Order.
3. That the Town Clerk be authorised to work in consultation with the relevant Herefordshire Council officers to prepare a detailed plan identifying the revised TRO boundary and associated market layout for approval prior to submission of a formal application.
4. That Members note that the Town Clerk has written to the Parking Services Manager at Herefordshire Council asking them to give consideration to exercising enforcement discretion during any agreed transitional period pending completion of the statutory TRO variation process.

C1491. TO CONSIDER QUOTATIONS FOR UPDATING THE MAPS WITHIN THE TOWN'S NOTICE BOARDS

Members suggested it would be helpful to have pictures of the maps being proposed and the current maps to assist with the decision-making process.

Councillor Hamblin suggested that once the maps have been designed and printed it would be helpful if Ledbury Town Council could take possession of the electronic version for future use.

RESOLVED:

That this item be deferred pending the following information being provided:

- i. Pictures of the current maps and the proposed maps;
- ii. Consideration of other potential locations where further maps could be displayed.
- iii. That Ledbury Town Council retain ownership of the map file in a vector format to assist future use.
- iv. That consideration of making use of the back of the notice boards, where appropriate, for paid advertising.

- v. That the exact sizes of maps required for each location be made available and that the measurements be in metric.

C1492. PUBLIC FOOTPATHS

- i. Public Footpath ZB1 and ZB2 diversion (JAGA Site)

RESOLVED:

That Herefordshire Council be advised that Ledbury Town Council decline the request from the applicant that they retain the timber roadside fence as an acceptable alternative to the previously requested screening hedge.

- ii. Footpath LR7

RESOLVED:

That this item be deferred to a future meeting of Full Council with a map attached to the report.

C1493. TO RECEIVE AND NOTE THE MINUTES OF THE EVENTS WORKING PARTY HELD ON 30 JULY 2026 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

Due to an administrative error the Councillors had not received the To Follow reports and therefore it was felt that this item should be deferred to the meeting scheduled for 3 September 2026.

RESOLVED:

That this item be deferred to the Meeting of Full Council to be held on 3 September 2026.

C1494. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE GROUNDS' MAINTENANCE TASK AND FINISH GROUP HELD ON 9 JULY 2026 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

1. That the minutes of the meeting of the Ground's Maintenance Task and Finish Group held on 9 July 2026 be received and noted.
2. That further consideration be given to how the tender document is structured and that a further meeting of the Task & Finish Group be scheduled.

C1495. TO GIVE CONSIDERATION TO QUOTES RECEIVED IN RESPECT OF THE BAT AND BIRD INSPECTION

Due to an administrative error the Councillors had not received the To Follow reports and therefore it was felt that this item should be deferred to the meeting scheduled for 3 September 2026.

However, it was recognised that there were time constraints in respect of having the bat and bird survey carried out. It was therefore proposed that the Clerk, Chair of the Council and Chair of the Environment & Leisure Committee be afforded delegated powers to make a decision on which contractor to appoint to undertake the bat and bird survey.

RESOLVED:

Due to the time-sensitive nature of this matter, this is to be dealt with by the Town Clerk, and the Chairs of Finance and Governance and Environment and Leisure under delegated powers.

C1496. CEMETERY

RESOLVED:

- 1. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 810,816-818 and 821 to be signed, granting the exclusive right of burial to those named on the interment form.**
- 2. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 319,409 and 693 to be signed, granting the transfer of the exclusive right of burial to those named on each transfer request.**

C1497. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 16 JULY 2026 AND THE EXTRAORDINARY MEETING HELD ON 29 JULY 2026 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of the Resources Committee meeting held on 16 July 2026 and the extraordinary meeting held on 29 July 2026 be received and noted.

C1498. TO RECEIVE AN UPDATE ON THE LEDBURY MARKET TOWN INVESTMENT PROGRAMME

Members noted that the report should refer to Wellington Heath rather than Staplow.

RESOLVED:

That the update in respect of the Ledbury Market Town Investment Fund be received and noted.

C1499. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE MASEFIELD MATTERS WORKING PARTY HELD ON 16 JULY 2026 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

Concerns were raised in respect of a number of matters relating to the Masefield Matters Project.

Due to an administrative error the Councillors had not received the To Follow reports and therefore it was felt that this item should be deferred to the meeting scheduled for 3 September 2026.

RESOLVED:

- 1. That this item be deferred to the Meeting of Full Council to be held on 3 September 2026.**
- 2. That a breakdown on the financial situation of the Masefield Matters project be provided to Members at their meeting on 3 September 2026, and that it include a forecast to the project end detailing how funds will be allocated against things that have not yet happened and that the comes with a covering report that provides adequate explanation.**
- 3. That the Clerk review the Terms of Reference of the Masefield Matters project and consider whether there are elements of those that need to be highlighted to the Board to ensure the Board is meeting its responsibilities.**
- 4. That Masefield Matters be placed as a standing item on the Full Council agenda for the remainder of the time of the project.**

C1500. TO GIVE CONSIDERATION TO A REQUEST RECEIVED FROM LEDBURY PLACES FOR SUPPORT IN RESPECT OF EXTERNAL GRANT APPLICATION FOR LEDBURY THROUGH TIME DIGITAL TRAIL

RESOLVED:

1. That Ledbury Places be advised that Ledbury Town Council support in principle the development of a digital heritage trail.
2. That due to concerns relating to the proposed business model and viability of the proposed provider of the trail, Ledbury Town Council is unable to support the request for them to act as a supporting partner or provide officer support at this time.

Councillor Eakin left the meeting at 9:00pm

C1501. SUSPENSION OF STANDING ORDER 3(X)

RESOLVED:

That Standing Order 3(x) be suspended for 20 minutes to enable the remaining business of the agenda to be completed.

C1502. OUTSIDE BODIES

- i. To receive and note the minutes of a meeting of the Ledbury Community Choir held on 3 July 2026

RESOLVED:

That the minutes of the meeting of the Ledbury Community Choir held on 3 July 2026 be received and noted.

- ii. To receive and note the minutes of a meeting of the Ledbury Carnival held on 1 July 2026

RESOLVED:

That the minutes of the meeting of the Ledbury Carnival held on 1 July 2026 be received and noted.

- iii. To appoint outside body representatives to the following:

**RMTG Older People's Forum
RMTG Younger People's Forum**

RESOLVED:

That appointments to the RMTG Older and Younger People's Forum be deferred to a future meeting of Council until such time as a Councillor is nominated to represent the Council.

C1503. DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next meeting of Council is scheduled for Thursday, 3 September 2026 at 7:00pm in the Ledbury Town Council Offices.

Members were advised that due to not having received the papers in respect of co-option as anticipated, the planned co-option meeting for 12 August 2026 has been cancelled and will be rearranged once the papers have been received

C1504. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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.

C1505. REQUEST FOR INSTALLATION OF ADDITIONAL MEMORIALS AT LEDBURY CEMETERY

RESOLVED:

That this item be deferred to a further meeting of Full Council and that the Operations Manager be asked to provide a more detailed report to the meeting of Council on 3 September 2026 to include the scale of the contravention, how long items have been in place and details of those who have received first and second letters requesting the removal of prohibited items.

The meeting ended at 9:19pm.

Signed Dated

Chairman of the Council

DRAFT

FULL COUNCIL

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status	Estimated Completion
13 November 2025						
C1044(5)	Officers to prepare a draft long-term plan concerning all heritage buildings owned by the council.	DTC	26.08.2026	Meeting with Al Braithwaite arranged to discuss this and various other matters 18.06.2026 - further meeting arranged for 27.08.2026	Completed	Sep-26
02 April 2026						
C1239.2	RFO to review ethical banking accounts and provide a report to Council.	TC	TBC	To be investigated following April/May year end -report to be provided to future meeting of council - will be undertaken by Finance & Governance Manager once recruited - due to high workload of Clerk/RFO	In progress	Autumn 2026
14 May 2026 - Annual Council Meeting						
C1349.2	That a working group be set up to review the Council's Corporate Plan.	TC		Date to be identified for early 2027	in progress	Feb-27
25 June 2026						

C1397(3)	That the Clerk contact Malvern Town Council to ask what issues they have experienced in relation to antisocial behaviour in and around the Adam Lee Pump Track	TC	Aug-26	Malvern Clerk on annual leave awaiting their return to discuss - followed up 21.07.2026 asked to call back later in the week - having difficulty getting to speak to them or respond to emails - response to be considered at MPA WP 19.08.2026	Completed	Aug-26
C1417	That officers be instructed to undertake a detailed appraisal regarding the potential office relocation of the operational costs, benefits, disbenefits and risks associated with each of the five options outlined within the report, with a further report being presented to a future meeting of council	TC	Sep-26	Anticipated report available for council meeting 24 September 2026	In progress	Sep-26
16 July 2026						
C1438	That the Resources Committee consider the approach from the outside organisation at a future meeting.	Resources	03.09.2026	To be considered at a future meeting of Resources	In progress	Sep-26
C1449	Officers to write to Ledbury in Bloom advising them that they need to obtain permission from Herefordshire Council in relation to erecting signage.	DTC	Aug-26	Completed	Completed	Aug-26
06 August 2026						
C1478	Climate Change Budget 127/4595 - The budget line is to be reviewed with an update being provided in relation to the 200% expenditure.	TC + AC	Aug-26	Response provided to cllrs	Completed	Aug-26
C1478	CCTV New Budget 202/4119 - The budget line is to be reviewed with an update to be provided in relation to the 208% expenditure.	TC + AC	Aug-26	Response provided to cllrs	completed	Aug-26
C1478	Month 3 Income and Expenditure Report - This is to be provided to all cllrs..	AC	Aug-26	Response provided to cllrs	Completed	Aug-26
C1478	Election Expenses Budget 225/4540 - A review is to be undertaken of the £192 expenditure with an update being provided at the next meeting.	TC + AC	Aug-26	Response provided to cllrs	Completed	Aug-26

C1482	Payroll Services - The Clerk is to finalise the agreement with Company 2 for a 3-year period.	TC	Aug-26	New provider advised - current provider advised and working with new provider to hand over	completed	Aug-26
C1484	Past Chairmans Badges - alternative providers are to be investigated with further quotes obtained.	Admin team	Sep-26	Task assigned to Admin team	Completed	Sep-26
C1490	Charter Market TRO - Clerk to commence discussions with Hereford Council regarding the statutory process required to reduce the extent of the Market Day Traffic TRO.	TC	Aug-26	Conversation started and plan being drawn up to be provided with specific details of site	In progress	Autumn 2026
C1490	Charter Market TRO - Market Layout - The Town Clerk is to work with Hereford Council officers to prepare a detailed plan showing the revised boundary and associated market layout for members' approval before submitted.	TC	Sep-26	See above	In progress	Autumn 2026
C1491	Notice Board Maps - Officers are to obtain pictures of the current and proposed maps, investigate other potential locations for displaying maps, confirm the Council will retain the map in a vector file format, consider whether the backs of notice boards can be used for advertising and provide the exact map sizes in metric measurements required for each location.	CEO	Sep-26	CEO asked to provide additional information for 03.09.2026 meeting	In progress	Sep-26
C1492	Footpath LR7 - Officers to bring the matter back to a future meeting of Full Council with a map attached to the report.	TC	Sep-26	To be included on 03.09.2026 agenda	Completed	Sep-26
C1492	Grounds Maintenance Tender - The Grounds' Maintenance Task and Finish Group are to give further consideration to the structure of the tender document with a further meeting of the group to be scheduled.	DTC	Aug-26	Further meeting scheduled for 26.08.2026 - awaiting reports from DTC - meeting cancelled due to papers not being ready - DTC to complete reports and identify new date week commencing 14.09.2026	In Progress	Sep-26

C1495	Bat and Bird Survey - Town Clerk, in consultation with the Chairs of Finance and Governance and Environment and Leisure, to use delegated powers to appoint a contractor to undertake the bat and bird survey.	TC + Chairs of Finance and E&L	Aug-26	Approved by delegated powers and survey carried out 18.08.2026 - report awaited	Completed	18.08.2026
C1499	Masefield Matters Financial Position - Members are to be provided with a detailed financial breakdown of the project including a forecast to project completion showing how funds will be allocated against outstanding expenditure supported by a covering report.	TC + EC	Sep-26	Project coordinator working on financial breakdown etc. TC to provide covering report once received	In progress	Sep-26
C1499	Masefield Matters - To include Masefield Matters as a standing item on future agendas until project conclusion.	TC	Sep-26		Completed	Sept 2026 on onwards
C1499	Masefield Matters Terms of Reference - The Town Clerk is to review the Terms of Reference for the Masefield Matters Project and consider whether any elements need to be highlighted to the Board to ensure that it is meeting its responsibilities.	TC	Sep-26	To be reviewed ahead of 11 September meeting and considered by Board at that meeting	in progress	Sep-26

FULL COUNCIL	3 SEPTEMBER 2026	SUPPLEMENTARY INFORMATION
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Report prepared by Angela Price – Town Clerk

FEEDBACK FROM MALVERN COUNCIL

Purpose of Report

The purpose of this report is to provide Members with feedback from Malvern Town Council with respect to the creation of a pump track, similar to the one proposed for Ledbury.

Detailed Information

Whilst considering whether Ledbury Town Council should agree to take on the responsibility of the pump track and associated open space Members requested that the Clerk contact the Clerk at Malvern Town Council to understand any issues that they had encountered in respect of antisocial behaviour following the completion of their pump track.

The Clerk subsequently had a conversation with the Clerk of Malvern Town Council, and their feedback is provided below:

“They did experience some antisocial behaviour in the early days of the pump track, particularly at night, however through working with the Local Police this has helped mitigate the problems.

They advised that whilst not all of the issues have gone away it has improved considerably and at no stage does the Clerk consider the problems have been as bad as the local residents had expected.

They had a small group of around 10 residents who were quite vocal in the planning stages of the track, but the bike community tipped the balance in helping to make the decision to proceed.

The Clerk advised that there is one resident who lives opposite the car park to the area who contacts the council about issues, but other residents seem to be content with it being there now.

The Clerk advised that they created a car park as a number of residents were concerned about the number of cars that would start parking around the area, however they have noticed that whilst some people do travel by car from outside the area to use the track, it is mostly used by local residents who travel to the track on their bikes etc.

They also said they have a member of staff attending the site one or two times a day and having eyes on the site definitely helps reduce issues like littering and antisocial behaviour during the day."

On the whole the Clerk consider the feedback to be positive from Malvern Town Council and when asked whether they would do it again, the Clerk said they would definitely consider doing it again, as it has become very much valued by the local community and provided a much need space for young people in Malvern, with the youngsters taking ownership of a space they want and use, which in turn has helped to considerably reduce the antisocial behaviour in the area.

Recommendation

Members are requested to receive and note the feedback from Malvern Town Council and to take this into account when considering whether Ledbury Town Council wish to proceed with the Community Asset Transfer of Martins Way pump track and open space.

FULL COUNCIL	3 AUGUST 2026	AGENDA ITEM: 10
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Report prepared by Angela Price – Town Clerk/Responsible Finance Officer

FINANCE OVERVIEW REPORT PROVIDING PROJECTED OUTTURN FOR 2026/27 FINANCIAL YEAR MONTH 4

This report provides a high-level summary of the budget performance; the full analysis is contained within agenda item 10.

	Actual to Date £	Annual Budget £	Variance to Annual Budget £	% Spend to Budget £
Income - Precept	407,929.50	815,859	407,929.50	50%
Income- Other	27,421	56,076	28,655	48.9%
Expenditure	253,902	871,935	618033	29.12%

Note: The Income budget as stated in the Detailed Income & Expenditure report has been adjusted for the National Lottery Fund John Masefield receipt which has been received in month 9.

Expenditure has been adjusted to take into account expenditure and income in respect of Masefield Matters, which as the end of month 4 relates to the income of £9,853 and expenditure of £30,252. The carry over from the Masefield Matters Ear Marked Reserve will be reflected in the Month 5 figures.

The actual total expenditure to date represents 29.12% of the annual budget which is within the expected 33.3% at the end of month 4 of the financial year.

Cash balances at the end of June 2026 were £413,172, which includes the receipt of 50% of the annual precept, and the National Lottery Fund John Masefield award carried forward from 2024/25.

The general reserves stand at £123,220 and earmarked reserves at £156,240 at the end of June 2026.

RECOMMENDATION

That the above information be received and noted, and that Members note the budget is below the expected percentage of 33.3% at the end of month 4 of the 2026/27 financial year.

Date: 19/08/2026

Ledbury Town Council Current Year

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Time: 16:05

Cashbook 1

User: SE

Lloyds A/c (235& 174)(Bus Ext)

For Month No: 4

Receipts for Month 4

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		22,483.53					22,483.53	
Banked: 06/07/2026		20,000.00						
Trans 736-	Premier A/c (736) Comm Call	20,000.00			202		20,000.00	Transfer 736-235
Interest	Banked: 09/07/2026	7.30						
Interest	Lloyds Bank	7.30			1870	220	7.30	Bank Interest
500549	Banked: 09/07/2026	2,525.00						
500549	Various	2,525.00			1450	105	262.30	Painted Room Sales
					1451	105	912.70	Painted Room Donations
					1471	127	27.00	Dog Bags
					1273	109	1,083.10	Masefield Matters
					1034	301	44.90	Tourist Information
					1460	120	195.00	Income
Banked: 21/07/2026		50,000.00						
736-235	Premier A/c (736) Comm Call	50,000.00			202		50,000.00	Trans 736 - 235
CARD	Banked: 31/07/2026	692.10						
CARD	Barclaycard	692.10			1034	301	6.50	Tourist Information
					1036	235	21.60	Photocopier
					1090	301	33.50	Charter Market
					1100	102	60.00	Deed Transfer
					1273	109	294.50	Masefield Donations
					1460	120	265.00	Ceremony Room
					1471	127	11.00	Dog Bags
CARD	Banked: 31/07/2026	594.40						
CARD	Barclaycard	594.40			1450	105	138.20	PR Sales
					1451	105	456.20	PR Donations
CARD	Banked: 31/07/2026	43.50						
CARD	Barclaycard	43.50			1451	105	43.50	Donations PR
Total Receipts for Month		73,862.30	0.00	0.00			73,862.30	
Cashbook Totals		96,345.83	0.00	0.00			96,345.83	

Continued on Page 662

Date: 19/08/2026

Ledbury Town Council Current Year

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Cashbook 1

User: SE

Lloyds A/c (235& 174)(Bus Ext)

For Month No: 4

Payments for Month 4

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/03/2026	Authors Aloud Uk Ltd	889	1,336.02	1,336.02		500			Authors visit WBD
01/06/2026	Advansy Limited	854	123.60	123.60		500			Web Hosting
01/06/2026	Telefonica Uk Ltd	855	225.26	225.26		500			LTC Mobiles x mth 4
02/06/2026	Takepayments Ltd	857	60.00	60.00		500			Card Machine - LTC
02/07/2026	Walsingham Support Centre	BACS	490.80			4890	214	490.80	LTC Grant Creative Learning
02/07/2026	LEAF	BACS	10,940.00			4897	214	10,940.00	LTC Annual Grant Year 3
02/07/2026	Defib Warehouse	888	384.00	384.00		500			Defibrillator Pads
06/07/2026	EE Business	858	12.60	12.60		500			Wedding Co-ordinator Bill
06/07/2026	Lloyds Bank Plc	859	250.00	250.00		500			Road Clousre
06/07/2026	Ledbury Swifts	BACS	2,000.00			4890	214	2,000.00	Grant for FC youth Stromstd
06/07/2026	Community Hubs	BACS	5,475.00			4887	214	5,475.00	Grant for Youth Workier
07/07/2026	Francotyp Postalia Ltd	860	80.00	80.00		500			Postage
08/07/2026	DWR CYMRU	876	56.13	56.13		500			LTC Water
08/07/2026	Welsh Water	DD	1.65			4115	102	1.65	Cemetery Water
10/07/2026	Barclays Bank PLC	861	20.65	20.65		500			Card Machine Painted room
10/07/2026	Octopus Energy Ltd	863	34.22	34.22		500			Cemetery Electricity Mth 4
10/07/2026	Octopus Energy Ltd	864	292.79	292.79		500			LTC Electricity
10/07/2026	Waterplus Group Ltd	878	28.21	28.21		500			LTC Water drainage
14/07/2026	Octopus Energy Ltd	865	688.80	688.80		500			LTC Electricity Mth 4
14/07/2026	Citation Ltd	880	62.14	62.14		500			Cyber Health Check
15/07/2026	Francotyp Postalia Ltd	867	99.00	99.00		500			Lease Agreement
16/07/2026	EON Next Energy	866	21.55	21.55		500			Market House Electricity
16/07/2026	West Mercia Energy	868	49.68	49.68		500			Barratt Browning Electricity
17/07/2026	OMS UK Ltd	DD	1,776.08		296.01	4483	401	1,480.07	IT managed service
21/07/2026	Amazon EU UK Branch	775	79.97	79.97		500			Drawstring Bin Bags
21/07/2026	Angela Price	776	37.80	37.80		500			Mileage Celebration and MM Mar
21/07/2026	P J Nicholls Ltd	777	173.73	173.73		500			Fuel for Mowers & Van
21/07/2026	Mews Bouche	778	105.00	105.00		500			MM Workshop
21/07/2026	Yard House Plants	779	4,233.60	4,233.60		500			Hanging Baskets
21/07/2026	Border Office Supplies and Sys	780	156.16	156.16		500			Stationery & Housekeeping
21/07/2026	EON Next Energy	440.17	440.17	440.17		500			LTC Electricity
21/07/2026	Jill Jupp	782	10.99	10.99		500			Wedding Decorations
21/07/2026	G I MARKEY & SON LTD	783	306.00	306.00		500			Grab Handles for entrance PR
21/07/2026	Premium Advertising	784	357.00	357.00		500			Art/trail recruitment
21/07/2026	Herefordshire Wildlife Trust	786	315.00	315.00		500			Wild Play Session MM
21/07/2026	ILX Group Plc	787	1,632.00	1,632.00		500			Prince 2 Training for CEO
21/07/2026	Stephen C Large Landscape Gard	788	3,003.00	3,003.00		500			Maintenance at LTC Cemetery
21/07/2026	Heating Maintenance Services L	789	420.00	420.00		500			Replace flourescent tube Bye S
21/07/2026	A Meredith Associates	791	2,000.00	2,000.00		500			18 Months evaluation MM
21/07/2026	Bliss Cleaning Services (Ledbu	793	496.80	496.80		500			LTC Cleaning
23/07/2026	E.on	BACS	440.17		20.96	4122	202	419.21	LTC Electricity

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Ledbury Town Council Current Year

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Cashbook 1

User: SE

Lloyds A/c (235& 174)(Bus Ext)

For Month No: 4

Payments for Month 4

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
24/07/2026	Octopus Energy Ltd	887	166.12	166.12		500			LTC Electricity
24/07/2026	Ledbury Town Council	BACS	35,039.64			4000	108	3,343.79	Staff Salaries
						4000	109	3,566.59	Staff Salaries
						4000	202	4,162.29	Staff Salaries
						4000	230	23,966.97	Staff Salaries
25/07/2026	Dolphin Tec	869	380.84	380.84		500			Photocopier reading mth 4
27/07/2026	Lloyds Bank Plc	870	22.20	22.20		500			Service Charges
27/07/2026	Herefordshire Council	881	1,273.00	1,273.00		500			LTC Rates
27/07/2026	Dolphin Tech	DD	-40.00		-6.67	4405	235	-33.33	Photocopier readings
28/07/2026	Siemens Financial Services Ltd	871	274.72	274.72		500			Photocopier lease
28/07/2026	Lloyds Bank Plc	872	39.36	39.36		500			Service charges
28/07/2026	DTBC Ltd t/aThompson & Co	873	84.60	84.60		500			Payroll Mth 4
30/07/2026	NABMA	BACS	509.00			4460	220	509.00	Market Subscription
31/07/2026	Barclaycard	CARD	692.10			1273	109	294.50	Masefield Matters Donations
						1090	301	33.50	Charter Market
						1100	102	60.00	Deed transfer
						1034	301	6.50	Tourist Information
						1036	235	21.60	Card Machine payments
						1471	127	11.00	Dog Bags
						1460	120	265.00	Card Machine payments
31/07/2026	Barclaycard	CARD	594.40			1450	105	138.20	Painted room Sales
						1451	105	456.20	Painted room donations
31/07/2026	Telefonica UK Ltd	874	225.26	225.26		500			LTC Mobile phones
31/07/2026	Oncecom Ltd	885	572.51	572.51		500			Telephone connectivity
31/07/2026	Barclaycard	CARD	-692.10			1034	301	-6.50	Tourist Information
						1036	235	-21.60	Photocopier
						1090	301	-33.50	Charter Market
						1100	102	-60.00	Deed Transfer
						1273	109	-294.50	Masefield Matters Donations
						1460	120	-265.00	Ceremony Room Income
						1471	127	-11.00	Dog Bags
31/07/2026	Barclaycard	CARD	-594.40			1450	105	-138.20	Painted Room Salea
						1451	105	-456.20	Painted Room Donations
Total Payments for Month			77,262.82	20,630.48	310.30			56,322.04	
Balance Carried Fwd			19,083.01						
Cashbook Totals			96,345.83	20,630.48	310.30			75,405.05	

Date: 19/08/2026

Ledbury Town Council Current Year

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Time: 16:06

Cashbook 3

User: SE

Premier A/c (736) Comm Call

For Month No: 4

Receipts for Month 4

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 :	280,275.18					280,275.18	
PAY	Banked: 01/07/2026	195.83						
PAY	The Co-operative Group (CGP)	195.83			1160	102	195.83	Mortuary Rent
	Banked: 03/07/2026	109.50						
	Sales Recpts Page 43	109.50	109.50		100			Sales Recpts Page 43
Interest	Banked: 09/07/2026	153.06						
Interest	Lloyds Bank	153.06			1870	220	153.06	Bank Interest
	Banked: 10/07/2026	34.00						
	Sales Recpts Page 44	34.00	34.00		100			Sales Recpts Page 44
909	Banked: 13/07/2026	60.00						
909	Nathan Mangan	60.00			1460	120	60.00	Ceremony Room
LENGTHS	Banked: 15/07/2026	720.00						
	Sales Recpts Page 45	720.00	720.00		100			Sales Recpts Page 45
2473	Banked: 20/07/2026	199.50						
2473	Charlie Cook	199.50			1460	120	199.50	Ceremony Room
CREW	Banked: 20/07/2026	250.00						
CREW	Rebecca Crew	250.00			1460	120	250.00	Ceremony Room
APS HK	Banked: 20/07/2026	60.00						
APS HK	Millicent APS	60.00			1460	120	60.00	Ceremony Room
	PECK Banked: 21/07/2026	17.00						
	PECK S Peck	17.00			1100	102	17.00	Grave Search
GRAY	Banked: 22/07/2026	205.00						
GRAY	R M Gray	205.00			1460	120	205.00	Ceremony Room
PAY	Banked: 23/07/2026	265.00						
PAY	Alexandra McIntyre	265.00			1460	120	265.00	Ceremony Room
CM27	Banked: 28/07/2026	219.00						
CM27	Ledbury Funeral Services	219.00			1100	102	219.00	Interment
CM27	Banked: 28/07/2026	-219.00						
CM27	Ledbury Funeral Services	-219.00			1100	102	-219.00	Interment
	Banked: 28/07/2026	219.00						
	Sales Recpts Page 46	219.00	219.00		100			Sales Recpts Page 46
	Banked: 28/07/2026	100.00						
	Sales Recpts Page 47	100.00	100.00		100			Sales Recpts Page 47
PAY	Banked: 28/07/2026	199.50						
PAY	Ronan & Charl	199.50			1460	120	199.50	Ceremony Room
	Banked: 30/07/2026	70.00						
	Sales Recpts Page 48	70.00	70.00		100			Sales Recpts Page 48
	Banked: 30/07/2026	135.00						

Continued on Page 319

Receipts for Month 4				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>
	Sales Recpts Page 49	135.00	135.00		100			Sales Recpts Page 49
	Banked: 30/07/2026	240.00						
	Sales Recpts Page 50	240.00	240.00		100			Sales Recpts Page 50
	MORT Banked: 30/07/2026	195.83						
	MORT The Co-operative Group (CGP)	195.83			1160	102	195.83	Mortuary Rent
Total Receipts for Month		3,428.22	1,627.50	0.00			1,800.72	
Cashbook Totals		283,703.40	1,627.50	0.00			282,075.90	

Payments for Month 4				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>
06/07/2026	Lloyds A/c (235& 174)(Bus Ext)	Trans 736-	20,000.00			200		20,000.00	Transfer 736-235
21/07/2026	Lloyds A/c (235& 174)(Bus Ext)	736-235	50,000.00			200		50,000.00	Trans 736 - 235
Total Payments for Month			70,000.00	0.00	0.00			70,000.00	
Balance Carried Fwd			213,703.40						
Cashbook Totals			283,703.40	0.00	0.00			283,703.40	

Receipts for Month 4					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 :		179,742.85					179,742.85	
Interest	Banked: 02/07/2026	565.71						
Interest	The Public Sector Deposit Fund	565.71			1870	220	565.71	Bank Interest
Total Receipts for Month		565.71	0.00	0.00			565.71	
Cashbook Totals		180,308.56	0.00	0.00			180,308.56	

Payments for Month 4				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>
			0.00						
Total Payments for Month			0.00	0.00	0.00			0.00	
Balance Carried Fwd			180,308.56						
Cashbook Totals			180,308.56	0.00	0.00			180,308.56	

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			14,642.42	
120	Vat Due			11,140.75	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			19,083.01	
202	Premier A/c (736) Comm Call			213,703.40	
203	Public Sector Deposit Fund			180,308.56	
215	Petty Cash			77.18	
310	General Fund				123,219.50
324	EMR - Listed Buildings				104,042.97
331	EMR - Advertising				5,000.00
335	EMR - Amenity & Public Spaces				15,404.05
336	EMR - Community Projects				12,185.35
339	EMR - Vehicle Replacement/Ref				5,000.00
341	EMR - Masefield Matters				14,608.00
500	Creditors				175.27
1034	Tourist Information Centre	301	Planning/Economic Development		87.70
1036	Photocopier Printing	235	Office Facilities & Equipment		41.80
1090	Charter Market Income	301	Planning/Economic Development		4,398.50
1100	Cemetery Interment Income	102	Cemetery & Buildings		5,755.45
1110	Transfer Of Exclusive Right Of	102	Cemetery & Buildings		49.50
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		841.50
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		34.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		979.15
1161	Chapel Hire	102	Cemetery & Buildings		172.00
1273	Event Income	109	Masefield Matters		9,852.60
1273	Event Income	127	Services and Events		60.22
1450	Painted Room Sales Income	105	Painted Room		1,200.60
1451	Painted Room Donations Income	105	Painted Room		4,385.23
1460	Ceremony Room Income	120	Non-Statutory Services		5,199.35
1460	Ceremony Room Income	205	Ceremony Room	0.50	
1471	Dog Poop Bags	127	Services and Events		114.00
1710	Lengthsman (basic) Income	125	Green Spaces Maintenance		1,280.00
1870	Bank Interest Received Income	220	Finance and General Purposes		2,822.00
1900	Precept Income	220	Finance and General Purposes		407,929.50
4000	Staff Salaries	108	Amenity Areas	13,037.05	
4000	Staff Salaries	109	Masefield Matters	17,341.00	
4000	Staff Salaries	202	Council Properties	11,300.84	
4000	Staff Salaries	230	Management and Payroll	101,815.62	
4001	Agency Cover	230	Management and Payroll	605.00	
4002	Phased Staff Reveiw Costs	202	Council Properties	4,288.40	
4004	Wedding Decorations	120	Non-Statutory Services	9.16	
4014	Lengthsman Scheme/P3 Scheme	125	Green Spaces Maintenance	720.00	

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4021	Rubbish Collection	202	Council Properties	126.10	
4050	Staff Training	230	Management and Payroll	1,850.00	
4051	Officers Travel/Conference/Sub	109	Masefield Matters	340.71	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	217.57	
4110	Rates	102	Cemetery & Buildings	968.45	
4110	Rates	201	Market House	123.00	
4110	Rates	202	Council Properties	3,996.00	
4115	Water	102	Cemetery & Buildings	26.12	
4115	Water	201	Market House	12.02	
4115	Water	202	Council Properties	323.73	
4116	Confidential Waste - Shredding	202	Council Properties	517.91	
4119	CCTV New	202	Council Properties	250.00	
4122	Electricity	102	Cemetery & Buildings	51.11	
4122	Electricity	108	Amenity Areas	194.32	
4122	Electricity	115	Town Centre Decorations	968.16	
4122	Electricity	201	Market House	31.78	
4122	Electricity	202	Council Properties	6,863.27	
4130	Insurance	220	Finance and General Purposes	99.21	
4150	Cleaning	202	Council Properties	1,241.80	
4155	Housekeeping	106	Bye Street Toilets	406.23	
4155	Housekeeping	202	Council Properties	154.01	
4155	Housekeeping	235	Office Facilities & Equipment	7.93	
4169	Grounds Contractors	102	Cemetery & Buildings	4,083.75	
4170	Maintenance	106	Bye Street Toilets	350.00	
4170	Maintenance	201	Market House	0.23	
4170	Maintenance	202	Council Properties	1,540.51	
4170	Maintenance	220	Finance and General Purposes		45.00
4170	Maintenance	235	Office Facilities & Equipment	4.98	
4175	CCTV Maintenance	110	Recreation Ground		75.00
4176	CCTV Link to Hereford	118	Minor Infrastructure	2,756.61	
4185	Alarms	202	Council Properties	303.00	
4185	Alarms	220	Finance and General Purposes		0.43
4200	New Equipment	102	Cemetery & Buildings	250.00	
4205	Grounds Maintenance (Contract)	101	Closed Churchyard	1,170.00	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	944.00	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	1,586.00	
4206	Grounds Maintenance	102	Cemetery & Buildings	66.64	
4224	Wheely Bins Refuse Collection	101	Closed Churchyard	87.75	
4225	Skip Hire	102	Cemetery & Buildings	750.00	
4252	General Park Maintenance	108	Amenity Areas	568.00	
4271	Dog Bags	127	Services and Events	447.20	
4276	External power supply -High St	118	Minor Infrastructure	203.36	

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4285	Defibrillator Maintenance	118	Minor Infrastructure	320.00	
4300	Vehicle Repair	102	Cemetery & Buildings	110.86	
4330	Fuel	102	Cemetery & Buildings	366.89	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	54.85	
4400	Stationery	235	Office Facilities & Equipment	378.51	
4405	Photocopier Hire	235	Office Facilities & Equipment	1,527.47	
4415	Office Support & Equipment	235	Office Facilities & Equipment	62.57	
4416	Equipment Maintenance	102	Cemetery & Buildings	438.83	
4420	Newsletter	225	Councillors/Newsletter	321.17	
4430	Advertising	109	Masefield Matters	297.50	
4430	Advertising	220	Finance and General Purposes	545.00	
4433	Card Machine rental	105	Painted Room	141.88	
4433	Card Machine rental	202	Council Properties	10.00	
4433	Card Machine rental	220	Finance and General Purposes	130.00	
4436	Consultancy	109	Masefield Matters	2,000.00	
4455	Postage	401	Full Council	362.45	
4460	Subscriptions	220	Finance and General Purposes	3,602.13	
4481	Telephones	401	Full Council	2,437.76	
4482	Website	401	Full Council	374.00	
4483	ICT Services & Software Lease	401	Full Council	6,191.16	
4529	Civic Insignia	210	Civic Matters	27.50	
4535	Civic Hospitality	210	Civic Matters	138.60	
4540	Election Expenses	225	Councillors/Newsletter	191.74	
4545	Annual & Other Meetings	225	Councillors/Newsletter	238.15	
4550	Bank Charges	220	Finance and General Purposes	152.57	
4551	Data Protection	220	Finance and General Purposes	103.56	
4553	Tourist Information Centre	301	Planning/Economic Development	140.00	
4579	Audit Internal	220	Finance and General Purposes	399.00	
4590	Professional Services	220	Finance and General Purposes	8,579.68	
4592	PPE/Health & Safety	102	Cemetery & Buildings	5.41	
4594	Cemetery Mapping	102	Cemetery & Buildings	95.00	
4595	Climate Change	127	Services and Events	2,000.00	
4607	Events	109	Masefield Matters	466.63	
4607	Events	127	Services and Events	2,131.84	
4640	Christmas Lights & Install	115	Town Centre Decorations	6,000.00	
4650	Ledbury In Bloom	115	Town Centre Decorations	3,528.00	
4700	Stock Purchase	105	Painted Room	162.50	
4704	Tourism/ Town Plan Projects	107	Town Promotion	41.65	
4800	Barrett Browning Clock	214	Grants with Powers	178.35	
4827	Community Action Ledbury	214	Grants with Powers	12,000.00	
4875	Distinguished Citizen Awards	214	Grants with Powers	141.67	
4887	Ledbury Community Youth Worker	214	Grants with Powers	10,950.00	

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>
4888	Ledbury Fringe	214	Grants with Powers	1,000.00	
4889	Ledbury Primary Schoool PTA	214	Grants with Powers	1,500.00	
4890	Unspecified Grants	214	Grants with Powers	5,685.80	
4897	LEAF	214	Grants with Powers	10,940.00	
4898	Ledbury Carnival	214	Grants with Powers	5,000.00	
4903	Professional Fees	109	Masefield Matters	5,217.34	
4906	Event Costs	109	Masefield Matters	4,528.67	
4907	Equipment and Materials	109	Masefield Matters	59.94	
Trial Balance Totals :				724,958.67	724,958.67
Difference				0.00	

Receipts for Month 4				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 :		200.14					200.14	
PCash	Banked:08/05/2026	-105.00						
PCash	Ceremony Room	-105.00			1460	120	-52.50	Ceremony Room
					1460	120	-52.50	Ceremony Room
Total Receipts for Month		-105.00	0.00	0.00			-105.00	
Cashbook Totals		95.14	0.00	0.00			95.14	

Payments for Month 4					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>
06/07/2026	Savers	PCASH	17.96		2.99	4155	106	7.48	Housekeeping Bye Street
						4155	202	7.49	Housekeeping LTC
Total Payments for Month			17.96	0.00	2.99			14.97	
Balance Carried Fwd			77.18						
Cashbook Totals			95.14	0.00	2.99			92.15	

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	14,642	
120	Vat Due	11,141	
150	Stock	1,728	
200	Lloyds A/c (235) (Bus Ext)	19,083	
202	Premier A/c (736) Comm Call	213,703	
203	Public Sector Deposit Fund	180,309	
215	Petty Cash	77	
	Total Current Assets		440,683
	<u>Current Liabilities</u>		
500	Creditors	175	
	Total Current Liabilities		175
	Net Current Assets		440,508
	Total Assets less Current Liabilities		440,508
	<u>Represented by :-</u>		
300	Current Year Fund	161,048	
310	General Fund	123,220	
324	EMR - Listed Buildings	104,043	
331	EMR - Advertising	5,000	
335	EMR - Amenity & Public Spaces	15,404	
336	EMR - Community Projects	12,185	
339	EMR - Vehicle Replacement/Ref	5,000	
341	EMR - Masefield Matters	14,608	
	Total Equity		440,508

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Closed Churchyard							
4205 Grounds Maintenance (Contract)	1,170	3,000	1,830		1,830	39.0%	
4224 Wheely Bins Refuse Collection	88	270	182		182	32.5%	
4250 Tree Works/Property Maintenanc	0	2,500	2,500		2,500	0.0%	
Closed Churchyard :- Indirect Expenditure	1,258	5,770	4,512	0	4,512	21.8%	0
Net Expenditure	(1,258)	(5,770)	(4,512)				
102 Cemetery & Buildings							
1100 Cemetery Interment Income	5,755	5,150	(605)			111.8%	
1110 Transfer Of Exclusive Right Of	50	0	(50)			0.0%	
1130 Cemetery Memorial Permit Incom	842	2,500	1,659			33.7%	
1131 Cemetery Deed Transfers Income	34	0	(34)			0.0%	
1160 Mortuary Rent Income	979	2,500	1,521			39.2%	
1161 Chapel Hire	172	150	(22)			114.7%	
Cemetery & Buildings :- Income	7,832	10,300	2,468			76.0%	0
4110 Rates	968	3,451	2,483		2,483	28.1%	
4115 Water	26	150	124		124	17.4%	
4122 Electricity	51	1,000	949		949	5.1%	
4169 Grounds Contractors	4,084	15,000	10,916		10,916	27.2%	
4181 CCTV Maintenance Contract	0	103	103		103	0.0%	
4183 Memorial Board	0	103	103		103	0.0%	
4200 New Equipment	250	1,100	850	44	806	26.7%	
4201 Equipment Hire	0	500	500		500	0.0%	
4206 Grounds Maintenance	67	3,000	2,933	3,842	(908)	130.3%	
4223 Perimeter Wall Repairs	0	5,000	5,000	1,850	3,150	37.0%	
4225 Skip Hire	750	1,854	1,104	255	849	54.2%	
4227 Memorial Testing	0	500	500		500	0.0%	
4250 Tree Works/Property Maintenanc	0	3,500	3,500		3,500	0.0%	
4273 Scatter Garden & Memorial Tree	0	2,000	2,000		2,000	0.0%	
4300 Vehicle Repair	111	1,030	919	9	910	11.7%	
4310 Vehicle Replacement/Refurb	0	5,000	5,000		5,000	0.0%	
4311 Green Vehicle	0	3,000	3,000	13,450	(10,450)	448.3%	
4312 Storage Container	0	1,000	1,000		1,000	0.0%	
4330 Fuel	367	1,133	766		766	32.4%	
4340 Insurance, Tax & MOT	55	1,100	1,045		1,045	5.0%	
4416 Equipment Maintenance	439	2,000	1,561	0	1,561	21.9%	
4592 PPE/Health & Safety	5	515	510	7	503	2.3%	
4594 Cemetery Mapping	95	407	312		312	23.3%	
Cemetery & Buildings :- Indirect Expenditure	7,268	52,446	45,178	19,456	25,722	51.0%	0
Net Income over Expenditure	564	(42,146)	(42,710)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
105 Painted Room							
1450 Painted Room Sales Income	1,201	1,750	549			68.6%	
1451 Painted Room Donations Income	4,385	7,500	3,115			58.5%	
Painted Room :- Income	5,586	9,250	3,664			60.4%	0
4433 Card Machine rental	142	600	458		458	23.6%	
4434 Music Licence	0	500	500		500	0.0%	
4700 Stock Purchase	163	1,000	838		838	16.3%	
Painted Room :- Indirect Expenditure	304	2,100	1,796	0	1,796	14.5%	0
Net Income over Expenditure	5,281	7,150	1,869				
106 Bye Street Toilets							
4115 Water	0	1,600	1,600		1,600	0.0%	
4122 Electricity	0	2,000	2,000		2,000	0.0%	
4155 Housekeeping	406	3,000	2,594		2,594	13.5%	
4170 Maintenance	350	2,000	1,650		1,650	17.5%	
Bye Street Toilets :- Indirect Expenditure	756	8,600	7,844	0	7,844	8.8%	0
Net Expenditure	(756)	(8,600)	(7,844)				
107 Town Promotion							
4703 Promotional Material	0	3,000	3,000	320	2,680	10.7%	
4704 Tourism/ Town Plan Projects	42	5,150	5,108		5,108	0.8%	
4705 Signage	0	3,000	3,000		3,000	0.0%	
Town Promotion :- Indirect Expenditure	42	11,150	11,108	320	10,788	3.2%	0
Net Expenditure	(42)	(11,150)	(11,108)				
108 Amenity Areas							
4000 Staff Salaries	13,037	36,810	23,773		23,773	35.4%	
4002 Phased Staff Reveiw Costs	0	16,809	16,809		16,809	0.0%	
4122 Electricity	194	1,030	836		836	18.9%	
4200 New Equipment	0	100	100		100	0.0%	
4202 Repairs to Hanging Basket Pots	0	2,500	2,500	4,930	(2,430)	197.2%	
4205 Grounds Maintenance (Contract)	944	4,676	3,732		3,732	20.2%	
4210 Dog Hill Wood Coppicing	0	3,000	3,000		3,000	0.0%	
4228 General Tree works	0	4,000	4,000		4,000	0.0%	
4240 Upperfields Flood Scheme	0	0	0	5,950	(5,950)	0.0%	
4252 General Park Maintenance	568	1,000	432		432	56.8%	
Amenity Areas :- Indirect Expenditure	14,743	69,925	55,182	10,880	44,302	36.6%	0
Net Expenditure	(14,743)	(69,925)	(55,182)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
109 Maselfield Matters							
1273 Event Income	9,853	0	(9,853)			0.0%	
Maselfield Matters :- Income	9,853	0	(9,853)				0
4000 Staff Salaries	17,341	0	(17,341)		(17,341)	0.0%	
4051 Officers Travel/Conference/Sub	341	0	(341)	26	(367)	0.0%	
4430 Advertising	298	0	(298)		(298)	0.0%	
4436 Consultancy	2,000	0	(2,000)		(2,000)	0.0%	
4607 Events	467	0	(467)		(467)	0.0%	
4903 Professional Fees	5,217	0	(5,217)	78	(5,295)	0.0%	
4906 Event Costs	4,529	0	(4,529)		(4,529)	0.0%	
4907 Equipment and Materials	60	0	(60)		(60)	0.0%	
Maselfield Matters :- Indirect Expenditure	30,252	0	(30,252)	104	(30,356)		0
Net Income over Expenditure	(20,399)	0	20,399				
110 Recreation Ground							
4175 CCTV Maintenance	(75)	0	75		75	0.0%	
4205 Grounds Maintenance (Contract)	1,586	10,000	8,414		8,414	15.9%	
4224 Wheely Bins Refuse Collection	0	100	100		100	0.0%	
4229 Street Light Maintenance	0	500	500		500	0.0%	
4230 ROSPA Reports	0	80	80		80	0.0%	
4235 Play Equipment-New	0	10,000	10,000		10,000	0.0%	
4236 Play Equipment Maintenance	0	5,000	5,000		5,000	0.0%	
4237 Skate Park Maintenance	0	500	500		500	0.0%	
4238 Youth Shelter Maintenance	0	300	300		300	0.0%	
Recreation Ground :- Indirect Expenditure	1,511	26,480	24,969	0	24,969	5.7%	0
Net Expenditure	(1,511)	(26,480)	(24,969)				
115 Town Centre Decorations							
1270 Christmas Lights Event	0	2,500	2,500			0.0%	
Town Centre Decorations :- Income	0	2,500	2,500			0.0%	0
4122 Electricity	968	2,000	1,032		1,032	48.4%	
4640 Christmas Lights & Install	6,000	15,000	9,000	1,900	7,100	52.7%	
4650 Ledbury In Bloom	3,528	3,000	(528)	83	(611)	120.4%	
Town Centre Decorations :- Indirect Expenditure	10,496	20,000	9,504	1,983	7,521	62.4%	0
Net Income over Expenditure	(10,496)	(17,500)	(7,004)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
118 Minor Infrastructure							
4176 CCTV Link to Hereford	2,757	12,000	9,243		9,243	23.0%	
4276 External power supply -High St	203	1,030	827		827	19.7%	
4285 Defibrillator Maintenance	320	1,500	1,180	1,808	(628)	141.9%	
Minor Infrastructure :- Indirect Expenditure	3,280	14,530	11,250	1,808	9,442	35.0%	0
Net Expenditure	(3,280)	(14,530)	(11,250)				
120 Non-Statutory Services							
1460 Ceremony Room Income	5,199	5,000	(199)			104.0%	
Non-Statutory Services :- Income	5,199	5,000	(199)			104.0%	0
4004 Wedding Decorations	9	250	241		241	3.7%	
4007 Ceremony Room Licence Fee	0	500	500		500	0.0%	
4020 Cleaning	0	300	300		300	0.0%	
Non-Statutory Services :- Indirect Expenditure	9	1,050	1,041	0	1,041	0.9%	0
Net Income over Expenditure	5,190	3,950	(1,240)				
125 Green Spaces Maintenance							
1710 Lengthsman (basic) Income	1,280	3,000	1,720			42.7%	
Green Spaces Maintenance :- Income	1,280	3,000	1,720			42.7%	0
4013 Devolved Services	0	500	500		500	0.0%	
4014 Lengthsman Scheme/P3 Scheme	720	3,000	2,280		2,280	24.0%	
Green Spaces Maintenance :- Indirect Expenditure	720	3,500	2,780	0	2,780	20.6%	0
Net Income over Expenditure	560	(500)	(1,060)				
127 Services and Events							
1273 Event Income	60	0	(60)			0.0%	
1471 Dog Poop Bags	114	500	386			22.8%	
Services and Events :- Income	174	500	326			34.8%	0
4271 Dog Bags	447	721	274		274	62.0%	
4595 Climate Change	2,000	2,000	0		0	100.0%	
4600 Town Crier/Fees & Subs	0	300	300		300	0.0%	
4601 Town Crier/Uniforms	0	500	500		500	0.0%	
4605 Events Barriers	0	103	103		103	0.0%	
4607 Events	2,132	13,500	11,368	891	10,477	22.4%	
4850 Poppy Wreath	0	80	80		80	0.0%	
Services and Events :- Indirect Expenditure	4,579	17,204	12,625	891	11,733	31.8%	0
Net Income over Expenditure	(4,405)	(16,704)	(12,299)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201 Market House</u>							
1030 Market House Income	0	4,000	4,000			0.0%	
Market House :- Income	0	4,000	4,000			0.0%	0
4110 Rates	123	0	(123)		(123)	0.0%	
4115 Water	12	0	(12)		(12)	0.0%	
4122 Electricity	32	0	(32)		(32)	0.0%	
4170 Maintenance	0	0	(0)		(0)	0.0%	
Market House :- Indirect Expenditure	167	0	(167)	0	(167)		0
Net Income over Expenditure	(167)	4,000	4,167				
<u>202 Council Properties</u>							
4000 Staff Salaries	11,301	37,500	26,199		26,199	30.1%	
4002 Phased Staff Reveiw Costs	4,288	0	(4,288)		(4,288)	0.0%	
4021 Rubbish Collection	126	750	624		624	16.8%	
4110 Rates	3,996	9,682	5,686		5,686	41.3%	
4115 Water	324	850	526		526	38.1%	
4116 Confidential Waste - Shredding	518	1,200	682		682	43.2%	
4119 CCTV New	250	120	(130)		(130)	208.3%	
4122 Electricity	6,863	17,970	11,107		11,107	38.2%	
4150 Cleaning	1,242	3,000	1,758		1,758	41.4%	
4155 Housekeeping	154	515	361	57	304	41.0%	
4170 Maintenance	1,541	10,300	8,759	18,771	(10,012)	197.2%	
4171 PAT Testing	0	250	250		250	0.0%	
4179 Quinquennial Works	0	700	700		700	0.0%	
4185 Alarms	303	5,000	4,697		4,697	6.1%	
4186 Listed Building Reserve	0	10,000	10,000	695	9,305	7.0%	
4433 Card Machine rental	10	0	(10)		(10)	0.0%	
Council Properties :- Indirect Expenditure	30,916	97,837	66,921	19,523	47,398	51.6%	0
Net Expenditure	(30,916)	(97,837)	(66,921)				
<u>205 Ceremony Room</u>							
1460 Ceremony Room Income	(1)	0	1			0.0%	
Ceremony Room :- Income	(1)	0	1				0
Net Income	(1)	0	1				
<u>210 Civic Matters</u>							
4501 Mayor's Hospitality	0	1,100	1,100		1,100	0.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4529 Civic Insignia	28	2,000	1,973		1,973	1.4%	
4531 Roll of Honour	0	50	50		50	0.0%	
4532 Flag Pole	0	200	200		200	0.0%	
4535 Civic Hospitality	139	1,100	961		961	12.6%	
Civic Matters :- Indirect Expenditure	166	4,450	4,284	0	4,284	3.7%	0
Net Expenditure	(166)	(4,450)	(4,284)				
<u>214 Grants with Powers</u>							
1718 October Fair Donation Income	0	2,500	2,500			0.0%	
Grants with Powers :- Income	0	2,500	2,500			0.0%	0
4800 Barrett Browning Clock	178	700	522		522	25.5%	
4805 Citizens Advice Worcs	0	5,000	5,000		5,000	0.0%	
4827 Community Action Ledbury	12,000	12,000	0		0	100.0%	
4875 Distinguished Citizen Awards	142	250	108		108	56.7%	
4876 October Fair Expenditure	0	500	500		500	0.0%	
4887 Ledbury Community Youth Worker	10,950	21,900	10,950		10,950	50.0%	
4888 Ledbury Fringe	1,000	1,000	0		0	100.0%	
4889 Ledbury Primary School PTA	1,500	1,500	0		0	100.0%	
4890 Unspecified Grants	5,686	21,000	15,314		15,314	27.1%	
4897 LEAF	10,940	940	(10,000)		(10,000)	1163.8%	
4898 Ledbury Carnival	5,000	5,000	0		0	100.0%	
Grants with Powers :- Indirect Expenditure	47,396	69,790	22,394	0	22,394	67.9%	0
Net Income over Expenditure	(47,396)	(67,290)	(19,894)				
<u>220 Finance and General Purposes</u>							
1870 Bank Interest Received Income	2,822	10,000	7,178			28.2%	
1900 Precept Income	407,930	815,859	407,930			50.0%	
1902 Western Power WayLeave	0	126	126			0.0%	
Finance and General Purposes :- Income	410,752	825,985	415,234			49.7%	0
4130 Insurance	99	21,650	21,551		21,551	0.5%	
4170 Maintenance	(45)	0	45		45	0.0%	
4185 Alarms	(0)	0	0		0	0.0%	
4430 Advertising	545	2,300	1,755	2,753	(998)	143.4%	
4433 Card Machine rental	130	618	488		488	21.0%	
4460 Subscriptions	3,602	4,000	398	700	(302)	107.6%	
4550 Bank Charges	153	515	362		362	29.6%	
4551 Data Protection	104	500	396		396	20.7%	
4579 Audit Internal	399	2,500	2,101		2,101	16.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4580 Audit External	0	3,000	3,000		3,000	0.0%	
4590 Professional Services	8,580	20,000	11,420	6,550	4,870	75.6%	
4592 PPE/Health & Safety	0	500	500	35	465	7.0%	
Finance and General Purposes :- Indirect Expenditure	13,566	55,583	42,017	10,038	31,979	42.5%	0
Net Income over Expenditure	397,186	770,402	373,216				
<u>225 Councillors/Newsletter</u>							
4420 Newsletter	321	1,000	679	368	311	68.9%	
4500 Town Mayors Expenses	0	1,000	1,000		1,000	0.0%	
4502 Mayor's Advertising	0	500	500		500	0.0%	
4520 Councillors Expenses	0	300	300		300	0.0%	
4525 Councillors Training	0	1,545	1,545		1,545	0.0%	
4540 Election Expenses	192	300	108	115	(7)	102.3%	
4545 Annual & Other Meetings	238	250	12		12	95.3%	
Councillors/Newsletter :- Indirect Expenditure	751	4,895	4,144	483	3,661	25.2%	0
Net Expenditure	(751)	(4,895)	(4,144)				
<u>230 Management and Payroll</u>							
4000 Staff Salaries	101,816	314,454	212,638		212,638	32.4%	
4001 Agency Cover	605	3,000	2,395		2,395	20.2%	
4002 Phased Staff Reveiw Costs	0	35,159	35,159		35,159	0.0%	
4050 Staff Training	1,850	6,180	4,330	140	4,190	32.2%	
4051 Officers Travel/Conference/Sub	218	2,500	2,282		2,282	8.7%	
Management and Payroll :- Indirect Expenditure	104,488	361,293	256,805	140	256,665	29.0%	0
Net Expenditure	(104,488)	(361,293)	(256,805)				
<u>235 Office Facilities & Equipment</u>							
1036 Photocopier Printing	42	0	(42)			0.0%	
1470 Photocopies Income	0	700	700			0.0%	
Office Facilities & Equipment :- Income	42	700	658			6.0%	0
4155 Housekeeping	8	0	(8)		(8)	0.0%	
4170 Maintenance	5	1,000	995		995	0.5%	
4400 Stationery	379	3,000	2,621	331	2,291	23.6%	
4405 Photocopier Hire	1,527	5,000	3,473		3,473	30.5%	
4415 Office Support & Equipment	63	2,500	2,437	173	2,264	9.4%	
Office Facilities & Equipment :- Indirect Expenditure	1,981	11,500	9,519	504	9,015	21.6%	0
Net Income over Expenditure	(1,940)	(10,800)	(8,860)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>301 Planning/Economic Development</u>							
1034 Tourist Information Centre	88	200	112			43.9%	
1090 Charter Market Income	4,399	8,000	3,602			55.0%	
Planning/Economic Development :- Income	<u>4,486</u>	<u>8,200</u>	<u>3,714</u>			<u>54.7%</u>	<u>0</u>
4233 Gazebos	0	500	500		500	0.0%	
4543 Neighbourhood Plan	0	500	500		500	0.0%	
4546 Traffic Management	0	2,000	2,000		2,000	0.0%	
4549 Charter Market improvements	0	2,060	2,060		2,060	0.0%	
4553 Tourist Information Centre	140	3,060	2,920		2,920	4.6%	
4554 Charter Market Strategy	0	10,500	10,500		10,500	0.0%	
Planning/Economic Development :- Indirect Expenditure	<u>140</u>	<u>18,620</u>	<u>18,480</u>	<u>0</u>	<u>18,480</u>	<u>0.8%</u>	<u>0</u>
Net Income over Expenditure	<u>4,346</u>	<u>(10,420)</u>	<u>(14,766)</u>				
<u>401 Full Council</u>							
4455 Postage	362	412	50	161	(111)	127.1%	
4481 Telephones	2,438	6,180	3,742		3,742	39.4%	
4482 Website	374	4,120	3,746		3,746	9.1%	
4483 ICT Services & Software Lease	6,191	11,000	4,809	145	4,664	57.6%	
4484 Lease Line	0	3,500	3,500		3,500	0.0%	
Full Council :- Indirect Expenditure	<u>9,365</u>	<u>25,212</u>	<u>15,847</u>	<u>306</u>	<u>15,541</u>	<u>38.4%</u>	<u>0</u>
Net Expenditure	<u>(9,365)</u>	<u>(25,212)</u>	<u>(15,847)</u>				
Grand Totals:- Income	445,203	871,935	426,732			51.1%	
Expenditure	284,155	881,935	597,780	66,436	531,344	39.8%	
Net Income over Expenditure	<u>161,048</u>	<u>(10,000)</u>	<u>(171,048)</u>				
Movement to/(from) Gen Reserve	<u>161,048</u>	<u>(10,000)</u>	<u>(171,048)</u>				

FULL COUNCIL	3 SEPTEMBER 2026	AGENDA ITEM: 13
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Report prepared by Angela Price – Town Clerk

OUTCOME OF EXTERNAL AUDIT 2025/26

Purpose of Report

The purpose of this report is to make Members aware of the outcome of the 2025/26 External Audit.

Detailed Information

Attached is a letter, Audit Report and Certificate from the Council's appointed External Auditor advising of the outcome of the 2025/26 Audit.

Members will be pleased to read that the external auditor's opinion was that Sections 1 and 2 of the AGAR were in accordance with the Proper Practices and no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Therefore, Ledbury Town Council have been issued an unqualified audit for 2025/26.

The Clerk upon return from annual leave will complete the appropriate Notice of Conclusion of Audit and publish it on the Council's website and in the notice board accordingly with effect from 1 September 2026.

Recommendation

That Members receive and note the above information.

Ledbury Town Council
BY EMAIL

DDI:
+44 (0)20 7516 2200
Email:
sba@pkf-l.com
Date:
19 August 2026
Our Ref:
HE0070
SAAA Ref:
SB05114

Ledbury Town Council
Completion of the limited assurance review for the year ended 31 March 2026

Dear Mrs Price

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Ledbury Town Council for the year ended 31 March 2026. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must publish these documents immediately and at the next meeting consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a “Notice of conclusion of audit” which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the “Notice” along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2026, which must include publication on the smaller authority’s website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the “Notice” must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 30 Churchill Place, Canary Wharf, London, E14 5RE. Please include the reference HE0070 or Ledbury Town Council as a reference when paying by BACS.

Timetable for 2026/27

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Thursday 1 July 2027. It is anticipated that the instructions will be sent out during March 2027, subject to arrangements for the 2026/27 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

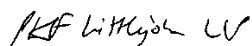
- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2027, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Thursday 3 June and Wednesday 14 July 2027; and
 - at the latest, between Thursday 1 July and Wednesday 11 August 2027.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2025/26

We would welcome feedback on your experiences with PKF Littlejohn LLP during the review for the year ended 31 March 2026. Such feedback is important to us to help us drive improvements in client service. If you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/satisfaction-survey-for-the-year-ended-31-march-2026/>

Yours sincerely



PKF Littlejohn LLP

Ledbury Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for Ledbury Town Council for the year ended 31 March 2026 has been completed and the accounts have been published. 2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Ledbury Town Council on application to: (a) _____ _____ _____ _____ (b) _____ _____ _____ 3. Copies will be provided to any local government elector of the area on payment of £____ (c) for each copy of the Annual Governance & Accountability Return. Announcement made by: (d) _____ Date of announcement: (e) _____	Notes This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years. (a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR (b) Insert the hours during which inspection rights may be exercised (c) Insert a reasonable sum for copying costs (d) Insert the name and position of person placing the notice (e) Insert the date of placing of the notice
--	--

Ledbury Town Council

Our ref HE0070

SAAA Ref SB05114

Invoice No. SB20260798

VAT No. GB 440 4982 50

Email: sba@pkf-l.com

Date: 19 August 2026

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2026	£1,680.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£1,680.00
VAT @ 20%	£336.00
TOTAL PAYABLE	£2,016.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>

**For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 30 Churchill Place, Canary Wharf, London E14 5RE**

For payments by credit transfer, our bank details are:-

HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include HE0070 or Ledbury Town Council as the reference.

For account queries, contact sba@pkf-l.com

PKF Littlejohn LLP
 30 Churchill Place
 London
 E14 5RE

T: +44 (0)20 7516 2200
www.pkf-l.com

Ledbury Town Council

Our ref HE0070

SAAA Ref SB05114

Invoice No. SB20260798

VAT No. GB 440 4982 50

Email: sba@pkf-l.com

Date: 19 August 2026

REMITTANCE ADVICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2026	£1,680.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£1,680.00
VAT @ 20%	£336.00
TOTAL PAYABLE	£2,016.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

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Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include HE0070 or Ledbury Town Council as the reference.

For account queries, contact sba@pkf-l.com

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Ledbury Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

04/06/2026

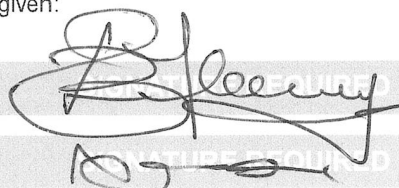
and recorded as minute reference:

C1370(2)

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk



<https://www.ledburytowncouncil.gov.uk/en-gb/your-concil/finances>

Section 2 – Accounting Statements 2025/26 for

EN Ledbury Town Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	257,797	358,326	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	682,400	734,622	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	188,656	75,434	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	396,290	480,594	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	374,237	408,328	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	358,326	279,460	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	352,144	268,551	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	857,081	890,074	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.



Date

28/05/2026

I confirm that these Accounting Statements were approved by this authority on this date:

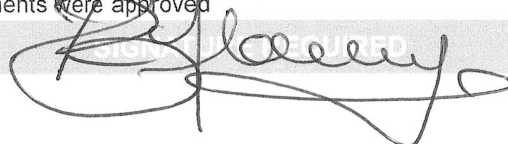
04/06/2026

as recorded in minute reference:

C1370(4)

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved



Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of **Ledbury Town Council – HE0070**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has not published the full and correct information in the ‘Notice of Public Rights’, please ensure that the correct information is published in future years.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

19/08/2026

FULL COUNCIL	3 SEPTEMBER 2026	AGENDA ITEM: 14(i)
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Report prepared by Angela Price – Town Clerk

REVIEW OF THE TOWN COUNCIL GRANTS POLICY AND GRANT APPLICATION FORMS

Purpose of Report

The purpose of this report is to consider a review of the Council's Grants Policy and associated Grant Application Forms to ensure they remain fit for purpose, reflect current best practice and provide a transparent, fair and consistent process for both applicants and Members when awarding grant funding.

Background

Ledbury Town Council provides grant funding each year to organisations whose activities benefit the residents of Ledbury. The current Grants Policy establishes the broad principles governing grant awards, whilst separate application forms are used for:

- Multi-Year Grant Applications
- Applications over £500
- Applications of £500 or less

Whilst these documents have served the Council well, they have evolved over a number of years and would benefit from a comprehensive review to ensure they continue to meet the Council's objectives and reflect current governance expectations.

The existing Grants Policy provides a sound basis for administering grant funding; however, a comprehensive review presents an opportunity to modernise the scheme, improve governance, simplify the application process and ensure that grant funding is directed towards projects that best support the Council's strategic priorities and deliver measurable benefits for the residents of Ledbury.

Legislative Background

When awarding grants, the Council must ensure that every award is supported by an appropriate statutory power. Local councils may only incur expenditure where Parliament has provided them with the legal authority to do so.

The Council should always seek to rely upon a specific statutory power where one exists. Examples include:

Statutory Power	Purpose
Section 144, Local Government Act 1972	Tourism and the promotion of the area.
Section 145, Local Government Act 1972	Arts, entertainment and cultural activities.
Section 19, Local Government (Miscellaneous Provisions) Act 1976	Recreational facilities.
Public Health Act 1875	Public conveniences, open spaces and public health functions.
Local Government Act 1972 (various provisions)	Community buildings, recreation grounds and other local authority functions.

Only where no other specific statutory power exists should the Council consider relying upon Section 137 of the Local Government Act 1972.

Section 137 is therefore regarded as a "power of last resort". It enables parish and town councils to incur expenditure for purposes that are in the interests of, and will bring direct benefit to, all or some of the inhabitants of the area, where no other statutory power is available. The Council must also be satisfied that the benefit obtained is commensurate with the expenditure incurred.

For the 2026/27 financial year, expenditure under Section 137 is limited to £11.60 per elector. The overall amount that the Council may spend under this power is calculated by multiplying the annual limit (£11.60) by the number of local government electors on the electoral register as of 1 April 2026. This statutory limit is reviewed annually by Government in line with inflation.

Unlike many larger parish and town councils, Ledbury Town Council does not currently hold the General Power of Competence (GPoC) under the Localism Act 2011.

To qualify for the General Power of Competence, a council must:

- have at least two-thirds of its total membership comprised of councillors elected at ordinary or by-elections; and
- employ a Clerk who holds an approved professional qualification, such as the Certificate in Local Council Administration (CiLCA).

Whilst the Town Clerk holds the CiLCA qualification, the Council has not consistently met the requirement for two-thirds of its Members to be elected due to the significant number of councillor vacancies that have existed since the 2023 local elections. Consequently, the Council is not currently eligible to adopt the General Power of Competence.

This means that every grant awarded by the Council must be supported by an identifiable statutory power. A revised Grants Policy should therefore require every report recommending a grant award to clearly identify the legislative power being relied upon. Where a specific statutory power exists, that power should always be

used. Only where no alternative statutory power can be identified should Section 137 be relied upon. It should be noted that the Clerk does currently provide this information within supporting reports.

Should the Council become eligible to adopt the General Power of Competence in the future, the Grants Policy can be reviewed again to reflect the wider discretionary powers available.

Introducing this requirement within the Grants Policy will strengthen the Council's governance arrangements, provide a clear audit trail for decision making and ensure that grant awards are made lawfully, consistently and transparently.

Section 137 does not prohibit grant funding being used towards salaries. The key question is what the salary is paying for, rather than whether it is a salary.

A grant awarded under Section 137 of the Local Government Act 1972 may lawfully contribute towards staffing costs where:

- there is no other statutory power available to support the activity;
- the funded post delivers a direct benefit to all or some of the inhabitants of the Council's area;
- the benefit is commensurate with the expenditure incurred;
- the Council is satisfied that the funding represents value for money; and
- the funding is awarded to the organisation, not to an individual employee.

Examples where it could be appropriate

✓ A community charity employs a Youth Worker delivering weekly activities for young people in Ledbury.

✓ A community transport organisation employs a Co-ordinator supporting elderly residents.

✓ A heritage organisation employs a Project Officer to deliver community heritage activities.

✓ A voluntary organisation employs a Community Support Worker providing services to Ledbury residents.

In each case, the Council would be funding the delivery of a community service, not simply paying someone's wages.

Examples where it would be difficult to justify

✗ Contributing towards an organisation's general administration without identifying the community benefit.

✗ Funding salary costs that relate primarily to fundraising or commercial activities.

✗ Funding staff who work predominantly outside Ledbury with only limited benefit to Ledbury residents.

Good practice

If the Council decides to fund staffing costs, it is recommended that the policy requires applicants to demonstrate:

- the role being funded;
- the proportion of the salary being requested;
- what activities the post will deliver;
- how many Ledbury residents will benefit;
- how outcomes will be measured;
- whether the funding is a one-off contribution or ongoing support; and
- how the post will be sustained once the Council's grant ends.

Why the Policy Should be Reviewed and Updated

There are several reasons why it would be beneficial to undertake a review.

1. Improve Transparency

Applicants should clearly understand:

- what projects the Council wishes to support;
- who is eligible to apply;
- what funding cannot be provided;
- how applications will be assessed; and
- what information is required before a decision can be made.

Similarly, Members should have clear assessment criteria to assist them in making consistent and evidence-based decisions.

2. Ensure Consistency

Although the current application forms request extensive information, there is no formal scoring or assessment framework. Introducing standard assessment criteria would ensure all applications are considered fairly and consistently.

3. Reflect Current Priorities

The Council has developed a number of priorities since the current policy was introduced. The Grants Policy should encourage projects that contribute towards:

- improving community wellbeing;
- supporting young people;
- enhancing the environment;
- promoting culture, heritage and tourism;
- encouraging volunteering;
- supporting community resilience; and
- strengthening partnerships within Ledbury.

4. Improve Financial Accountability

Whilst applicants currently provide supporting documentation and grant recipients are required to submit an end of project report, the policy could provide greater clarity regarding:

- eligible expenditure;
- ineligible expenditure;
- monitoring requirements;
- repayment of unused funding;
- record keeping; and
- circumstances where funding may be withheld or reclaimed.

5. Simplify the Application Process

The current application forms contain a significant amount of duplicated information.

A review could produce:

- one standard application form with sections that are completed depending upon the value of the grant requested; or
- two streamlined forms (Small Grants and Large/Multi-Year Grants).

This would reduce unnecessary duplication whilst ensuring the Council still receives sufficient information to make informed decisions.

Suggested Improvements

The revised policy could include the following sections:

- Purpose of the Grant Scheme
- Legal powers available to the Council
- Annual grants budget
- Types of grants available
- Eligibility criteria
- Organisations that are not eligible
- Eligible and ineligible expenditure
- Match funding expectations (where appropriate)
- Assessment criteria
- Application timetable
- Decision-making process
- Grant conditions
- Monitoring and reporting requirements
- Publicity requirements
- Clawback provisions where grants are not used appropriately
- Data protection and subsidy control considerations (where applicable)

Improvements to the Application Forms

The application forms could be updated to include:

- clearer guidance notes;
- a checklist of required documents;
- a declaration confirming compliance with safeguarding, equality and health and safety legislation where relevant;
- confirmation that the organisation has appropriate insurance;
- details of financial reserves;
- confirmation of bank account details;
- details of how the project will be sustained after Council funding ends;
- measurable project outcomes;
- environmental sustainability considerations where appropriate;
- risk assessment for larger projects;
- confirmation that no work has commenced before the application unless agreed by the Council.

The forms could also be designed in a more user-friendly format with improved layout, clearer questions and less duplication.

Assessment Framework

Members may wish to introduce a scoring matrix to assist with decision making.

Applications could be assessed against criteria such as:

Assessment Criteria	Example Weighting
Community Benefit	30%
Benefit to Ledbury Residents	20%
Value for Money	15%
Financial Need	15%
Deliverability	10%
Partnership Working	5%
Sustainability	5%

Whilst Members would retain discretion, the scoring framework would provide greater transparency and consistency.

Financial Implications

There are no direct financial implications arising from reviewing the policy. Any revised policy would continue to operate within the annual grants budget approved by Council.

Legal and Governance Implications

A revised Grants Policy would strengthen the Council's governance arrangements by:

- improving transparency;
- supporting consistent decision making;
- ensuring compliance with the Council's adopted financial regulations;
- reducing the risk of challenge from unsuccessful applicants; and
- providing clearer expectations for grant recipients.

Draft Proposed Policy and Application Form

Attached are two new draft documents for consideration.

Appendix A – Draft amended policy

Appendix B – Draft amended application form

Additional Information

Appendix C - Examples of other Grant Policies/Application Forms

Appendix D – Comments received from Councillor Wilkinson

Recommendations

1. That Members give consideration to the above information and the attached draft Grants Policy and Application form.
2. That subject to amendments the attached draft Grants Policy & Application form be approved and implemented in respect of the 2026/27 grant application process to be advertised in September 2026.

.

LEDBURY TOWN COUNCIL
COMMUNITY GRANTS POLICY

1. Introduction

Ledbury Town Council recognises the valuable contribution made by local voluntary organisations, charities and community groups in improving the quality of life for residents.

Each year the Council sets aside a budget to provide grants to organisations whose activities support the Council's strategic priorities and provide a direct benefit to the residents of Ledbury.

The purpose of this policy is to ensure that all grant applications are considered fairly, consistently, transparently and in accordance with the Council's statutory powers.

2. Purpose of the Grant Scheme

The Council aims to support projects and activities that:

- improve the quality of life of Ledbury residents;
- promote health and wellbeing;
- support children and young people;
- encourage community participation and volunteering;
- protect and enhance the environment;
- promote arts, culture and heritage;
- encourage tourism and the local economy;
- improve recreational opportunities;
- reduce social isolation;
- strengthen community resilience.

3. Statutory Powers

Ledbury Town Council may only award grants where it has the legal power to do so.

When considering applications, the Council will first seek to identify a specific statutory power that permits the expenditure.

Examples include (but are not limited to):

- Section 144 Local Government Act 1972 – Tourism
- Section 145 Local Government Act 1972 – Arts and Entertainment
- Section 19 Local Government (Miscellaneous Provisions) Act 1976 – Recreational Facilities
- Public Health Act 1875
- Local Government Act 1972 (other relevant provisions)

Where no alternative statutory power exists, the Council may consider awarding a grant under Section 137 of the Local Government Act 1972.

Section 137 will only be used where:

- no other statutory power is available;
- the project benefits all or some of the inhabitants of Ledbury;
- the Council is satisfied that the benefit is commensurate with the expenditure incurred; and
- the Council remains within its annual Section 137 expenditure limit.

As Ledbury Town Council has not adopted the General Power of Competence, every grant award must be supported by an identifiable statutory power.

4. Funding Priorities

Priority may be given to projects that:

- demonstrate a clear benefit to Ledbury residents;
- address an identified local need;
- encourage partnership working;
- attract funding from other sources;
- represent good value for money;
- deliver measurable outcomes;
- promote equality and inclusion;
- support environmental sustainability.

5. Who May Apply

Applications will normally be accepted from:

- registered charities;
- charitable incorporated organisations;
- constituted voluntary organisations;
- community interest companies operating on a not-for-profit basis;
- sports clubs;
- youth organisations;
- residents' associations;
- community groups.

Applicants must normally have a constitution or governing document and a bank account in the organisation's name.

6. Who Cannot Apply

Grants will not normally be awarded to:

- individuals;
- commercial organisations operating for private profit;
- political organisations;
- organisations promoting a particular political party;
- organisations whose primary purpose is religious worship (although community activities may be considered);
- organisations with unrestricted reserves that are considered sufficient to fund the project themselves.

7. What Can Be Funded

The Council may consider funding towards:

- equipment;
- community projects;
- events;
- environmental improvements;
- youth activities;
- arts and cultural activities;
- recreational activities;
- capital projects;
- revenue projects;
- project-specific staffing costs where these directly support services benefiting Ledbury residents.

Funding towards staffing costs will only be considered where applicants clearly demonstrate:

- the role being funded;
- the activities to be delivered;
- the proportion of salary costs requested;
- the benefit to Ledbury residents;
- how outcomes will be measured.

8. What Will Not Normally Be Funded

The Council will not normally fund:

- retrospective applications;
- loan repayments;
- political activities;
- party political campaigning;
- projects with no identifiable benefit to Ledbury;
- unrestricted donations;
- general operational deficits;
- contingency funds;
- activities that are the statutory responsibility of another authority.

9. Assessment Criteria

Applications will be assessed against the following criteria:

- Community Benefit
- Benefit to Ledbury Residents
- Evidence of Need
- Value for Money
- Financial Need
- Deliverability
- Sustainability
- Partnership Working
- Match Funding
- Monitoring Arrangements

No applicant has an automatic right to funding.

10. Grant Streams

Grant Type	Value	Approval Process
Small Community Grant	Up to £500	Simplified application assessment
Community Grant	£501-£5,000	Full application with supporting evidence
Strategic or Multi-Year Grant	Over £5,000 or up to three Years	Detailed business case, outcomes, monitoring arrangements and annual review

11. Application Requirements

Applicants may be required to provide:

- completed application form;
- governing document;
- latest accounts;
- recent bank statement;
- project budget;
- quotations where appropriate;
- safeguarding policy (where relevant);
- insurance documentation (where relevant);
- equality policy (where appropriate);
- evidence of need.

The Council reserves the right to request additional information.

12. Application Timetable

To enable the Council to effectively plan its budget and allocate funding fairly, applications will normally be considered in accordance with the following timetable:

- Small Grants (up to £500): Applications for grants of up to £500 may be submitted at any time during the financial year and will be considered by the Council (or the appropriate committee) at the next available meeting, subject to available budget provision.
- Main Grant Programme (over £500): Applications for grants exceeding £500 will normally be invited annually. The application process will usually open during August/September, with a published closing date. Eligible applications will normally be considered by the Council in October to inform the budget-setting process for the following financial year.

The Council reserves the right to amend the application timetable where necessary or, in exceptional circumstances, consider applications outside of the normal timetable where it is satisfied there are compelling reasons to do so.

13. Decision Making

All grant applications will be considered at a Grants Working Party prior to submission to Full Council for consideration.

Officer reports will identify:

- the statutory power;
- eligibility;
- assessment against the policy;
- financial implications;
- officer recommendation.

The Council reserves the right to:

- award the full amount requested;
- award a reduced amount;
- attach conditions;
- refuse the application.

The Council's decision shall be final.

Submission of an application does not guarantee funding and all awards are subject to the Council approving sufficient budget provision for the relevant financial year.

14. Grant Conditions

Successful applicants must:

- use the grant solely for the approved purpose;
- acknowledge the Council's support in publicity where appropriate;
- retain financial records;
- provide monitoring information if requested;
- notify the Council of any significant changes.

The Council reserves the right to reclaim any grant where:

- false information has been provided;
- the grant is not used for its intended purpose;
- the project does not proceed;
- the recipient organisation ceases trading.

15. Monitoring

Grant recipients will be required to submit an End of Project Report within three months of completing the project.

The report should include:

- how the grant was spent;
- outcomes achieved;
- numbers benefiting;
- photographs where appropriate;
- copies of publicity;
- financial information if requested.

16. Review of Policy

This policy will be reviewed every three years, or sooner if legislation or Council priorities change.

Appendix A

Assessment Matrix

It is recognised that not all of the following criteria will be relevant to every application. However, wherever possible the following criteria should be considered.

Criteria	Weighting
Benefit to Ledbury Residents	High
Community Need	High
Value for Money	Medium
Deliverability	Medium
Sustainability	Medium
Financial Need	Medium
Partnership Working	Low
Environmental Impact	Low

LEDBURY TOWN COUNCIL
COMMUNITY GRANT APPLICATION FORM

Section 1 – Organisation Details

Organisation Name:

Registered Charity Number (if applicable):

Company/CIO Number (if applicable):

Contact Name:

Position:

Address:

.....
.....

Telephone:

Email:

Website/Social Media:

.....

How long has your organisation been operating?

- ☐ Less than 12 months
- ☐ 1–5 years
- ☐ More than 5 years

Section 2 – About Your Organisation

Please provide a brief description of your organisation.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

What are your main aims and objectives?

.....

.....

.....

.....

How many members or volunteers do you have?

How many Ledbury residents currently benefit from your activities?

.....

Section 3 – Your Project

Project title:

Project start date:

Project completion date:

Please describe your project:

.....

.....

.....

.....

.....

.....

Why is this project needed?

.....

.....

.....

.....

What evidence do you have of local need?

.....

.....

Who will benefit?

Approximately how many Ledbury residents will benefit?

What difference will this project make?

.....

.....

.....

.....

Section 4 – Strategic Outcomes

Please tick all that apply

- ☐ Community wellbeing
- ☐ Young people
- ☐ Older people
- ☐ Arts & Culture
- ☐ Heritage
- ☐ Tourism
- ☐ Environment
- ☐ Recreation
- ☐ Community Safety
- ☐ Inclusion & Equality
- ☐ Other

Section 5 – Financial Information

Total project cost: £.....

Amount requested from Ledbury Town Council: £

How will the remainder of the project be funded?

.....
.....
.....

Funding Source	*Applied	*Secured	Amount
1.			
2.			
3.			

***Please tick where appropriate**

Section 6 – What will the grant pay for?

Tick all that apply

- ☐ Equipment
- ☐ Capital works
- ☐ Event costs
- ☐ Materials
- ☐ Venue hire
- ☐ Professional fees
- ☐ Training
- ☐ Staffing costs
- ☐ Other

If requesting staffing costs, please complete the following

Job title:

Salary contribution requested:

Number of hours:

How will the role directly benefit Ledbury residents?

.....
.....
.....
.....

Is this:

- ☐ New post
- ☐ Existing post

How will the post continue after Council funding ends?

.....
.....
.....
.....

Section 7 – Community Benefit

How does this project benefit Ledbury residents?

.....

.....

.....

.....

How will you measure success?

.....

.....

.....

.....

How many people do you expect to benefit?

Will the project continue after this funding?

- ☐ Yes
 - ☐ No
- If yes, how?

.....

.....

.....

.....

Section 8 – Partnership Working

Are you working with other organisations? Yes/NO

If yes, please provide details

.....

.....

Have you received support from any other organisations? Yes/No

If yes, please provide details

.....

.....

Section 9 – Previous Funding

Have you received a grant from Ledbury Town Council within the last three years?

☐ Yes

☐ No

If yes:

Year	Amount	Purpose
------	--------	---------

Did you complete your End of Project Report?

☐ Yes

☐ No

Section 10 – Supporting Documents

Please enclose copies of:

- ☐ Constitution
- ☐ Latest accounts
- ☐ Recent bank statement
- ☐ Project budget
- ☐ Quotations (where appropriate)
- ☐ Safeguarding Policy (if working with children or vulnerable adults)
- ☐ Public Liability Insurance
- ☐ Equality Policy (where applicable)
- ☐ Letters of support

Section 11 – Declaration

I confirm that:

- ☐ the information provided is accurate.
- ☐ the organisation agrees to abide by the Council's Grant Conditions.
- ☐ any grant awarded will only be used for the approved purpose.
- ☐ the organisation agrees to provide monitoring information when requested.
- ☐ the organisation will repay any grant not used for the approved purpose if requested by the Council.

Subsidy Control Declaration

Although most grants awarded by the Council are likely to fall outside the Subsidy Control Act 2022, applicants are requested to confirm whether the organisation undertakes any commercial activities.

- ☐ We do not undertake commercial activities.
- ☐ We undertake some commercial activities (please provide details).

.....

.....

.....

.....

Signed:

Name:

Position:

Date:



FOR OFFICE USE ONLY

Reference Number:

Date Received:

Officer:

Eligible Organisation?

☐ Yes

☐ No

Supporting Information Complete?

☐ Yes

☐ No

Statutory Power

☐ s137 LGA 1972

☐ s144 Tourism

☐ s145 Arts

☐ Other _____

Officer Comments

Assessment Score

Criteria

H/M/L

Benefit to Ledbury

Community Need

Value for Money

Deliverability

Sustainability

Financial Need

Partnership Working

Relevant to Corporate Plan

Officer Recommendation:

☐ Approve

☐ Approve with Conditions

☐ Refuse

Amount Recommended

£ _____

Council Decision

☐ Approve

☐ Approve with Conditions

☐ Refuse

Amount Recommended

£ _____

FULL COUNCIL	3 SEPTEMBER 2026	AGENDA ITEM: 14(ii)
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Report prepared by Angela Price – Town Clerk

GRANT APPLICATIONS

Purpose of Report

The purpose of this report is to ask Members to give consideration to a grant application received under the Council's Community Grants Scheme and determine whether grant funding should be awarded.

The following application has been received

Herefordshire Against Night-time Disorder (HAND)

Detailed Information

HAND have submitted an application for grant funding towards a coordinator to ensure that the scheme is run legally and comply with data protection, have clear constitutional governance, balanced proportionality and audit trails for each action. They are requesting £500 towards the scheme which is stated as having an overall cost of £6,118.88.

If successful this grant would meet the criteria of Section 137(1) of the Local Government Act 1972 – power to may incur expenditure which, in their opinion, is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants.

Supporting documentation is included at the back of the application and the Clerk has requested the following information be supplied prior to council considering the application:

- **the organisation's legal status and constitution;**
- **how the remaining £5,618.88 will be funded; and**
- **what monitoring or outcome information will be provided.**

Relevant bank statements have been provided as per requirements of the Council's criteria and should Members have any questions in respect of these they should contact the Clerk in advance of the meeting.

Financial Implications

The total value of application is **£500.00** Any grant awarded will be met from the Council's approved Community Grants budget, which currently has £14,300 available within.

Recommendation

1. That subject to receipt of the additional information being received, Members give consideration to awarding a grant in the sum of £500 to HAND, noting that the application meets the criteria of the Local Government Act 1972 s.137 – Power to incur expenditure for certain purposes not otherwise authorised.

Funding Request of £500 or less

Grant Application Form

1. Tell us about your organisation¹

Contact Name:	Debbie Turner
Position:	Co-ordinator
Organisation:	HAND (Herefordshire Against Night-time Disorder)
Contact Address:	
Telephone Number:	07800561888
E-mail:	Hand.herefordshire@outlook.com
Status of Organisation: (delete as appropriate)	Limited Liability Company non profit making Other (specify):
Charity/Company No. (if applicable)	16175065
What does your organisation do?	HAND is made up of a group of licensees across the county who work together to provide a safe night time economy. Persons who have caused serious issues whilst out in pubs and clubs will be banned from those premises in the area that the HAND scheme is. Banned from One, Banned from All. HAND also works with partner agencies and charities to identify young persons who are attempting to use the night time economy, safeguarding women and girls by sharing information on lone females and obviously offenders of crimes

¹ 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

2. Tell us what support you need

Project title:	Contribution towards HAND running costs
Project duration (mm/yy):	Start: 01/04/2026 End: 31/03/2027
Which one of the following five areas <u>best</u> fits your group's area of interest?	Sport ☐ Arts ☐ Health ☒ Environment ☒ Youth ☒
What do you want to do, and why?	HAND (Herefordshire Against Night-time Disorder) has been introduced by the licensing trade in Herefordshire to combat levels of violence and disorder in the county. It is designed to target offenders committing offences with the specific aims of: - Reducing alcohol-related crime, violence, disorder and anti-social behaviour - Reduce the use and eradicate the supply of drugs within licensed premises. - Tackling the incidence of underage drinking The scheme has been established by the licensing trade with the support of Herefordshire Council and West Mercia Police. There are five schemes across Herefordshire based in the city and market towns. Each scheme deals proactively with offenders who cause problems in the NTE by banning them from licensed premises within that scheme. A Co-ordinator is required to ensure that the schemes are all run legally and comply with data protection, have clear constitutional governance, balanced proportionality and audit trails for each action.
How will your project be helpful to Ledbury?	With HAND operating in Ledbury it will specifically link with its aims above. Anyone that causes harm to individuals or premises within the night time economy will be entered onto a confidential web based system called DISC and will then be spoken about at the respective HAND scheme meeting.

	That person may end up being put onto a HAND ban for a period of time spanning 3, 6, 9 or 12 months depending on the offence and severity of it. The HAND ban is designed to prevent banned persons from entering premises that are members of the scheme, thus taking them out of the night time economy. If anyone breaches the ban they will have their ban extended for a period of time. The ban is designed to allow persons to realise their behaviour isn't welcome in the night time economy. Any persons that are not put onto a ban will remain on a watch list. If the person doesn't come to notice again within 12 months they will be deleted off the system. Information regarding anyone who has caused an issue in another HAND scheme area will be shared with the Ledbury Licensees.
How will your organisation acknowledge the Town Council's funding support?	All partners are listed on any publicity that HAND has, whether that is as a logo on the DISC website or a banner on emails.

3. Tell us how you plan to fund your project

What is the total cost of the project?	£6,118.88
Amount requested from Ledbury Town Council.	£500.00
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and what for?	No

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 (required)	✓	
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.

Signed:	
Name (s):	D J Turner
Date:	25/07/2026

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

Support for this Application

Organisation	Reason(s) for supporting this application	Contact name, email, telephone, address.
Bromyard HAND	HAND in Bromyard would not operate as effectively or maybe not at all without the HAND Coordinator in place.	Craig Stevens Chair craigstevens170881@googlemail.com
Hereford HAND	Our pubwatch scheme in Herefordshire has unique experience in Deb administering the scheme. The links with local Police across the county, CCTV operators and years of experience with licencees means our pubwatch scheme can be effective across all the market towns and the city centre. This helps in reducing crime and injuries but most importantly keep out of licenced premises those who can not play nicely when they are in drink - making Herefordshire a safe place for all to enjoy.	Dan Guerche Vice Chair - HAND danguerche@yahoo.co.uk
Ledbury HAND	The ongoing support for our scheme by the Co-ordinator was the reason that I rejoined HAND. When there was no Co-ordinator the scheme lost its impetus. The Co-ordinator role is essential for our success and continuation as a group moving forward.	Vacant Chair kwondo@yahoo.com
Leominster HAND	All of the licensees in Leominster are now confident in how the scheme is being run and managed from a data protection and governance view. The HAND Coordinator is a key integral part of the HAND scheme success across Leominster and also the County. Without the Coordinator I believe that the scheme would have disbanded.	Carl Beebee Chair carlbeebee@googlemail.com
Ross-on-Wye HAND	The current members are directing the HAND Co-ordinator to proactively contact suitable venues to offer HAND to build up the membership in the town.	Vacant
Herefordshire Council	As Regulatory Service Manager responsible for Trading Standards and	Paul Di Lucia Regulatory Service Manager

	Licensing at Herefordshire Council, I strongly recognise the vital role that Pubwatch plays in promoting a safe, well-managed, and thriving night-time economy. The Herefordshire Against Night-time Disorder (HAND) scheme provides a structured and effective partnership between licensed premises, the local authority, and the police. By sharing information, identifying patterns of behaviour, and collectively addressing individuals who pose a risk, HAND enables swift and proportionate action that individual premises could not achieve in isolation. This collaborative approach not only protects staff and members of the public, but also supports responsible businesses by reducing the impact of disorder and antisocial behaviour in Herefordshire. I believe the continuation of the HAND Pubwatch scheme is essential to maintaining public confidence and upholding the licensing objectives, particularly the prevention of crime and disorder and the promotion of public safety. In a largely rural county such as Herefordshire, resources are limited, and partnership working is critical. HAND ensures consistent standards across the night-time economy, promotes early intervention, and strengthens communication between agencies and businesses - without it, premises would be more exposed to repeat incidents and isolated decision-making, ultimately increasing risk. It is equally important that HAND remains self-governing and independently run by its members. This independence ensures that decisions are made collectively by those directly responsible for managing licensed premises, based on real-time experience and shared	Herefordshire Council paul.dilucia@herefordshire.gov.uk
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	accountability. A self-regulated scheme encourages ownership, consistency, and buy-in from businesses, which in turn drives higher standards and more effective compliance. While the Council and police play a key role in supporting businesses and users of the night-time economy, maintaining operational independence preserves trust, avoids potential conflicts of interest, and ensures the scheme remains agile and responsive to local challenges - This balance of partnership support and independent governance is fundamental to HAND's long-term success and credibility.	
West Mercia Police	As the local Safer Neighbourhood Inspector, I strongly support the funding of a dedicated HAND coordinator. The effectiveness of HAND is wholly dependent on consistent coordination, and without a dedicated role, it is difficult to sustain engagement, manage information sharing, and deliver meaningful outcomes. A funded coordinator provides the structure and continuity required to drive partnership activity, support early intervention, and ensure consistent enforcement across venues. This role is critical in reducing alcohol-related crime and anti-social behaviour, safeguarding the night-time economy, and reducing demand on police through prevention and collaborative problem-solving.	Insp Julie Watson Safer Neighbourhood Inspector West Mercia Police julie.watson@westmercia.police.uk

HAND (Herfordshire Against Night-time Disorder) Ltd

Notes of support for HAND.

Organisation	Reason(s) for supporting this application	Contact name, email, telephone, address.
Bromyard HAND	HAND in Bromyard would not operate as effectively or maybe not at all without the HAND Coordinator in place.	Craig Stevens Chair craigstevens170881@googlemail.com
Hereford HAND	Our pubwatch scheme in Herefordshire has unique experience in Deb administering the scheme. The links with local Police across the county, CCTV operators and years of experience with licencees means our pubwatch scheme can be effective across all the market towns and the city centre. This helps in reducing crime and injuries but most importantly keep out of licenced premises those who can not play nicely when they are in drink - making Herefordshire a safe place for all to enjoy.	Dan Guerche Vice Chair - HAND danguerche@yahoo.co.uk
Ledbury HAND	The ongoing support for our scheme by the Co-ordinator was the reason that I rejoined HAND. When there was no Co-ordinator the scheme lost its impetus. The Co-ordinator role is essential for our success and continuation as a group moving forward.	Vacant – words of previous Chair
Leominster HAND	All of the licensees in Leominster are now confident in how the scheme is being run and managed from a data protection and governance view. The HAND Coordinator is a key integral part of the HAND scheme success across Leominster and also the County. Without the Coordinator I believe that the scheme would have disbanded.	Carl Beebee Chair carlbeebee@googlemail.com
Ross-on-Wye HAND	The current members are directing the HAND Co-ordinator to proactively contact suitable venues	Vacant – words of previous Chair

	to offer HAND to build up the membership in the town. It's a great deterrent against bad behaviour.	
Herefordshire Council	As Regulatory Service Manager responsible for Trading Standards and Licensing at Herefordshire Council, I strongly recognise the vital role that Pubwatch plays in promoting a safe, well-managed, and thriving night-time economy. The Herefordshire Against Night-time Disorder (HAND) scheme provides a structured and effective partnership between licensed premises, the local authority, and the police. By sharing information, identifying patterns of behaviour, and collectively addressing individuals who pose a risk, HAND enables swift and proportionate action that individual premises could not achieve in isolation. This collaborative approach not only protects staff and members of the public, but also supports responsible businesses by reducing the impact of disorder and antisocial behaviour in Herefordshire. I believe the continuation of the HAND Pubwatch scheme is essential to maintaining public confidence and upholding the licensing objectives, particularly the prevention of crime and disorder and the promotion of public safety. In a largely rural county such as Herefordshire, resources are limited, and partnership working is critical. HAND ensures consistent standards across the night-time economy, promotes early intervention, and strengthens communication between agencies and businesses - without it, premises would be more exposed to repeat incidents and isolated	Paul Di Lucia Regulatory Service Manager Herefordshire Council paul.dilucia@herefordshire.gov.uk

	decision-making, ultimately increasing risk. It is equally important that HAND remains self-governing and independently run by its members. This independence ensures that decisions are made collectively by those directly responsible for managing licensed premises, based on real-time experience and shared accountability. A self-regulated scheme encourages ownership, consistency, and buy-in from businesses, which in turn drives higher standards and more effective compliance. While the Council and police play a key role in supporting businesses and users of the night-time economy, maintaining operational independence preserves trust, avoids potential conflicts of interest, and ensures the scheme remains agile and responsive to local challenges - This balance of partnership support and independent governance is fundamental to HAND's long-term success and credibility.	
West Mercia Police	As the local Safer Neighbourhood Inspector, I strongly support the funding of a dedicated HAND coordinator. The effectiveness of HAND is wholly dependent on consistent coordination, and without a dedicated role, it is difficult to sustain engagement, manage information sharing, and deliver meaningful outcomes. A funded coordinator provides the structure and continuity required to drive partnership activity, support early intervention, and ensure consistent enforcement across venues. This role is critical in reducing alcohol-related crime and anti-social behaviour, safeguarding the night-time economy, and reducing demand on police through	Insp Julie Watson Safer Neighbourhood Inspector West Mercia Police julie.watson@westmercia.police.uk

	prevention and collaborative problem-solving.	
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FULL COUNCIL	3 SEPTEMBER 2025	AGENDA ITEM: 15
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Report prepared by Emma Clowsley

MASEFIELD MATTERS – REQUEST FOR FUNDING RELEASE

Purpose of Report

The purpose of this report is to provide Members with the shortlisted designers recommended by the Masefield Matters Board in respect of the development of their proposed idea in respect of the Masefield memorial, and the reasoning for requesting the amount of £3,000 to be released from allocated budget from National Lottery Heritage Fund.

Background

As part of the Masefield Matters project, the Board were tasked with finding a designer to create a memorial to John Masefield as per the National Lottery Heritage Fund application.

In the extraordinary Board meeting on 14 August 2026, the consultants provided a summary of the procurement process. The Board were advised that Eighteen expressions of interest had been received and that following an initial pre-sift, three applications which did not meet the initial criteria were discounted, leaving fifteen applications for consideration by the Core Consultation Group. The Group met on 31 July 2026 to consider and score the applications.

The Core Consultation Group proposed three designers identified to the Board as A, B and C as the three strongest applications. Janine Rusby, lead consultant, explained the rationale for the final shortlist, including the importance of a proven track record, the ability to deliver a commission of this scale with limited support from the Project Team, and the quality and relevance of previous work.

Detailed Information

The shortlisted designers will be asked to develop their designs as submitted with their Expression of Interest, which will include:

- A map of the trail
- 500-word vision statement
- Outline illustrations of any objects along the trail/Details of elements of the trail.

This will be showcased at the MM Market Theatre fundraising events in November 2026 and there will be an opportunity for members of the public to vote for their favourite.

The designers will also be asked to provide for the following:

- Costings to show within 60k (exc VAT)
- A maintenance plan with outline costs
- Evidence work in UK/Registered HMRC

As per the Approved Purposes document agreed with National Lottery Heritage Fund, this amount is allocated under the heading: Professional Fees: Fees for shortlisted makers to work up designs x 3 at £1,000each.

This sum was offered in the commissioning brief and is a non-negotiable amount.

Due diligence has been completed on all shortlisted designers, with no concerns identified.

The draft minutes of the extraordinary meeting held on 14 August 2026 provide details of the discussions held in respect of the three shortlisted designers and also show that the Board agreed that a fourth standby designer should be chosen.

Recommendation

That Members accept the recommendation from the Masefield Matters Board and approve the 3 designers chosen via the agreed process, and approve the release of the fund to the sum of £3,000, £1,000 to be paid to each of the three designers to develop a template of their proposed designs.

FULL COUNCIL	3 SEPTEMBER 2026	AGENDA ITEM: 17
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Report prepared by Angela Price – Town Clerk

COUNCILLOR RESIGNATIONS

Purpose of Report

The purpose of this report is to formally notify Members of the resignation of Jonathan Browning as a Ledbury Town Councillor..

Detailed Information

A formal letter of resignation was received from Jonathan Browning on 11 August 2026, noting that he would be resigning from the Council with immediate effect due to personal circumstances.

The Clerk notified all Councillors and Staff, accordingly, requesting that they take the necessary action to remove Councillor Browning's email address from their contacts and also contacted the Council's IT provider to make them aware that the email address would no longer be active.

Herefordshire Council Democratic Services have been notified of the vacancy, and the Notice of Vacancy has been displayed on the Council's website and in the notice board accordingly.

Recommendation

That Members formally note the resignation of Jonathan Browning, offering a vote of thanks for his contribution towards the Council and its business during his time as a Councillor and wishing him well for the future.

FULL COUNCIL	3 SEPTEMBER 2026	AGENDA ITEM: 18
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Report prepared by Angela Price - Town Clerk

NOTICE OF ELECTION - LEDBURY WEST WARD

Purpose of Report

The purpose of this report is to notify Members that a Notice of Election has been published for the election of one councillor to represent the Ledbury West Ward.

Detailed Information

Following the resignation of Councillor Jonathan Browning and the subsequent request for an election, the Returning Officer has published the Notice of Election attached at **Appendix 1**.

Nominations close at **4.00 pm on Friday, 4 September 2026**. If more than one valid nomination is received, a poll will take place on **Thursday, 1 October 2026**. If only one valid nomination is received, that candidate will be elected unopposed.

As part of the election process Ledbury Town Council are required to inform Elections as to whether they would require polling cards to be printed if the election is contested.

In addition to poll cards, Herefordshire Council also provide an optional service where they write to “empty” properties on the electoral roll in your area to inform any potential new occupiers of the election, how they can register to vote and all election deadlines. This costs £1.77 per property.

Below are a few pros and cons highlighted by Herefordshire Council Elections to consider when deciding whether to have poll cards/empty property letters:

Pros -

- Informs the electorate that an election is taking place, where their polling station is and the opening times of their polling station
- Informs the electorate how they can apply for a postal or proxy vote if they're away on polling day, and provides them with the application deadlines
- Informs postal voters when to expect their postal ballot packs and what to do if they haven't received them
- Informs proxy voters of who their voting on behalf of, where the polling station is and the opening times of the polling station
- Encourages new residents (who live in previously empty properties) to register to vote for the election

Cons -

- Cost

Financial Implications

If the election is contested, the associated election costs will be payable by Ledbury Town Council. Hereford Elections have advised that the approximate cost of an election in Ledbury would be £5,134.79m the cost of which includes poll cards for those who vote in person, by post and by proxy.

Anyone added to the register during the election period (after the first run of poll cards) will also be sent a poll card at a price of £1.77 per person which includes the printing and postage.

Inn 2026/27 a sum of £300 was allocated to the Elections budget line; however, this is currently showing expenditure for the purchase of new Parish Councillor books to be provided to newly co-opted councillors and in preparation for the 2027 elections. The Accounts Clerk has been asked to reallocate this expenditure to Councillor Training, which will make the £300 available to support the costs of an election should one be called.

It should be noted that there are additional funds available with EMR 336 – Community Projects which currently has a total of £12,185.35 and is where the previous Elections EMR has been subsumed into.

Recommendation

That Members:

1. Note the Notice of Election attached at Appendix 1; and
2. Note that, if the election is contested, a poll will take place on Thursday, 1 October 2026 and that the Town Council will be liable for costs of that election
3. That Members decide whether they wish to have poll cards and/or empty property letters issued if the election is contested and authorise the Clerk to complete the necessary forms and return them to Herefordshire Council advising of this Council's decision no later than Friday, 4 September 2026.

Ledbury Town Council

NOTICE OF ELECTION

Election of Parish Ward Councillor for the under mentioned Parish Ward

Parish Ward	No. of Councillors to be elected
Ledbury, Ledbury West	1

1. Nomination papers may be obtained from the offices of the Returning Officer at Electoral Services Office, Plough Lane, Hereford, HR4 0LE, from your Parish Clerk or they can be requested at www.herefordshire.gov.uk/forthcomingelections. The Returning Officer will, at the request of an elector for any electoral area, prepare a nomination paper for signature.
2. Nomination papers must be hand-delivered to the Returning Officer at The Electoral Services Office, Plough Lane, Hereford, HR4 0LE, between 10am and 4pm on any working day after the date of publication of this notice (excluding bank holidays) but no later than **4pm on Friday, 4th September 2026**.
3. If the election is contested, the poll will take place on **Thursday, 1st October 2026**.
4. Applications to register to vote must reach the Electoral Registration Officer at Electoral Services Office, Plough Lane, Hereford, HR4 0LE, by **12 midnight on Tuesday, 15th September 2026**. Applications can be made online at www.gov.uk/register-to-vote
5. Applications, amendments or cancellation of postal and postal proxy votes, and amendments or cancellations of proxy votes at this election, must reach the Electoral Registration Officer at Electoral Services Office, Plough Lane, Hereford, HR4 0LE, by **5pm on Wednesday, 16th September 2026**. Applications can be made online: www.gov.uk/apply-postal-vote
6. Applications for a Voter Authority Certificate or an Anonymous Elector's Document valid for this election must reach the Electoral Registration Officer at Electoral Services Office, Plough Lane, Hereford, HR4 0LE, by **5pm on Wednesday, 23rd September 2026**. Applications for a Voter Authority Certificate can be made online: www.gov.uk/applyforphotoidtovote
7. New applications to vote by proxy at this election must reach the Electoral Registration Officer at Electoral Services Office, Plough Lane, Hereford, HR4 0LE, by **5pm on Wednesday, 23rd September 2026**. Some applications can be made online: www.gov.uk/apply-proxy-vote
8. Applications to vote by emergency proxy at this election on the grounds of physical incapacity, or for work/service reasons must reach the Electoral Registration Officer at Electoral Services Office, Plough Lane, Hereford, HR4 0LE, by **5pm on Thursday, 1st October 2026**. The physical incapacity must have occurred after **5pm on Wednesday, 23rd September 2026**. To apply on the grounds of work/service, the person must have become aware that they cannot go to the polling station in person after **5pm on Wednesday, 23rd September 2026**.

Paul Satoor
Returning Officer

Dated: Wednesday, 26th August 2026

FULL COUNCIL	3 SEPTEMBER 2026	AGENDA ITEM: 19
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Report prepared by Angela Price – Town Clerk

**NOTICE OF MEETING WITH LEADER AND CHIEF EXECUTIVE OF
HEREFORDSHIRE COUNCIL – 23 SEPTEMBER 2026**

Purpose of Report

The purpose of this report is to advise Members of a date that has been agreed in respect of a meeting with the Leader and new Chief Executive Officer of Herefordshire Council.

Detailed Information

A meeting has been arranged with Leader and new Chief Executive Officer of Herefordshire Council for 23 September 2026 at 6.00pm in the Council office on Church Lane.

A request has been made to supply details of any issues Members would like discussed at that meeting, ahead of the meeting, to enable officers to provide information to the Leader and CEO so that may respond at that meeting.

Recommendation

That Members provide details of any issues they would like to raise at the meeting with the Leader and CEO of Herefordshire Council no later than 11 September 2026.

FULL COUNCIL	3 SEPTEMBER 2026	AGENDA ITEM: 20
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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.

		Deadline for comments/ determination	Application details
1.	<u>261558</u>	Deadline date for comments 04/09/2026 Target determination date 22/09/2026	Garaging with storage above and external staircases as revised design to previously approved carport building to Plots D and E. - Site at Upper Mitchell Farm Bradlow and Westhill Ledbury Herefordshire HR8 1JF
2.	<u>262125</u>	Deadline date for comments 04/09/2026 Target determination date 19/10/2026	Modernisation and improvement of existing off-road driving track and obstacles, with associated landscape, drainage and biodiversity enhancement works. - Land at Land Rover Experience, Sheep Field Eastnor Ledbury Herefordshire

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
LTC MEETING 9 JANUARY 2025				
<u>242956</u>	Proposed damp proofing to be applied to masonry walls with internal finish being re-applied in a like for like manner – 82 The Homend, Ledbury, Herefordshire, HR8 1BX LISTED BUILDING CONSENT	AM	No objection	No decision
LTC MEETING 8 JANUARY 2026				
<u>253317</u>	Part change of use from a mixed residential and retail use, to residential use. - 123 The Homend Ledbury Herefordshire HR8 1BP - LISTED BUILDING CONSENT	AM	No objection	No decision
<u>253316</u>	Part change of use from a mixed residential and retail use, to residential use. - 123 The Homend Ledbury Herefordshire HR8 1BP	AM	No objection	No decision
23 APRIL 2026				
<u>250297</u>	Dayroom/laundry room for consented mobile homes site (part retrospective). - Little Bush Pitch Bush Pitch Ledbury Herefordshire HR8 2PX	AM	Agreed that no recommendation be made in respect of this PA until such time a response is received from PO's- response received 17.06.2026 - Thank you for your query. The site is no longer a single family site as we have permission for two additional mobile home	No decision

			pitches, previously permitted. Please could you look this up to confirm the year? I couldn't find the planning application online and I can't remember the year. The new proposed day room is to cater for these. The ground has been separated since the last application in 2023.	
<u>260870</u>	Alterations to the existing shopfront, installation of a larger metal fascia sign positioned over the existing timber fascia; and the installation of overhead lighting. (Retrospective) - 71 The Homend Ledbury Herefordshire HR8 1BP	AM	Objection on the grounds that this a retrospective application and contrary to policies in respect of it being in a conservation area, light pollution, and the Ledbury Neighbourhood Development Plan, particularly in relation to maintaining the general aesthetic of the town.	No decision
4 JUNE 2026				

<u>260870</u>	Alterations to the existing shopfront, installation of a larger metal fascia sign positioned over the existing timer fascia; and the installation of overhead lighting (RETROSPECTIVE-RE-CONSULTATION)	AM	That Ledbury Town Council support the comments submitted by the Ledbury Civic Society.	No decision
<u>261077</u>	Change of use of existing barn from a tool hire/business use to a light industrial workshop (Use Class E(g)(iii)). - Orchard Cottage Ledbury Herefordshire HR8 1LG	EY	No objection	Approved with Conditions
<u>261133</u> 25/06/2026	Change of use from a hotel and associated annexe (Class C1) to HMO (sui generis) to accommodate up to 32 Fruitful Jobs Ltd workers and associated insertion of an upper floor window in the east elevation of the hotel. - Leadon House Hotel Ross Road Ledbury Herefordshire HR8 2LP	EY	That the following general comment be submitted: "Ledbury Town Council would like to express their concerns on the loss of hotel use within Ledbury. We also ask that Planning Officers consider placing conditions to address concerns about the site's potential future usage, including a condition preventing occupancy exceeding 32, and a condition requiring the site be used for seasonal workers."	No decision
<u>261165</u>	Approval of reserved matters relating to layout, scale, external appearance and landscaping (pursuant to outline planning permission appeal ref. APP/W1850/W/20/3244410 and LPA ref. 171532) for 104	OJ	That this planning application be referred to a meeting of the Major	No decision

	dwellings with associated parking, garages, highway and drainage infrastructure (Phase 2B). - Land North of Viaduct, Adjoining Orchard Business Park, Ledbury, Herefordshire,		Planning Application Working Party.	
<u>261238</u>	Application for variation/ removal of conditions following grant of planning permission 233023. To remove condition 27 and to vary the wording of conditions 1, 8, 9, 20, 22, 23, 24, 25 and 26. To remove the Biddulph Way Cycle Link and for compliance with the already discharged information. Land South of Leadon Way, Ledbury, Herefordshire,	OJ	That this planning application be referred to a meeting of the Major Planning Application Working Party.	No decision
<u>261246</u>	Rear extension of existing auction centre and associated works. Hazle Meadows Auction Centre, Ross Road, Ledbury, Herefordshire, HR8 2LP	KR	No objection	Approved with Conditions
25 JUNE 2026				
<u>250297</u>	Dayroom/laundry room for consented mobile homes site (part retrospective) – Little Bush Pitch, Ledbury, Herefordshire, HR8 2PX	AM	That it be noted that Councillor Peberdy has requested redirection of this planning application	No Decision
<u>261242</u>	Single storey rear and side infill extension, internal reconfiguration and existing single storey garage conversion – The Croft, Woodleigh Road, Ledbury, Herefordshire, HR8 2BG	KR	No Objection	Approved with Conditions
<u>261508</u>	Change of use of an existing shop (Use Class E) to a Hot Food takeaway (sui generis) – 23 High Street, Ledbury, Herefordshire, HR8 1DS	AM	No Objection	No Decision
<u>261536</u>	Regularisation of unconsented work: Suspended ground floor replacement. Exposed timber frame and brick infill within the shop. Blockwork infilled doorway. Front casement windows and internal secondary glazing. Rear bedroom and kitchen windows. Kitchen extractor flue. - Wing On 26 New Street Ledbury Herefordshire HR8 2DX – LISTED BUILDING CONSENT	AM	No Objection	No Decision
16 JULY 2026				

<u>261077</u>	Change of use of existing agricultural barn to a light industrial workshop (Use Class E(g)(iii)) - Orchard Cottage Ledbury Herefordshire HR8 1LG - RECONSULTATION	EY	No Objection	Approved with Conditions
<u>261627</u>	Single-storey flat roofed extension to rear. - 14 Oakland Drive Ledbury Herefordshire HR8 2ER	KR	No Objection	Approved with Conditions
<u>261679</u>	New lath or dry membrane to the walls of chimney breast and re-plaster walls (interior works) - Crispin House 5 Church Lane Ledbury Herefordshire HR8 1DW – LISTED BUILDING CONSENT	AM	No Objection	No Decision
<u>261713</u>	Update existing fascia & projecting signage, replace existing sun blind canopies, minor repairs & redecoration to shopfront to match existing colours / materials. Removal of redundant alarm box & relocation of existing alarm box from fascia to pilaster. - 9 The Homend Ledbury Herefordshire HR8 1BN – LISTED BUILDING CONSENT	KR	No Objection	Approved with Conditions
<u>261717</u>	Replacement fascia signage and replacement projecting signage - 9 The Homend Ledbury Herefordshire HR8 1BN	KR	No Objection	Approved with Conditions
<u>261896</u>	Replacement porch, timber posted canopy and single-storey extension - Dunbridge Farm Ledbury Herefordshire HR8 2JE	KR	No Objection	Approved with Conditions
<u>261897</u>	Replacement porch, timber posted canopy and single-storey extension - Dunbridge Farm Ledbury Herefordshire HR8 2JE – LISTED BUILDING CONSENT	KR	No Objection	Approved with Conditions
<u>261165</u>	Approval of reserved matters relating to layout, scale, external appearance and landscaping (pursuant to outline planning permission appeal ref. APP/W1850/W/20/3244410 and LPA ref. 171532) for 104 dwellings with associated parking, garages, highway and drainage infrastructure (Phase 2B). - Land North of Viaduct, Adjoining Orchard Business Park, Ledbury, Herefordshire,	OJ	No Objection	No Decision
<u>261238</u>	Application for variation/ removal of conditions following grant of planning permission 233023. To remove condition 27 and to vary the wording of conditions 1, 8, 9, 20, 22, 23, 24, 25 and 26. To remove	OJ	No Objection	No Decision

	the Biddulph Way Cycle Link and for compliance with the already discharged information. Land South of Leadon Way, Ledbury, Herefordshire			
6 AUGUST 2026				
<u>261536</u>	Regularisation of unconsented work: Suspended ground floor replacement. Exposed timber frame and brick infill within the shop. Blockwork infilled doorway. Front casement windows and internal secondary glazing. Rear bedroom and kitchen windows. Kitchen extractor flue. - Wing On, 26 New Street, Ledbury, Herefordshire, HR8 2DX – Reconsultation	AM	No Objection	No Decision
<u>261944</u>	Green galvanised steel bicycle storage for up to 6 bikes, including electric bikes, with charging provision and potential future use for mobility scooters (Retrospective) - Anemone House, 59 Bank Crescent, Ledbury, Herefordshire, HR8 1AF	KR	No Objection	No Decision
<u>261981</u>	Timber-walled double garage fixed to a concrete slab with storage above and an insulated roof with interlocking green metal tiles (Retrospective) – Oakfields, Ross Road, Ledbury, Herefordshire, HR8 2LE	KR	No Objection	No Decision
<u>262014</u>	Two-storey side extension over the existing garage, single-storey rear extension, and external alterations comprising replacement front windows and doors with revised fenestration colour. - 7 Oakland Drive, Ledbury, Herefordshire, HR8 2ER	KR	No Objection	No Decision
<u>262052</u>	Construction of pump track and associated landscaping – Land at Martins Way Park, Ledbury, Herefordshire	RJ	Referred to MPAWP for comment	No Decision

FULL COUNCIL	3 SEPTEMBER 2026	AGENDA ITEM: 23
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Report prepared by Angela Price – Town Clerk

PUBLIC ACCESS TO FOOTPATH LR7

Purpose of Report

The purpose of this report is to ask Members to consider a request from a local resident in respect of the above footpath.

Detailed Information

The following has been received from a local resident in respect of footpath LR7:

“Please forward to the Chairman of the Town Council & Head of The Environment & Leisure Committee

Public Footpath LR7 runs alongside the Eastern perimeter of the Hopfields Estate, which is currently in the final stages of completion by the builders Vistry/Bovis.. This path provides an easy means of walking from the Estate into Ledbury and, in the other direction, access to a number of public paths across attractive countryside.

Access to LR7 from the Estate is, therefore, of some importance. I have made this point with the Bovis Management Team and asked them to clarify where access to the footpath will be. I have some concern that they may not have included access in their plans.

It might help if they were aware that the Town Council is also taking an active interest in promoting public access to the path and, so, your involvement in the issue would be welcomed.”

Further to the above the resident has now received a response from Bovis/Vistry which is provided below:

'There are currently no plans to connect the development footpaths to Ledbury Rural No.7 path. We have no rights to make a connection through the boundary hedgerow, the centreline of which would normally separate the legal titles of the development and the adjoining fields.'

The only access currently to the path from the Hopfields Estate is by walking up the Leadon Way by-pass to a stile which gives access to the path. This cannot be done safely as the by-pass has no pavement.”

The resident has requested that Members be provided with the above.

Recommendation

That Members receive and note the above information, and consider what, if any action they may wish to take in respect of the information provided in respect of Footpath LR7.



FULL COUNCIL	3 SEPTEMBER 2026	AGENDA ITEM: 25
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Report prepared by Angela Price – Town Clerk

COMMUNITY ASSET TRANSFER – UPDATE

Purpose of Report

The purpose of this report is to provide Members with an update on the progress of the Community Asset Transfer in respect of seven play areas in Ledbury.

Detailed Information

Members are advised that Herefordshire Council has confirmed that a panel has now considered and approved the Town Council's Community Asset Transfer (CAT) applications in principle.

The Council has also confirmed that:

- the funding identified to support improvements to the play areas has been secured;
- Herefordshire Council is currently completing its own internal governance and approval processes before formally progressing the transfers;
- once those internal approvals have been obtained, the Town Council will be contacted regarding the next stages of the process, including arrangements for commissioning the agreed capital improvement works through the Council's approved contractor; and
- Herefordshire Council is keen to see the proposed improvements delivered as soon as practicable.

Members should note that, whilst Herefordshire Council has confirmed its intention to proceed, the Community Asset Transfer has **not yet been completed**. The transfer remains subject to both parties entering into the necessary legal agreements.

Accordingly, Ledbury Town Council is under no obligation to proceed until it has fully considered all of the implications of the proposed transfers and formally resolved to enter into the legal agreements. Until those agreements have been executed, responsibility for the play areas remains with Herefordshire Council.

The comments received from Herefordshire Council are intended to provide assurance that the authority has approved the proposal in principle, that funding is available and that it is supportive of the transfer. However, the final decision on whether to accept the transfer rests with Ledbury Town Council.

Business Case Amendments

Following feedback from Herefordshire Council, two points have been raised to ensure this Council understands the implications of the CAT:

1. Capital Funding

The capital funding will be identified as being for improvement works that enhance and prolong the life of the assets, rather than for routine repairs or maintenance. Ongoing maintenance costs, including grass cutting, inspections and minor repairs, will remain revenue expenditure to be met from Ledbury Town Councils annual budgets.

2. VAT

Ledbury Town Council is VAT registered and is able to reclaim VAT on eligible expenditure. Consequently, the capital funding provided by Herefordshire Council will be transferred net of VAT, with the Council reclaiming the VAT through its normal VAT recovery arrangements. Financial information within the Business Case will therefore be amended where appropriate to show expenditure on a net of VAT basis.

Once further details have been received from Herefordshire Council these will be provided to Members for consideration.

Recommendation

That Members receive and note the above information.

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE RECONVENED EVENTS WORKING PARTY
MEETING
HELD ON THURSDAY 30 JULY 2026**

PRESENT: Councillors: Councillor Morris
Non-Councillors: Al Braithwaite (Chair) Griff Holiday and Nina Shields

ALSO PRESENT: Angela Price – Town Clerk
Honor Holton – Minute Taker
Olivia Trueman – Community Engagement Officer

93. ELECTION OF CHAIR FOR 2026/27 MUNICIPAL YEAR

RESOLVED:

That Al Braithwaite be elected as the Chair of the Events Working Party 2026/2027 municipal year.

94. DECLARATIONS OF INTEREST

RESOLVED:

None were received.

95. ELECTION OF NON-COUNCIL MEMBERS TO THE EVENTS WORKING PARTY

The Community Engagement Officer advised that John Holmes, Head Teacher of John Masefield High School will be attending the Events Working Party meeting in October.

RESOLVED:

- 1. That the Community Engagement Officer invite representatives from Eastnor Castle and Ledbury Convoy to attend future meetings.**

96. TERMS OF REFERENCE

It was proposed by the Town Clerk that the Terms of Reference should reflect similar rules placed on Town/Parish Councils in respect of attendance. She explained that if a Councillor fails to attend any meeting of the Council within a six-month period they are disqualified from being a councillor, unless they have formally requested dispensation. She suggested that this clause should be included in the Terms of Reference of the Events Working Party.

RESOLVED:

1. That an additional paragraph be added to the Terms of Reference under the 'Membership' as follows:

"Should a Member of the Events Working Party fail to attend a meeting within a six-month period, and they have not sought dispensation from the Chair of the Working Party they would automatically cease to be a member of the Working Party and will be notified by the Clerk of the Council accordingly."

2. That the following be added to the Terms of Reference, under the title 'Purpose section B'.

'Overall responsibility for delivery of this Strategy rests with Ledbury Town Council. Operational delivery will be undertaken by officers, with strategic oversight provided through the Events Working Party and relevant Council Committees.'

97. TO RECEIVE APOLOGIES FOR ABSENCE

Apologises for absence were received by Councillor Hughes, Sonia Bowen and Sabeen Chaudry.

98. TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD ON 2 JUNE 2026

RESOLVED:

That the minutes of the meeting of Events Working Party held on 2 June 2026 be approved.

99. TO RECEIVE AND NOTE THE ACTION SHEET

RESOLVED:

That the Action sheet be received and noted, with Action Number 73 to be updated at the end of August following another meeting with Ledbury Convoy.

100. EVENT DATA CAPTURE

RESOLVED:

That a representative of the Herefordshire BID be invited to attend the meetings of the Working Party to help Members understand the information provided within the reports, to allow Members to understand the most appropriate information to consider going forward.

101. RECOMMENDATION TO ADOPT EVENT STRATEGY

RESOLVED:

That the draft Event Strategy be recommended to Full Council at their meeting scheduled for 3 September 2026, subject to any amendments agreed at this meeting.

102. TO RECIEVE AND NOTE FEEDBACK ON GREAT BIG GREEN WEEK AND LEDBURY COMMUNITY DAY

Griff Holiday provided an update on the recent success of the Great Big Green Week and Ledbury Community Day. Nina Shields suggested promoting the Great Big Green Week more next year, perhaps to get local shops to have window displays to promote the event.

RESOLVED:

That the report be received and noted.

103. TO RECEIVE AND NOTE FEEDBACK ON LEDBURY CELEBRATION

Griff Holiday advised that he did not feel able to continue in the role of organiser for this event and hoped that Ledbury Town Council and Ledbury Poetry would be prepared to take on the responsibility of the event, in particular Ledbury Town Council managing the Market aspect.

RESOLVED:

1. That the feedback on Ledbury Celebration be received and noted.
2. That Community Engagement Officer provide a report to Full Council to consider whether they would be prepared to take on the management of Ledbury Celebration Event, potentially in partnership with Ledbury Poetry.

104. TO RECEIVE AND NOTE UPDATE ON LEDBURY CARNIVAL

RESOLVED:

That the update on Ledbury Carnival be received and noted.

105. RECOMMENDATION TO HIRE GAZEBOs FOR THE CHRISTMAS LIGHT SWITCH ON 2026

RECOMMENDATION:

1. That the Event Working Party recommend to Full Council the hire of 20 gazebos from Green Tops Gazebos at a cost of £900 for the Light Switch on Event 2026.

2. The Events Working Party recommend that the gazebos hired from Green Tops Gazebos be charge to traders at the following costs:

Green Top hired Gazebo - £50

Traders own Gazebo - £40

Hot Food vehicle/catering unit - £80

3. That a recommendation be sent to Full Council to agree that Traders within the Town with a permeant business premises receive a 50% reduction on trading prices noting that they will be offered Ledbury Town Council Gazebos first.
4. That the Community Engagement Officer review the previous Snow Machine Report to consider the potential purchase of a snow machine for future Light Switch On events, with the intention of hiring it out for use at future events and provide a further report detailing costs to the meeting of Councils scheduled for 3 September 2026.

106. TO RECEIVE AND NOTE UPDATE ON HODS

The Community Engagement Officer provided an update on HODS. She advised that she had been in touch with the Shakespear Trust and it is hoped that a representative will be available to provide a talk about Masefield and Shakespear at the Market House during the HOD's fortnight.

RESOLVED:

That the update on HODS be received and noted.

107. TO RECEIVE AND NOTE THE EVENTS CALENDAR

RESOLVED:

That the Events Calendar be received and noted, with Events to be added onto the Herefordshire BID Calendar.

108. DATE OF NEXT MEETING

The date of the next meetings will be held on:

- Thursday 27 August 2026
- Thursday 1 October 2026
- Thursday 19 November 2026
- Thursday 17 December 2026

The meeting ended at 11:18am

Signed Date

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE MASEFIELD MATTERS PROJECT BOARD HELD ON 16 JULY 2026

PRESENT: Philip Errington (PE), Tim Keyes (TK), Caroline Magnus (CM),
Christine Tustin (CT)

ALSO PRESENT: Emma Clowsley (EC) (Project Coordinator, minute taker),
Angela Price (AP) (Town Clerk), Councillor Joe Hamblin.

76. APOLOGIES FOR ABSENCE

John Holmes (JH), Amy Howard (AH), Nick Morris (NM), Justine Peberdy (JP) (Chair)

The Town Clerk noted that in the absence of a Chair and Deputy Chair at this meeting, another member would need to be voted in. TK was proposed and it was agreed by the majority.

Cllr Hamblin was welcomed to the meeting. The Board were informed by the Town Clerk that he is standing in for Cllr Morris, in order to comply with our terms of reference. TK explained the roles of each Board member present, and the John Masefield Society, to Cllr Hamblin.

The Town Clerk confirmed we are now quorate.

77. TO APPROVE AND SIGN THE NOTES OF MEETINGS OF (ALL) THE MASEFIELD MATTERS BOARD HELD ON 19 MAY 2026.

There were multiple amendments requested and noted. Pages of the agenda need to be numbered going forward.

EC advised the Board that concerns had been raised following feedback received from Simon Armitage regarding an individual who had contacted him in relation to participation in the Masefield Marathon. During the conversation, the individual had introduced themselves as a member of the Masefield Matters Board.

EC reported that Mr Armitage had subsequently indicated that he felt the approach had amounted to harassment. He made it clear that, as a result of the interaction, he did not wish to participate in the Masefield Marathon.

AP noted for the minutes that if a task is assigned to a Board member in a meeting that other members should not interfere, and should only complete tasks assigned to them.. TK added that he thinks the damage caused needs to be repaired and AH would be the best person to do it.

PE confirmed it was not him, and that Simon used to be a supporter of John Masefield and if someone has now put him off, that's a serious matter. AP noted that this puts the project at risk of reputational damage.

EC to ask AH to share facts with the Board and explain to Simon that whatever was said to him was not on behalf of the Board, and we had no intention of putting pressure on him to join the event and recognise it was a full day for him. And we would love to involve him in any point in the future if that is appropriate.

RESOLVED:

That the minutes of the Masefield Matters Board Meetings on 19 May 2026 are to be revised and presented at the next regular Board meeting.

78. TO RECEIVE AND NOTE THE ACTION SHEET

25/MM23(5) TK explained to JH that the Shanty is written as a 2 line refrain to which you can lots of 2 line verses, a light weight way of raising awareness of Masefield and will be used quite a lot at events. In the writing of the show for Ledbury Market Theatre in November, we will be introducing the shanty at regular intervals with new verses to mark a change of scene. It was agreed it was a nice way of involving different groups.

The Board were asked to consider anything we can do to promote it. If local groups in Ledbury could come up with their own verse that in some way describes their response to Masefield that would be great.

AP asked if we ever got anything back from HMS Ledbury. TK responded, that we need a strategy on this to include where it is used/posted (e.g. website, represented in the project brochure). EC reminded the Board that JP is working on this already.

Actions:

MM78 (1) The Board agreed to ask JP to draw up a strategy.

25/MM25.2(2) EC told the Board this action is now closed. The Board missed the opportunity to provide wording for an interpretation Board after missing the deadline. CT suggested the comms team meet to draw up a communications strategy including how things are going to be done and who is going to do it.

CT said the comms team could do the strategy but we need someone who can do the work - EC reminded the Board that we have talked about new Board members with communications and events organisation skills. We need a wider reach for the project if we are going to make it successful beyond Ledbury. CT noted, thanks to EC we've done so much on the local awareness.

AP asked how the Board aim to get new members with the right skillsets. TK suggested we discuss in the September meeting. There are several groups of people who would be a promising source of potential Board members. EC raised a concern that the next big press release is required by 17th August, and we need to have something in place to share news about the chosen designers.

TK commented that we haven't had much press attention about the project so far.

Actions:

MM78 (2) EC will follow up with AH about the marketing position and find out when that person will be in place.

MM78 (3) CT stated she is prepared to discuss with her contact a one off piece of work and find out how much that would be.

25/MM29 TK asked if merchandising is one too many things to have on our agenda. It was agreed that merchandising be kept on hold. It was noted at the theatre events, some merchandise could be sold or given away.

Actions:

MM78 (4) EC to add to the next Board meeting agenda a discussion around a more specific proposal for merchandising.

25/MM37(2)

TK asked the Board if the leaflet need updating. CM proposed we wait until after the chosen designer is announced. A discussion occurred around how the final winning design would be chosen and how it will be announced. All three designs will be on display at the theatre events in November and the public will be invited to vote. The idea, and marketing for this, will need to be developed.

Actions:

MM78 (5) The Board need to agree in principal how they decide how it winning designs will be announced.

25/MM38.2(2) TK suggested that although EC is responsible for website, content is something everyone on the Board can help with.

PE noted EC is "phenomenally helpful" as he always sends blogs late in the day, a note of thanks. PE is supplying Poem of the Month with permission from Society of Authors.

26/MM44 (1) AP had conversation with Ian, Sally has sent an invoice

and we are awaiting confirmation that the money has been sent. A process is now in place.

26/MM44 (3) TK shared with the Board, that during the last fundraising meeting, we discussed what we still need funds for and agreed to commit ourselves to a further £10,000 to boost the memorial pot, and what are the possible source of funds. A souvenir brochure was discussed and how to raise funds towards it, we are looking for £1,000 for 300 copies and it will be given free to significant donors and then sold to anyone else involved in the project at a reasonable price. There is money in the pot for a launch event, however we may need additional funds for that.

CM suggested adding to the marketing and publicity budget. She added that she could foresee further problems down the line once EC has left. EC reports that we had a small budget for marketing and there is nothing left in that pot. If you can aim activities at teenagers we can use some funds from the JMHS allocated pot. EC shared what is left in the contingency fund. TK suggested we add marketing to the above list, but also look at cleverly using the resources that we have.

TK is in touch with two Trusts who could be a possible source of funding. Remaining events should raise several thousand pounds between now and the end of the project. The local Tesco blue token fund is something we should pursue.

TK confirmed that we have profits from Masefield Marathon as it's above matched funding. EC suggested this could be used for marketing and promotion.

AP confirmed that any raised above the matched funding will go into a general pot and can be spent how the Board decides. TK is confident we can sell out the theatre events on both evenings and that will raise a decent sum, as will the Pauntley Court event.

26/MM59 (1) CT needs to know if we need any space during HODs. EC confirmed we don't have anything planned for HODs, but we could organise a workshop for young people about John Masefield. EC to explore options with creative practitioners and confirm with CT.

26/MM61.1 (1) NM will draw up target list by Autumn.

26/MM73 (5) CM and PE to draw up programme of lectures for period of final 2 years.

TK suggested hosting an event in the tower with readings about Bells to including a viewing of the bells. Other events suggested are readings of narrative poems in people's homes, the Good Friday play around Easter next year. The Board were asked to continue to think of engagement activities. CM commented on the quality of the sound

system at the Masefield Marathon, which was leant by the Market Theatre. AP added LTC have a new sound system too.

MM74 (6.1) 3) AH, JP, JH will form a group to support upcoming school event in March 2027.

EC reminded the Board about the new partnership with SBT and urged them to build on it for future events.

MM74 (6.1) 4) We need to know the book is going to be fully funded and won't take a lot of resources.

PE left the meeting.

79. FINANCIAL REGULATIONS AND PROCEDURES

AP raised a concern that a member of the Board had made arrangements with an external company to print programmes for the Masefield Marathon without following the Council's Financial Regulations or the National Lottery Heritage Fund (NLHF) procurement requirements.

AP reminded the Board that individual Board members are not authorised to make direct arrangements or commitments with external organisations. All such communications and procurement requests should be channelled through the Project Co-ordinator and approved by AP in accordance with the Council's financial procedures.

It was noted that the Board member concerned had been made aware of the correct process, and AP would provide a further reminder to all Board members regarding the approval and procurement procedures. It was also noted that the programmes could be printed in-house, and therefore there was no operational requirement to commission an external organisation to undertake the printing.

80. PHASE 3 UPDATE

The commission was advertised widely and we have received 7 expressions of interest so far. 5 members of the Core Consultation Group are going to meet with our consultants to shortlist designers on 31st July, measuring the submissions against the criteria detailed in the commissioning brief. The shortlisted EOIs will be presented to the Board ahead of their decision making meeting on 14th August. The Board agreed to take the guidance of the consultants.

81. TO DISCUSS THE ROLE OF EACH BOARD MEMBER

TK suggested each Board member think about how they would most like to be used for the remainder of the project. JP could talk to each of

us and get those ideas down and identify any gaps. This needs to be done sooner rather than later, as new Board members could be recruited to fill the gaps.

Actions:

MM81 (1): Board members are to provide ideas of how they'd like to be involved in the project going forward. JP to do a skills gap analysis.

82.

TO RECEIVE AND NOTE SUB GROUP UPDATES:

6.1. FUNDRAISING

The last fundraising meeting (15/07/2026) was around business strategy and forthcoming fundraising events on the fundraising side, and ensuring they are efficiently run and marketed. The three main events are; Pauntley Court, JMHS and theatre events . Three people. Including TK, are writing a four act show for the Market theatre events in November, and will involve JMHS and Ledbury Primary.

6.2. COMMUNICATIONS

The Communications sub group have not met since May. There is currently no lead for this sub group. Members of the sub group agreed they could meet online.

Actions:

MM81 (6.2) CM to organise an online sub group meeting.

6.3. RISK

AP noted that JH and EC have had a discussion around the risk register although there hasn't been another meeting. The two issues raised today need to be added to the risk register.

CM raised that the absence of a marketing/PR set up should be listed as a risk.

ACTION: EC to add these issues to the risk register, and sub group to add in mitigations.

TK noted for the minutes that the project is proceeding really well, the familiarisation was successful with lots of engagement activities including additional events, EC and IL did a fantastic job of seeing through the programme that the Lottery required of us and more. AP and EC presence and support at Marathon was appreciated.

Fundraising wise we have hit our target. EC noted that the next payment from NLHF is being processed.

Next board meeting: Friday 11 September 11am

Next extraordinary meeting: Friday 14 August 10:30am

The meeting ended at 3:30pm

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

DRAFT

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE MASEFIELD MATTERS PROJECT BOARD HELD ON 14 AUGUST 2026

PRESENT: Dr Philip Errington (PE), Tim Keyes (TK), Dr John Holmes (JH), Amy Howard (AH), Caroline Magnus (CM), Cllr Nick Morris (NM), Justine Peberdy (JP) (Chair), Christine Tustin (CT), Janine Rusby (JR), Andrew Meredith (AM)

ALSO PRESENT: Emma Clowsley (EC) (Project Coordinator), Angela Price (AP) (Town Clerk), Sophie Rudd (SR) (Minute Taker)

76. ELECTION OF CHAIR

TK nominated JP for Chair, seconded by CM.

RESOLVED:

That JP be elected as Chair of the Masefield Matters Board for the remainder of the 2026/27 municipal year.

77. APOLOGIES FOR ABSENCE

Apologies for absence were received from Andrew Meredith, who joined the meeting later.

78. TO RECEIVE DECLARATIONS OF INTEREST

None received.

79. TO APPROVE AND SIGN THE NOTES OF MEETINGS OF THE MASEFIELD MATTERS BOARD HELD ON 5 MAY AND 16 JULY 2026

AH brought forward an amendment that point MM74(6.1)2) be removed in its entirety from the minutes of 19 May and the minutes be amended to reflect that she will approach The Reading Room – not Powerhouse Productions - as a new audience to simply inform them of the works of John Masefield.

CM requested that where she is referenced in the minutes of 5 May as not having access to email distribution facilities, this should instead read that the John Masefield Society do not have access to such a facility.

RESOLVED:

That the minutes of the Masefield Matters Board Meetings on 5 May and 16 July be approved and signed as a correct record, subject to the above amendments being made.

80. ELECTION OF VICE CHAIR

TK nominated AH for Vice Chair, seconded by JP.

NM queried whether AH felt she had not been able to give as much as she would like to the project, and whether she would be able to “step up to the mark a bit more” in this coming year. AH asked NM to give specifics. NM stated “we were hoping LPF would have a bigger louder voice, an contribute more than they have been”.

AP clarified position of Vice-Chair and position of LP are two separate things and we should focus on the Vice-Chair position for this item.

The Chair agreed and added that the relationship with LPF had been discussed many times and noted that NM is the only person on the Board who holds the opinion that there is an issue. And noted that LPF have made a significant contribution this year and there is an opportunity to do more in the remainder of the project. It should not appear on a future agenda, but instead a discussion between NM and JP could be scheduled.

TK noted that the having the Director of LP and Head of JMHS on the Board is invaluable. It agreed that having lead representation from the various groups on the Board was invaluable.

CM drew attention to the contribution to the Board made by the representatives of the John Masefield Society who are available to provide factual and scholarly input where required; also to the importance of the Society's role as custodians of the John Masefield Society's archives which are currently based in the Master's House.

RESOLVED:

That AH be elected as Vice-Chair for the remainder of the 2026/27 municipal year.

81. TO RECEIVE A SUMMARY OF THE ARTIST PROCUREMENT REPORT, A REMINDER OF THE SHORTLISTING CRITERIA AND THE THREE RECOMMENDATIONS.

JR provided a summary of the procurement process. Eighteen expressions of interest had been received. Following an initial pre-sift, three applications which did not meet the initial criteria were discounted, leaving fifteen applications for consideration by the Core Consultation Group. The Group met on 31 July 2026 to consider and score the applications.

The Core Consultation Group had proposed A, B and C as the three strongest applications. JR explained the rationale for the final shortlist, including the importance of a proven track record, the ability to deliver a

commission of this scale with limited support from the Project Team, and the quality and relevance of previous work.

RESOLVED:

That the summary of the artist procurement report, the shortlisting criteria and the three recommendations be received and noted.

AM joined the meeting

82. QUESTIONS REGARDING THE REPORT

Members discussed the shortlisted applications and matters to be considered during the next stage of the commissioning process.

TK discussed the longevity of the proposed memorial and the potential reliance on digital interpretation.

JR advised that the National Lottery Heritage Fund requirement for digital elements on a grant below £250,000 was that they remain live for five years. Members agreed that, while digital interpretation may form part of the trail, the physical elements should have a significantly longer lifespan and should be designed as a lasting memorial. Digital elements can be hosted on the Ledbury Town Council website providing assurance that they will be live for as long as required.

Planning permission was discussed. The Town Clerk informed that depending on the site of the memorial, planning permission and potentially listed building permission would need to be sought from Herefordshire Council as Ledbury Town Council does not have the power to grant such permissions. Ledbury Town Council can however assist with information as to who owns what land.

E advised that the John Masefield Society has a permanent display space at the Master's House and the Society is eager to collaborate on the project. At the very least, this location should feature on the trail. PE advised that whilst the space and collection at the Master's House remains the property and responsibility of The John Masefield Society, the Society is keen to work with Masefield Matters. There is a defunct touchscreen which needs to be brought back into operation and this could be aided by the project. The John Masefield Society should be involved in any aspect affecting the Master's House. The Society is also able to provide factual and scholarly input if required.

Members discussed the potential use of workshops and co-creation during the next stage. It was noted that community engagement should continue in some form and that any workshops required as part of the commission should be delivered by the appointed artist, with the Board and project team providing appropriate support.

TK discussed the potential for additional sponsorship or fundraising to enhance the memorial. It was noted that any opportunity for sponsorship should be considered within the commissioning brief so that the scope of the commission is clear to all shortlisted artists. Additional funds could potentially be used to enhance materials, durability or other aspects of the design, subject to the relevant funding requirements.

Members also discussed the proposed public display of the three shortlisted designs at the theatre event on 6 and 7 November 2026. It was noted that public feedback could be sought, but that the final decision would remain with Ledbury Town Council on the recommendation of the Board. The form that the display takes needs to be finalised in the brief so that it is uniform across all applicants.

83. TO DISCUSS AND AGREE ON THE FINAL THREE DESIGNERS PROPOSED BY THE CORE CONSULTATION GROUP.

Members agreed that applications A, B and C should proceed as the three shortlisted designers. Members also agreed that application D should be retained as a reserve option should one of the shortlisted designers withdraw or otherwise be unable to proceed.

Members considered the strengths and areas for further development of each shortlisted proposal. It was agreed that general feedback should be provided to the designers so that the next stage of work remains within the agreed brief while allowing the designers to develop their proposals further.

For application A, Members highlighted the variety of proposed outputs and the strong use of Ledbury's key locations. Members expressed reservations about the longevity and practicality of banners and requested that the designer consider more durable solutions. The ceramic plaques, silhouettes and archway were identified as elements worthy of further development. Members also wished to see further clarification regarding community involvement.

For application B, Members noted the strong, durable and visually striking nature of the proposal and particularly welcomed the use of Masfield's words. Members considered the proposed locations to be appropriate and noted the potential value of an audio tour and a map. Members also queried the number of proposed installations and whether the design would provide sufficient points to create an effective trail within the available budget. The role of the Master's House and the John Masfield Society should also be considered as part of the development of the proposal.

For application C, Members recognised the significant visual impact and artistic ambition of the proposal. Members discussed the scale of the proposed sculptures, their likely cost and the practical implications of

permissions and placement. Members also discussed the use of 'The Everlasting Mercy' as inspiration, and agreed that the designer should be encouraged to consider a wider range of Masefield's works and themes, particularly those which reflect the playful and creative character identified through consultation.

Members agreed that the commissioning brief should require shortlisted designers to demonstrate that their proposals can be delivered within the available £60,000 memorial budget and to consider relevant permissions, siting and other practical requirements at this stage.

84. TO AGREE KEY ASPECTS OF THE COMMISSIONING BRIEF FOR SHORTLISTED DESIGNERS

Members discussed the commissioning brief and agreed that it should provide sufficient clarity to enable the three shortlisted designers to develop their proposals while retaining scope for creative interpretation.

The brief should reiterate the key Ledbury locations identified during the earlier consultation process and should make clear that these locations may be referenced as part of the trail without necessarily requiring a physical installation at each site. Members noted that issues relating to access and permissions, particularly in relation to privately owned or restricted sites, should be considered by the designers at this stage.

The brief should include an expectation of longevity for the physical elements of the memorial, with designers asked to propose durable and sustainable solutions. Digital elements may support the trail but should not be relied upon as the principal lasting element of the memorial.

It was noted that any use of Masefield's words would be subject to the relevant copyright requirements. EC confirmed that this had already been included in the brief.

EC advised that the commissioning brief would be developed with JP and then circulated to the Board for comment. The brief would also be discussed with the National Lottery Heritage Fund as appropriate.

It was noted that the deadline for material to be included with the Full Council agenda was 1 September 2026, with earlier circulation preferable. If possible the brief should be finalised as a supporting document for this date but as Full Council are only being asked to release funds and not approve the brief this may not be essential.

EC advised that, due to the Full Council meeting on 3 September 2026, the original timetable for the shortlisted designers would need to be revised. JR advised that an email should be sent to all applicants explaining the revised timetable and that the 31 October 2026 deadline

should remain firm due to the proposed public display on 6 and 7 November 2026.

85. DATE OF NEXT TWO MEETINGS

Next board meeting: Friday 11 September 11am at Ledbury Town Council Offices with a further invitation to attend drinks with the Core Consultation Group that evening at 6:00pm, also at Ledbury Town Council Offices

The meeting ended at 12:56pm

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

DRAFT

FULL COUNCIL	3 SEPTEMBER 2026	AGENDA ITEM: 28
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Report prepared by Angela Price – Town Clerk

TOWN AND PARISH COUNCIL SURVEY 2026

Purpose of Report

The purpose of this report is to invite Members to consider and agree the Council's response to the West Mercia Police and Crime Commissioner's Town and Parish Council Survey 2026.

Detailed Information

The West Mercia Police and Crime Commissioner is seeking the views of town and parish councils on policing within their local communities.

The survey, attached to this report, asks for the Council's views on:

- the overall performance and visibility of local policing;
- the police response to crime, disorder and issues raised by the Council;
- awareness and effectiveness of the Local Policing Charter;
- contact and engagement with the local Safer Neighbourhood Team;
- the extent of crime and anti-social behaviour within the parish;
- specific local concerns, including burglary, vandalism, shoplifting, drug-related activity and road safety; and
- any other matters affecting policing or community safety in the local area.

The survey may be completed by an individual or on behalf of the Council. As the response will represent the collective view of Ledbury Town Council, Members are invited to consider the questions and agree the answers to be submitted.

The closing date for responses is Tuesday 14 October 2026.

Financial Implications

There are no direct financial implications arising from the completion of the survey.

Legal and Policy Implications

There are no direct legal or policy implications. The survey provides the Council with an opportunity to communicate local concerns and priorities to the Police and Crime Commissioner.

Recommendation

Council is asked to:

1. Consider the attached Town and Parish Council Survey 2026 and agree the responses to be submitted on behalf of Ledbury Town Council.
2. Delegate authority to the Town Clerk to finalise and submit the survey response, reflecting the views expressed and decisions made by Council.



Town and Parish Council Survey 2026

Please select one answer for each question, unless asked to do otherwise.

Please ensure to answer all questions, incomplete questionnaires are not included.

This survey can be completed either individually or on behalf of the council.

The closing date for the survey is midday on Tuesday 14th October 2025.

Thank you for taking the time to complete the survey.

Local Policing

1. In the council's opinion, how good a job do you think the police are doing in your town/parish? *

- ☐ Excellent ☐ Good ☐ Fair ☐ Poor ☐ Very Poor ☐ Don't know

VALIDATION Max word count = 300

2. Please briefly explain your rating.

3. In the council's opinion, how would you rate the visibility of police in your town parish? *

- ☐ Excellent ☐ Good ☐ Fair ☐ Poor ☐ Very poor ☐ Don't know

VALIDATION Max word count = 300

4. Please briefly explain your rating.

How much does the council agree or disagree with the following statements:

5. The police work well with the council to identify and address local crime and disorder issues *

- ☐ Strongly agree ☐ Tend to agree ☐ Neither agree nor disagree
- ☐ Tend to disagree ☐ Strongly disagree ☐ Don't know

6. The council has confidence in the police to resolve crime and disorder issues raised within the local community *

- ☐ Strongly agree ☐ Tend to agree ☐ Neither agree nor disagree
- ☐ Tend to disagree ☐ Strongly disagree ☐ Don't know

VALIDATION Max word count = 300

7. Please briefly explain your rating.

8. On average, how often does the council contact the police to raise concerns about crimes or incidents? *

- ☐ Weekly ☐ Monthly ☐ Every 2 - 6 months ☐ Once a year
- ☐ Never ☐ Don't know

9. Overall, how would you rate the police response to crime and disorder issues or incidents raised by the council? *

- ☐ Excellent ☐ Good ☐ Fair ☐ Poor ☐ Very poor
- ☐ Don't know / N/A

Contact and Engagement

Local Policing Charter

West Mercia Police's Local Policing Charter, launched in 2021 and refreshed in 2025, is built on the core principles of visibility, accessibility, and engagement. With aims to foster a two-way dialogue between the police and the public, ensuring local teams effectively address community concerns and enhance trust in the service.

The Charter, co-produced with the PCC, focuses on addressing crime, safety, and anti-social behaviour (ASB) through targeted high-visibility patrols in high footfall areas and data-driven strategies.

You can find the charter by visiting the West Mercia Police website.

10. Are you aware of the Local Policing Charter?

- ☐ Yes
- ☐ No

11. Have the police been in touch to identify your priorities as a Town/Parish Council?

- ☐ Yes
- ☐ No

12. If answered yes in question 8. In the council's opinion have the police acted on the priorities you set out?

- ☐ Yes
- ☐ No

13. In the council's opinion have you seen a reduction in crime and increased feeling of safety as a result of the launch of the Local Policing Charter in March 2021?

- ☐ Yes
- ☐ No

Contact and Engagement

14. In the council's opinion, how easy and convenient is it to access your local policing teams? (This may be in any form - face-to-face, email, telephone etc)

*

- ☐ Very easy ☐ Fairly easy ☐ Fairly difficult ☐ Very difficult
- ☐ Don't know / N/A

15. In the council's opinion, how easy and convenient is it to access relevant information for the local community from the police? *

- ☐ Very easy ☐ Fairly easy ☐ Fairly difficult ☐ Very difficult
- ☐ Don't know / N/A

16. In the council's opinion, how would you rate the level of contact you have with the police? *

- ☐ Excellent ☐ Good ☐ Fair ☐ Poor ☐ Very poor
- ☐ Don't know / N/A

17. How does the council contact the police to discuss local issues, seek information or invite to meetings/community events? (Not including reporting crimes).

*Please tick all that apply**

- | | |
|--|--|
| ☐ Phone (land line) | ☐ In person (at a police station etc) |
| ☐ Phone (mobile) | ☐ Website |
| ☐ Email | ☐ Other |
| ☐ Letter | ☐ Don't contact the police |
| ☐ Social media | |

18. How often does the council contact the police to discuss local issues, seek information or invite to meetings/community events? (Not including reporting crimes) *

- ☐ Weekly ☐ Monthly ☐ Every 2- 6 months ☐ Once a year
- ☐ Never ☐ Don't know

19. How would the council rate the police response to requests for information/meetings etc? *

- ☐ Excellent ☐ Good ☐ Fair ☐ Poor ☐ Very poor
- ☐ Don't know / N/A

20. How often do the police attend council meetings or other community events in your town or parish area? *

- ☐ Weekly ☐ Monthly ☐ Every 2 - 6 months ☐ Once a year
- ☐ Never ☐ Don't know / not invited

21. How often do the police proactively contact the council to raise awareness of local issues, share information etc? *

- ☐ Weekly ☐ Monthly ☐ Every 2 - 6 months ☐ Once a year
- ☐ Never ☐ Don't know

22. Does the council know the members of the police's local Safer Neighbourhood Team? These teams include Inspectors, Sergeants, PCs and PCSOs *

- ☐ Very familiar ☐ Somewhat familiar ☐ Not well known
- ☐ Totally unknown ☐ N/A

Crime and anti-social behaviour issues

23. In the council's opinion, how much of a problem, if at all, would you say that crime and anti-social behaviour is in your town/parish area? *

- ☐ Not a problem at all ☐ Not a very big problem ☐ Fairly big problem
- ☐ Very big problem ☐ Don't know

24. Which if any of the following issues would you say are currently a problem in and around your council area?

Please tick one box in each row

	Not a problem at all	Not a very big problem	Fairly big problem	Very big problem	Don't know
Burglary (homes and outbuildings)	☐	☐	☐	☐	☐
Violent against the person	☐	☐	☐	☐	☐
Anti-social behaviour	☐	☐	☐	☐	☐
Fraud	☐	☐	☐	☐	☐
Theft of or from vehicles	☐	☐	☐	☐	☐
Criminal damage / vandalism	☐	☐	☐	☐	☐
Business burglary and shoplifting	☐	☐	☐	☐	☐
Rural crime (e.g farm theft or hare coursing)	☐	☐	☐	☐	☐
Sexual offences	☐	☐	☐	☐	☐
Crime committed against people due to their age, race, ethnicity, disability or sexuality	☐	☐	☐	☐	☐
Drug- related activity (e.g dealing or use)	☐	☐	☐	☐	☐
Road safety (e.g speeding, dangerous driving)	☐	☐	☐	☐	☐
Enter another option	☐	☐	☐	☐	☐

VALIDATION Max word count = 500

25. Is there anything else you would like to tell us about local policing or the issues affecting your area that has not been covered in this survey?

About your council

What is the name of your council (or councils if it is a combined parish council group)? *

26. How have you completed this survey?

- ☐ Individually, these are my opinions
- ☐ The whole council, these are the opinions of all of the council

27. Please confirm which Borough/District/City/Unitary area your council is in *

- | | | |
|--|--------------------------------------|-------------------------------------|
| ☐ Herefordshire | ☐ Redditch | ☐ Malvern Hills |
| ☐ Shropshire | ☐ Wyre Forest | ☐ Wychavon |
| ☐ Telford & Wrekin | ☐ Worcester City | ☐ Bromsgrove |

28. Approximately how many people live in your town / parish area?

- ☐ Less than 500 ☐ 501 - 1000 ☐ 1001 - 5000 ☐ 5001 - 10,000
- ☐ Over 10,000

LOGIC Show/hide trigger exists.

Please provide an appropriate current email address which my office may use to contact the council when necessary.

Your email will be held securely in web-based databases. It will not be shared with any other third party.

LOGIC Hidden unless: Question "Please provide an appropriate current email address which my office may use to contact the council when necessary."

Your email will be held securely in web-based databases. It will not be shared with any other third party."

29. Would you like to receive my monthly Police and Crime Commissioner newsletter to this email address?

It includes updates on the latest news, funding opportunities, open consultations, upcoming events and engagements, and much more.

- ☐ Yes
- ☐ No

Thank You!

Thank you for taking the time to complete our survey. The survey results will be available to view online at www.westmercia-pcc.gov.uk following the closing date, which is Tuesday 14th October 2025.

Action: Review

The answers you submitted are summarised below. To create a copy scroll down the page and click on 'Download PDF version'

MINUTES OF LEDBURY CARNIVAL ASSOCIATION COMMITTEE
HELD ON WEDNESDAY 22nd July 2026 at LEDBURY COMMUNITY HUB, NEW ST.

PRESENT: Chairman Mal Hughes (MH), Sue Hughes (SH), Johnny Chan (JC), Robin Hiseman (RH), David Kettle (DK), Ann Price (AP), Lesley Wilkinson (LW), Juri Hayes (JH), and Harold Armitage (HA)

		Action by
1.	APOLOGIES: Were received from Sonia Bowen (SB) Angie Price (Apr) and Olivia Trueman (OT). Not attending were Anita Griškāne (AG), Nic Sims (NS), Cllr. Liz Harvey (EH), and Joe Hamblin (JoH).	
2.	MINUTES OF PREVIOUS MEETING AND ACTION POINTS Minutes of the meeting held 1st July 2026 had been previously circulated and accepted as an accurate record. Action Points were reviewed and are noted in the Minutes below.	
3.	TREASURER'S REPORT a. Today's bank balance was £11,190.58p. Some payments had been received from Programme Ads and Stalls. We also received a £50 donation from Ledbury Twinning Association, the Secretary to send thanks	SH
4.	SECRETARY'S REPORT a. A letter has been sent to The Barn to advise them of activities on Carnival Day. b. A volunteer contact list was circulated to make sure details are up to date. c. MH/SH met with NS at The Community Hub who offered marshalling /stewarding volunteers to help. They will have their own hi-viz jackets. d. The Event Timeline was circulated; each item was discussed/amendments made. e. SH to ask LTC where they buy the extra large bin liners. f. JH to ask Waste management where to cite filled bin bags for collection. g. JH to allocate one security staff member from each point to help move the stage steps at the cemetery – JH plus 3. SH to supply contact for Chris at LTC. Nick Fish is also willing to help. h. SH to supply JC with a map of closed off areas at the Rugby Club. i. SH to supply committee members with Authorised Vehicle passes. j. JC suggested forming a WhatsApp group for contact on Carnival Day. SH to set up.	SH JH JH SH SH SH SH
5.	ENTERTAINMENTS a. Signed Entertainer contracts and paperwork now being returned. SH to chase the remainder. b. SH reported that the funfair arrangements had been finalised.	SH
6.	PROCESSION a. SB submitted a report of Procession updates: many float and other entries; 3 mobility scooter entries plus Deer Park residents (not being judged); simplified judging sheets sent to JC; 4 people confirmed for float judging, plus a judge for the mobility competition. b. No response yet from Arthur Edge re vintage cars – DK to phone him. c. Two helpers are available to manage the registration desk d. Chris Wragg happy to help at Park and Ride again, need a marshall aswell. e. JC confirmed he will take photos of judging results. f. MH to supply a speaker at the Co-op.	DK JC JC
7.	ROAD CLOSURE/MARSHALLING/SECURITY/ROAD SIGNS Action Points from last meeting: 1. MH met with Police re incidents at 2025 Carnival and presented the information supplied by JH. The Police advised that they cannot follow up retrospectively. If all incidents are reported at the time and with as much	

	information as possible they should be able to follow up. It also means that Carnival may be able to become a policed event, i.e we have a police presence. All marshalls to log details of any incidents immediately with JH. a. JH advised he has lodged a formal complaint over the non-action of our road closure application and has to date submitted 13 applications for this. HCC are also now charging a fee of £250.	ALL JH
8.	HEALTH AND SAFETY a. JH confirmed the EMP and other required paperwork has been submitted to SAG who are happy with our application. b. We now have 3 First Aiders confirmed – OT, NS and Robin Kemp from Community Hub. JH is qualified and all security staff. c. Ledbury First Responders were contacted but do not have insurance cover to attend events.	
9.	WEBSITE RH has asked for copy to go on the website. LW to send anything she puts on social media.	LW/RH
10.	CARNIVAL PROGRAMME a. RH has now finalised the Programme and will send it to press. The final programme is 40 pages. £875 raised in advertising revenue and the cost is £889.	RH
11.	PUBLICITY a. RH delivered the printed posters to SH and they are available for distribution. b. LW showed the article of All about West of the Hills. She is also sending articles to Ledbury Reporter. c. SH reports that we now have two photographers onboard and SB is hoping to enlist a video-r. d. SH re-circulated the poster distribution list and gave out posters to those present.	
12.	SOCIAL MEDIA LW is increasing coverage as Carnival approaches and appealed for ideas/items /photos to upload.	ALL
13.	FUNDRAISING/SPONSORSHIP a. DK continues to get sponsorship.	
14.	STALLS a. LW now finalising stalls paperwork ready to hand to Carnival Stand. b. LW will be preparing a Stalls map, and briefing notes for stallholders.	LW LW
15.	RAFFLE a. Most of the 30 raffle prizes now collected. Raffle tickets are being printed. b. MH will manage the draw on Carnival Day. c. Still need volunteers to sell tickets on August Saturday mornings. d. SH to organise training with LTC for the card machine.	ALL SH
16.	SHOP WINDOW COMPETITION 50 entries given out. 2 judges confirmed and Town Crier and Children’s Ambassadors. JC to take photos of winners.	
17.	ANY OTHER NOTIFIED BUSINESS a. Raffle Drum: SH suggested we invest in our own Raffle Drum and after discussion this was agreed. SH to organise. b. MH asked for volunteers to High St clearing on Sunday 30th Aug from 1pm. SH to circulate a list for volunteers.	SH SH
18.	DATE OF NEXT MEETING WED 5th AUGUST AT LEDBURY COMMUNITY HUB, NEW STREET, 7.30PM Please diary these future meeting dates - 19th August. Meeting closed at 9.00pm.	

MINUTES OF LEDBURY CARNIVAL ASSOCIATION COMMITTEE
HELD ON WEDNESDAY 5th August 2026 at LEDBURY COMMUNITY HUB, NEW ST.

PRESENT: Chairman Mal Hughes (MH), Sue Hughes (SH), Robin Hiseman (RH), David Kettle (DK), Ann Price (AP), Lesley Wilkinson (LW), Juri Hayes (JH), Sonia Bowen (SB) and Harold Armitage (HA)

		Action by
1.	APOLOGIES: Were received from Joe Hamblin (JoH). Not attending were Johnny Chan (JC), Anita Griškjāne (AG), Angie Price (APr), Olivia Trueman (OT), Nic Sims (NS), Cllr. Liz Harvey (EH).	
2.	MINUTES OF PREVIOUS MEETING AND ACTION POINTS Minutes of the meeting held 22nd July 2026 had been previously circulated and accepted as an accurate record. Action Points were reviewed and are noted in the Minutes below.	
3.	TREASURER'S REPORT a. Today's bank balance was £10,224.33. The Treasurer was asked by SB and LW to supply an up to date list of who has paid for Ads and Stalls.	AP
4.	SECRETARY'S REPORT a. SH has purchased extra large bin liners, a raffle drum and float winners rosettes. b. SH has supplied JC with a map of closed off areas at the Rugby Club. c. SH has supplied committee members with Authorised Vehicle passes. d. SH has created a WhatsApp group for contact on Carnival Day. e. The Carnival Timeline was brought up to date. f. The Weekend task matrix was reviewed and amended. SH to circulate. g. SH to circulate the list of emergency contact numbers.	SH SH
5.	ENTERTAINMENTS a. SH reports all paperwork now received and all entertainers bank details confirmed.	
6.	PROCESSION a. The ABE driver for brass band float has retired, another driver to be found. b. A tractor and trailer will transport the Children's Ambassadors. c. Judges transport still being finalised. d. St Michael's will supply Benny the Bear costume if we can supply a wearer over 18. e. Next year we need to specify dimensions of small and large floats.	SB SB SB
7.	ROAD CLOSURE/MARSHALLING/SECURITY/ROAD SIGNS a. Road Closure application has been finalised.	
8.	HEALTH AND SAFETY a. Must check that the public toilets are open and stocked this year. b. JH circulated a page of Volunteer and Marshalls FAQs and asked for feedback. c. SAG group and Hereford Council will both be attending in the afternoon.	SB All
9.	WEBSITE RH continues to update the website.	
10.	CARNIVAL PROGRAMME a. Programme has been received and will be distributed with raffle sales, etc.	
11.	PUBLICITY a. Difficulties in getting articles in the Ledbury Reporter seem now to be resolved. b. LW/SB to arrange for A5 flyers to be posted in The Arches Estate.	LW/SB
12.	SOCIAL MEDIA Posts going onto social media as and when.	
13.	FUNDRAISING/SPONSORSHIP a. Still ongoing.	
14.	STALLS	

	a. LW is preparing a detailed Stalls map, and briefing notes for stallholders. b. LW is chasing final stalls paperwork from stallholders. c. LW will advise SH on number of gazebos required.	LW LW LW
15.	RAFFLE a. SH organised with LTC for training on their card machine for raffle sales. b. The first Saturday was a great success, the Chaiman thanked all who helped. c. We agreed LW suggestion to extend our end time to 1pm on each Saturday. d. SB asked if the Chairman could thank Sue Holland for her part in raffle selling. e. SH to check when the Children's Ambassadors will be attending and allocate someone to tell them what they should be doing.	MH SH
16.	SHOP WINDOW COMPETITION a. Entries continue to come in. b. Children's Ambassadors to be advised what they should be doing. c. SB suggested that to save time when prize-giving, that we just have 1 st to 3 rd , then one each of Highly Commended and Commended.	
17.	ANY OTHER NOTIFIED BUSINESS None.	
18.	DATE OF NEXT MEETING WED 19th AUGUST AT LEDBURY TOWN COUNCIL OFFICES, CHURCH LANE, 7.30PM. PLEASE NOTE THE CHANGE OF VENUE The following meeting will be Wednesday 9 th September, 7.30pm. Meeting closed at 8.57pm.	

**MINUTES OF LEDBURY CARNIVAL ASSOCIATION COMMITTEE
HELD ON WEDNESDAY 19th August 2026 at TOWN COUNCIL OFFICES.**

PRESENT: Chairman Mal Hughes (MH), Sue Hughes (SH), Robin Hiseman (RH), David Kettle (DK), Ann Price (AP), Lesley Wilkinson (LW), Juri Hayes (JH), Sonia Bowen (SB), Harold Armitage (HA), Johnny Chan (JC), Joe Hamblin (JoH) and Angie Price (APr).

		Action by
1.	APOLOGIES: Not present were Anita Griškāne (AG), Olivia Trueman (OT), Nic Sims (NS), Cllr. Liz Harvey (EH).	
2.	MINUTES OF PREVIOUS MEETING AND ACTION POINTS Minutes of the meeting held 5 th August 2026 had been previously circulated and accepted as an accurate record. Action Points were reviewed and are noted in the Minutes below.	
3.	TREASURER'S REPORT a. Today's bank balance was £9,076.45.	
4.	SECRETARY'S REPORT a. SH has contacted St Katherine's Hall regarding usage of their chairs in the Town Square. b. JJ has confirmed the 4x Fire Extinguishers have been serviced and collected. c. Carnival Small Lotteries licence has been renewed for another year – expires 8 th September 2027. d. SH will display car park closed notices in St Katherine's and Bye St car parks. Also letters to Almshouse residents, and New Street residents asking if cars could be moved to maintain safety.	
5.	ENTERTAINMENTS a. SH reports that the Brass Band cannot go into the Procession so will play under the Market House from 11.30 until the Procession arrives. b. The Entertainments paperwork file is now ready for Carnival Day.	
6.	PROCESSION a. SB has collated all entry forms and given to JC. b. Other paperwork given to SH for the file to be held on the Carnival Stand. c. SB stressed that float entrants <u>must</u> be reminded that no sweets are thrown into the crowd.	
7.	ROAD CLOSURE/MARSHALLING/SECURITY/ROAD SIGNS a. JH has the official advance warning of road closures from HCC and will pass to SH. APr offered for LTC to display them at the correct places. b. JC asked if it was possible to stop cars parking in Orchard Lane whilst the Procession passes. Update: JH to consider if we can do this.	JH/SH/ APr JH
8.	HEALTH AND SAFETY a. Waste collection now with a new company and they will advise where the waste collection should be placed. JH to circulate when known.	JH
9.	WEBSITE RH continues to update the website with any text submitted to him. The layout is one photo with text around it.	
10.	CARNIVAL PROGRAMME a. Nothing to report.	
11.	PUBLICITY a. LW to liaise with Ledbury Reporter to have more exposure for Carnival. b. MH asked for advance notice of any interview requests.	LW

	c. LW still working on getting TV cameras on the day. They won't commit until last minute.	LW
12.	SOCIAL MEDIA Posts going onto social media as and when received.	
13.	FUNDRAISING/SPONSORSHIP a. Donation received from LADT.	
14.	STALLS a. LW chasing final paperwork for stalls.	LW
15.	RAFFLE a. Ticket sales going well, about 450 sold so far. b. SB asked when we will receive Lakefest vouchers. APr will create vouchers. c. It was agreed that Carnival Day raffle ticket sales queue would finish at 3.45pm. SH to advise HHR.	Apr SH
16.	SHOP WINDOW COMPETITION a. Entries continue to come in.	
17.	ANY OTHER NOTIFIED BUSINESS <u>Carnival Weekend Timing:</u> The matrix was circulated and all entries discussed and amends made. SH to distribute the final sheet. <u>Photography:</u> We now have two photographers, Pat Strauss and Luke Richards. JC will continue to video and Luke/Pat will concentrate on photos.	
18.	DATE OF NEXT MEETING WED 9th SEPTEMBER AT LEDBURY TOWN COUNCIL OFFICES, CHURCH LANE, 7.30PM (WASH UP MEETING). The meeting following that will be the AGM on Wednesday 12 th November, 7.30pm. This meeting closed at 9pm.	

Ledbury in Bloom Committee Meeting 21st July 2026

Held at Tina's House 11 Jubilee Drive

Present: Christina (Tina) Vass Chairwoman; Gareth Morgan President; Jacqueline Boyce; Estelle Dalrairie; Doreen Feakes; Jo Jackson; Lynne McCrae; Sheena Mayell; Una Morgan; John Wadley; Deb West

Apologies: Caroline Badham; Jane Gunn; Cllr Joe Hamblin; Margaret Thomas; Rosie Watkin

Meeting 24th February 2026

The minutes had been distributed and were agreed.

Matters Arising:

The Gloucester Road sign is ongoing: the Council queried whose responsibility the signage was originally. Since the signs were commissioned more than 20 years ago, we believe they are the Council's responsibility. Tina had investigated the matter and believed that whilst Ledbury in Bloom were likely to have been closely involved it would have been the LTC who paid and commissioned the signs. Tina has written to Julia at LTC to let her know. Ultimately all LIB need at present is a pole in the ground alongside the remaining one so that the sign we have in storage can be re-erected and the new flower box installed.

Water container costs were far too expensive to consider.

The insect house has been moved to another location in the Walled Garden.

Jo Jackson has contacted Ledbury Focus and she and Tina will get together to work on an article for the September issue.

The Secretary reported that we have two new Councillor representatives - Joe Hamblin and Lesley Wilkinson. Joe had hoped to attend today but pressure of work has meant he is unavailable but wants to keep up with the minutes. We are grateful for the council making the arrangements for the hanging baskets in town.

Treasurer' Report

Currently we have £1929.99 the bank. We have had some donations e.g. from the Horticultural Society. However, other promised donations have not materialised! Current funds are sufficient as a reasonable buffer. £333 was spent on the summer planting in the town tubs. A few of the plants have since succumbed to the heat, we will not restock the tubs until the autumn in view of the current watering situation.

Chairwoman's Report

This meeting is mainly a brief catch up .

A big thank you for those who represented us at the Community Day in June. A new volunteer, Caroline Badham, has taken over the station from Lynne. The Station water supply was switched off in the winter when a burst pipe flooded the old ticket office. Tina has been in touch with Midlands Railways to get it switched back on, hopefully that will happen soon, if not please advise Tina.

Tina will investigate costs to see if we can get Stephen Large to help with the tub watering or at least topping up the tub reservoirs

Any Other Business

There was a general discussion and ideas to offset effects of climate change impacting the planting in the town, especially the tubs. In the meantime, any dead plants will be removed but not replaced until the autumn. Most of the older wooden tubs have been replaced with only a handful left which need to be removed or renovated as they dry out in the heat.

The Council is to be asked to pollard the tree above the rose beds in the Walled Garden and on H&S grounds to cut down the dead tree in the almshouses beds next to the Bus Stop, possibly leave the stump or try to rot it down? Tina will contact LTC on this matter.

Unless anything urgent arises, the next meeting will be the AGM in November.

Una Morgan 23/072026

FULL COUNCIL	3 SEPTEMBER 2026	AGENDA ITEM: 30
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Report prepared by Julia Lawrence – Operations Manager

POPPY APPEAL

Purpose of Report

The purpose of this report is to seek agreement from Members to allow the Ledbury Poppy Appeal to display poppies on the hanging basket posts.

Detailed Information

Ledbury Poppy Appeal would like to display approximately 36 large poppies, on a correx-type board, on the posts currently used to hang the Council's hanging baskets. The poppies would be displayed from 22 October 2026, when the Poppy Appeal gets underway, through to Armistice Day on 11 November 2026.

Ledbury Poppy Appeal would be responsible for the installation, inspection, maintenance and removal of the poppies and for any damage or injury arising from their installation or display.

It is proposed that the poppies will be fixed using cable ties. As a condition of the Council's permission; the Poppy Appeal organisers would be required to ensure that the posts are not damaged by the installation and that any damage caused by the installation is made good.



The Poppy Appeal would also ensure that the signs and fixings do not interfere with the operation, maintenance or inspection of the posts and that pedestrian and highway safety are not compromised.

Should Members grant permission, confirmation would be obtained from the Poppy Appeal that they hold appropriate Public Liability Insurance, with evidence of the insurance being provided to the Council prior to installation.

At present, the Poppy Appeal is reaching out to local companies for sponsorship and has suggested a donation of £10 per poppy per post. Whilst the initial proposal is for single-sided poppies, these could be made double-sided if sufficient sponsorship is secured.

Should double-sided signs be proposed, the Poppy Appeal would be required to confirm the weight and proposed fixing arrangements to ensure that they are suitable for the lampposts and appropriate for outdoor conditions and wind loading. Any change from the agreed single-sided design would be subject to the Council being satisfied with the proposed arrangements.

The Poppy Appeal would also be advised that Ledbury Town Council reserves the right to require the signs to be removed at any time if they become damaged, loose, unsafe, or interfere with maintenance or otherwise cause a concern. The Poppy Appeal would be responsible for any costs associated with such removal.

The Poppy Appeal would also be responsible for removing all signs and fixings at the end of the agreed display period and for leaving the posts in their original condition.

This request does not incur a cost to Ledbury Town Council in terms of installation, removal, repairs or making good any damage. Ledbury Poppy Appeal are merely seeking the Council's permission to install the signs from 22 October 2026 to 11 November 2026.

Financial Implications

There are no financial implications for Ledbury Town Council arising from the proposal, subject to the Poppy Appeal meeting the costs of installation, removal, repairs and making good any damage.

Recommendations

That Members consider the request from Ledbury Poppy Appeal and agree to permit the installation of approximately 36 poppies on the relevant lampposts from 22 October 2026 to 11 November 2026, subject to:

- Ledbury Poppy Appeal providing evidence of appropriate Public Liability Insurance prior to installation;
- the proposed fixing method being agreed and causing no damage to the posts;
- the Poppy Appeal being responsible for the installation, inspection, maintenance and removal of the poppies;
- the Poppy Appeal making good any damage caused to the posts or surrounding infrastructure; and
- Ledbury Town Council retaining the right to require the removal of any signs that become damaged, loose, unsafe or otherwise cause a concern.