



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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31 July 2026

To: All Councillors

Dear Councillor

You are **summoned** to attend a meeting of **LEDBURY TOWN COUNCIL**, to be held on **Thursday, 6 August 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 7105)
5. **To approve and sign as a correct record the minutes of a meeting of Council held on 16 July 2026** (Pages 7107 - 7122)
6. **To receive and note the Action sheet** (Pages 7123 - 7127)
7. **To receive Ward Reports and identify any matters requiring inclusion on a future agenda**
 - i. Councillor Harvey – North Ward
 - ii. Councillor Peberdy – West Ward
 - iii. Councillor Simmons – South Ward
8. **To receive Chairman's Communications**
9. **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."
10. **To receive motions presented by Councillors in accordance with Standing Order 9**

None received.

FINANCE, POLICY & GENERAL PURPOSES

11. **To receive and note Budget Monitoring Report for month 3** (Pages 7129 - 7153)
 - i. Receipts and Payments 1 June to 31 July 2026
 - ii. Balance sheet and Trial Balance – Month 3 and 4
 - iii. Budget Monitoring Reports 1 April to 31 July 2026
12. **To confirm verification of bank statements and reconciliations for June and July 2026**
13. **To approve Invoices for Payment** (Pages 7155 - 7158)

14. **To give consideration to Grant Funding Applications Received**
(Pages 7159 – 7160)
- i. 1st Ledbury Rainbows – amount requested £200 per year for three years – assistance with running costs - 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.
15. **To review payroll services** **(Pages 7165 - 7168)**
16. **To give consideration to purchasing Chairman's/Vice Chairman's Badge of Office** **(Pages 7169 - 7174)**
17. **To give consideration to purchasing Past Chairman's Badges** **(Pages 7175 - 7177)**

GOVERNANCE

18. **To receive any updates in respect of Code of Conduct Matters**
(Standing Item)
19. **To formally receive notice of resignation from former Councillor David Kettle** **(Page 7179)**

PLANNING, ECONOMY & TOURISM

20. **To consider Planning Consultations** **(Pages 7181 - 7182)**
21. **To receive and note update on Planning Decisions** **(Pages 7183 - 7190)**
22. **Representation at Herefordshire Council Planning Committee**
(Standing Item)
23. **To review the Charter Market Traffic Regulation (TRO) Area**
(Pages 7191 - 7195)
24. **To consider quotations for updating the maps within the town's notice boards** **(Pages 7197 - 7202)**
25. **Public Footpaths Ledbury** **(Pages 7203 – 7208)**
- i. Proposed footpath diversion – ZB1 and ZB2
- ii. Public Access to Footpath LR7

ENVIRONMENT AND LEISURE

26. **To receive and note the minutes of the Events Working Party held on 30 July 2026 and consider any recommendations therein**
(To follow)
27. **To receive and note the minutes of a meeting of the Grounds Maintenance Task & Finish meeting held on 9 July 2026 and to consider any recommendations therein**
(Pages 7209 - 7213)
28. **To give consideration to quotes received in respect of bat and bird inspection**
(To follow)
29. **Cemetery**
 - i. 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.
 - ii. 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.

RESOURCES

30. **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**
(Pages 7215 - 7222)

GENERAL

31. **To receive an update on the Ledbury Market Town Investment Programme**
(Pages 7223 - 7224)
32. **To receive and note the minutes of a meeting of the Masefield Matters Working Party held on 16 July 2026**
(To follow)
33. **To give consideration to request received from Ledbury Places for support in respect of external grant application for Ledbury Through Time digital trail**
(Page 7225 – 7228)
34. **Outside Bodies**
(Pages 7229 - 7233)
 1. To receive and note the minutes of a meeting of the Ledbury Community Choir held on 3 July 2026

2. To receive and note the minutes of a meeting of the Ledbury Carnival Association held on 1 July 2026
3. To appoint outside body representatives to the following:
 - i. RMTG Older People's Forum
 - ii. RMTG Younger People's Forum

35. **Date Of Next Meeting**

To note that the next meeting of Council is scheduled for 3 September 2026 at 7.00 pm

36. **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

37. **Request for Installation of additional Memorials at Ledbury Cemetery
(Pages 7234 - 7236)**

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

FULL COUNCIL	6 AUGUST 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.

**LEDBUY TOWN COUNCIL
MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 16 JULY 2026**

PRESENT: Councillors Bradford, Eakin, Hamblin (Chair), Hughes, Troy and Wilkinson

ALSO PRESENT:

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

C1421. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Chowns, Harvey, Kettle and Morris.

C1422. DECLARATIONS OF INTEREST

None received.

C1423. TO RECEIVE AND NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

C1424. 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.

C1425. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 25 JUNE 2026

RESOLVED:

That the minutes of the meeting of Council held on 25 June 2026 be approved and signed as a correct record.

C1426. TO RECEIVE AND NOTE THE ACTION SHEET

The Clerk provided an update to members on the following points within the Action Sheet:

C1280 – A meeting had been held between officers and Al Braithwaite earlier that day. Proposals arising from that meeting will be presented at the Full Council Meeting due to be held on 6 August 2026.

C1250(1) – The Clerk advised that the third party is no longer interested in the chairs. It was noted that the chairs are now in storage in the cemetery and therefore this item will be removed from the action sheet.

It was noted that there were a number of Working Party and Task & Finish meetings to be arranged; the Clerk asked Members to advise whether they would wish these to be undertaken in August, noting that this is normally a period of recess. Members agreed that these meetings should be scheduled in August where possible.

RESOLVED:

That the action sheet be received and noted.

C1427. CHAIRMAN'S COMMUNICATIONS

Councillor Hamblin informed members that he and Councillor Hughes had visited Ledbury Primary School to meet this year's Children's Ambassadors.

He advised Members that Walsingham Support had written to express their thanks for the recent grant funding which had enabled them to purchase chairs, noting that they had provided a photograph of the chairs

RESOLVED:

That the Town Clerk write to Walsingham Support to acknowledge receipt of their thanks.

C1428. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(e) and 3 (f)

Former Councillor and Mayor, Helen l'Anson expressed her appreciation for the work undertaken by former Post Holder 60 during their employment with Ledbury Town Council, particularly the support provided during her term of office as Mayor. She finished by wishing the post holder well in her new employment.

Helen l'Anson left the meeting

A representative on behalf of the Ledbury Convoy was in attendance in respect of Agenda item 15ii.

With the agreement of Members, Agenda Item 15(ii) was brought forward to allow the representative to address the Council and answer any questions regarding the grant application before leaving the meeting.

C1429. GRANT APPLICATIONS

Members were reminded that the grant application had been deferred at the previous meeting in order to establish which organisation the application was being made. The representative confirmed the application had been submitted by The Hereford Military History Festival Ltd.

Councillor Eakin enquired as to the educational element of the grant. It was confirmed that the owners of the vehicles were going to be in attendance at the event who have topic-specific knowledge, a book stall will be available with the author delivering talks relating to the publications on display. Consideration will also be given to involving the Children's Ambassadors in the event.

It was highlighted that this is a free event intended to encourage family attendance.

RESOLVED:

- 1. That a grant of £500 be awarded to Ledbury Convoy (Hereford Military History Festival Ltd) under section 144 of the Local Government Act 1972 – Power to encourage tourism to the Council's area or contribute to organisations encouraging tourism**
- 2. That the Clerk speak to the organisers about possible involvement of the Children's Ambassadors.**

The representative left the meeting

C1430. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

- i. **The following motion was submitted by Councillor Hughes and seconded by Councillor Bradford.**

“I propose that Council purchase badges of office for the Chair and Vice Chair of Ledbury and that officers provide a report in respect of this detailing options and costs.”

Members unanimously agreed on the importance of wearing the Chain of Office when undertaking the roles of Mayor, Deputy Mayor, Chair and Vice-Chair, noting the sense of civic pride that this instils and the positive engagement that this encourages with the public. Members also discussed the importance of wearing a Chain of Office at Remembrance Day events.

The Clerk advised that there is no constitutional or procedural restriction preventing the Chair or Vice-Chair from wearing the existing Chain of Office.

Councillor Bradford advised that when serving his term as Deputy Mayor there was a Badge of Office that he wore that had a blue ribbon. The Clerk was requested to establish whether this Badge of Office remains in the Council's possession.

RESOLVED:

- 1. That Officers obtain quotes for Badges of Office for the Chair and Vice-Chair and present these at a future Meeting of Full Council.**
- 2. That the Clerk establish which Badges of Office are held by the Council.**
- 3. That the Vice Chairman be given the choice as to whether they wear the Deputy Mayor's chain at civic events and events they are attending in place of the Chairman.**

- ii. **The following motion was submitted by Councillor Hamblin and seconded by Councillor Wilkinson.**

“That Members give consideration to a reduction in the commercial daily hire rate for St Katherine's Square to £25/day from 17 July 2026 to 1 October 2026; that this rate reduction be accompanied with a publicity campaign, including social media posts, emails and letters sent to relevant hospitality businesses based in Ledbury and nearby environs, a press release, and a

page on the Council website; that the council obtain sandwich boards/A-frames and produce inserts which can be deployed at events in St Katherine's Square, promoting LTC's facilitation of the event."

Councillor Hamblin also referred to additional information that had been made available to Members to assist with the debate in respect of the notice of motion.

Members were advised that due to the decision taken on 4 June, minute no. 1383, having been taken less than 6 months prior to this meeting, Members would need to suspend Standing Order 7a in order for any amendment to that decision to be taken.

Clarification on the proposal was sought in respect of whether the change to the fees and charges related to market traders or the cost for the space for a specific period.

Councillor Hamblin confirmed that currently the costs related to the hire of the space as a whole as follows:

£25.00 per hour
£130.00 per half day
£260.00 per full day
£25.00 for a day for a stall

It was agreed that if the space is to be utilised for commercial use the fee per pitch should be equivalent to the cost for a market pitch at the Market House.

Members expressed their support for working in partnership with organisations and businesses within the town. The Town Clerk advised that a meeting had been arranged with The Barn for the following week and that agreed that any change in fees and charges could be communicated at that meeting. Members were reminded that no hire charge is applied to charities or community organisations.

Councillor Hamblin provided the following amendment to his motion:

That the commercial hire rate for St Katherine's Square be set at £10 per day per pitch, and that this be aligned with the 18 month period agreed for the reduction of charges for market pitches in the High Street.

RESOLVED:

- 1. That Standing Order 7(a) be suspended to allow a vote to be taken which would amend the decision taken on 4 June 2026 in respect of fees and charges for St Katherine's Square.**
 - 2. That the daily hire charge be set at £10 per stall pitch, aligning the rate with the Market House Undercroft Charges.**
 - 3. That the maximum daily hire charge be equivalent to the hire of the six market spaces which would equate to £60 per day.**
 - 4. That charges for electricity, and the hire of gazebos, tables and chairs remain additional to the daily hire charge.**
 - 5. That the revised charges remain in place for the duration of the 18-month plan put in place in respect of the charges for market pitches at the Market House.**
 - 6. That officers undertake a publicity campaign in respect of the above decisions.**
 - 7. That Standing Order 7(a) be reinstated.**
- iii. The following motion was submitted by Councillor Hamblin and seconded by Councillor Bradford.

“That a Task and Finish Group be established to evaluate the establishment of a Ledbury Chamber of Commerce; that the first meeting of this Group be assisted through the production of a report setting out options, including its potential purpose, objectives, governance arrangements, membership, resource implications, costs, benefits, risks, and any recommendations for consideration by the Council; that the Task and Finish Group, as part of its evaluation, will consider:

- a. The viability and functionality of Chambers of Commerce in other towns and cities
- b. Support already offered by Visit Herefordshire to retail and visitor economy business communities
- c. Existing county-level initiatives supported by the Economic Development Team at Herefordshire Council
- d. Feedback from the Traders' Association and local businesses.
- e. Synergy of the Ledbury Chamber of Commerce with the adopted TEMAP recommendations”

Clarification was sought in respect of what would be the functional difference between a Chamber of Commerce and the Traders Association which currently exists?

Councillor Hamblin advised that he had spoken to hospitality businesses in Ledbury and they had expressed concerns that they did not feel that the Ledbury Traders Association represents their sector specific concerns. He also considered it would be a good way for the Council to act as a facilitator and bring Ledbury businesses together.

RESOLVED:

That the above motion be supported in principle, subject to discussions taking place with the Traders' Association and local businesses.

- iv. The following motion was submitted by Councillor Hamblin and seconded by Councillor Wilkinson.

“That the scope of the progressing Resolution 1280 report be amended to set out options for the introduction of an online booking portal, hosted on the Council's website, for bookings relating to St Katherine's Square and the Market House Undercroft. The amended report should include potential functionality, implementation options, costs, ongoing maintenance requirements, resource implications, benefits, risks, and any recommendations for consideration by the Council.”

RESOLVED:

That the scope of the progressing Resolution 1280 report be amended to set out options for the introduction of an online booking portal, hosted on the Council's website, for bookings relating to St Katherine's Square and the Market House Undercroft. The amended report should include potential functionality, implementation options, costs, ongoing maintenance requirements, resource implications, benefits, risks, and any recommendations for consideration by the Council.

C1431. BUDGET MONITORING REPORTS

RESOLVED:

That consideration of this item be deferred to the meeting of Full Council scheduled for 6 August 2026

C1432. VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR JUNE 2026

RESOLVED:

That consideration of this item be deferred to the meeting of Full Council scheduled for 6 August 2026.

C1433. INVOICES FOR PAYMENT

RESOLVED:

That the invoices for payment, totalling £11,882.21 plus VAT be approved, noting the projected year-end overspend on budget line 115/4650.

C1434. HR ADVICE COST INCREASE IN RELATION TO STAFF REVIEW

Members were asked to consider increasing the agreed limit of £5,000 expenditure in respect of the Staffing Review cost incurred by Hoople by a further £2,500 to enable support to continue as required.

RESOLVED:

That the previously approved expenditure ceiling for professional HR support provided by Hoople be increased from £5,000 to a maximum of £7,500, with the additional costs to be met from the Professional Services budget.

C1435. COUNCIL POLICIES

RESOLVED:

- 1. That the Data Protection Complaints Policy be adopted.**
- 2. That the Town Clerk be authorised to make any minor administrative or legislative amendments required to keep the Policy up to date; and**
- 4. That the Policy be reviewed every two years, or sooner should legislation or ICO guidance change.**

C1436. GRANT APPLICATIONS

Rail & Bus for Herefordshire

RESOLVED:

That the application for a grant of £500 from Rail & Bus for Herefordshire be declined on the grounds that the organisation currently holds sufficient funds.

C1437. GRANT FEEDBACK

RESOLVED:

That the Grant Feedback from the Friends of Ledbury Children's Centre be received and noted.

C1438. APPROACH FROM OUTSIDE ORGANISATION

RESOLVED:

That it be noted that the approach from the outside organisation will be referred to a future meeting of the Resources Committee for consideration.

C1439. CODE OF CONDUCT MATTERS

No matters were reported.

C1440. APPOINTMENT OF VICE-CHAIRS

RESOLVED:

- 1. That Councillor Bradford be appointed as Vice-Chairman to the Environment & Leisure Committee for the remainder of the 2026/27 municipal year**
- 2. That Councillor Troy be appointed as Vice-Chairman to the Finance, Policy & General Purposes Committee for the remainder of the 2026/27 municipal year.**

C1441. TO RECEIVE PLANNING CONSULTATIONS

- 1. Application no. 252286 - Application of reserved matters relating to layout, scale, appearance and landscaping pursuant to Outline permission 171532 APP/W1850/W/20/3244410 (Site for a mixed use development including the erection of up to 625 new homes (including affordable housing), up to 2.9 hectares of B1 employment land, a canal corridor, public open space (including a linear park), access, drainage and ground modelling**

works and other associated works. The proposal is for outline planning permission with all matters reserved for future consideration with the exception of access) for 40 dwellings with associated parking, garages, highway and drainage infrastructure (Phase 2A). - **Land North of Viaduct Adjoining Orchard Business**

RESOLVED:

No Objection

2. **Application no. 261077** - Change of use of existing agricultural barn to a light industrial workshop (Use Class E(g)(iii)) - **Orchard Cottage, Ledbury, Herefordshire, HR8 1LG - RECONSULTATION**

RESOLVED:

No Objection

3. **Application no. 261267** - Application for variation of condition 17 following permission 160606 (Proposed extension to existing factory building and erection of a limited assortment discount food store (Class A1), car parking, landscaping and associated works). To replace approved plans and drawings. - **Land at Galebreaker House, New Mills Industrial Estate, Ledbury Ind Estate, Ledbury, Herefordshire**

RESOLVED:

No Objection

4. **Application no. 261627** - Single-storey flat roofed extension to rear. - **14 Oakland Drive, Ledbury, Herefordshire, HR8 2ER**

RESOLVED:

No Objection

5. **Application no. 261679** - 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**

RESOLVED:

No Objection

6. **Application no. 261713** - Update existing fascia & projecting signage, replace existing sun blind canopies, minor repairs &

redcoration 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**

RESOLVED:

No Objection

7. **Application no. 261717** - Replacement fascia signage and replacement projecting signage - **9 The Homend, Ledbury, Herefordshire, HR8 1BN**

RESOLVED:

No Objection

8. **Application no. 261896** - Replacement porch, timber posted canopy and single-storey extension - **Dunbridge Farm, Ledbury, Herefordshire, HR8 2JE**

RESOLVED:

No Objection

9. **Application no. 261897** - Replacement porch, timber posted canopy and single-storey extension - **Dunbridge Farm, Ledbury, Herefordshire, HR8 2JE**

RESOLVED:

No Objection

10. **Application no. 261165** - 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**

RESOLVED:

No Objection

11. **Application no. 261238** - 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.**

RESOLVED:

No Objection

C1442. PLANNING CONSULTATION UPDATES

RESOLVED:

1. That the update relating to Little Bush Pitch be received and noted.
2. That the withdrawal of the Forest of Dean District Local Plan 2025–2045 and the intention to prepare a new Local Plan under the revised Government planning system be received and noted

C1443. PLANNING DECISIONS

RESOLVED:

1. That the planning decisions be received and noted.
2. That the Town Clerk be instructed to write to the Ward Councillors expressing Members' dissatisfaction with the delay in the determination of planning applications.

C1444. SECTION 106 PAYMENT

RESOLVED:

That the payment of Section 106 monies be received and noted.

C1445. TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE MAJOR PLANNING APPLICATIONS WORKING PARTY HELD ON 18 JUNE 2026 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of the Major Planning Applications Working Party held on 18 June 2026 be received and noted.

C1446. REPRESENTATION AT HEREFORDSHIRE COUNCIL PLANNING COMMITTEE

None received.

C1447. QUOTATIONS FOR UPDATING MAPS WITHIN THE TOWNS NOTICE BOARDS

Councillor Bradford confirmed that Ledbury Town Council owns the existing notice boards and advised that the maps had cost approximately £25 each when originally created.

RESOLVED:

That consideration of this item be deferred to enable officers to establish who created the original maps and whether replacement maps can be produced by the original supplier.

C1448. REQUEST FROM OWNER OF WHITE TULIP (FORMERLY LEDBURY MARKET HOUSE CAFÉ)

Members were concerned that should they grant the request from White Tulip to hire space under the Market House as an extension to their café would create an unfair advantage over other businesses in the town.

The Clerk alerted Members to Subsidy Control Considerations section within the report.

RESOLVED:

- 1. That the request received from White Tulip Café to hire part of the undercroft of the Market House be refused on the grounds of fairness between businesses.**
- 2. The Town Clerk write to White Tulip informing them of the Council's decision.**

C1449. REQUEST FROM LEDBURY IN BLOOM

RESOLVED:

- 1. That Ledbury in Bloom be advised that Ledbury Town Council is supportive of their request to install the Heart of England in Bloom sign, together with a planter on the Gloucester Road gateway to Ledbury, subject to them obtaining permission from Herefordshire Council.**

2. That officers write to Ledbury in Bloom advising them that permission must be obtained from Herefordshire Council in the first instance.

C1450. PROPOSED ROAD CLOSURE FOR OCTOBER FAIR 2026

Members were advised that the wording within the report in respect of the timings of the proposed one-way system needed to be clarified. It was noted that the one-way system would be in operation during the course of each day between 8.00 am and 4.30 pm when the High Street would then be closed for the duration of the operating hours of 4.30 pm to midnight from Bank Crescent to Top Cross and the top section of Bye Street.

RESOLVED:

That a one-way system during the hours of 8.00 am – 4.30 pm on the Monday and Tuesday be approved.

C1451. UPDATE ON MARKET HOUSE FURNITURE

RESOLVED:

That the report be received and noted, noting that the chairs remain in storage pending review and appropriate disposal arrangements when officer workloads permit.

C1452. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE EVENTS WORKING PARTY HELD ON 2 JUNE 2026

RESOLVED:

That the minutes of the Events Working Party held on 2 June 2026 be received and noted.

C1453. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE CHRISTMAS LIGHTS TASK AND FINISH GROUP HELD ON 2 JULY 2026

RESOLVED:

That the minutes of the Christmas Lights Task and Finish Group held on 2 July 2026 be received and noted.

C1454. PROMOTIONAL COUNCIL STALL AT LAKEFEST 2026

Members were requested to give consideration to Town Council participation in Lakefest 2026 by operating a representative promotional stall alongside Visit Herefordshire.

RESOLVED:

1. That Ledbury Town Council's participation in Lakefest 2026 through the operation of a promotional stall in partnership with Visit Herefordshire on Saturday, 8 August 2026 be supported, with arrangements delegated to officers, provided that no additional expenditure is incurred by the Council in respect of overtime or TOIL payments.
2. That Councillors be asked if they would wish to join a member of staff at the Lakefest event 2026 and that a rota be set up of those expressing an interest.

C1455. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 25 JUNE 2026 AND CONSIDER ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of the Resources Committee held on 25 June 2026 be received and noted.

C1456. OFFICER REPORTS

RESOLVED:

That the officer reports be received and noted.

C1457. OUTSIDE BODIES

RESOLVED:

That appointments to the following outside bodies be referred to future meetings of Council until such time as a Councillor is nominated to represent the Council:

- i. RMTG Older People's Forum
- ii. RMTG Younger People's Forum

C1458. DATE OF NEXT MEETING

RESOLVED:

That it be noted that the date of the next meeting of Full Council is scheduled for 6 August 2026.

C1459. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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

C1460. URGENT RECOMMENDATIONS FROM RESOURCES COMMITTEE HELD ON 25 JUNE 2026

None.

The meeting closed at 8:34 pm.

**Signed Dated
(Chair)**

AGENDA ITEM: 6

FULL COUNCIL

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status	Estimated Completion
13-Nov-25						
C1044(5)	Officers to prepare a draft long-term plan concerning all heritage buildings owned by the council.	DTC	Jul-26	Meeting with Al Braithwaite arranged to discuss this and various other matters 18.06.2026 - AL updated timeline further meeting to be arranged with cllrs	In progress	Jul-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
23 April 2026						
C1280	That the Council instructs officers to urgently draft proposals to:	TC/DTC/CEO	officer meeting arranged for 28.05.2026			
	1. Increase use of the undercroft and upstairs of the Market House on Charter Market days.		officer meeting arranged for 28.05.2027	This is now considered when bookings are received - details will be included in report	Completed	Apr-26

	2. Take forward the TEMAP report recommendations as they relate to our markets; and		Draft report anticipated for meeting of council 06.08.2026	Report prepared for consideration at 08.06.2026 meeting	Completed	Jul-26
	3. Reduce the Traffic Regulation Order area of on-street parking which is designated for market trading on market days.	TC	06.08.2026	Report prepared for consideration at 06.08.2026 meeting. Letter sent to HC Parking Services with request for interim action in respect of TRO	Completed	Jul-26
	4. That the Clerk provide a timeline for the completion of this report.		draft report anticipated for meeting of council 06.08.2026	Report to be provided to meeting of council on 6 August 2026	Completed	Aug-26
C1281.4	That the Clerk obtain quotes from alternative payroll companies for consideration.	TC	06.08.2026	Report on agenda for consideration	Completed	06-Aug-26
14 May 2026 - Annual Council Meeting						
C1346.2	That a Task and Finish group be set up under the Finance. Policy and General Purposes Committee to review the Asset Register	TC	19.08.2026	Meeting arranged for 19.08.2026	Completed	Aug-26
C1347.2	That the Risk Register be considered at the Task and Finish Group as per minute no. C1346	TC	19.08.2026	Meeting arranged for 19.08.2026	Completed	Aug-26
C1349.2	That a working group be set up to review the Council's Corporate Plan.	TC		Date to be identified	in progress	Jul-26
25 June 2026 - Annual Council Meeting						
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	Jul-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	In progress	Jul-26

C1400(1)	That the Clerk arrange a working party to undertake a comprehensive review of the council's grant scheme including eligibility criteria, budget provision, application, assessment, and award procedures, and to report its findings and recommendations to council	TC	12.08.2026	Meeting arranged for 12.08.2026	Completed	Jul-26
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 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 - Full Council						
C1427	Town Clerk to acknowledge Walsingham Support's correspondence thanking the Council for the grant funding.	TC	Jul-26	Email sent	Completed	Jul-26
C1429	Town Clerk to speak to the organisers of the Ledbury Convoy / Hereford Military History Festival Ltd about possible involvement of the Children's Ambassadors.	TC	Jul-26	Ledbury Convoy asked to consider how the Children's Ambassador's could get involved with the event - to be discussed further at meeting on 4 August 2026	Completed	Jul-26
C1430(1)	Officers to obtain quotations for Badges of Office for the Chair and Vice-Chair and present the options and costs to a future meeting of Full Council.	TC	Aug-26	Report on agenda for consideration	Completed	Aug-26
C1430(i)	Town Clerk to establish which Badges of Office are held by the Council.	TC	28.07.2026	Blue ribbon located in safe, however no pendant or badge was attached - Clerk will bring what was discovered to meeting on 06.08.2026 for councillor information	Completed	Jul-26

C1430(ii)	Officers to progress the agreed arrangements relating to the revised commercial hire charges for St Katherine's Square, including the relevant publicity and promotional materials where applicable.	TC/CEO/JH	21.07.2026	Press release sent to local press and shared on council socials - meeting held with PK of the Barn 24.07.2026 - LTC to work with Pk to arrange Thursday markets on St Katherines square - letters drafted and delivered by Cllr Hamblin to local business and via email	Completed	Jul-26
C1430(iii)	Relevant officers/authors of Resolution 1280 report to amend the report to include options for an online booking portal for St Katherine's Square and the Market House Undercroft, including functionality, implementation options, costs, maintenance, resources, benefits, risks and recommendations.	TC/CEO	Jul-26	CEO instructed to include section in report in respect of on-line booking system - Advansys asked for indicative cost to provide on-line booking system on LTC website - cost awaited - information to be included on report for 06.08.2026	Completed	Aug-26
C1438	Resources Committee to consider the approach from the outside organisation at a future meeting.	Resources	03.09.2026	To be considered at meeting of Resources 03.09.2026	In progress	Sep-26
C1447	Town Clerk to write to the Ward Councillors expressing Members' dissatisfaction with the delay in the determination of planning applications.	TC	28.07.2026	Email sent to all Ward Cllrs - response awaited	Completed	Jul-26

C1447	Officers to establish who created the original maps in the town notice boards and whether replacement maps can be produced by the original supplier.	TC	Jul-26	Original maps created by Hoople - it should be noted that the newly proposed maps differ from the original maps and funding has been agreed for the majority of the maps via the Market Towns Fund and arrangements made with Orphans to print the new maps - the new maps are designed to match the maps within the Ledbury Visitor leaflet - report to be brought back to meeting of council on 06.08.2026 for further consideration	Completed	Jul-26
C1448	Town Clerk to write to White Tulip Café informing them of the Council's decision.	TC	28.07.2026	Email sent to white Tulip - TC also spoke to owner in person	Completed	Jul-26
C1449	Officers to write to Ledbury in Bloom advising them that they need to obtain permission from Herefordshire Council.	DTC	TBC	Waiting on confirmation from DTC that this has been done	In progress	Aug-26
C1454	Officers to make arrangements for the Council's promotional stall at Lakefest 2026, ensuring that no additional expenditure is incurred in respect of overtime or TOIL payments.	CEO	Jul-26	Following discussions with CEO - no staff are available to support this - therefore unless cllrs wish to attend on behalf of Council, officers suggest not proceeding with this in 2026	Completed - no further action	Jul-26
C1454	Officers to ask Councillors whether they wish to join a member of staff at Lakefest and establish a rota for those expressing an interest.	CEO	Jul-26	See above	Completed - no further action	Jul-26

FULL COUNCIL	6 AUGUST 2026	AGENDA ITEM: 11
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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 3

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	407,959.50	50%
Income - Other	18,629	56,076	37,447	33.22%
Expenditure	185,341	871,935	686594	21.26%

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

Expenditure has been adjusted to take into account ex, which in month 2 relate to the Masefield Matters expenditure which equates to £24,020

The actual total expenditure to date represents 21.26% of the annual budget which is just within the expected 25% at the end of month 3 of the financial year.

Cash balances at the end of June 2026 were £482,702, 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 25% at the end of month 3 of the 2026/27 financial year.

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

Receipts received between 01/06/2026 and 30/06/2026

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	MORT Banked: 01/06/2026	195.83						
	MORT The Co-operative Group (CGP)	195.83			1160	102	195.83	Mortuary rent
	MEM Banked: 01/06/2026	49.50						
	MEM C Loveridge	49.50			1130	102	49.50	Memorial
	Banked: 02/06/2026	10,000.00						
736-235	Premier A/c (736) Comm Call	10,000.00			202		10,000.00	Trans 736-235
	Lampitt Banked: 04/06/2026	52.50						
	Lampitt S Lampitt	52.50			1460	120	52.50	Ceremony Room Deposit
	Banked: 08/06/2026	23.50						
	Sales Recpts Page 42	23.50	23.50		100			Sales Recpts Page 42
	INT Banked: 09/06/2026	7.30						
	INT Lloyds Bank	7.30			1870	220	7.30	Bank Interest
	INT Banked: 09/06/2026	175.78						
	INT Lloyds Bank	175.78			1870	220	175.78	Bank Interest
	Banked: 10/06/2026	10,000.00						
736-235	Premier A/c (736) Comm Call	10,000.00			202		10,000.00	Trans 736-235
500243	Banked: 12/06/2026	1,338.50						
500243	Ledbury TC	1,338.50			4607	109	16.70	MM Events Income
					1273	127	60.22	Event Income
					1450	105	69.00	PR Sales
					1451	105	511.18	PR Donations
					1460	120	399.50	Ceremony Room
					4271	127	30.00	Dog Bags
					1034	301	3.70	Tourist Information
					1100	102	244.20	Cemetery
					1036	235	4.00	Photocopier printing
	PAY Banked: 18/06/2026	252.00						
	PAY G Capewell	252.00			1460	120	252.00	Ceremony Room
	PAY Banked: 19/06/2026	72.50						
	PAY The Co-operative Group (CGP)	72.50			1130	102	72.50	Memorial
	Banked: 24/06/2026	50,000.00						
736-235	Premier A/c (736) Comm Call	50,000.00			202		50,000.00	Trans 736-235
500547	Banked: 26/06/2026	1,137.00						
500547	Ledbury TC	1,137.00			1450	105	161.10	PR Sales
					1451	105	298.20	Donations
					1036	235	3.40	Printing
					1460	120	651.00	Ceremony Room
					1471	127	20.00	Dog BAGs
					1034	301	3.30	Tourist Information
	PAY Banked: 30/06/2026	60.00						
Subtotal Carried Forward:		73,364.41	23.50	0.00			73,280.91	

22/07/2026

Ledbury Town Council Current Year

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Cashbook 1

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

Receipts received between 01/06/2026 and 30/06/2026

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
PAY	Marie A Davies	60.00			1460	120	60.00	Ceremony Room
	Banked: 30/06/2026	15,000.00						
30062026	Premier A/c (736) Comm Call	15,000.00			202		15,000.00	Trans 736-235
CARD	Banked: 30/06/2026	0.50						
CARD	Barclay Card	0.50			1451	105	0.50	Painted Room Donations
PAY	Banked: 30/06/2026	-858.11						
PAY	Ledbury TC	-858.11			1160	102	-195.83	Mortuary Rent
					1100	102	-122.00	Memorial
					1460	120	-364.50	Ceremony Room
					1870	220	-175.78	Bank Interest
Total Receipts:		87,506.80	23.50	0.00			87,483.30	

Premier A/c (736) Comm Call

Receipts received between 01/06/2026 and 30/06/2026

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 01/06/2026	634.50						
	Sales Recpts Page 27	634.50	634.50		100			Sales Recpts Page 27
PAY	Banked: 01/06/2026	195.83						
PAY	The Co-operative Group (CGP)	195.83			1160	102	195.83	Mortuary rent
PAY	Banked: 01/06/2026	49.50						
PAY	C Loveridge	49.50			1130	102	49.50	Memorial
	Banked: 03/06/2026	28.50						
	Sales Recpts Page 28	28.50	28.50		100			Sales Recpts Page 28
Caroline	Banked: 04/06/2026	23.50						
	Sales Recpts Page 29	23.50	23.50		100			Sales Recpts Page 29
	Banked: 04/06/2026	90.00						
	Sales Recpts Page 30	90.00	90.00		100			Sales Recpts Page 30
	Banked: 04/06/2026	45.00						
	Sales Recpts Page 31	45.00	45.00		100			Sales Recpts Page 31
PAY	Banked: 04/06/2026	52.50						
PAY	S Lampitt	52.50			1460	120	52.50	Ceremony Room
	Banked: 08/06/2026	23.50						
	Sales Recpts Page 32	23.50	23.50		100			Sales Recpts Page 32
	Banked: 08/06/2026	78.00						
	Sales Recpts Page 33	78.00	78.00		100			Sales Recpts Page 33
	Banked: 08/06/2026	23.50						
	Sales Recpts Page 34	23.50	23.50		100			Sales Recpts Page 34
	Banked: 09/06/2026	97.50						
	Sales Recpts Page 35	97.50	97.50		100			Sales Recpts Page 35
Interest	Banked: 09/06/2026	175.78						
Interest	Lloyds Bank	175.78			1870	220	175.78	Bank Interest
	Banked: 11/06/2026	198.50						
	Sales Recpts Page 36	198.50	198.50		100			Sales Recpts Page 36
	Banked: 12/06/2026	284.50						
	Sales Recpts Page 37	284.50	284.50		100			Sales Recpts Page 37
PAY	Banked: 18/06/2026	252.00						
PAY	GJ Capewell	252.00			1460	120	252.00	Ceremony Room
PAY	Banked: 19/06/2026	23.50						
PAY	Jennifer Morris	23.50			1090	301	23.50	Charter Market
PAY	Banked: 19/06/2026	23.50						
PAY	Jennifer Morris	23.50			1090	301	23.50	Charter Market
Subtotal Carried Forward:		2,299.61	1,527.00	0.00			772.61	

22/07/2026

Ledbury Town Council Current Year

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Cashbook 3

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Premier A/c (736) Comm Call

Receipts received between 01/06/2026 and 30/06/2026

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
PAY	Banked: 19/06/2026	72.50						
PAY	Ledbury Funeral Services	72.50			1130	102	72.50	Memorial
PAY	Banked: 22/06/2026	60.00						
PAY	L CLARKE	60.00			1130	102	60.00	Deed Transfer
	Banked: 22/06/2026	172.50						
	Sales Recpts Page 38	172.50	172.50		100			Sales Recpts Page 38
	Banked: 24/06/2026	172.50						
	Sales Recpts Page 39	172.50	172.50		100			Sales Recpts Page 39
	Banked: 26/06/2026	198.50						
	Sales Recpts Page 40	198.50	198.50		100			Sales Recpts Page 40
PAY	Banked: 26/06/2026	60.00						
PAY	R M Gray	60.00			1460	120	60.00	Ceremony Room
	Banked: 29/06/2026	282.00						
	Sales Recpts Page 41	282.00	282.00		100			Sales Recpts Page 41
PAY	Banked: 30/06/2026	60.00						
PAY	M Davies	60.00			1460	120	60.00	Ceremony Room Income
Total Receipts:		3,377.61	2,352.50	0.00			1,025.11	

Public Sector Deposit Fund
Receipts received between 01/06/2026 and 30/06/2026

Nominal Ledger Analysis								
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
INT	Banked: 02/06/2026	577.32						
INT	The Public Sector Deposit Fund	577.32			1870	220	577.32	Bank Interest
Total Receipts:		577.32	0.00	0.00			577.32	

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 30/06/2026

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	12,061
120	Vat Due	16,661
150	Stock	1,728
200	Lloyds A/c (235) (Bus Ext)	22,484
202	Premier A/c (736) Comm Call	280,275
203	Public Sector Deposit Fund	179,743
210	DNU Petty Cash	(8,405)
215	Petty Cash	200
Total Current Assets		504,747
<u>Current Liabilities</u>		
500	Creditors	215
Total Current Liabilities		215
Net Current Assets		504,531
Total Assets less Current Liabilities		504,531
<u>Represented by :-</u>		
300	Current Year Fund	225,071
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		504,531

Date: 22/07/2026

Ledbury Town Council Current Year

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Cashbook 1

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

Payments made between 01/06/2026 and 30/06/2026

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/06/2026	Advansy Limited	794	123.60	123.60		500			Web hosting
02/06/2026	Telefonica UK Ltd	797	225.26	225.26		500			Mobile phones
03/06/2026	The Working Lunch	ELECTRONIC	100.00		16.67	4607	109	83.33	Boxed buffet lunches MM
04/06/2026	Ledbury Food Group	BACS	2,000.00			4890	214	2,000.00	LTC Grant Ledbury Celebration
06/06/2026	Barclays Bank PLC	799	21.23	21.23		500			Painted Room Card Machine
09/06/2026	OMSUK Ltd	682	30.48	30.48		500			USB Power Adapter
09/06/2026	Emma Clowsley	684	29.84	29.84		500			Staff Travel
09/06/2026	D M Property Maintenance	685	2,128.00	2,128.00		500			Contract Works
09/06/2026	NPower Business Solutions	686	58.34	58.34		500			Market Stall Elec x 2
09/06/2026	Ledbury Community Association	693	200.79	200.79		500			Electricity CCTV Rec and wi-fi
09/06/2026	Herefordshire County Bid	694	288.00	288.00		500			Volunteer Membership - Hfd BID
09/06/2026	G & P Group Enterprise Ltd	695	5.60	5.60		500			Ledbury Reporter
09/06/2026	Amazon EU UK Branch	696	138.00	138.00		500			Parish Cllr's Guidebooks x 6
09/06/2026	Latus Group (UK) Ltd	698	800.00	800.00		500			Occupational Health Consult
09/06/2026	Chubb Fire & Security	699	363.08	363.08		500			Service Agreement - Fire Alarm
09/06/2026	Amazon EU UK Branch	702	33.29	33.29		500			Clear Box with lock
09/06/2026	Amazon EU UK Branch	703	9.24	9.24		500			Wooden log for Crafting
09/06/2026	IAC Audit and Consultancy Ltd	704	478.80	478.80		500			Internal Audit
09/06/2026	Jeanette McCulloch MA(RCA)	705	275.00	275.00		500			Ledbury Refugee support group
09/06/2026	Olivia Truman	706	42.34	42.34		500			Sustenance MM Stratford
09/06/2026	Emma Clowsley	707	133.02	133.02		500			Sustenance MM Stratford
09/06/2026	Ledbury Poetry Ltd	708	400.00	400.00		500			MM Great War event sponsorship
09/06/2026	Engaging Heritage	709	2,240.00	2,240.00		500			MM Project - consultation 2 & 3
09/06/2026	Mews Bouche	710	23.70	23.70		500			Coffees Art Workshop
09/06/2026	Quickskip Recycling	711	306.00	306.00		500			Cemetery Skip
09/06/2026	Viking Office UK Ltd	712	151.18	151.18		500			Multifunctional Board
09/06/2026	OCTAGA SECURITY SERVICES	713	300.00	300.00		500			CCTV maint contract renewal
09/06/2026	Lloyds Bank	PAY	1.05			4550	220	1.05	O/Draft Interest

Subtotal Carried Forward:

10,905.84

8,804.79

16.67

2,084.38

Date: 22/07/2026

Ledbury Town Council Current Year

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Cashbook 1

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

Payments made between 01/06/2026 and 30/06/2026

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
09/06/2026	Lloyds Bank	PAY	7.00			4550	220	7.00	Returned D/D
10/06/2026	Octopus Energy Ltd	800	230.33	230.33		500			LTC Electricity
10/06/2026	Titans Netball Academy	BACS	500.00			4890	214	500.00	LTC Grant Titans Netball
10/06/2026	Octopus Energy	DD	35.53		1.69	4122	102	33.84	Cemetery Electricity
11/06/2026	Screwfix	PAY	-34.99		-5.83	4170	202	-29.16	Refund
12/06/2026	Takepayments Ltd	796	60.00	60.00		500			Painted Room card machine
15/06/2026	EON Next Energy	801	33.37	33.37		500			MArket House Electricity
15/06/2026	Octopus Energy Ltd	802	724.33	724.33		500			LTC Electricity
15/06/2026	OMSUK Ltd	803	1,858.21	1,858.21		500			IT Managed Service
15/06/2026	West Mercia Energy	804	49.40	49.40		500			Barratt Browning Clock
15/06/2026	EE Business	809	12.60	12.60		500			Wedding co-ordinator mobile
15/06/2026	DWRCYMRU	811	56.13	56.13		500			LTC Water
15/06/2026	Waterplus Group Ltd	813	28.21	28.21		500			Water Drainage Market House
15/06/2026	Citation Ltd	815	62.14	62.14		500			Cyber Security
23/06/2026	Lloyds Bank Plc	806	24.55	24.55		500			Bank Charges
25/06/2026	Staff Salary	PCASH	37,276.30			4000	108	3,262.79	Payroll Mth 3
						4000	109	3,837.53	Payroll Mth 3
						4000	202	4,673.77	Payroll Mth 3
						4000	230	25,502.21	Payroll Mth 3
26/06/2026	Herefordshire Council	816	1,273.00	1,273.00		500			LTC Rates
29/06/2026	D M Property Maintenance	714	1,844.00	1,844.00		500			Contract Works
29/06/2026	B&B Services Ltd	715	1,152.00	1,152.00		500			Supply lighting and heater LTC
29/06/2026	Steve Maund	716	720.00	720.00		500			Lengthsman works
29/06/2026	Hoople Group	717	360.00	360.00		500			Recruitment advertising
29/06/2026	Angela Price	718	52.20	52.20		500			Milage claim
29/06/2026	Herefordshire Council	719	2,970.46	2,970.46		500			Recycling LTC offices
29/06/2026	SPADWICK MOTORS LTD	723	198.85	198.85		500			MOT and repair
29/06/2026	P J Nicholls Ltd	724	83.59	83.59		500			Fuel for van and mowers
29/06/2026	Ledbury Garden Machinery	725	526.60	526.60		500			Husqvarna Service
29/06/2026	Ledbury Civic Society	726	140.00	140.00		500			Hire of Burgage Hall
29/06/2026	Ledbury Hardware Ltd	727	58.92	58.92		500			Bin liners for LTC office
29/06/2026	Red Earth Arts	762	350.00	350.00		500			Childrens activity's
29/06/2026	Shredall SDS Group	763	118.46	118.46		500			Confidential Waste

Subtotal Carried Forward:

61,677.03

21,792.14

12.53

39,872.36

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

Payments made between 01/06/2026 and 30/06/2026

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
29/06/2026	Signworx Hereford Ltd	764	385.40	385.40		500			LTC Printing Newsletter
29/06/2026	Hoople Group	765	189.00	189.00		500			HR Advice April
29/06/2026	Waterplus Group Ltd	767	24.47	24.47		500			Water drainage Cemetery
29/06/2026	Hoople Group	769	4,953.00	4,953.00		500			Restructure advice Feb-June 26
29/06/2026	Clear Insurance Management Ltd	770	99.21	99.21		500			Insurance Bye St Toilets
29/06/2026	Shredall SDS Group	771	1,816.90	1,816.90		500			Termination fee of agreement
29/06/2026	Dolphin Tec	807	453.88	453.88		500			Photocopier Readings
29/06/2026	DTBC Ltd t/aThompson & Co	808	114.00	114.00		500			Balance from Apr invoice
30/06/2026	Your Herefordshire Ltd	722	294.00	294.00		500			Job advertisment
30/06/2026	Festive Lighting Company Ltd	772	7,200.00	7,200.00		500			Hire&Instal Christmas Lights
30/06/2026	Oncecom Ltd	809	522.36	522.36		500			Phone charges
30/06/2026	Onecom Limited	DD	435.30		72.55	4481	401	362.75	Telephone system
30/06/2026	Onecom Limited	DD	-435.30		-72.55	4481	401	-362.75	Phone Charges
Total Payments:			77,729.25	37,844.36	12.53			39,872.36	

Premier A/c (736) Comm Call

Payments made between 01/06/2026 and 30/06/2026

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
02/06/2026	Lloyds A/c (235& 174)(Bus Ext)	736-235	10,000.00			200		10,000.00	Trans 736-235
10/06/2026	Lloyds A/c (235& 174)(Bus Ext)	736-235	10,000.00			200		10,000.00	Trans 736-235
24/06/2026	Lloyds A/c (235& 174)(Bus Ext)	736-235	50,000.00			200		50,000.00	Trans 736-235
30/06/2026	Lloyds A/c (235& 174)(Bus Ext)	30062026	15,000.00			200		15,000.00	Trans 736-235
Total Payments:			85,000.00	0.00	0.00			85,000.00	

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
01/06/2026	Savers	PCASH	14.92		2.49	4155	202	12.43	Housekeeping
08/06/2026	Costco	PCASH	23.99		4.00	4155	106	19.99	EL Bin Bags
15/06/2026	JMart	PCASH	5.98		1.00	4170	235	4.98	Fly Spray
15/06/2026	Savers	PCASH	9.52		1.59	4155	235	7.93	Housekeeping
22/06/2026	Ledbury Store	PCASH	15.90		2.65	4535	210	13.25	Flag Raising Hospitality
22/06/2026	G & P Group Enterprise Ltd	PCASH	2.90			4535	210	2.90	Flag Raising Hospitality
29/06/2026	Costco	PCASH	49.98		8.33	4704	107	41.65	Games for events
Total Payments:			123.19	0.00	20.06			103.13	

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			12,061.00	
120	Vat Due			16,660.96	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			22,483.53	
202	Premier A/c (736) Comm Call			280,275.18	
203	Public Sector Deposit Fund			179,742.85	
210	DNU Petty Cash				8,404.75
215	Petty Cash			200.14	
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				215.27
1034	Tourist Information Centre	301	Planning/Economic Development		36.30
1036	Photocopier Printing	235	Office Facilities & Equipment		20.20
1090	Charter Market Income	301	Planning/Economic Development		3,410.00
1100	Cemetery Interment Income	102	Cemetery & Buildings		2,792.95
1110	Transfer Of Exclusive Right Of	102	Cemetery & Buildings		49.50
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		794.00
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		34.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		587.49
1161	Chapel Hire	102	Cemetery & Buildings		172.00
1273	Event Income	109	Masefield Matters		8,475.00
1273	Event Income	127	Services and Events		60.22
1450	Painted Room Sales Income	105	Painted Room		800.10
1451	Painted Room Donations Income	105	Painted Room		2,972.83
1460	Ceremony Room Income	120	Non-Statutory Services		3,405.85
1460	Ceremony Room Income	205	Ceremony Room	0.50	
1471	Dog Poop Bags	127	Services and Events		76.00
1710	Lengthsman (basic) Income	125	Green Spaces Maintenance		1,280.00
1870	Bank Interest Received Income	220	Finance and General Purposes		2,095.93
1900	Precept Income	220	Finance and General Purposes		407,929.50
4000	Staff Salaries	108	Amenity Areas	9,693.26	
4000	Staff Salaries	109	Masefield Matters	13,774.41	
4000	Staff Salaries	202	Council Properties	7,138.55	
4000	Staff Salaries	230	Management and Payroll	77,848.65	
4001	Agency Cover	230	Management and Payroll	605.00	
4002	Phased Staff Reveiw Costs	202	Council Properties	4,288.40	
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	490.00	
4051	Officers Travel/Conference/Sub	109	Masefield Matters	340.71	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	179.77	
4110	Rates	102	Cemetery & Buildings	573.45	
4110	Rates	201	Market House	123.00	
4110	Rates	202	Council Properties	3,118.00	
4115	Water	102	Cemetery & Buildings	24.47	
4115	Water	202	Council Properties	251.41	
4116	Confidential Waste - Shredding	202	Council Properties	517.91	
4119	CCTV New	202	Council Properties	250.00	
4122	Electricity	102	Cemetery & Buildings	139.94	
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	4,993.27	
4130	Insurance	220	Finance and General Purposes	99.21	
4150	Cleaning	202	Council Properties	827.80	
4155	Housekeeping	106	Bye Street Toilets	398.75	
4155	Housekeeping	202	Council Properties	90.36	
4155	Housekeeping	235	Office Facilities & Equipment	7.93	
4169	Grounds Contractors	102	Cemetery & Buildings	1,581.25	
4170	Maintenance	201	Market House	0.23	
4170	Maintenance	202	Council Properties	1,285.51	
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	
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	
4300	Vehicle Repair	102	Cemetery & Buildings	110.86	
4330	Fuel	102	Cemetery & Buildings	222.12	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	54.85	
4400	Stationery	235	Office Facilities & Equipment	304.54	

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4405	Photocopier Hire	235	Office Facilities & Equipment	1,047.84	
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	220	Finance and General Purposes	545.00	
4433	Card Machine rental	105	Painted Room	106.23	
4433	Card Machine rental	202	Council Properties	10.00	
4433	Card Machine rental	220	Finance and General Purposes	95.00	
4455	Postage	401	Full Council	199.95	
4460	Subscriptions	220	Finance and General Purposes	3,093.13	
4481	Telephones	401	Full Council	1,479.31	
4482	Website	401	Full Council	271.00	
4483	ICT Services & Software Lease	401	Full Council	4,711.09	
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	97.57	
4551	Data Protection	220	Finance and General Purposes	51.78	
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	8,464.18	
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	768.49	
4640	Christmas Lights & Install	115	Town Centre Decorations	6,000.00	
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	131.03	
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	5,475.00	
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	3,195.00	
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	4,161.17	
4907	Equipment and Materials	109	Masefield Matters	59.94	

Date : 22/07/2026

Ledbury Town Council Current Year

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Time: 16:15

Trial Balance for Month No: 3

User : SE

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>
Trial Balance Totals :				723,147.19	723,147.19
Difference				0.00	

13:55

Detailed Income & Expenditure by Budget Heading 28/07/2026

Month No: 4

Cost Centre Report

	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	2,793	5,150	2,357			54.2%	
1110 Transfer Of Exclusive Right Of	50	0	(50)			0.0%	
1130 Cemetery Memorial Permit Incom	794	2,500	1,706			31.8%	
1131 Cemetery Deed Transfers Income	34	0	(34)			0.0%	
1160 Mortuary Rent Income	587	2,500	1,913			23.5%	
1161 Chapel Hire	172	150	(22)			114.7%	
Cemetery & Buildings :- Income	4,430	10,300	5,870			43.0%	0
4110 Rates	573	3,451	2,878		2,878	16.6%	
4115 Water	24	150	126		126	16.3%	
4122 Electricity	140	1,000	860		860	14.0%	
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		850	22.7%	
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	28	1,077	41.9%	
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	32	1,530	23.5%	
4592 PPE/Health & Safety	5	515	510		510	1.1%	
4594 Cemetery Mapping	95	407	312		312	23.3%	
Cemetery & Buildings :- Indirect Expenditure	6,960	52,446	45,486	19,210	26,276	49.9%	0
Net Income over Expenditure	(2,530)	(42,146)	(39,616)				

	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	800	1,750	950			45.7%	
1451 Painted Room Donations Income	2,973	7,500	4,527			39.6%	
Painted Room :- Income	3,773	9,250	5,477			40.8%	0
4433 Card Machine rental	106	600	494		494	17.7%	
4434 Music Licence	0	500	500		500	0.0%	
4700 Stock Purchase	163	1,000	838		838	16.3%	
Painted Room :- Indirect Expenditure	269	2,100	1,831	0	1,831	12.8%	0
Net Income over Expenditure	3,504	7,150	3,646				
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	399	3,000	2,601	17	2,585	13.8%	
4170 Maintenance	350	2,000	1,650		1,650	17.5%	
Bye Street Toilets :- Indirect Expenditure	749	8,600	7,851	17	7,835	8.9%	0
Net Expenditure	(749)	(8,600)	(7,851)				
107 Town Promotion							
4703 Promotional Material	0	3,000	3,000	321	2,679	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	321	10,788	3.3%	0
Net Expenditure	(42)	(11,150)	(11,108)				
108 Amenity Areas							
4000 Staff Salaries	9,693	36,810	27,117		27,117	26.3%	
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%	
4252 General Park Maintenance	568	1,000	432		432	56.8%	
Amenity Areas :- Indirect Expenditure	11,400	69,925	58,525	4,930	53,596	23.4%	0
Net Expenditure	(11,400)	(69,925)	(58,525)				

	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	8,475	0	(8,475)			0.0%	
Maselfield Matters :- Income	8,475	0	(8,475)				0
4000 Staff Salaries	13,774	0	(13,774)		(13,774)	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)		(5,217)	0.0%	
4906 Event Costs	4,529	0	(4,529)	630	(5,159)	0.0%	
4907 Equipment and Materials	60	0	(60)		(60)	0.0%	
Maselfield Matters :- Indirect Expenditure	26,685	0	(26,685)	656	(27,342)		0
Net Income over Expenditure	(18,210)	0	18,210				
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	63	18	78.1%	
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	63	24,907	5.9%	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		9,000	40.0%	
4650 Ledbury In Bloom	3,528	3,000	(528)	83	(611)	120.4%	
Town Centre Decorations :- Indirect Expenditure	10,496	20,000	9,504	83	9,421	52.9%	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	0	1,500	1,500	1,808	(308)	120.5%	
Minor Infrastructure :- Indirect Expenditure	2,960	14,530	11,570	1,808	9,762	32.8%	0
Net Expenditure	(2,960)	(14,530)	(11,570)				
120 Non-Statutory Services							
1460 Ceremony Room Income	3,406	5,000	1,594			68.1%	
Non-Statutory Services :- Income	3,406	5,000	1,594			68.1%	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	3,397	3,950	553				
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	76	500	424			15.2%	
Services and Events :- Income	136	500	364			27.2%	0
4271 Dog Bags	447	721	274		274	62.0%	
4595 Climate Change	2,000	2,000	0	2,001	(2,001)	200.0%	
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	768	13,500	12,732	292	12,439	7.9%	
4850 Poppy Wreath	0	80	80		80	0.0%	
Services and Events :- Indirect Expenditure	3,216	17,204	13,988	2,293	11,695	32.0%	0
Net Income over Expenditure	(3,079)	(16,704)	(13,625)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201</u> <u>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%	
4122 Electricity	32	0	(32)		(32)	0.0%	
4170 Maintenance	0	0	(0)		(0)	0.0%	
Market House :- Indirect Expenditure	155	0	(155)	0	(155)		0
Net Income over Expenditure	(155)	4,000	4,155				
<u>202</u> <u>Council Properties</u>							
4000 Staff Salaries	7,139	37,500	30,361		30,361	19.0%	
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	3,118	9,682	6,564		6,564	32.2%	
4115 Water	251	850	599		599	29.6%	
4116 Confidential Waste - Shredding	518	1,200	682		682	43.2%	
4119 CCTV New	250	120	(130)		(130)	208.3%	
4122 Electricity	5,412	17,970	12,558		12,558	30.1%	
4150 Cleaning	1,242	3,000	1,758		1,758	41.4%	
4155 Housekeeping	147	515	368	57	311	39.5%	
4170 Maintenance	1,541	10,300	8,759	18,735	(9,976)	196.9%	
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		10,000	0.0%	
4433 Card Machine rental	10	0	(10)		(10)	0.0%	
Council Properties :- Indirect Expenditure	24,345	97,837	73,492	18,792	54,700	44.1%	0
Net Expenditure	(24,345)	(97,837)	(73,492)				
<u>205</u> <u>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</u> <u>Civic Matters</u>							
4501 Mayor's Hospitality	0	1,100	1,100		1,100	0.0%	
4529 Civic Insignia	28	2,000	1,973	95	1,878	6.1%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	137	824	25.1%	
Civic Matters :- Indirect Expenditure	166	4,450	4,284	232	4,052	8.9%	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	131	700	569		569	18.7%	
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	5,475	21,900	16,425		16,425	25.0%	
4888 Ledbury Fringe	1,000	1,000	0		0	100.0%	
4889 Ledbury Primary Schoool PTA	1,500	1,500	0		0	100.0%	
4890 Unspecified Grants	3,195	21,000	17,805		17,805	15.2%	
4897 LEAF	0	940	940		940	0.0%	
4898 Ledbury Carnival	5,000	5,000	0		0	100.0%	
Grants with Powers :- Indirect Expenditure	28,443	69,790	41,347	0	41,347	40.8%	0
Net Income over Expenditure	(28,443)	(67,290)	(38,847)				
<u>220 Finance and General Purposes</u>							
1870 Bank Interest Received Income	2,096	10,000	7,904			21.0%	
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	410,025	825,985	415,960			49.6%	0
4130 Insurance	99	21,650	21,551		21,551	0.5%	
4185 Alarms	(0)	0	0		0	0.0%	
4430 Advertising	545	2,300	1,755	643	1,112	51.7%	
4433 Card Machine rental	95	618	523		523	15.4%	
4460 Subscriptions	3,093	4,000	907	700	207	94.8%	
4550 Bank Charges	98	515	417		417	18.9%	
4551 Data Protection	52	500	448		448	10.4%	
4579 Audit Internal	399	2,500	2,101		2,101	16.0%	
4580 Audit External	0	3,000	3,000		3,000	0.0%	
4590 Professional Services	8,464	20,000	11,536	6,400	5,136	74.3%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4592 PPE/Health & Safety	0	500	500		500	0.0%	
Finance and General Purposes :- Indirect Expenditure	12,844	55,583	42,739	7,743	34,996	37.0%	0
Net Income over Expenditure	397,181	770,402	373,221				
<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	77,849	314,454	236,605		236,605	24.8%	
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	105	4,225	31.6%	
4051 Officers Travel/Conference/Sub	218	2,500	2,282		2,282	8.7%	
Management and Payroll :- Indirect Expenditure	80,521	361,293	280,772	105	280,667	22.3%	0
Net Expenditure	(80,521)	(361,293)	(280,772)				
<u>235 Office Facilities & Equipment</u>							
1036 Photocopier Printing	20	0	(20)			0.0%	
1470 Photocopies Income	0	700	700			0.0%	
Office Facilities & Equipment :- Income	20	700	680			2.9%	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	327	2,295	23.5%	
4405 Photocopier Hire	1,048	5,000	3,952		3,952	21.0%	
4415 Office Support & Equipment	63	2,500	2,437	2,047	391	84.4%	
Office Facilities & Equipment :- Indirect Expenditure	1,502	11,500	9,998	2,373	7,625	33.7%	0
Net Income over Expenditure	(1,482)	(10,800)	(9,318)				

	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	36	200	164			18.1%	
1090 Charter Market Income	3,410	8,000	4,590			42.6%	
Planning/Economic Development :- Income	<u>3,446</u>	<u>8,200</u>	<u>4,754</u>			<u>42.0%</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>3,306</u>	<u>(10,420)</u>	<u>(13,726)</u>				
<u>401 Full Council</u>							
4455 Postage	200	412	212	160	52	87.4%	
4481 Telephones	1,479	6,180	4,701		4,701	23.9%	
4482 Website	271	4,120	3,849		3,849	6.6%	
4483 ICT Services & Software Lease	4,711	11,000	6,289	145	6,144	44.1%	
4484 Lease Line	0	3,500	3,500		3,500	0.0%	
Full Council :- Indirect Expenditure	<u>6,661</u>	<u>25,212</u>	<u>18,551</u>	<u>305</u>	<u>18,246</u>	<u>27.6%</u>	<u>0</u>
Net Expenditure	<u>(6,661)</u>	<u>(25,212)</u>	<u>(18,551)</u>				
Grand Totals:- Income	434,991	871,935	436,944			49.9%	
Expenditure	221,802	881,935	660,133	59,414	600,719	31.9%	
Net Income over Expenditure	<u>213,189</u>	<u>(10,000)</u>	<u>(223,189)</u>				
Movement to/(from) Gen Reserve	<u>213,189</u>	<u>(10,000)</u>	<u>(223,189)</u>				

FULL COUNCIL	6 AUGUST 2026	AGENDA ITEM: 13
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Report prepared by Angela Price – Town Clerk

INVOICES FOR PAYMENT – AUGUST (INTERIM)

Purpose of Report

The purpose of this report is to ask Members to approve invoices for payment for August 2026 (Interim) in the sum of **£14,719.90** plus VAT.

Detailed Information

Attached is a list of payments for approval in the sum of **£14,719.90** plus VAT. This list represents payments in relation to August 2026 (interim).

The information below provides explanations in respect of anticipated overspends in respect of the 2026/27 budget.

	Code	Company	Description	Comments
1	235/4415	Various	Office Support and Equipment	Due to the purchase of the Owl+ recording system and Laptop there will be an overspend on this budget line at year end. To mitigate this Council resolved that one third of the costs will be spent from the 2026/27 budget and the remaining two thirds will be spent from the general reserve to be paid back to over two years. Provision has been added to the draft budget accordingly.
2	202/4170		Council offices/Maintenance	Expenditure from this budget line shows committed expenditure of £18,779. This is due to the planned works to the Market House and Council has resolved that these funds will be moved from the Listed Buildings Earmarked Reserve.
3	220/4170	Hoople	June HR Advice	This has been incorrectly posted - Accounts Clerk has

				been asked to reassign this to 220/4590
4	109	Various	Masefield Matters	Movement from EMR required - accounts clerk instructed to undertake movement

Recommendation

1. That Members approve the invoices for payment in the sum of **£14,719.90** plus VAT.
2. That Members note the
3. 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.

Creditors for Month No 5				Order by Invoices Entered							
				Nominal Ledger Analysis							
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
07/07/2026	4410875660	823	VIKING	VIK001	45.87	9.18	55.05	4400	235	39.92	Viking AT-2306 Mouse Wireless
								4400	235	5.95	Freight
09/07/2026	137487	824	OMS	OMS001	58.79	11.76	70.55	4415	235	58.79	Adaptor
20/07/2026	4410911007	825	VIKING	VIK001	50.18	10.04	60.22	4400	235	50.18	A4 paper & Notebook
03/07/2026	64216	826	QUICK	QS	255.00	51.00	306.00	4225	102	240.00	Skip exchange
								4225	102	15.00	Cemetery Skip
03/07/2026	91799996	827	HEREFORD	HER001	72.27	14.45	86.72	4021	202	72.27	Food Waste Bins
17/07/2026	000442	828	G P	GP001	11.20	0.00	11.20	4460	220	11.20	Ledbury Reporter
30/06/2026	00130	829	DMPROP	DMP001	2,448.00	0.00	2,448.00	4205	101	800.00	Mowing Recreation Ground
								4205	101	540.00	Mowing Closed Churchyard
								4205	108	480.00	Mowing Martins Way
								4205	108	104.00	Mowing Queens Walk
								4205	108	104.00	Mowing Walled Gardens
								4205	108	240.00	Mowing Deer Park Areas
								4205	101	90.00	Spray weeds at Churchyard
								4205	108	90.00	Spray weeds at Rec
16/07/2026	1336	830	FRANK	FR002	161.00	32.20	193.20	4455	401	161.00	Postbase Labels
17/07/2026	003989	831	STEPHEN	STE001	2,310.00	462.00	2,772.00	4169	102	2,310.00	Watering Hanging Baskets to 14
21/07/2026	66853081	833	HOOPLE	HOOP	45.00	9.00	54.00	4170	220	45.00	June HR advice
21/07/2026	66853082	834	HOOPLE	HOOP	1,980.00	396.00	2,376.00	4590	220	1,980.00	Restructure 25.06.2026-17.07.2
11/07/2026	1CW3-VR3L-664D	835	AMAZON	AMA001	216.65	43.33	259.98	4415	235	216.65	Portable Air Conditioner 1000m
11/07/2026	9259	836	ORPHANS	ORP001	170.00	0.00	170.00	4430	109	170.00	400 Masefield Marathon Booklet
02/07/2026	4410861693	837	VIKING	VIK001	35.78	7.16	42.94	4400	235	35.78	Dahle Personal Rotary Trimmer
17/06/2026	137455	838	OMS	OMS001	1,153.51	230.70	1,384.21	4483	401	1,153.51	Basic Dell Laptop
17/06/2026	4790	839	BROAD SHEEP	BROAD	260.00	0.00	260.00	4430	109	260.00	FULL PAGE COLOUR ADVERT
07/07/2026	READING	840	ZOE B	ZOE001	78.00	0.00	78.00	4903	109	78.00	Reading for Masefield Matters
25/06/2026	7026146105	841	WELSHWATER	WEL001	1.65	0.00	1.65	4115	109	1.65	Cemetery Water
15/07/2026	008915	842	EMBLEM PRINT PRODUCT	001EMB	395.16	79.03	474.19	4700	105	384.48	Cotton Bags (Painted Room)

Creditors for Month No 5				Order by Invoices Entered							
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			
								A/C	Centre	Amount	Analysis Description
								4700	105	10.68	Cotton Shopping Bags
25/07/2026	32 FURLONG	843	JRW	JRW001	2,133.00	0.00	2,133.00	4170	202	2,133.00	Repair external door & frame
24/07/2026	0078	844	HEREFORD	HFD001	500.00	0.00	500.00	4890	214	500.00	Military History Festival
17/07/2026	GB6669QJSAEUI	845	AMAZON	AMA001	1,873.33	374.67	2,248.00	4415	235	1,873.33	Meeting Owl and microphone
16/07/2026	13020256	847	WATER	WAT001	31.19	0.00	31.19	4115	202	31.19	LTC Water Drainage
24/07/2026	68737	848	BOSS	BOR001	9.00	1.80	10.80	4400	235	9.00	A4 White Copier Paper Ream 500
24/07/2026	9507372180	849	SHRED-IT	SHR002	45.00	9.00	54.00	4116	202	45.00	Confidential Waste
22/07/2026	EXPENSE	850	JULIA	JUL001	26.65	0.00	26.65	4051	230	26.65	Mileage
14/06/2026	15230	851	BLISS	BLI001	274.00	54.80	328.80	4150	202	274.00	LTC Cleaning
30/06/2026	75	852	LEDHARD	LED002	79.67	15.93	95.60	4170	202	9.99	WD40
								4170	202	16.54	Fly Papers
								4170	202	53.14	Keysafe
TOTAL INVOICES					14,719.90	1,812.05	16,531.95	14,719.90			
VAT ANALYSIS CODE E @ 0.00%					5,150.04	0.00	5,150.04				
VAT ANALYSIS CODE S @ 20.00%					9,060.21	1,812.05	10,872.26				
VAT ANALYSIS CODE Z @ 0.00%					509.65	0.00	509.65				
TOTALS					14,719.90	1,812.05	16,531.95				

FULL COUNCIL	16 JULY 2026	AGENDA ITEM: 14
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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 three grant applications received under the Council's Community Grants Scheme and determine whether grant funding should be awarded.

The following application has been received

1st Ledbury Rainbows – £200 per year for three years

Detailed Information

1st Ledbury Rainbows have submitted an application for grant funding to support their annual running costs. They have requested a grant of £200 per year for three years and 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.

The Rainbows have provided the following supporting information:

“I am writing to support my grant application to the town council. Ledbury Rainbows has been running a successful unit in the town since 1993. We currently are full with 15 girls, with spaces being filled as soon as they move up to Brownies. Rainbows offers girls aged 4 – 7 a creative safe space to laugh, learn and have fun. We offer a variety of activities; games, craft activities, nature walks, baking plus more, as well as earning badges through some of these activities. Unfortunately, despite our best efforts we are only just breaking even with our running costs. We don't have the capacity to increase our numbers further without an extra leader, which we have tried to recruit and have been unable to. Therefore, I am applying for a grant to help us with our running costs. Girlguiding HQ have announced that our annual subscriptions will be increasing in February next year, when we need to pay it and as a small unit, we are going to struggle to pay this extra. We intend on asking parents for a voluntary contribution towards this, but with the cost of living as it is, some of our parents may struggle to pay extra.”

Financial Implications

The total value of application for 2026/27, 2026/28 and 2028/29 is **£600.00** Any grant awarded will be met from the Council's approved Community Grants budget, which currently has £14,500 available within.

Recommendation

1. That Members give consideration to awarding a three-year grant of £200 per annum to the 1st Ledbury Rainbows which meets the criteria of the Local Government Act 1972 s.137 – Power to incur expenditure for certain purposes not otherwise authorised

Multi-Year Support

Grant Application Form

1. Tell us about your organisation¹

Contact Name:	Laura Clarke	
Position:	Unit Leader	
Organisation:	1 st Ledbury Rainbows	
Contact Address:		
Telephone Number:		
E-mail:	Ledburyrainbows@gmail.com	
Status of Organisation: (delete as appropriate)	Profit / Not for Profit / Charity / Company Other (specify):	
Charity/Company No. (if applicable)		
How long has your organisation been in existence? (please ☒)	Less than 1 year	
	1-5 years	
	More than 5 years	X
What does your organisation do?	Rainbows offers girls aged 4 – 7 a safe space to laugh, learn and have fun.	

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

Which one of the following five areas best fits your group's area of interest?	Sport ☐ Arts ☐ Health ☐ Environment ☐ Youth ☒
Who will benefit from your activities?? (please tell us what groups will benefit and approximately how many people will benefit in total)	We have a full unit of 15 girls who attend a monthly Rainbows session for 3 hours each month.
What evidence do you have of local need/demand for your services? (This might be survey work or statistical evidence)	Our unit is full with a waiting list.
What support have you received ? (Please tell us about any expressions of support you have received from outside your organisation)	None
How will your service be delivered and how will success be monitored?	Our service is delivered by face to face sessions by 2 longstanding Girlguiding volunteers. We also have some ex Rainbows, who are now Guides, who also come along to help run the sessions.
How will your organisation acknowledge the Town Council's funding support?	We would publicly acknowledge and thank the council for their support.
Do you work with other Ledbury groups or would you be open to doing so in future?	We work with other Girlguiding groups within Ledbury District.

3. Tell us how you plan to fund your project

Amount requested from Ledbury Town Council.	Year 1 £200 Year 2 £200 Year 3 £200
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	No

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

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)

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)	✓	
A copy of your constitution and list of appointed officers (or similar document showing the organisation's status)	✓	
A copy of your organisation's committee and meeting structure		
A copy of your organisation's latest set of accounting statements (if any exist)	✓	

Copies of any letters of support for your project	✓	
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5. Declaration by the applicant

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

I/we accept the following:

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

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

Signed:	
Name (s):	Laura Clarke
Date:	28/07/2026

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

FULL COUNCIL	6 AUGUST 2026	AGENDA ITEM: 15
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Report prepared by Angela Price – Town Clerk

REVIEW OF PAYROLL SERVICES PROVIDER

Purpose of Report

The purpose of this report is to provide quotations received in respect of the provision of payroll services and to consider whether to appoint a new a payroll provider for the Council or stay with the current provider.

Detailed Information

Historically Ledbury Town Council has relied on an external payroll provider to undertake the monthly processing of staff salaries, ensure compliance with HM Revenue & Customs (HMRC) requirements, calculate pension contributions, and provide all associated payroll documentation.

At a meeting of Council held on 23 April the Clerk/RFO was instructed to obtain quotes from alternative payroll companies for consideration. A breakdown of quotes received to-date is provided for Members consideration.

Quotations Received

Company 1

The quotation includes:

- Monthly payroll processing and RTI submissions to HMRC
- Electronic payslips
- Monthly payroll reports including P30 reports
- Calculation of Worcestershire Local Government Pension Scheme (LGPS) contributions
- Pension summary and contribution reports
- Year-end processing and issue of P60s
- Ad hoc payroll reports

Charges

Description	Cost
Initial set-up (16 employees)	£ 72.00 + VAT
Monthly payroll (16 employees)	£ 75.10 + VAT
Annual payroll cost: Payroll services:	£901.20 + VAT
• Initial set-up:	£ 72.00 + VAT
Total first year:	£973.20 + VAT

Company 2

This company specialises in payroll services for parish and town councils and is operated by a qualified Payroll Agent who is also an experienced Town Clerk and Responsible Financial Officer.

The quotation includes:

- Monthly payroll processing.
- PAYE, National Insurance and statutory payments.
- RTI submissions to HMRC.
- Electronic payslips.
- Payroll reports.
- Pension calculations.
- Monthly LGPS submissions.
- Processing of starters and leavers.
- P45s.
- Year-end returns.
- P60s.
- Auto-enrolment support.
- Processing of Members' Allowances (where applicable).
- National pay award calculations.
- Holiday, overtime, statutory pay, back pay and pro-rata calculations.
- Ongoing payroll advice and support.

They have provided two tiers in respect of their services for 16 staff as follows:

Tier 1

Annual cost: **£624.00**

Additional charges:

- £10 for each replacement starter.
- £10 per P11D submission if required.

Tier 2

Annual cost: **£744.00**

Includes:

- All payroll services.
- New starters replacing existing staff.
- P11D submissions where required.

The provider is **not VAT registered**.

This provider is operated by an experienced Town Clerk and Responsible Financial Officer. Sector-specific knowledge could provide a tangible benefit because it means the provider is familiar with matters such as NJC pay awards, Green Book terms, LGPS administration, and the particular payroll requirements of local councils.

Company 3 – Current Payroll Provider (Quotation Awaited)

The Council's existing payroll provider has also been invited to submit a quotation to continue providing payroll services.

The current service includes the administration of the Council's monthly payroll and associated HMRC and pension reporting requirements.

Charges

Description	Cost
Initial set-up	N/A (existing provider)
Monthly Payroll (18 employees)	£ 81.00 + VAT
Fee for annual pay rise calculations	£ 81.00 + VAT
Annual payroll cost:	£1,053.00 + VAT

Comparison

Feature	Company 1	Company 2	Company 3
Monthly payroll	✓	✓	✓
RTI submissions	✓	✓	✓
Electronic payslips	✓	✓	✓
Payroll reports	✓	✓	✓
P60s	✓	✓	✓
LGPS calculations	✓	✓	✓
LGPS submissions	Not specified	✓	✓
Starters & leavers	Not specified	✓	✓
P45 processing	Not specified	✓	✓
Auto-enrolment support	Not specified	✓	✓
National pay award calculations	Not specified	✓	✓
Council sector experience	Not specified	✓	✓
VAT registered	Yes	No	Yes
Annual Cost	£901.20 + VAT	£624 (Tier 1) £744 Tier 2)	£1,053 + VAT

Financial Implications

Provider	Annual Cost
Company 1	£ 901.20 + VAT
Company 2– Tier 1	£ 624.00
Company 2 - Tier 2	£ 744.00
Company 3	£1,053.00 +VAT

Three providers have been approached to ensure that the Council has undertaken an appropriate market comparison before awarding the contract. At present Company 2 offers the most advantageous combination of cost, sector-specific expertise and service provision.

Legal Implications

The Council has a duty to ensure that payroll is administered accurately and complies with HMRC, employment legislation and Local Government Pension Scheme requirements.

Risk Assessment

Appointing an experienced payroll provider reduces the risk of:

- inaccurate salary payments;
- late HMRC submissions;
- pension reporting errors;
- non-compliance with payroll legislation; and
- financial penalties.

All three quotations satisfy the Council's core payroll requirements. However, Companies 2 and 3 offer a broader range of services to that of Company 1; Company 2 also offers extensive experience within the local council sector and represents a lower overall cost to the Council. Company 3, the Council's current provider has provided an excellent service and appear to have an understanding of the needs of parish councils.

Recommendation

1. Members are requested to give consideration to the above information and decide whether they wish to continue with the current payroll provider or switch to Company 2 Tier 2, which would generate an annual saving £309.00.
2. That to ensure regular reviews of payroll services the successful company be appointed for an initial period of three years, subject to satisfactory performance.
3. That the Clerk/RFO be authorised to finalise the service agreement with the successful company.

FULL COUNCIL	6 AUGUST 2026	AGENDA ITEM: 16
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Report prepared by Angela Price – Town Clerk

CHAIRMAN'S AND VICE CHAIRMAN'S BADGES OF OFFICE

Purpose of Report

The purpose of this report is to provide Members with quotations and indicative pricing received for the manufacture of Chairman's and Vice Chairman's Badges of Office and to determine whether the Council wishes to proceed with the purchase of this civic regalia.

Detailed Information

At a meeting of Council held on 16 July 2026 Members instructed officers to obtain quotes for Badges of Office for the Chairman and Vice-Chairman of the Council to be presented to a future meeting of Council.

Officers have obtained quotes from two companies.

Both companies are well established suppliers of civic regalia; they each offer different options between the contemporary die-struck badges from company 1 and the more traditional, hand-crafted civic pendants from company 2.

- **Company 1** –have submitted a formal quotation for bespoke badges.
- **Company 2** –who have provided indicative specifications and price bands for a range of pendant styles.

Company 1

Company 1 has provided a formal quotation for bespoke Chairman's and Vice Chairman's badges mounted on burgundy collarettes. The quotation includes presentation boxes and delivery.

Specification

The badges would comprise:

- Non-precious metal construction
- Bright silver-plated finish
- UV printed enamel town crest
- Three-dimensional die-stamped wreath surround
- Enamelled title bar
- Burgundy ribbon collarette
- Presentation box

The designs below are provided by Company 1



Costs

Item	Cost (excluding VAT)
Chairman's Badge	£1,250
Vice Chairman's Badge	£1,250
Two ribbon collarettes	£69
Delivery	£15
Subtotal	£2,584
VAT	£516.80
Total	£3,100.80

Company 1 has also offered an interest-free three-year payment option to assist with budget planning.

Company 2

Company 2 has provided indicative pricing for a range of bespoke civic pendants. The prices below are guide prices only and exclude VAT and carriage.

Suggested designs from Company 2 can be found at appendix A.

Pendant Specification		Indicative Price
A	Etched pendant, resin filled, gilt plated	£490
B	Etched pendant with vitreous enamel and hard gold plate	£650
C	Hallmarked sterling silver, two-piece construction with vitreous enamel and hard gold plate	£1,700
D	Three-piece hallmarked sterling silver pendant with bespoke centre and top scroll	£2,250
E	Two-piece pendant with hand-painted crest	£2,900
F	Two-piece pendant with multi-piece vitreous enamel centre	£2,500
G	Traditional multi-piece boxed pendant with hand-painted and vitreous enamel	£5,900– £6,900

Company 2 advises that the higher specification pendants are manufactured from hallmarked sterling silver, feature vitreous enamel detailing and traditional craftsmanship intended to provide a long service life suitable for civic use.

Comparison

Feature	Company 1	Company 2
Formal quotation provided	✓	Indicative pricing only
Bespoke design	✓	✓
Non-precious metal option	✓	✓
Sterling silver option	No	✓
Vitreous enamel	No (UV printed enamel)	Available
Hand-painted crest	No	Available
Multi-piece construction	No	Available
Presentation box	✓	Not specified
Interest-free payment option	✓	Not specified

When considering the final design of the Chairman and Vice Chairman Badges consideration should be given to obtaining a black ribbon which can be used to replace the proposed burgundy ribbon should it be necessary for the purpose of mourning in the event of the death of the King or a person so named within the London Bridge and Spring Tide protocols.

Financial Comparison

The quotations are not directly comparable, as the companies have proposed products manufactured using different materials and techniques.

Company 1 has quoted for a contemporary non-precious metal badge finished with UV printed enamel.

Company 2 has provided indicative pricing for traditional civic pendants ranging from economy etched designs through to hallmarked sterling silver multi-piece pendants produced using traditional vitreous enamel and hand-painted detailing.

Both suppliers are recognised manufacturers of civic regalia.

Company 1 provides a competitively priced contemporary solution offering bespoke manufacture, presentation boxes and an interest-free payment option.

Company 2 offers a wider range of traditional civic jewellery, including premium hallmarked sterling silver pendants manufactured using traditional vitreous enamelling techniques. Whilst these products command a higher purchase price, they are designed to provide a high-quality civic badge capable of serving the Council for many decades.

The choice therefore depends upon whether Members wish to prioritise:

- Value for money and contemporary manufacture (Company 1); or
- Traditional craftsmanship and heritage-quality civic regalia (Company 2).

Financial Implications

The current quotation from Company 1 totals **£3,100.80 including VAT** for both badges and associated accessories.

The eventual cost of a comparable proposal from Company 2 will depend upon the specification selected by Members.

Both companies offer bespoke civic regalia but using different manufacturing methods and materials.

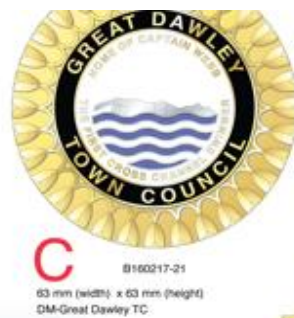
Company 1 has submitted a fixed quotation representing a cost-effective replacement solution.

Company 2 has demonstrated the range of traditional civic pendants available and the associated price bands but would need to provide a bespoke quotation once Members have identified their preferred specification.

Members are therefore invited to consider the level of investment they wish to make in replacement civic regalia before authorising the Town Clerk to seek any further detailed quotations required.

Recommendation

1. Members are requested to give consideration to the quotations and indicative prices as set out within this report.
2. That Members determine the preferred specification and budget for the purchase of Chairman's and Vice Chairman's Badges of Office.
3. That the Town Clerk be authorised to obtain final artwork and quotations, where necessary, for submission to a future meeting of council, prior to an order being placed.



FULL COUNCIL	4 JUNE 2026	AGENDA ITEM: 17
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PAST CHAIRMAN BADGES

Purpose of Report

The purpose of this report is to provide Members with quotations for the manufacture of new Past Chairman badges and to seek Members' consideration regarding the approval of expenditure for the production of the badges and associated stamping appliance costs.

Detailed Information

Members are advised that the Council currently holds a supply of Past Mayor badges which are presented to former Mayors at the conclusion of their term of office.

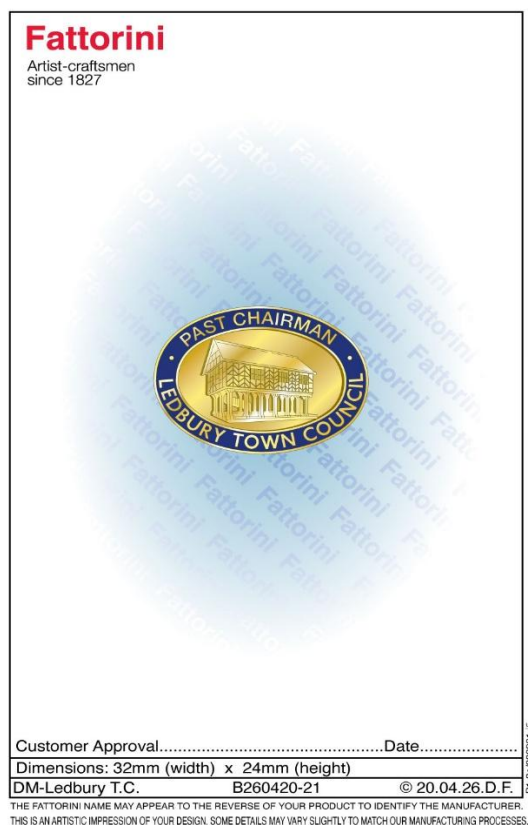
However, for municipal years where the Council operates under the Chairman and Vice Chairman model rather than a Mayor and Deputy Mayor arrangement, there is currently no equivalent Past Chairman badge available for presentation at the Annual Council Meeting.

In order to ensure consistency in recognising civic service across differing municipal governance arrangements, quotations have been obtained for the manufacture of dedicated Past Chairman badges to design reference B260420-21.

Stamping Appliance Costs

The supplier has provided a quotation for the partial cost of stamping appliances required to manufacture the oval Past Chairman badge design.
The quoted cost is:

<u>Q0089119:1 - Part cost of stamping appliances</u>		
To make oval PAST CHAIRMAN badge As design B260420-21,		
Price	£487.50 nett	
<u>Q0089119:2 - Past Chairman Badge</u>		
Metal and enamelled badge. Oval shape, size 32mm X 24mm Vitreous enamelled one colour. Brooch safety stainless steel pin on the reverse. Polished gilt finish. Packed in plastic box. D.N. B260420-21		
Quantity	10	£66.26 each nett
Quantity	6	£79.27 each nett



Financial Implications

Should Members wish to proceed with the order, provision would need to be made for:

- The one-off stamping appliance cost of **£487.50 nett**
- Badge production costs depending upon the quantity ordered
- Additional carriage and VAT charges

Based on the quotations received, the estimated net costs would be:

Quantity	Badge Cost	Tooling Cost	Total Nett Cost
10 badges	£662.60	£487.50	£1,150.10
6 badges	£475.62	£487.50	£963.12

There is currently £1,905.00 available within budget line 210/4529 – Civic Matters, Civic Insignia.

Members should also note that the Council is currently awaiting quotations for new Chairman and Vice Chairman civic regalia in addition to the proposed Past Chairman badges. Should Members wish to proceed with the purchase of additional civic regalia, further consideration will need to be given as to the appropriate budget heading from which the expenditure should be met.

Environmental Considerations

The environmental impact associated with the manufacture of the badges is considered minimal. The badges are durable items intended for long-term ceremonial use, thereby reducing replacement frequency. Packaging and delivery arrangements should, where possible, seek to minimise waste and unnecessary transportation.

Recommendation

1. That Members approve the purchase of Past Chairman badges in accordance with quotation reference Q0089119.
2. That Members determine the quantity of badges to be ordered.
3. That subject to approval to purchase Past Chairman badges the cost of the badges be borne from budget line 210/4529 – Civic Insignia.

FULL COUNCIL	6 AUGUST 2026	AGENDA ITEM: 19
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Report prepared by Angela Price – Town Clerk

COUNCILLOR RESIGNATION

Purpose of Report

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

Detailed Information

A formal letter of resignation was received from David Kettle on Friday, 24 July 2026, noting that he would be resigning from the Council with immediate effect due to personal circumstances.

The Chairman of the Council, Councillor Harvey, replied to Mr Kettle acknowledging receipt of his resignation and thanking him for his contribution to the Council in the short time he had been a Councillor.

The Clerk notified all Councillors and Staff, accordingly, requesting that they take the necessary action to remove Councillor Kettle'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.

Recommendation

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.

FULL COUNCIL	6 AUGUST 2026	AGENDA ITEM: 20
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Report prepared by Sophie Rudd – Administration 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>261536</u> Reconsultation	Deadline date for comments 16/07/2026 Target determination date 03/08/2026	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
2.	<u>261944</u>	Deadline date for comments 05/08/2026 Target determination date 04/09/2026	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
3.	<u>261981</u>	Deadline date for comments 31/07/2026 Target determination date 01/09/2026	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

4.	<u>262014</u>	Deadline date for comments 06/08/2026 Target determination date 03/09/2026	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
5.	<u>262052</u>	Deadline date for comments 19/08/2026 Target determination date 15/09/2026	Construction of pump track and associated landscaping – Land at Martins Way Park, 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 30 OCTOBER 2025				
<u>252286</u>	Application of reserved matters relating to layout, scale, appearance and landscaping pursuant to Outline permission 171532 APP/W1850/W/20/3244410 (Site for a mixed use development including the erection of up to 625 new homes (including affordable housing), up to 2.9 hectares of B1 employment land, a canal corridor, public open space (including a linear park), access, drainage and ground modelling works and other associated works. The proposal is for outline planning permission with all matters reserved for future consideration with the exception of access) for 43 dwellings with associated parking, garages, highway and drainage infrastructure (Phase 2A) – Land North of Viaduct adjoining Orchard Business Park, Ledbury, Herefordshire	CS	Lengthy Response Submitted	Approved with Conditions
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

<u>253088</u>	Replacement of existing plant with new, removal of existing cold room and alterations to 2 no. openings to the rear, proposed laundrette and parcel lockers to front, and general redecoration to store – Co-op Supermarket, New Street, Ledbury, Herefordshire, HR8 2EZ	KR	No objection	Approved with Conditions
25 FEBRUARY 2026				
<u>253537</u>	Repairs to damaged chimney stack. - 25 High Street, Ledbury, Herefordshire, HR8 1DS - LISTED BUILDING CONSENT	KR	No objection	Approved with Conditions
<u>253088</u>	Replacement of existing plant with new, removal of existing cold room and alterations to 2 no. openings to the rear, proposed laundrette and parcel lockers to front, and general redecoration to store – Co-op Supermarket, New Street, Ledbury, Herefordshire, HR8 2EZ	KR	No objection	Approved with Conditions
2 APRIL 2026				
<u>260461</u>	Single-storey kitchen extension and associated external works - Old Plastow, Rhea Lane, Ledbury Herefordshire HR8 2PU	KR	No objection	Approved with Conditions
<u>260462</u>	Single-storey kitchen extension and associated external works - Old Plastow, Rhea Lane, Ledbury Herefordshire HR8 2PU – LISTED BUILDING CONSENT	KR	No objection	Approved with Conditions

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 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.	No decision
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<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
7 MAY 2026				
<u>261030</u>	First floor extension over existing single storey side extension. - Paladin Homend Crescent Ledbury Herefordshire HR8 1AQ	KR	No objection	Approved with conditions
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	No decision
<u>261133</u> <u>25/06/2026</u>	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	EY	That the following general comment be submitted:	No decision

	elevation of the hotel. - Leadon House Hotel Ross Road Ledbury Herefordshire HR8 2LP		“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.”	
261147	Installation of a wall-mounted electric vehicle charging unit on side elevation – The Malt House, The Homend, Ledbury, Herefordshire, HR8 1AR – LISTED BUILDING CONSENT	KR	No objection	Approved with Conditions
261165	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	That this planning application be referred to a meeting of the Major Planning Application Working Party.	No decision
261238	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	No decision
<u>261252</u>	The construction of a 40m x 20m equine arena for private use, together with associated fencing and biodiversity enhancement works. Change of use of the land under the arena from agricultural to equine. Land at Wall Hills Farm Hereford Road Ledbury Hereford Herefordshire HR8 2PR.	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	No Decision
<u>261286</u>	Change of use of the building to five dwellings and associated works – The Royal Hall, 5a The Southend, Ledbury, Herefordshire, HR8 2EY	Not Given	Objection on the grounds that this is overdevelopment in this space and due to there being limited access to the premises.	No Comment
<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	AM	No Objection	No Decision

	extractor flue. - Wing On 26 New Street Ledbury Herefordshire HR8 2DX			
16 JULY 2026				
<u>252286</u>	Application of reserved matters relating to layout, scale, appearance and landscaping pursuant to Outline permission 171532 APP/W1850/W/20/3244410 (Site for a mixed use development including the erection of up to 625 new homes (including affordable housing), up to 2.9 hectares of B1 employment land, a canal corridor, public open space (including a linear park), access, drainage and ground modelling works and other associated works. The proposal is for outline planning permission with all matters reserved for future consideration with the exception of access) for 40 dwellings with associated parking, garages, highway and drainage infrastructure (Phase 2A). - Land North of Viaduct Adjoining Orchard Business Park Ledbury Herefordshire	Not Given	No Objection	Approved with Conditions
<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	No Decision
<u>261627</u>	Single-storey flat roofed extension to rear. - 14 Oakland Drive Ledbury Herefordshire HR8 2ER	KR	No Objection	No Decision
<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	No Decision

<u>261717</u>	Replacement fascia signage and replacement projecting signage - 9 The Homend Ledbury Herefordshire HR8 1BN	KR	No Objection	No Decision
<u>261896</u>	Replacement porch, timber posted canopy and single-storey extension - Dunbridge Farm Ledbury Herefordshire HR8 2JE	KR	No Objection	No Decision
<u>261897</u>	Replacement porch, timber posted canopy and single-storey extension - Dunbridge Farm Ledbury Herefordshire HR8 2JE – LISTED BUILDING CONSENT	KR	No Objection	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 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 the Biddulph Way Cycle Link and for compliance with the already discharged information. Land South of Leadon Way, Ledbury, Herefordshire	OJ	No Objection	No Decision

FULL COUNCIL	6 AUGUST 2026	AGENDA ITEM: 23
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Report prepared by Angela Price - Town Clerk

REVIEW OF THE CHARTER MARKET TRAFFIC REGULATION ORDER (TRO) AREA

Purpose of Report

The purpose of this report is to present proposals in response to Minute C1280 of 23 April 2026 regarding the reduction of the Traffic Regulation Order (TRO) area designated for market trading on Charter Market days, with the aim of maximising the availability of short-stay town centre parking whilst maintaining a successful and vibrant Charter Market.

Background

At its meeting held on 23 April 2026, Council considered a motion from Councillor Harvey concerning the future operation of the Charter Market.

Following discussion, Council resolved (Minute C1280) that officers should urgently prepare proposals to:

- increase the use of the undercroft and upper floor of the Market House on Charter Market days;
- progress the recommendations contained within the Tourism, Events, Markets and Attractions Plan (TEMAP) relating to the markets; and
- reduce the Traffic Regulation Order area of on-street parking designated for market trading.

The purpose of this report is to address the third element of that resolution.

Current Position

The existing Market Day Traffic Regulation Order reserves six parking spaces on Ledbury High Street for market trading between 7.00 am and 5.00 pm on Tuesdays and Saturdays.

Historically this area was required to accommodate a significantly larger street market. However, the operational requirements of the Charter Market have changed considerably over time.

The majority of market stalls are now capable of operating successfully beneath the Market House undercroft, with additional trading opportunities available within the Market House itself and potentially St Katherine's Square.

Only a limited number of traders require access to the High Street because they trade directly from specialist vehicles requiring electrical supplies. At present these are generally limited to traders such as the fishmonger and cheesemonger.

Consequently, a significant proportion of the highway currently reserved under the TRO is frequently unused for market trading throughout the trading day.

Reducing the extent of the TRO would enable the majority of the current restricted area to revert to Pop & Shop parking whilst retaining sufficient space for the continued operation of the Charter Market.

The proposal would:

- increase the availability of convenient short-stay parking within the town centre;
- improve accessibility for shoppers;
- support surrounding businesses through increased customer turnover;
- make more efficient use of available highway space;
- retain the traditional presence of the market within the High Street;
- encourage greater use of the Market House undercroft and upper floor;
- support the wider objectives contained within the Tourism, Events, Markets and Attractions Plan.

Proposed Market Layout

Officers propose that the revised TRO should be reduced to retain only those parking bays immediately adjacent to the Market House that are required by traders who operate directly from their vehicles and require access to electricity.

All remaining market traders would be accommodated:

- beneath the Market House undercroft;
- within the Market House where appropriate; and
- at other approved trading locations where operationally required.

This approach reflects the discussion held by Members during consideration of Minute C1280.

A detailed layout plan would be prepared in conjunction with Herefordshire Council before any formal application to vary the TRO is submitted.

Operational Considerations

Should Members support the proposal, a number of operational matters will require consideration, including:

- revised market layouts;
- accessibility requirements;
- revised barrier deployment;
- signage;
- trader allocation arrangements;

- public communications;
- amendments to enforcement arrangements during the transition period.

Legal Considerations

The Traffic Regulation Order is made and administered by Herefordshire Council as the Highway Authority.

Any permanent reduction to the TRO will require the statutory variation process to be undertaken by Herefordshire Council, including any required consultation and advertisement.

The Town Council cannot amend the Order itself but may formally request that Herefordshire Council commences the variation process.

Officers have written to the Parking Services Manager asking them to consider an interim lifting of the TRO restrictions currently in place. The request asks whether they would consider instructing Civil Enforcement Officers not to issue Penalty Charge Notices to vehicles parked within the TRO area between 7.00 am and 5.00 pm on Tuesdays, and, if possible, on Saturdays, should the Town Council cease deploying barriers to cordon off the restricted area.

Financial Implications

The proposal is not expected to generate significant direct costs for the Town Council other than officer time associated with developing detailed proposals and supporting the TRO variation process.

There may be modest costs associated with revised signage, traffic management arrangements or market layouts if required.

The proposal has the potential to deliver wider economic benefits by increasing the availability of short-stay parking for visitors to the town centre.

Risk Assessment

Potential risks include:

Risk	Mitigation
Future growth in market trader numbers	Layout designed to retain operational flexibility.
Confusion during implementation	Comprehensive communications and signage.
Delay to TRO variation	Early engagement with Herefordshire Council.
Reduced visibility of the market	Increased use and promotion of the Market House undercroft and upper floor.
Enforcement inconsistency	Liaison with Civil Enforcement Officers during the transition period.

Equality Act 2010

Returning additional parking spaces to public use has the potential to improve accessibility for disabled users, older residents and those with limited mobility by increasing the availability of convenient town centre parking.

The final layout would ensure that appropriate pedestrian routes and accessibility standards are maintained.

However, it should be noted that access to the upper floor of the Market House is restricted due to the only access being via the stairs.

Environmental Impact

Improving the availability of short-stay parking within the town centre may reduce unnecessary vehicle circulation by motorists searching for available spaces.

Making better use of the existing Market House infrastructure also represents a more efficient use of existing public assets.

Summary of Points to Consider

The existing Traffic Regulation Order reflects the operational requirements of a much larger historic market than currently exists.

The proposed reduction would retain sufficient space for existing market traders whilst returning a significant proportion of the High Street to public short-stay parking.

It should be emphasised that this proposal does not represent a reduction in the Council's ambition to support and grow markets in Ledbury. The Council remains committed to increasing the presence of markets within the town and recognises that the creation of St Katherine's Square, now under Town Council management, provides a valuable area of additional off-road market space within the town centre. This creates greater flexibility to accommodate future market growth and a wider range of trading opportunities without relying solely on the High Street.

This approach delivers the Council's resolution under Minute C1280, supports the objectives of the Tourism, Events, Markets and Attractions Plan, encourages greater use of both the Market House and St Katherine's Square, and seeks to balance the needs of market traders, town centre businesses, residents and visitors.

Recommendation

1. That Members agree 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.

FULL COUNCIL	6 AUGUST 2026	AGENDA ITEM: 24
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Report prepared by Olivia Trueman – Community Engagement Officer

QUOTATIONS FOR UPDATING THE MAPS WITHIN THE TOWN'S NOTICE BOARDS

Purpose of Report

To update Members on the progress of the new Ledbury town map project, seek approval for the production and installation of replacement town maps, including an additional map at Ledbury Railway Station, and to consider the future ownership, maintenance and refurbishment of the existing town map display boards.

Detailed Information

In early 2025, the Council agreed that members of the Tourism, Events, Markets and Planning (TEMAP) Working Group would apply to the (BID) Market Towns Fund for grant funding to produce a new town map for Ledbury. As part of the project, funding was also sought to replace the four poster maps currently located around the town at High Street, Bye Street Car Park, St Katherine's Car Park and Tesco.

The TEMAP Working Group was subsequently awarded £1,046 towards the project.

Following the dissolution of the TEMAP Working Group, it was agreed that the Community Engagement Officer would progress the project with support from a former member of the group.

A quotation has been received from Orphans Press, who designed the new town map, for the production and printing of four 594mm × 841mm poster maps. The new design complements the recently produced Ledbury visitor leaflets, creating a consistent and recognisable visual identity across the town's visitor information. Members can view the proposed specification at Appendix A.

Each information board will feature a location-specific version of the map, incorporating a clearly marked **'You Are Here'** indicator. This will enable visitors to easily orientate themselves and follow the most appropriate route to the town centre, attractions and other key destinations from their current location.

The quotation received is detailed below:

Description	Total cost (Excluding VAT)
Digital print onto waterproof poster x4	£957.24
Digital print and gloss laminate, mounted onto 3mm Foamex x4 (estimated to last longer)	£1,013.68

Working in partnership with London Northwestern and West Midlands Railways, a new visitor information board has recently been installed at Ledbury Railway Station free of charge, including directional signage towards the town centre. It is proposed that a version of the new town map is also installed within this board to provide visitors arriving by rail with consistent and up-to-date visitor information.

Ownership of the existing town map boards is currently unclear. Herefordshire Council has advised that it does not own or maintain the boards and understands they were installed by the former local council approximately 10–12 years ago. In view of their locations, including the board at Tesco, Herefordshire Council considers them to be the Town Council's responsibility and has advised that their maintenance and refurbishment should be managed locally.

Should Members wish to proceed with the installation of the new maps, they may also wish to consider formally accepting responsibility for the notice boards and undertaking refurbishment works to ensure they are presented to an appropriate standard. It is understood that these works would principally comprise the replacement of damaged Perspex panels, preparation of the existing frames through sanding, and repainting to improve their overall appearance and longevity.

It is anticipated that these works could be undertaken by the Council's Amenity Area Operative or Town Maintenance Operative, subject to approval and available capacity.

Additional Information Requested by Council - 16 July 2026

This report was deferred at the meeting of Council held on 16 July 2026 for more information.

At that meeting it was **RESOLVED**:

“That consideration of this item be deferred to enable officers to establish who created the original maps and whether replacement maps can be produced by the original supplier.”

It has now been established that the original maps were created by Hoople. However, it should be noted that the newly proposed maps differ in design from the original maps and funding has been agreed for the majority of the maps via the Market Town Fund and Orphans Press had been appointed to draft and print the maps. The new maps are designed to match the maps within the Ledbury Visitor Leaflet which was also designed via BID funding.

Financial Implications

The Market Towns Fund grant of £1,046 will contribute towards the cost of producing the four replacement maps. However, this funding will not fully cover the additional map required for the railway station board.

The cost of the railway station map is estimated at £91.45. It is proposed that this additional expenditure is met from the Council's Promotional Materials budget line 107/4703 which currently has an uncommitted budget of £2,679.

That subject to Council approval the cost of restoring the existing notice boards would be met from budget code 107/4704 - Tourism/Town Projects which currently has an uncommitted budget of £5,108.

Recommendation

Members are requested to:

1. Approve the quotation from Orphans Press for the production and printing of four replacement town maps, to be funded through the £1,046 grant awarded from the Market Towns Fund.
2. Approve the production and installation of an additional town map at Ledbury Railway Station at a cost of £91.45, with funding to be met from the Promotional Materials budget line 107/4703.
3. Note the advice received from Herefordshire Council regarding ownership of the existing map boards and agree that Ledbury Town Council assumes responsibility for their future maintenance and management.
4. Instruct offices to assess refurbishment requirements of existing map boards, to include the replacement of Perspex panels and obtain quotes.

Design Specification: Maps for Ledbury's display boards

Purpose: Replace the tourism maps in the 4 display boards in the following locations:

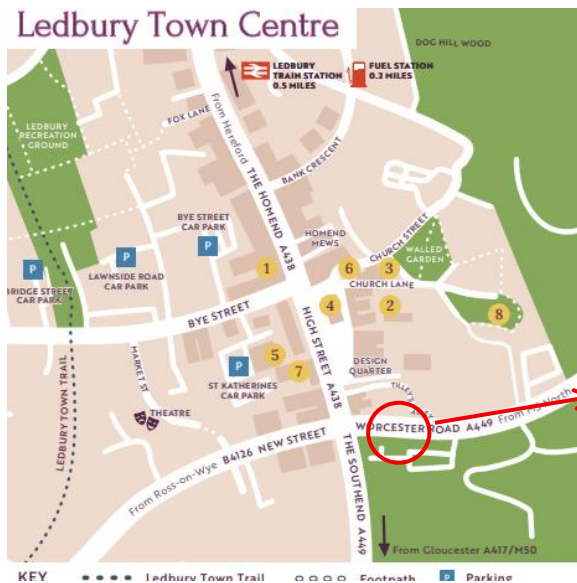
1. Bye Street Carpark
2. St Katherines Carpark
3. High Street, nr the Bus Stop
4. Tesco Carpark

Images of maps and display boards	Measurements
	Map (32.28" deep x 22.83" wide) Board display area (28.35"x 46.46")
	Map (32" deep x 23" wide) Board display area (37 x 27")
	Map (32" deep x 23" wide) Board display area (37 x 27")



Map (32" deep x 23" wide) Board display area - (49.5" x 37.5")

Design brief – Similar to the current maps, with heritage buildings illustrated around the edge of the map, using the same visual style as the new Ledbury leaflets.



Central large map on all posters.

Each map must be individually amended so that the **“You Are Here”** marker reflects the correct station location for that specific board.

Add something about Eastnor Castle as they have sponsored the maps.

Header/title – “Welcome to Ledbury” could be included at the top of the map to help give the design a more personal and welcoming feel, rather than it appearing as just a standard map



Footer section – Include space at the bottom of the map for a short section on what visitors can see and do in Ledbury, including a QR code linking to the Ledbury Independent Shopping website on Visit Hereford.

Section at the bottom to advise visitors that they can download a copy of the 'welcome to Ledbury Maps' or they can collect copies from the TIC or shops in Ledbury.

Cost/ Funding

Ledbury Town Council has been awarded **£1,046 through the Market Towns Grant Fund** to support the creation and final design of four town map signs.

The funding will be used for the **design and production of four town map installations** to improve wayfinding and visitor navigation within the town.

Funding Requirements

- The **Visit Herefordshire logo** must be included on all map signage.
- A copy of the final map artwork and photographs of the installed signs must be provided for monitoring purposes.

Additional Quote – A0 Map at the Train Station

As an additional item, we would like the same town map to be produced and printed at A0 size for display at the train station, to help guide visitors arriving by rail into the town centre.

The map should clearly indicate that there is a bus stop less than 50 yards from the station entrance offering access into town. Alternatively, visitors can walk into the town centre in approximately 10–15 minutes.

Please provide this as a separate additional quotation item.

FULL COUNCIL	6 AUGUST 2026	AGENDA ITEM: 25(i)
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Report prepared by Angela Price – Town Clerk

UPDATE REPORT – PUBLIC FOOTPATH ZB1 and ZB2 DIVERSION (JAGA SITE)

Purpose of Report

The purpose of this report is to provide Members with an update on the proposed diversion of Public Footpaths ZB1 and ZB2 across the Jaga site adjacent to the Ledbury Bypass.

Background

Members may recall that Herefordshire Council has been progressing the diversion of Public Footpath ZB1 and ZB2 for some time. The matter is now nearing completion; however, a number of issues have been identified which require resolution before the diversion can be finalised. The following update provides details of the issues identified.

Update

It has been identified that the route currently constructed on the ground does not follow the alignment shown in the confirmed Diversion Order. As a result, the applicant has been requested to relocate the path onto the approved line.

In addition, the applicant has been asked to address the Town Council's previous request for a screening hedge along the route.

The proposed amendment is that:

- The footpath will be relocated to the approved alignment shown on the Diversion Order plan
- The existing metal boundary fence will be moved accordingly
- The timber fence will also be repositioned further away from the roadside
- The diverted footpath will provide a clear width of approximately two metres between the two fences

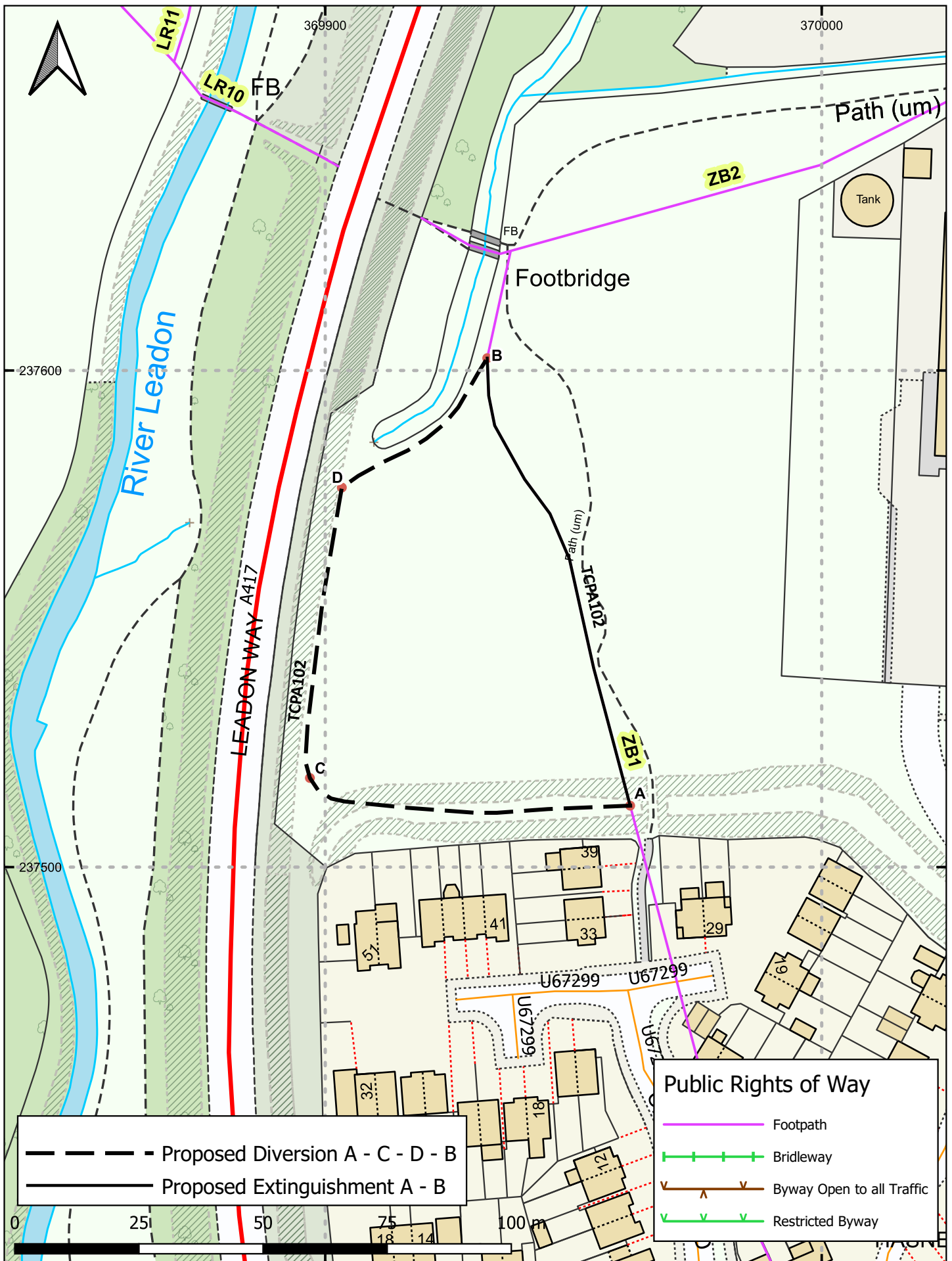
Rather than planting a screening hedge, the applicant has proposed retaining the existing timber fence alongside the road, stating that it provides protection by preventing dogs from accessing the carriageway. It has also been noted that the current route is already being used by the public and, to date, no complaints have been reported.

Member Consideration

Herefordshire Council has requested the Town Council's views on whether the retention of the timber roadside fence would be an acceptable alternative to the previously requested screening hedge.

Recommendation

That Members give consideration to the request from the applicant that they retain the timber roadside fence as an acceptable alternative to the previously requested screening hedge, so that it may be relayed to the applicant accordingly.



FULL COUNCIL	6 AUGUST 2026	AGENDA ITEM: 25(ii)
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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.

**LEDBURY TOWN COUNCIL
MINUTES OF THE GROUNDS MAINTENANCE MEETING
HELD ON 9 JULY 2026**

PRESENT: Councillors Bradford, Hamblin and Wilkinson

ALSO PRESENT :

Angela Price - Town Clerk
Julia Lawrence - Deputy Clerk

1. Budgetary Control and Staffing Structure

Councillor Wilkinson thanked the Deputy Clerk for the response provided in relation to budgetary control for 2027/28. As a new Member, she advised that she remained unclear about the position of the two existing posts, particularly as the cemetery vacancy had not been filled and the role had instead been restructured.

2. Clarification of Existing Roles

Councillor Wilkinson asked what would happen to the current postholders if their duties were to be undertaken by someone else. The Clerk advised that the roles were different. Councillor Wilkinson stated that she remained unclear as to the distinction between them.

Councillor Wilkinson noted that the cemetery appeared to be a separate area of work. The Clerk confirmed that cemetery work was currently contracted out to a separate contractor from the one undertaking the grounds maintenance of areas such as the recreation ground, walled garden, church yard and Deer Park.

3. Grounds Maintenance and Town Maintenance Duties

Officers explained that the former grounds maintenance operative had primarily looked after the cemetery. Duties had included mowing, strimming, general cemetery upkeep, driving the truck, and transporting gazebos and other equipment as required.

They advised that the town maintenance role was more closely aligned with a town centre cleaning and maintenance operative role, including setting up markets, cleaning toilets, litter picking, and keeping the town centre clean and tidy.

It was noted that the role did not include grass cutting at Deer Park, the recreation ground, the church, or the Walled Garden, as these areas had not historically been cut by a member of staff.

Officers advised that the role was intended to operate as a Town Centre Operative post, with responsibility for keeping the town centre clean and tidy.

Duties would include setting up markets, cleaning toilets, litter picking, and general maintenance.

4. Contracted and In-House Grounds Maintenance Options

Councillor Wilkinson queried what work would remain for a full-time postholder if a significant proportion of the work was covered by the proposed contract.

The Clerk advised that there was sufficient work for both the existing operative and the proposed amenity operative, alongside a contractor being appointed to undertake grass cutting and strimming in the cemetery. The duties of the Amenities Operative would include maintaining ivy, tree works and undertaking general upkeep within the cemetery.

The Clerk explained that contractors currently cut the cemetery grass and that it was for Council to determine whether it wished to continue with the cemetery contract and other grounds maintenance contracts, either as one combined contract or as separate contracts.

It was noted that budgetary provision had been made should Council wish to continue with contracting arrangements. If Council wished to bring the work in-house, this could require the employment of an additional member of staff.

5. Budget Provision

Councillor Wilkinson asked what budget provision had been made for the following year. The Clerk advised that the information was contained within the budget papers and subsequently confirmed the following allocations:

- Recreation ground maintenance contract: £10,000.
- Cemetery contractors: £15,000.
- Closed churchyard, including Walled Garden grass cutting: £3,000.
- Dog Hill Wood contract costs: £4,676.
- Dog Hill Wood management plan: £1,000.
- Dog Hill Wood coppicing: £2,000.

It was clarified that these figures did not include staff salaries, which were budgeted separately.

Members noted that the combined contract costs amounted to approximately £35,000; it was noted that a directly employed groundsman for the cemetery, would incur salary and on costs in addition to any equipment requirements.

RESOLVED:

That the budget provisions be noted and included within the cost comparison between contracted and in-house provision.

6. Cost Comparison and Equipment Considerations

Councillor Bradford stated that historically the Council had employed its own maintenance officers due to cost and control considerations. He noted that the cemetery remained an important area for Ledbury residents and that the Council should compare the cost and quality of contractors against employing its own staff.

The Clerk advised that contractors were required to provide their own equipment, whereas direct employment would require the Council to provide and maintain equipment. It was acknowledged that the Council already held some equipment, but that all associated costs would need to be considered.

Members agreed that a cost comparison between contractor provision and direct employment was required before a recommendation could be made to Council. The Clerk advised that any proposed post would need to be evaluated before a salary scale could be confirmed.

RESOLVED:

That a cost comparison between contractor provision and direct employment be taken to Council before a recommendation could be made to Council.

7. Dog Hill Wood

Councillor Bradford raised concerns regarding Dog Hill Wood, including coppicing and ongoing maintenance. The Clerk advised that previous Council decisions had prioritised other areas.

The Deputy Clerk reported that a proposal had been discussed through the Hub to seek funding for a group to undertake woodland duties, including coppicing and tree works.

Members noted that any volunteer or external group activity would need to be considered carefully, including insurance requirements. Councillor Bradford asked that further information be obtained regarding the proposal and any discussions with the Hub.

Councillor Hamblin referred to issues at Dog Hill Wood, including the viewing point, replacement bins, damaged benches, tree growth, broken paths, and signage.

RESOLVED:

That alternative contractors be approached where the current contractor was unable or unwilling to undertake the work.

8. Play Areas

Councillor Hamblin raised the issue of play parks and playgrounds, including St Martin's Way, and asked whether the cost of managing these internally had been considered.

The Clerk advised that officers had recently visited the playgrounds and that a report was awaited from the Deputy Clerk in respect of this. It was noted that some play areas were used more than others.

Members discussed whether a Task and Finish Group should be established for playgrounds.

The Clerk advised that, if the Council took on responsibility for the play areas, maintenance costs would need to be included within the precept.

9. Contract Terms And Next Steps

Councillor Wilkinson suggested amendments to the proposed contract wording in relation to subcontracting, including that contractors should not subcontract all or part of the contract without prior written approval in exceptional circumstances.

It was agreed that the next step was to prepare a cost comparison between contractor provision and direct employment.

Councillor Wilkinson asked that management time be included within the comparison. It was noted that the current staff review may affect management responsibilities and associated salary costs.

RESOLVED:

- 1. That the proposed contract wording be amended to provide that the contractor shall not subcontract all or any part of the contract without the Council's prior written approval, exceptional circumstances.**
- 2. That management time be included within the comparison.**
- 3. That the final decision regarding contractor provision or direct employment be deferred, until completion of the full cost comparison and job description evaluation.**

10. Other Matters Raised

Members briefly discussed CCTV at the Council offices and the Market House.

Officers advised that the operational implications would be considered as part of the five-year planning process and that the possibility of installing an external camera under the Market House would be investigated, taking account of the listed building status.

RESOLVED:

That the CCTV requirements be considered as part of the five-year planning process.

11. Next Steps

The Clerk confirmed that officers would gather the necessary information, including a potential job description evaluation and cost comparisons, and would reconvene with Members before the next Council meeting, scheduled for 6 August.

Members agreed that officers would obtain further information and that Members would reconvene to make a recommendation to Council.

RESOLVED:

That officers obtain the necessary information, including the cost comparison and job description evaluation, and that Members reconvene to consider the findings and formulate a recommendation to Council on 6 August.

The meeting ended at

Signed Dated

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 16 JULY 2026**

PRESENT: Councillors Chowns, Eakin, Hamblin and Wilkinson (Substitute for Councillor Morris)

ALSO PRESENT: Angela Price – Town Clerk

R372. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Harvey and Morris.

R373. DECLARATIONS OF INTEREST

None received.

R374. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 25 JUNE 2026

RESOLVED:

That the minutes of the meeting of the Resources Committee held on 25 June 2026 be approved and signed as a correct record.

R375. UPDATED NALC/SLCC MODEL CONTRACT EMPLOYMENT

RECOMMENDATION

1. That Full Council be asked to approve the introduction of the updated model contract as the basis for all contracts issued to new employees of Ledbury Town Council, subject to the following amendment:

“13 – Performance and Development Review - You will receive an annual Performance and Development Review (PDR). The purpose of the review is to provide an opportunity for you and your manager to discuss your performance, achievements, objectives, development needs and future aspirations, and to identify any training or support required to enable you to carry out your role effectively.

In addition to the annual review, you will be expected to participate in regular one-one meetings with your line manager.

RESOLVED

2. That any future amendments issued by NALC and SLCC will be reported to the Resources Committee for consideration where appropriate.

R376. DATE OF NEXT MEETING

RESOLVED:

That it be noted that the next meeting of the Resources Committee is scheduled for 6 August 2026.

R377. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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

R378. STAFFING MATTERS

RECOMMENDATION:

1. That Full Council approves the payment of outstanding TOIL hours to the Clerk and Deputy Clerk as follows:

Town Clerk – 21.25 hours
Deputy Clerk – 6 hours

RESOLVED:

1. That the information provided in respect of the current staffing levels be received and noted.
2. That the TOIL position of both the Town Clerk and Deputy Clerk as of 31 March 2026 be noted, noting that the Clerk's TOIL balance exceeded the level normally permitted under the Council's TOIL policy, as a consequence of operational and service delivery requirements which limited opportunities for the TOIL to be taken before the year end.
3. That the Resources Committee continue to monitor TOIL balances via reports to the Resources Committee in accordance with the council's TOIL Policy.

4. Following the completion of the Staffing Review there will be a very strong proviso that performance management be tightly managed to avoid senior officers having to undertake tasks delegated to other staff roles.

R379. STAFF REVIEW UPDATE

It had been hoped that Councillors Harvey and Chowns would be in a position to provide an update on the staffing review, however this had not been provided.

The Clerk provided an update on matters that she was aware of relating to the staffing review.

RESOLVED

That the brief update provided by the Clerk in respect of the staffing review be received and noted, noting the following dates:

**Friday, 17 July 2026 – end of consultation meeting with staff
Wednesday, 28 July 2026 – Report to be submitted to Resources Committee**

Thursday, 6 August 2026 – Final report to full council for consideration and final approval

Monday, 10 August 2026 – New staffing structure implemented

The meeting closed at 18:17 pm.

Signed Dated

**MINUTES OF A MEETING OF THE EXTRAORDINARY RESOURCES
COMMITTEE
HELD ON 29 JULY 2026**

PRESENT: Councillors Chowns, Hamblin, Harvey (Chair) and Morris

ALSO PRESENT: Angela Price – Town Clerk

R380. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Eakin.

R381. DECLARATIONS OF INTEREST

None received

**R382. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES
OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 16
JULY 2026 AND TO CONSIDER ANY RECOMMENDATIONS
THEREIN**

RESOLVED:

**That the minutes of the Resources meeting held on 16 July 2026
be approved and signed as a correct record, subject to the
following amendments:**

- 1. Councillor Chowns had tendered his apologies for this
meeting, therefore the minutes to be amended to show that
he was not present and that he had submitted his
apologies.**
- 2. Minute no 379 – that the date of the meeting recorded as
Wednesday, 28 July should have been Wednesday, 29 July.**

R383. DATE OF NEXT MEETING

RESOLVED:

**To note that the next meeting of the Resources Committee is
scheduled for 3 September 2026.**

R384. CHANGE TO AGENDA ORDER

The Chair proposed that agenda items 7 & 8 be brought forward to be
considered ahead of the staff review outcome.

RESOLVED:

That agenda items 7 & 8 be brought forward.

R385. TO GIVE CONSIDERATION TO REQUEST FROM POST HOLDER 53

RESOLVED:

That the request from Post Holder 53 be declined.

R386. TO CONSIDER A REQUEST FROM POST HOLDER 50

RESOLVED:

- 1. That Members approve the request from Post Holder 50 to amend their working hours and working pattern, subject to the condition that the post holder's normal place of work will be the Council's offices and that any homeworking arrangements afforded to the post holder previously will cease. Members are also asked to note that the revised working arrangements will reduce the post holder's contractual hours from 30 to 28 hours per week.**
- 2. That Members approve the request that the revised working pattern for Post Holder 50 with take effect on a trial basis from 17 August 2026 and will be:**

Monday and Tuesday: 9.00 am to 4.00 pm (including a 30-minute unpaid lunch break)
Wednesday to Friday: 9.00 am to 2.00 pm
- 3. That the new working hours trial will be reviewed after 6 months and consideration given to the appropriate permanent arrangement.**

R387. TO GIVE CONSIDERATION TO AND MAKE RECOMMENDATIONS TO FULL COUNCIL IN RESPECT OF THE OUTCOME OF THE STAFF REVIEW

Members asked to give consideration to information provided within the report prepared by the Chair of the Council in respect of the end of staff consultation and the outcome of the process and make recommendations to Full Council.

Councillor Chowns asked that his personal appreciation of the fact that Councillor Harvey had led the staff review, particularly noting that Councillor Harvey had been considerably unwell during that period.

Councillor Morris asked whether the outcome of the staff review had been costed by Council. Councillor Harvey reminded Members that a

costing exercise had been carried out during the 2026/27 budget setting process for any new posts that might be considered through the staff review and that funds had been allocated within the 2026/27 budget and also considered in respect of the 2027/28 budget.

Following detailed discussion, it was agreed that the following recommendations be submitted to an extraordinary meeting of Council scheduled for 6 August 2026.

RRECOMMENDATIONS

That Full Council approve the following:

- 1. The new staff structure, job descriptions, pay spans and staff mapping – as detailed Appendices 3,4 & 5 to the report be approved for implementation with effect from 10 August 2026.**
- 2. The Clerk be delegated to implement all actions necessary associated with implementation of the new staff structure that are commensurate with her role as Head of Paid Service and Responsible Finance Officer to the Council.**
- 3. A review of workload, working days and core hours for the Operations Manager be undertaken by the Resources Committee after 6 months.**
- 4. 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 to 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 (includes employer on costs) are covered within the 2026/27 budget.**

In addition to the above recommendations, Members agreed the following resolutions.

RESOLVED:

- 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 timesheets 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 provide 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 the future years.**

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Report prepared by Angela Price – Town Clerk

LEDBURY MARKET TOWN INVESTMENT PROGRAMME – UPDATE

Purpose of Report

The purpose of this report is to provide Members with an update on the current allocation of funding for the Ledbury Market Town Investment Programme.

Detailed Information

Following several meetings with Herefordshire Council Officers and Ward Councillors, Herefordshire Council has confirmed the current allocation of funding for a number of highway and public realm improvement schemes within the Ledbury Market Town Investment Programme. The projects currently identified are set out below.

Scheme	Estimated Cost
Oatleys Crescent resurfacing	£33,000
Robinsons Meadow resurfacing	£48,000
Ledbury Primary School – Advisory 20mph signage	£6,000
John Masefield High School – Advisory 20mph signage	£7,000
Staplow speed reduction scheme	£6,000
Parkway installation	£10,000
Total Estimated Investment	£110,000

Additional Information

- The costs for the advisory 20mph signage at Ledbury Primary School and John Masefield High School are estimates only. Actual costs will be charged, with any underspend refunded.
- A purchase order has already been raised by Staplow Parish Council in respect of the £6,000 contribution towards the Staplow speed reduction scheme.
- The £10,000 allocation for the Parkway installation remains subject to final confirmation.

Financial Implications

The total estimated value of the current programme is **£110,000**. The actual cost of some schemes may vary from the estimates provided, with adjustments made where appropriate.

Recommendation

That Members note the current position in respect of the Ledbury Market Town Investment Programme and the estimated allocation of funding across the identified schemes.

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Report prepared by Olivia Trueman – Community Engagement Officer

LEDBURY THROUGH TIME - DIGITAL HERITAGE TRAIL

Purpose of Report

The purpose of this report is to seek Council's approval to support Ledbury Places in its application to the Worshipful Company of Information Technologists (WCIT) Small Grants Programme to deliver a digital heritage trail for Ledbury.

<https://wcitcharity.org.uk/small-grants/>

Background

Ledbury Places is applying for grant funding to deliver "**Ledbury Through Time – Building Stories, Bringing Heritage to Life**", an interactive digital heritage trail that will enable residents and visitors to explore the town's history in a modern and engaging way.

The project will use QR codes installed on participating historic buildings throughout the town. Visitors will simply scan a QR code using their smartphone to access stories, historic photographs, maps, timelines and narrated content relating to each building, without needing to download an app. The platform has been designed to improve accessibility, encourage people to explore more of the town, increase visitor dwell time and support the local economy.

The proposal also aligns with the recommendations within the TEMAP report, which identifies heritage as one of Ledbury's greatest strengths and recommends further developing the town as a heritage destination. Members have previously expressed, through the Events Working Party, a desire to see a heritage trail developed within the town. Development of a digital trail would encourage visitors to explore beyond the Market House, particularly at times when many independent shops have closed for the day or are not open on Sundays. During normal trading hours, it would also encourage visitors to discover different parts of Ledbury, helping to increase footfall across the town and support local businesses.

Ledbury Places has identified Ledbury Town Council as a key partner within the funding application. The Council's role would be to support the promotion of the project, assist with community engagement, help facilitate any permissions required and work collaboratively with Ledbury Places and other local organisations to maximise the success of the trail. The Community Engagement Officer has been identified as the Council's key contact for the project.

Project Delivery

If the grant application is successful, Ledbury Places proposes to commission StorieD to develop and host the digital heritage platform. The StorieD proposal is

included at Appendix A and includes a QR code enabling Members to experience a live demonstration of the trail.

StorieD provides a browser-based platform that enables visitors to access self-guided heritage trails simply by scanning QR codes on their mobile phones. Ledbury Places would retain ownership and control of all content, while StorieD would build, host and provide ongoing support for the platform. The system also allows additional themed trails, events and promotional content to be added over time, providing a flexible resource that can evolve alongside the town's tourism offer.

The grant application includes funding for:

- Initial platform build and training.
- Twelve months of platform subscription.
- Historical research and content preparation.
- Project management, stakeholder engagement and installation of QR codes.
- Marketing, promotion and launch activities.

Financial Implications

Ledbury Places is seeking **£6,200** through the WCIT Small Grants Programme to deliver the project. The application does **not** request a financial contribution from Ledbury Town Council.

The grant includes funding for the first twelve months of the StorieD subscription.

Following this period, the ongoing platform cost is approximately **£99 per month**.

Should the project prove successful, there may be an opportunity for the Town Council to consider supporting the ongoing subscription costs in future years, subject to a separate report and budget approval. There may also be opportunities to secure sponsorship from local businesses, with participating shops and businesses promoted through the trail as visitors are encouraged to explore different areas of the town. This could provide a sustainable way of funding the platform whilst further supporting the local economy.

Benefits

The project has the potential to:

- Increase engagement with Ledbury's heritage.
- Encourage visitors to spend longer in the town and explore a wider area.
- Increase footfall to local businesses.
- Improve accessibility to heritage through digital interpretation and audio content.
- Provide a year-round tourism attraction that complements existing heritage assets.
- Strengthen partnership working between Ledbury Places, Ledbury Town Council and other local organisations.

Environmental Considerations

The project promotes sustainable tourism by encouraging visitors to explore Ledbury on foot whilst using digital interpretation to reduce the need for printed materials. It also supports the appreciation and conservation of the town's historic environment.

Equality Implications

The digital heritage trail has been designed to improve accessibility through the use of mobile-friendly content and audio interpretation. Equality considerations will continue to be taken into account throughout the delivery of the project to ensure the trail is as inclusive and accessible as possible.

Risk Assessment

Supporting the funding application presents an opportunity to enhance Ledbury's heritage offer without requiring a financial contribution from the Town Council. If the application is unsuccessful, the project is unlikely to proceed in its current form and the opportunity to secure external funding for this initiative may be lost.

Recommendation

Members are asked to:

1. Support Ledbury Places' application to the Worshipful Company of Information Technologists (WCIT) Small Grants Programme for £6,200 of external grant funding to deliver the *Ledbury Through Time* digital heritage trail.
2. Agree that Ledbury Town Council act as a supporting partner for the purposes of the funding application and, if successful, to assist with promotion, community engagement and facilitating permissions where appropriate.
3. Authorise Officers to work collaboratively with Ledbury Places to support the delivery of the project should the funding application be successful.



SCAN FOR A LIVE PREVIEW

StorieD turns Ledbury's streets into a guided walking tour, accessed by scanning a QR code on any phone. You keep full control of the content and branding; StorieD builds and runs the platform.

Why it works for Ledbury

Keeps visitors engaged when the Centre is closed

A QR code by the door keeps Ledbury's story open whenever the Heritage Centre is closed or unmanned.

Draws visitors around the town

Takes people beyond the Market House, up Church Lane and past the independent shops to the Master's House. You choose the route.

One plan, several tours

Heritage Open Days, a seasonal trail, and more: all run from one subscription, instead of paying for each tour separately.

Proof for future funding

Every scan and completion is logged, giving you real usage figures for your next bid and for reporting on how the trail performs.

57%*

of visitors to Britain rank history and heritage their top reason to visit

68p†

of every £1 spent on a heritage visit stays with local businesses

* VisitBritain, cited by Historic England, Heritage Counts (2024). † Historic England, Heritage Counts, using National Lottery Heritage Fund data.

What it costs

RECOMMENDED

Town plan £99/month

Up to 3 tours (Heritage Open Days, a seasonal trail, and more), 20 stops each. Custom branding, events and priority support included.

Only need one tour? The **Trail plan** is £59/month.

£100 one-off build fee if you'd rather StorieD built it from your content.

First month free. No contract, cancel or pause at any time.

Timescale

2 weeks

from receiving Ledbury's story content to a live, working tour.

Covers StorieD's build. We need the historical facts for each stop in digital form; our team shapes those into the finished narration.

Ongoing support

We support your team for as long as the tour runs, at no extra cost. Keeping it going never adds to your budget.

"Somewhere worth walking."

Louise Stevenson, StorieD
team@thesetupcrew.co.uk | storiedtours.co.uk
Live example: tours.storiedtours.co.uk/ledbury

LEDBURY COMMUNITY CHOIR

www.lcchoir2.com

Minutes of Committee Meeting held on 3rd July 2026

Present : Jeff Sherwood (Chair), Ann Price (Treasurer), Sue Chopping (Membership), Mal Hughes (Musical Director), Sue Hughes (Music), Jane Stinchcombe (Joint Sec) Sue Sherwood (Second Altos Section Leader)

1. Apologies for Absence:	
Rachel Boughen (Social Media), Ronnie Parker (Joint Sec), Sarah Rea (1st sops section leader) Sue Bettington (Social),	
2. Minutes of Previous Meeting:	
The Minutes of a meeting held on 29 May were approved with no issues arising.	
3. Treasurer's Report:	
- The donation to Herefordshire Wildlife trust has been completed - Currently the choir account is £6,327.50p.	
4. Secretary's Report:	
- All relevant contact numbers / email addresses will be in black file ready to be passed on to the new secretary. - To thank Alison Holbrooke for her contribution and ask if she is available to be an accompanist when needed in the future.	JS
5. Membership Secretary's Report:	
There are 77 paid members with a new member asking to join us in September.	SC
6. Musical Director's Report:	
- The upcoming concert is all in place and signup sheets completed. The running order will be sent out soon. Possibly might require extra chairs from the council so Sue Hughes to check numbers for concert. Seating will be more complicated due to members who are introducing songs / need to sit down for the concert will need to have access to the front easily. Ledbury Singers will provide some songs to help minimise disruption and they will come to the front at the beginning of the second half as they will sing then return to their place in the choir or disperse. - Christmas music will be chosen soon.	MH
7. Social Activities	
Cake will be provided at the end of the concert courtesy of Gina thank you!	SB
8. Social Media	
- Rachel B continues to maintain our Facebook page. - A reminder that if anyone has any photos from events, please forward copies to R.	RB
9. Section Leader Report	
- One member asked are the ladies white blouses required any more. The committee debated this and decided they might be required if the choir are asked to participate in a funeral service in the future. - Another member asked about moving away from themed concerts and back to a variety of songs again it was thought that it is easier to donate to a particular charity if we have a theme but will still aim to have a variety within a theme. We can't have all new music as the members would need to practice a lot more so for example Christmas music would be rehearsed a long time! Mal felt that this current formula seems to work well with the audience and the choir - It was requested if a Sibelius teaching track for all 4 voices could be made available Mal and Sue will investigate if this can be done and report back. - One member asked about singing more modern songs and this can be done the only problem is that to get new choir pieces costs £400 for each book copy and we require 100! Also, there is a limit to the music sang by a community choir as some would be too difficult in unison. Could look at more popular music but some are too difficult for a 4-piece choir. Mal does look to include new music such as in our Earth Day concert, and he will take these ideas on board. Thank you all for your contributions.	

	. 10. Any Other Business: - A new Secretary will be required in September so will members consider taking up this essential role and it will be advertised with the responsibilities ready for the AGM. Please ask Ronnie/Jane for more information about the role. - The increase to the honorariums for the Musical Director and Accompanist were discussed and will be discussed further at our AGM on the 27th of July 2026 at the Rugby Club.	SH
	Date of next meeting: September (to be arranged after AGM)	

CHOIR CALENDAR

Date	Event	Venue	Event Manager
Monday 20 th July	Summer Concert	Rugby Club	JS and SH
Monday 27 th July	AGM/ Singing	Rugby Club	
Monday 21 st December	Christmas Concert	Rugby Club	TBC
Monday 7th September	Choir resumes	Rugby Club	

MINUTES OF LEDBURY CARNIVAL ASSOCIATION COMMITTEE
HELD ON WEDNESDAY 1st 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), Sonia Bowen (SB), Harold Armitage (HA) Olivia Trueman (OT) and Joe Hamblin (JoH).

		Action by
1.	APOLOGIES: Not in attendance were Juri Hayes (JuH), Anita Griškjāne (AG), Nic Sims (NS), Cllr. Liz Harvey (EH), The Chairman welcomed Joe Hamblin as our newest committee member.	
2.	MINUTES OF PREVIOUS MEETING AND ACTION POINTS MH reported the Minutes of the meeting held 10 th June 2026 had been previously circulated and accepted as an accurate record. Action Points were reviewed and are noted in the appropriate Minute below.	
3.	TREASURER'S REPORT a. Today's bank balance was £13,354.52, not including a payment made today of £2,859.69 for our carnival insurance which will now renew on 8 th July. b. AP confirmed all invoices totalling £875 for Programme advertisements had been sent out.	
4.	SECRETARY'S REPORT a. SH confirmed a date for our Wash-up meeting of Wednesday 9 th September, and Wednesday 18 th November for our AGM. b. SH reported that after enquiring with the Primary School outcome of Childrens Ambassadors election, they had 40 applicants and 4 children have been chosen. LW asked if she could have a photo of them for publicity – MH to arrange. RH also asked for a photo and text to go into our Programme. c. The EMP has just a couple of adjustments before finalisation. d. SH has arranged for the Town Crier to attend Carnival but we need to supply a list of duties to LTC. (call attention for Shop Window competition results on Saturday morning: Open Carnival at point of Judging; to lead the Procession from Rugby Club).	MH SH SH
5.	ENTERTAINMENTS a. Signed Entertainer contracts and paperwork now being returned. SH to chase the remainder. b. Stage Steps: RH reported that AgeUK Tewkesbury's charge was £150 but we had agreed a maximum of £100. As it was some months since we had agreed the refurbishment and Carnival is relatively imminent, it was agreed that MH/SH would negotiate with AgeUK for refurbishment in the next year. c. SH reported that she still had not been able to finalise arrangements with the Funfair because we have not yet had confirmation of road closures. See item 7.	SH MH/SH
6.	PROCESSION a. SB reported the Procession size was now 13 floats, 8 tractors and at least 2 traction engines so we should consider how to fit them in the Rugby Club – perhaps ask Pughs if we can use space over the road. SB will chase for entry forms to confirm numbers before approaching Pughs. b. SB to provide JC/MH with complete list so a plan can be drawn. c. SB has not yet found any other 'music' items for the Procession, so will encourage all entrants to play music. d. SB would require ALL Procession entries to complete and entry form and that form will be amended for next year to include a tick box for they wish to be judged.	SB SB SB SB

	e. A Procession Minute by Minute timing sheet was circulated for the temporary road closures. All stewards/marshalls will have a copy. Security marshalls will be given a signal for initial road closure at Full Pitcher. f. Amendments to the Programme road closure map were agreed. RH to amend and send to SH for circulation. g. It was confirmed we need stewards at Tesco traffic lights to collect any money buckets from floats not going into the Primary School.	RH/SH
7.	ROAD CLOSURE/MARSHALLING/SECURITY/ROAD SIGNS Action Points from last meeting: 1. MH met with Police re incidents at 2025 Carnival. JH had asked for feedback after that meeting, MH will email JH. a. JC confirmed that road closures had been agreed by HCC with the proviso that JH submits a current Public Liability certificate. Insurance has been renewed - SH will forward the certificate to JH as soon as it is received. b. JC confirmed that we need to pay the £125 road closure fee to HCC. c. We need to find out what times Rotherwas depot is open. SH to contact JH. d. OT offered to drive the LTC truck to collect road sign from Rotherwas, with JC if possible. e. JC confirmed we could probably not erect the Helping Hands road signs on the side of the roads as the ground is too hard. It was decided to erect large posters on lamp-posts instead. OT offered to print and laminate these for us and to put them up. SH to forward the poster when it is ready. JC to advise where they are to go.	JH/MH SH/JH SH OT/JC SH/OT
8.	HEALTH AND SAFETY a. We are providing our own First Aiders this year. OT is a qualified FA, but we need at least three, preferably with a First Responder. An appeal has been put on our Facebook page asking for local volunteers. OT advised LTC may be able to train more staff in time. LW offered to be trained. MH had found a Community Life Saver course by St John Ambulance. ½ day course and if we get 12 or more people they will come to us. OT advised of a First Response presence and will forward details on to SH to follow up.	SH OT LW OT/SH
9.	WEBSITE RH continues to upload and update information on the website. When LW has text/photo of Children's Ambassadors she will forward to RH to upload.	LW/RH
10.	CARNIVAL PROGRAMME a. SB has contacted Poetry Festival and they will provide local children's poems to go in the Programme. b. RH advised the Programme needs to be finalised in about 2 weeks. c. SB advised she can get small ads to insert if we need them. RH to advise. d. RH circulated costs for Programme printing. We decided to have 2500 at a cost of £790.00. e. RH to create the front cover page. f. LTC would share the Programme electronically with local town and parish councils if we forwarded it to them. g. DK to ask Freemasons if they want an ad in the Programme.	SB RH RH RH DK
11.	PUBLICITY a. RH circulated a draft poster. Minor amends were decided. RH to forward final version to OT and SH. b. We will print 2,000 A5, 250 A4, and 10 A2 (for use as road signs) c. SH circulated a sign up sheet for distributing posters. d. LW advised the current state of publicity and advised she is still working on TV coverage.	RH RH LW

	e. SH reported we still need to find a photographer. SB/LW will approach someone they have tracked down to see if they would be willing to help. f. No information yet received from LTC on dimensions for a cross-street banner. SH to chase in case there is still time to complete this.	SB/LW SH
12.	SOCIAL MEDIA LW is increasing coverage as Carnival approaches and appealed for ideas/items/photos to upload. JC to send link for his Archive One Drive of all past photos to LW.	All JC
13.	FUNDRAISING/SPONSORSHIP a. Fundraising is ongoing but now with a lower threshold to encourage smaller donations. b. We still need more funds to ensure next year's carnival.	
14.	STALLS a. 10 artisan Stalls confirmed, 4 trader stalls, 12 not for profit stalls, 10 food stalls. b. Need to advise SH of any gazebos required.	All
15.	RAFFLE a. Prizes are now coming in. Prize list needs to be with RH by 20th July latest. b. OT was asked to chase up the Lakefest prize. c. SB to organise raffle ticket printing for collection by 1st August latest. d. SB to organise and collect other prizes needed. e. SH circulated a sign-up sheet for manning the raffle ticket sales stall in August. f. SB suggested that, as last year, we get a photo of the first raffle ticket sale.	SB OT SB SB All SH
16.	SHOP WINDOW COMPETITION SB to start promoting the competition after the end of the Poetry Festival.	
17.	ANY OTHER NOTIFIED BUSINESS a. Review of Carnival Policies: previously circulated. No changes proposed. It was noted that several committee members are DBS checked. b. LW suggested we have a committee member in an ambassadorial role.	
18.	DATE OF NEXT MEETING WED 15th JULY AT LEDBURY COMMUNITY HUB, NEW STREET, 7.30PM – PLEASE NOTE VENUE. Please diary these future meeting dates - 5th August; 19th August. Meeting closed at 9.00pm.	