

LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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25 April 2025

To All Councillors

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 1 May 2025 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, AICCM, MIWFM
Town Clerk

FILMING AND RECORDING OF COUNCIL MEETINGS

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

A G E N D A

- 1. Apologies**
- 2. Declarations of Interests**

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

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

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

3. **To 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 approve and sign as a correct record the minutes of an extraordinary meeting of Council held on 17 April 2025** (Pages 3443 - 3452)
5. **To receive and note the action sheet** (Pages 3453 - 3460)
6. **Mayors Communications**
8. **To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)**

“Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting”
9. **To receive motions presented by Councillors in accordance with Standing Order 9**

FINANCE

10. **To receive and note Month 11 financial reports** (Pages 3461 - 3488)
 - i. **Receipts and Payments – 1 January to 28 February 2025**
 - ii. **Balance sheet and Trial Balance – Month 11**
 - iii. **Budget Monitoring Reports 1 April – 28 February 2025**
11. **To confirm verification of bank statements and reconciliations for February 2025**
12. **Invoices for Payment (April-final)** (To Follow)
13. **Grant Applications received** (Pages 3489 - 3500)
 - i. **Ledbury Fringe -Local Government Act 1972, s 144– power to encourage tourism to the council’s area or contribute to organisations encouraging tourism Amount requested £1,000**
 - ii. **VE Day Street Party Grant applications**
 - a. **Belle Orchard** £100.00
14. **Request for funding – Masefield Matters Project** (Pages 3501 – 3502)

15. Subscriptions (Standing Item)

PLANNING, ECONOMY & TOURISM

16. Planning Consultations (Pages 3503 - 3504)

17. To receive and note Planning Decisions (Pages 3505 - 3506)

**18. Painted Room Visitor Numbers March 2024/March 2025
(Pages 3507 - 3508)**

ENVIRONMENT & LEISURE

19. Trees at Biddulph Way (Pages 3509 – 3514)

20. Watering of Hanging Baskets 2025 (Pages 3515 - 3518)

RESOURCES

21. To receive and note the Minutes of a meeting of the Resources Committee held on 17 April 2025 and to give consideration to any recommendations therein (Pages 3519 - 3522)

22. Date of next meeting

To note that the next meeting of Council will be the Annual Council Meeting scheduled for Thursday, 8 May 2025 which will be held in the Burgage Hall.

23. 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

24. New CCTV system at Ledbury Town Council Offices (Pages 3523 - 3590)

25. To consider recommendations from a meeting of the Resources Committee held on 1 May 2025 (if any) (Oral report)

**Distribution: - Full agenda reports to all Councillors (9)
Plus file copy**

**Agenda reports excluding Confidential items to:
Local Press (1)
Library (1)
Police (1)**

**MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 17 APRIL 2025**

PRESENT: Councillors Browning, Chowns (Town Mayor), Harvey, Hughes, Kettle and Morris

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence -Deputy Clerk

C736. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Sinclair.

C737. DECLARATIONS OF INTEREST

Councillors Harvey and Morris declared a non-pecuniary interest in items 11(ii) Invoices for Payment (March) Final and 22 To review the partnership working between Love Ledbury and Ledbury Town Council in respect of Bye Street Toilets.

C738. TO NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be noted.

C739. TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF A MEETING OF FULL COUNCIL HELD ON 27 MARCH 2025

RESOLVED:

That the minutes of the meeting of Council held on 27 March 2025 be approved and signed as a correct record.

C740. TO RECEIVE AND NOTE THE ACTION SHEETS

RESOLVED:

- 1. That the Action Sheet be received and noted.**
- 2. That the Clerk review the format of the action sheet.**

C741. WARD COUNCILLOR REPORTS

RESOLVED:

That the Ward report provided by Councillor Harvey be received and noted.

C742.

MAYOR'S COMMUNICATIONS

The Mayor provided the following statement in relation to his year as Mayor of Ledbury.

"I will certainly look back on this year with mixed emotions, quite a lot of it has gone very well and it has certainly been an honour to represent the town in so many places and forums through the year. For many years I used to think my proudest handshake was when I shook the hand of one of the twelve men who walked on the moon, astronaut Dave Scott, but it was actually capped by shaking hands with our new MP on 6 July, welcoming her to the town.

However, I am saddened by our inability to rebuild a full team of 18 Councillors. I can remember the joke when it was said that the Liberal Democrat Party could be fitted into a black cab, and we are almost at that point with Ledbury Town Council at the moment, and that is very regrettable and my travels to other councils tells me that other comparable councils in Herefordshire and Worcestershire don't seem to have the same problem, but most of my fellow Mayor's do acknowledge that most councillors do tend to be older people, usually retired from active full time employment,

I don't intend to stand down as a councillor after my period of office and intend to stay until 2027 elections, and possibly if, I think the phrase is "if I am spared" will stand to continue. I should welcome any advice any of you are prepared to give about what I might say on my formal report to the annual parish meeting next Thursday, in the Burgage Hall. I do hope and trust that you will all be present at the Civic Celebration on 27 April in the Rugby Club. This is definitely a town Celebration, it's not my valediction or a personal thing. We will have guests and there is a good turnout of other dignitaries. There is a short service included, the affirmation which is normally spoken by the Mayor on this occasion and it would be good if you were all of you able to stand with me and hear that affirmation made, but its only going to be about probably 30 minutes of a 2½ event, the emphasis is on celebrating things that have happened and a satisfactory number of organisations are going to be displaying around the edge of the room and there will be a decent buffet too, so please come on 27 April.

I want to pay a tribute to Councillor Harvey, who has been a tremendous support to me and I am so grateful to you."

RESOLVED:

- 1. That the Mayor's correspondence be received and noted.**
- 2. That consideration be given to how funds are dispersed to the Mayor's chosen charities throughout the Municipal Year.**

3. That acknowledgments be provided at the Annual Council meeting to all those who have donated towards the Mayor's events throughout his term of office.

C743. **TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(e) AND 3(f)**

None received.

C744. **TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9**

None received.

C745. **TO RECEIVE AND NOTE MONTH 11 FINANCIAL REPORTS**

The Clerk advised that these reports were not available for this meeting and confirmed that they will be available for the next meeting of Council.

RESOLVED:

To note that the month 11 financial reports be deferred to the next meeting of Council.

C746. **INVOICES FOR PAYMENT**

Councillors Harvey and Morris left the room due to having declared a non-pecuniary interest in respect of payments in relation to Bye Street Toilets for agenda item 11(ii) and returned following the vote on this agenda item.

RESOLVED:

- i. That Members endorsed the actions taken by the Mayor and Deputy Mayor in consultation with the Clerk to approve the payments for March 2025 via urgent actions.
- ii. That the comments provided in respect of invoices for payments March 2025 be noted.
- iii. That the invoices for payment in respect of the sum of £2,217.18 plus VAT be approved
- iv. That the notes provided by the Clerk in respect of overspends to-date be noted.
- v. That the invoices for payment in respect of the sum of £16,503.09 plus VAT be approved.

- vi. That consideration be given to commissioning trees works to take place in the autumn of 2025/26.

C747. **GRANT APPLICATIONS RECEIVED**

RESOLVED:

- i. That Ledbury & District U3A be awarded a grant in the total of £500, noting that the power to award this grant is Open Spaces Act 1906 ss 9-10 Power to provide and maintain open spaces as gardens in or outside the Council's area.
- ii. That Catcher Media Social CIC be awarded a grant in the total of £500, noting that the power to award this grant is S137 Local Government Act 1972 – Power to incur expenditure for certain purposes not otherwise authorised.
- iii. That a letter be sent to Catcher Media Social CIC to ask them to consider linking with the Masefield Matters project and Ledbury's Heritage Open days event in September and to make them aware of the Old Ledbury photography Project.
- iv. That Ve Day grants in the total sum of £100 be awarded to the following:
 - a. St. Katherine's Almshouses
 - b. Warren Drive Neighbourhood Association
 - c. Audley Croft (Roger Cooper)
- v. That the Oak Inn, Staplow not be awarded a VE Day grant due to them not being in the Ledbury Parish.

C748. **GRANTS FEEDBACK**

RESOLVED:

That the feedback report from LEAF in respect of grant funds provided over the past three years be received and noted.

C749. **SUBSCRIPTIONS**

None to be considered.

C750.

**OUTCOME OF CODE OF CONDUCT COMPLAINT – REFERENCE
COC093 STANDARDS PANEL HELD ON 2 APRIL 2025**

Disappointment was expressed that Councillor Bradford was not present at the meeting, and that he had chosen not to apologise previously to the complainant.

RESOLVED:

- 1. That the recommendations set out in the Standards Panel Decision Notice in respect of COC093 be accepted as detailed below:**
 - i. That Councillor Bradford should apologise to the complainant for his poor judgment in his handling of interactions and its impact on the complainant. The wording of the apology should be agreed by the Monitoring Officer as far as scope and tone is concerned before it is sent to the complainant.**
 - ii. That Councillor Bradford undertake training focussed on member responsibilities around dignity and respect to be arranged by Ledbury Town Council within three months of the Decision Notice.**
 - iii. The Chairperson of the panel write to the Clerk of Ledbury Town Council to determine what support, processes or procedures could be considered, to try to build trust and confidence between Councillor Bradford and the complainant. If the panel considers they are appropriate, then such will be a recommendation of the panel to the Town Council to implement.**
- 2. That the Resources Committee be delegated to consider an appropriate response on point 3 to be informed by consultation with both parties.**
- 3. That the Clerk write to Councillor Bradford to advise him of the decision of Council to accept the recommendations from the Standards Panel, and to invite him to meet with the Clerk to discuss the type of support, processes or procedures he considers appropriate to build trust and confidence between himself and the complainant.**
- 4. The outcome of discussions with both the Complainant and Councillor Bradford be provided to the Resources Committee at its meeting on 1 May 2025.**

C751.

OUTCOME OF NOTICE OF ELECTION FOLLOWING RESIGNATION OF TWO COUNCILLORS

The Clerk advised Members that she had received notification from Elections at Herefordshire Council that they had not received a request for by-election to fill the two vacancy which have occurred following the resignation of two Councillors and that the Council were now able to attempt to fill the vacancies via co-option.

RESOLVED:

That the update from the Clerk be received and noted.

C752.

PLANNING CONSULTATIONS

1. Application no. 250727 – proposed single storey front extension – 14 Homend Crescent, Ledbury, HR8 1AJ

RESOLVED:

No objection

2. Application no. 250622 – Proposed erection of 5 dwellings, new vehicle and pedestrian access landscaping and associated works – Land at Ledbury Road, Wellington Heath, Ledbury, Herefordshire, HR8 1NB –

It was noted that this planning application did not fall within the Ledbury Parish and therefore Members agreed to make no comment.

RESOLVED:

No comment.

3. Application no. 250902 – Application to vary the section 106 agreement of application 171532 – to modify the Agreement by amending the definition and location of Canal Corridor Land – Land North of the Viaduct, Adjoining Orchard Business Park, Ledbury, Herefordshire

Members raised a number of concerns in respect of this planning application. It was noted that S106 monies had been ringfenced in respect of works to the canal and that the information provided within the application did not provide sufficient evidence and confidence that this money would be used as originally planned.

RESOLVED:

That the Clerk request more information and clarification in terms of the remarks made about difficulty to the canal going under the viaduct in terms of the deliverability of the whole project.

C753. TO RECEIVE AND NOTE PLANNING DECISIONS

RESOLVED:

1. That the planning decisions be received and noted.
2. That it be noted that further information is now available on the planning portal in relation to the planning application for proposed works at the Bevisol site and that this should now be referred back to this Council for further consideration.

C754. CORRESPONDENCE FROM CHAIR OF WELLINGTON HEATH

RESOLVED:

That the correspondence received from the Chair of Wellington Heath be received and noted.

C755. TO REVIEW COUNCIL'S SECTION 106 WISH LIST

RESOLVED:

That the review of the Council's S106 wish list be deferred to a meeting of Councillors.

C756. TO RECEIVE AND NOTE INFORMATION IN RESPECT OF PROPOSED BASE STATION UPGRADE AT WALLSHILL FARM, HEREFORD ROAD, LEDBURY

RESOLVED:

That the information in respect of the proposed base station upgrade at Wallshill Farm, Hereford Road, Ledbury be received and noted.

Councillors Harvey and Morris left the room due to having declared a non-pecuniary interest in agenda item 22.

C757. TO REVIEW PARTNERSHIP WORKING BETWEEN LOVE LEDBURY AND LEDBURY TOWN COUNCIL IN RESPECT OF BYE STREET TOILETS

RESOLVED:

That the Council inform Love Ledbury that following the trial period of partnership working, they would be pleased to enter into a permanent partnership in respect of the management of Bye Street Toilets on the same terms as those agreed for the trial period.

Councillors Harvey and Morris rejoined the meeting.

C758. EVENT PLANS AND BUDGETS FOR 2025/26 EVENTS

Whilst Members were grateful for the information provided they did not feel able to approve the expenditure on events as detailed in the report without information of how much of the budget for the various lines detailed within the report remains were Council to go ahead with the plans. Also, how much staff and community volunteer resources are required in order to deliver these events, and some of the events look very expensive in terms of the total costs. More clarity on whether the balance of investment into money and staff time is right across the mix of events detailed.

They did feel that the information provided was good, however it would be helpful to have a narrative arc that would explain the rationale for why the money is being spent the ways in which are proposed and the rationale regarding the events plan overall. Also some indication of success criteria or expected outcomes would be welcome.,

It was recognised that some of the event expenditure had already been agreed, but it would be helpful to understand what the staff effort is in relation to the events, not just attendance at the events, but also staff time to help prepare for the events.

The Deputy Clerk informed Members that the Community Engagement Officer had discussed with her the need to hire a generator for the Whale, as this had been omitted from the initial quote.

RESOLVED:

- 1. That the Community Engagement Officer be asked to provide more information and a narrative arc as explained above.**
- 2. That the Community Engagement Officer (CEO) check the original quote for the Whale and check whether it included details of the need for the Council to provide a generator. If not then the CEO should suggest to the company providing the whale that as it had not been quoted as a requirement and therefore a change to the contract they should cover the cost of a generator.**
- 3. If the company providing the whale is not agreeable to funding the generator the CEO put a callout to local**

providers of generators and ask if they would be willing to provide one free of charge, as a donation to the event.

C759. **SUSPENSION OF STANDING ORDER 3(x)**

RESOLVED:

That Standing Order 3(x) be suspended for a period of 30 minutes to enable the remaining business of the agenda.

C760. **REPAIRS REQUIRED TO HANGING BASKETS**

Members were advised of a number of hanging baskets posts which have been damaged and therefore unable to be used for hanging baskets in 2025.

RESOLVED:

- 1. That Company no. 2 be appointed to provide new hanging baskets posts and that the work be scheduled to take place in the 2026/27 financial year.**
- 2. That the Town Maintenance Operative identify where posts have been removed from their locations in the past and that these be added to the list for replacement.**
- 3. That officers investigate possible funding to help cover the costs of the hanging basket posts.**

C761. **WATERING OF HANGING BASKETS 2025**

The Deputy Clerk advised that the information within the report was not accurate as it had been established that the number of baskets provided within the report was considerably higher than that advised by the Yard House

RESOLVED:

That this item be deferred to the next meeting of Council and that option 3 be removed.

C762. **QUOTES FOR REPLACEMENT TIMBER SLEEPERS FOR RECREATION GROUND PLAY AREA**

RESOLVED:

That the youth of the town be consulted on the options in respect of whether the timber sleepers be replaced, or that an alternative option be considered, and if so what.

C763. **TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 27 MARCH 2025 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

RESOLVED:

That the minutes of the Resources Committee held on 27 March 2025 be received and noted.

C764. **OUTSIDE BODIES**

RESOLVED:

- 1. That the minutes of a meeting of the Ledbury Carnival Association be received and noted.**
- 2. That the Community Engagement Officer be asked to provide the Clerk with copies of minutes from any outside bodies that she receives.**

C765. **CONSIDERATION OF PUBLIC SERVICE AWARD**

RESOLVED:

- 1. That a new award "Community Impact Award" be approved as a way of recognising those who provide a substantial contribution to Ledbury and/or its residents through community and public service.**
- 2. That further consideration be given to the criteria for this award, noting that this will be an exceptional award and not necessarily an annual award.**

C766. **DATE OF NEXT MEETING**

RESOLVED:

To note that the next meeting of Council is scheduled for 7.00 pm on Thursday, 1 May 2025.

The meeting ended at

Signed Date

FULL COUNCIL
12.12.2024

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
FULL COUNCIL 14 November 2024					
C518(2)	That further information be provided to a future meeting of council to inform Members on how much should be placed on deposit	TC/JH/EH	Future meeting of council	Meeting to be arranged with Cllrs Newsham and Harvey	In progress
C518(3)	That the Clerk and Cllrs Harvey and Newsham review the current market for a suitable high interest, short term deposit account	TC/JH/EH	Future meeting of council	meeting to be arranged with Cllr Harvey	In progress
FULL COUNCIL 28 November 2024					
C532(1)	That officers provide a report outlining the IT requirements of the council to include what is needed, when it needs to be replaced and costs to do so and that this be submitted to the ICT T & F group for consideration	TC	Jan-25	Meeting arranged for 22.01.2025 - report to be prepared - meeting postponed due to other priorities and staff shortages - date to be confirmed	In progress
FULL COUNCIL 12 December 2024					
C558(ii)	105/4700 - that it be noted that how stock is handled over financial years is to be considered as part of the financial year end.	TC/Chair of FPG/IA	Financial Year end	To be reviewed following completion of 25/26 budget	In progress

C559(2iv)	That the Clerk raise a query with the Insurance Company in respect of the policy schedule for buildings, in particular in relation to the insured sums for the Cemetery Chapel and Mortuary Buildings.	TC		Jan-25		In progress
FULL COUNCIL 9 JANUARY 2025						
C593(2)	That a meeting be held with the Civic Society in respect of the best use of staffing in relation to supporting other heritage offerings in Ledbury	TC/CEO	TBC			In progress
C601(3)	That once the costs of a 20 ft standard shipping container have been established, both items be purchased from the General Reserve and arrangements be made for replacing these funds from future budget setting process.	TC		Jan/Feb 2025	confirmation received that planning permission not required - letters sent to residents who back on to area of cemetery proposed to site the container. Order for container to be placed	completed
FULL COUNCIL 23 JANUARY 2025						
C625	That request from the CCWP Chair be deferred for consideration by the Climate Change Working Party upon resumption of their meetings.	DTC			To be included on future agenda of CCWP	In progress
C633.2	That consideration of the future maintenance of land owned by Herefordshire Council be deferred to a future meeting.	DTC			To be considered as part of specification review for grounds maintenance contract	In progress

FULL COUNCIL 20 FEBRUARY 2025					
C652.	The following motion was received from Councillor Hughes "That the Council forms a Task and Finish Group to consists of Town and Ward Councillors, Leaders of LEAF and the Community Hub, representatives of young people and other relevant individuals and organisations, to create a response to the recommendations from the Ledbury Listening Creative Consultation presented to Councillors and interested members of the Public and other organisations on 12 October 2024 and to bring forward recommendations to Council as a matter of priority."	Mayor	Mar-25	Mayor to confirm whether he has contacted group	In progress
C664.	Members considered the proposals put forward for the post and chain fence but sought further ideas before a decision was made.	TC/DTC	Mar-25	Officers to provide alternative options at future meeting	In progress
C668.	That the Clerk obtain a map from Herefordshire Council setting out the specific areas to be cut and report back to Council.	TC	Mar-25		In progress
FULL COUNCIL 6 MARCH 2025					
C682	That the Mayor follow up action from minute C652 in respect of meeting with the youth group	SC	TBC		In progress

C686(2)	That a virement from 225/4525 £1,000 to 230/4400 be approved noting that there will be an overspend of staff training budget at year end.	TC		Mar-25	To be completed via Accounts system	In progress
C686(3)	That a transfer of funds from EMR 335 - Amenity Spaces to 108/4228 be approved.	TC		Mar-25	To be completed via Accounts system	In progress
C691(4)	That a meeting of Councillors be arranged to consider preparation of information for the Annual Council Meeting.	TC		March/April 2025		In progress
C696(1)	That the Council reserve judgement on application 250373 until such time the traffic officer report is available	TC		On provision of traffic report	To be revisited on provision of traffic report	Awaiting report
FULL COUNCIL 27 MARCH 2025						
C720	That the Clerk write to Mark Lister of the Ledbury Food Bank to ask whether they would consider working with LTC for the provision of funds to the FB for their distribution to CAB, to be supported by an annual report to Council providing details on how CAB have helped local residents of Ledbury.	TC				
C721(b2)	That consideration be given to ways in which the offering for Weddings in the Jacobean Room can be marketed	DTC/AWC		2025/26	To be considered when staffing resources allow	In progress
C727	That the Clerk and Mayor meet to consider and provide a non-committal quote in support of the crowdfunding project for Slow Ways	TC/TM				In progress

FULL COUNCIL 17 APRIL 2025						
C740	That the Clerk review the format of the action sheet	TC	Apr-25			In progress
C742(2)	Consideration be given to how funds are dispersed to the Mayor's chosen charities throughout the Municipal year	Council	May-25		Report to be included in future agenda for debate	In progress
C746(vi)	That consideration be given to commissioning tree works to take place in the autumn of 2025/26	DYC	2025/26 FY			In progress
C750(1)	That the recommendations set out in the Standards Panel Decision Notice be accepted	TC			Clerk to write to MO advising of decision of council	completed
C750(3)	That the Clerk write to Cllr Bradford to advise him of the decision of council and to invite him to meet to discuss how to build trust and confidence between him and the complainant	TC			Letter sent 23.04.2025	completed
C752(3)	That the clerk request more information and clarification in terms of the remarks made about difficulty going under the viaduct in terms of the deliverability of the whole project	TC			clerk to write to HC	In progress
C753	That planning application no. 250373 be referred back to council at its next meeting	TC	01.05.2025		On agenda	Completed
C755	That a meeting of Councillors be arranged to review the S106 wish list	TC	Jun-25		Date to be confirmed	In progress

C757	That the Council inform Love Ledbury that following the trial period of partnership working, they would be pleased to enter into a permanent partnership in respect of the management of Bye Street toilets	TC	Apr-25	Letter to be sent	In progress
C758(1)	That the Community Engagement Officer be asked to provide more information and a narrative arc as explained above.	CEO	future meeting of council		in progress
C758(2)	That the Community Engagement Officer (CEO) check the original quote for the Whale and check whether it included details of the need for the Council to provide a generator. If not then the CEO should suggest to the company providing the whale that as it had not been quoted as a requirement and therefore a change to the contract they should cover the cost of a generator.	CEO	Future meeting of council		In progress

C758(3)	That the Community Engagement Officer (CEO) check the original quote for the Whale and check whether it included details of the need for the Council to provide a generator. If not then the CEO should suggest to the company providing the whale that as it had not been quoted as a requirement and therefore a change to the contract they should cover the cost of a generator.	Cep	Future meeting of council	In progress
C760(1)	That company no 2 be appointed to provide hanging basket posts and that the work be scheduled to take place in the 2026/27 financial year	DTC		In progress
C760(2)	That the TMO identify where posts have been removed fro their locations in the past and that these be added to the list for replacement	TMO		In progress
C760(3)	That officers investigate possible funding to help cover the costs of hanging basket posts	DTC		In progress
C762	To consult youth on timber sleeper replacement	CEO		In Progress
C764	That the CEO be asked to provide copies of minutes from outside bodies that she receives	CEO	22.04.2025 CEO advised	Completed
C765(2)	That further consideration be given to the criteria for this award, noting that this will be an exceptional award and not necessarily an annual award	TC	Future agenda	in progress

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		8,753.18					8,753.18	
	Banked: 03/02/2025	277.78						
	Stone Workshop	277.78			1289	118	277.78	War Memorial Refund
	Banked: 03/02/2025	100.00						
	Jaga	100.00			1273	127	100.00	Mayors Donations - LGT
	Banked: 04/02/2025	1.00						
	Receipt(s) Banked	1.00			1034	301	1.00	Tourist Information (TIC)
	Banked: 05/02/2025	50.00						
	Derek Powell	50.00			1460	120	50.00	Wedding Deposit
	Banked: 06/02/2025	3.00						
	Receipt(s) Banked	3.00			1471	127	3.00	Dog poo bags
	Banked: 07/02/2025	50.00						
	Geoff Hughes	50.00			1460	120	50.00	Wedding Deposit
	Banked: 07/02/2025	0.60						
	Receipt(s) Banked	0.60			1034	301	0.60	Tourist Information (TIC)
	Banked: 07/02/2025	50.00						
	Receipt(s) Banked	50.00			1460	120	50.00	Wedding Deposit
	Banked: 07/02/2025	190.00						
	Receipt(s) Banked	190.00			1460	120	190.00	Wedding Payment
174 Int	Banked: 10/02/2025	11.02						
174 Int	Lloyds Bank	11.02			1870	220	11.02	174 Interest
	HMRC Banked: 10/02/2025	10,598.36						
	HMRC HMRC	10,598.36			120		10,598.36	HMRC VAT Refund
	Banked: 11/02/2025	50.00						
	Receipt(s) Banked	50.00			1460	120	50.00	Wedding Deposit
	Banked: 11/02/2025	258.00						
	Co-op	258.00			1100	102	258.00	Cemetery income
	Banked: 11/02/2025	50.00						
	unknown	50.00			1460	120	50.00	Wedding deposit
Refund	Banked: 11/02/2025	3,464.06						
Refund	Clear Insurance	3,464.06			4130	220	3,464.06	Refund
	Banked: 11/02/2025	-50.00						
	wedding deposit	-50.00			1460	120	-50.00	wedding deposit
	Banked: 17/02/2025	2.20						
	Receipt(s) Banked	2.20			1470	235	2.20	Photocopier Charges - Printing
	Banked: 18/02/2025	1.30						
	Receipt(s) Banked	1.30			1034	301	1.30	Tourist Information (TIC)
	Banked: 19/02/2025	3.00						

Continued on Page 2

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Receipt(s) Banked	3.00			1450	105	3.00	Painted Room Sales
Error	Banked: 19/02/2025	-3.00						
Error	Transfer	-3.00			1450	105	-3.00	Transfer
	Banked: 19/02/2025	3.00						
	donataion	3.00			1450	105	3.00	donation
	Banked: 20/02/2025	164.00						
	Funeral Services Ltd	164.00			1130	102	164.00	Memorial Fees
	Banked: 21/02/2025	30,000.00						
TRANSFER	Premier A/c (736) Comm Call	30,000.00			202		30,000.00	TopUp
	Banked: 24/02/2025	26.50						
donation	Receipt(s) Banked	26.50			1451	105	26.50	Painted Room Donations
	Banked: 24/02/2025	143.44						
	Receipt(s) Banked	143.44			1471	127	143.44	Dog poo bags
	Banked: 24/02/2025	32.33						
	Receipt(s) Banked	32.33			1273	127	32.33	Christmas Event Income
	Banked: 24/02/2025	8.20						
	Receipt(s) Banked	8.20			1034	301	8.20	Tourist Information (TIC)
	Banked: 24/02/2025	4.20						
	Receipt(s) Banked	4.20			1470	235	4.20	Photocopier Income
	Banked: 24/02/2025	189.00						
	Receipt(s) Banked	189.00			1100	102	189.00	Cemetery Interment
	Banked: 24/02/2025	74.00						
	Max Fish	74.00			1090	301	74.00	Market Stall Fees
	Banked: 24/02/2025	164.00						
	Receipt(s) Banked	164.00			1130	102	164.00	Memorial Fee
	Banked: 24/02/2025	-143.44						
	Banked	-143.44			1471	127	-143.44	Dog Poo Bags
	Banked: 24/02/2025	143.77						
	Banked	143.77			1471	127	143.77	Dog Poo Bags
	Banked: 25/02/2025	3.00						
	Receipt(s) Banked	3.00			1471	127	3.00	Dog poo bags
	Banked: 25/02/2025	-88.49						
Refund	Lyreco	-88.49		-14.75	4400	235	-73.74	Refund
	Banked: 25/02/2025	88.49						
Refund	Lyreco	88.49		14.75	4400	235	73.74	Stationery
	Banked: 25/02/2025	88.49						
Refund	Lyreco	88.49		14.75	4400	235	73.74	Stationery

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 28/02/2025	1,320.00						
	Herefordshire Council	1,320.00			1710	125	1,320.00	Lengthsman
	Banked: 28/02/2025	1,320.00						
	Herefordshire Council	1,320.00			1710	125	1,320.00	Lengthsman
	Banked: 28/02/2025	-1,320.00						
	Herefordshire Council	-1,320.00			1710	125	-1,320.00	lengthsman
	Banked: 28/02/2025	-1,320.00						
	Herefordshire Council	-1,320.00			1710	125	-1,320.00	Lengthsman
Total Receipts for Month		46,007.81	0.00	14.75			45,993.06	
Cashbook Totals		<u>54,760.99</u>	<u>0.00</u>	<u>14.75</u>			<u>54,746.24</u>	

Payments for Month 11

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/02/2025	Advansys Ltd	DD	117.60		19.60	4482	401	98.00	Website Hosting
03/02/2025	EE Limited	BACS	14.23		2.37	4481	401	11.86	EE Limited
05/02/2025	Take Payments	DD	30.00		5.00	4433	105	25.00	Charges - Painted Room
05/02/2025	Take Payments	DD	30.00		5.00	4433	220	25.00	Charges - LTC
07/02/2025	Citation Limited	DD	277.96		46.33	4590	220	231.63	Managed Services Monthly
10/02/2025	Barclaycard	DD	10.00			4433	220	10.00	Service Charge
10/02/2025	Welsh Water	DD	24.47			4115	202	24.47	Water - Council Offices
10/02/2025	Welsh Water	DD	15.38			4115	220	15.38	Water - Council Offices
11/02/2025	Octopus Energy	DD	30.43		1.45	4122	101	28.98	Electricity
11/02/2025	Octopus Energy	DD	140.16		6.67	4122	202	133.49	Electricity - LTC
13/02/2025	NPower	BACS	84.94		4.04	4276	118	80.90	Market Stall Electricity
13/02/2025	Rural Market Town Group	BACS	118.00		19.67	4460	220	98.33	Group Membership
13/02/2025	Printerbase	BACS	198.00		33.00	4400	235	165.00	Ink Cartridges
14/02/2025	Signworx	BACS	452.80			4607	127	452.80	Advertising Boards Christmas
14/02/2025	Dolphin Tec	BACS	191.40		31.90	4405	235	159.50	Photocopier Readings
14/02/2025	ACAS	BACS	292.00		48.67	4050	230	243.33	Training AP
14/02/2025	Wyre Forest Council	BACS	110.00			4500	225	110.00	2 x tickets for Charity Ball
14/02/2025	Citation Limited	DD	59.50		9.92	4590	220	49.58	Employee Assist Programme
14/02/2025	ACAS	BACS	-292.00		-48.67	4050	230	-243.33	Training AP (negative payment)
14/02/2025	ACAS	BACS	295.00		49.17	4050	230	245.83	Training AP
14/02/2025	Petty Cash	TRANSFER	211.79			215		211.79	TopUp Petty Cash
17/02/2025	OMS UK Ltd	DD	980.00		163.33	4483	401	816.67	Service Charge
17/02/2025	West Mercia Energy	DD	28.51		1.36	4800	214	27.15	BBI - Town Clock - Electric
18/02/2025	E.on	DD	740.29		123.38	4122	201	616.91	Electricity Charges
20/02/2025	Mallatite	BACS	104.40		17.40	4546	301	87.00	Additional post for SID
20/02/2025	Tube Products (SW) LTD	BACS	228.90		38.15	4429	105	190.75	Floor Stand and Carriage
20/02/2025	Franco typ Postalia	DD	187.20		31.20	4455	401	156.00	Franco typ Postalia
24/02/2025	Chubb Fire & Security Ltd	BACS	1,315.52		219.25	4185	202	1,096.27	Fire Safety Annual Charge
24/02/2025	Water Plus	BACS	26.91			4115	202	26.91	Service Charge
24/02/2025	Julia Lawrence	BACS	121.80			4051	230	121.80	Expenses
24/02/2025	X-Net (Services) Ltd	BACS	96.00		16.00	4483	401	80.00	Services
24/02/2025	Geosphere Ltd	BACS	336.00		56.00	4460	220	280.00	Parish Online Mapping Software
24/02/2025	Quickskip Hereford Ltd	BACS	264.00		44.00	4225	102	220.00	Ledbury Cemetery Skip
24/02/2025	Dolphin Tec	BACS	135.11		22.52	4405	235	112.59	Photocopier Charges
24/02/2025	Viking Raja	BACS	34.60		5.77	4400	235	28.83	Stationary
24/02/2025	Viking Raja	BACS	26.93		4.49	4415	235	22.44	Metallic Bin
24/02/2025	Viking Raja	BACS	35.78		5.96	4400	235	29.82	Stationary
24/02/2025	Viking Raja	BACS	35.98		6.00	4400	235	29.98	GB536153357
24/02/2025	Viking Raja	BACS	83.98		14.00	4400	235	69.98	Stationary
24/02/2025	Kim Lynch	BACS	105.00			4901	214	105.00	Large Framed Print
24/02/2025	Panel Warehouse	BACS	247.20		41.20	4429	105	206.00	Display Board and Frame
24/02/2025	HMS	BACS	324.00		54.00	4170	201	270.00	metal cage install
24/02/2025	Shredall Ltd	BACS	99.27		16.54	4116	202	82.73	Service & Fuel Charge
24/02/2025	Chubb Fire & Security Ltd	BACS	399.92		66.65	4185	202	333.27	Annual Charge

Continued on Page 5

Payments for Month 11

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
24/02/2025	Steve Maund	BACS	1,320.00			4014	125	1,320.00	Lengthsman / P3 Sept - Jan
24/02/2025	Valentino's Displays Ltd	BACS	131.70		21.95	4429	105	109.75	Silver Aboard
24/02/2025	Tidystands	BACS	149.00			4429	105	149.00	Countertop Display Stand
24/02/2025	Caroe & Partners Architects	BACS	963.00		100.00	4590	220	863.00	Planning Prep and Submission
24/02/2025	Palayford A J	BACS	120.00			4901	214	120.00	Hillside Audio and Install
24/02/2025	Viking Direct	BACS	67.06		11.18	4400	235	55.88	Stationary
24/02/2025	Red Kite Solicitors	BACS	1,464.00		244.00	4590	220	1,220.00	Professional Fees
24/02/2025	Adrian Hope Tree Services	BACS	672.00		112.00	4228	108	560.00	Professional Services
24/02/2025	Bliss Cleaning	BACS	426.60		71.10	4150	202	355.50	Cleaning W/C
24/02/2025	Bliss Cleaning	BACS	284.40		47.40	4239	108	237.00	Cleaning - Bye Street W/C
24/02/2025	LEAF	BACS	210.00			4906	109	210.00	Masefield Matters WBD
25/02/2025	Stephen Chowns	BACS	28.98			4500	225	28.98	Expenses
25/02/2025	Salaries	BACS	15,144.08			4000	230	15,144.08	Salaries
25/02/2025	Salaries	BACS	1,408.92			4000	105	1,408.92	Salaries
25/02/2025	Salaries	BACS	1,992.74			4000	109	1,992.74	Salaries
25/02/2025	Salaries	BACS	1,580.84			4000	103	1,580.84	Salaries
25/02/2025	Ledbury Hardware Limited	BACS	45.18		7.53	4020	120	37.65	Broom and Brush
25/02/2025	Ledbury Hardware Limited	BACS	15.98		2.66	4415	235	13.32	Extension Lead
25/02/2025	Nicholas Morris	BACS	154.01		25.67	4809	214	128.34	Reimburse
25/02/2025	David McCutcheon	BACS	336.66			4205	108	336.66	Contract Works
25/02/2025	David McCutcheon	BACS	1,120.00			4205	110	1,120.00	Contract Works GM2
25/02/2025	David McCutcheon	BACS	100.00			4236	110	100.00	Contract Works GM3
25/02/2025	David McCutcheon	BACS	52.08			4205	101	52.08	Contract Works GM4
25/02/2025	Lloyds Bank	DD	19.20			4550	220	19.20	Charges incurred
25/02/2025	H M Revenue & Customs	BACS	6,497.28			4000	230	6,497.28	Month 11 - National Insurance
25/02/2025	Salaries	BACS	5,979.66			4000	230	5,979.66	Pensions - Month 11
25/02/2025	Barclaycard	CARD	3.00			1450	105	3.00	Barclaycard
25/02/2025	Barclaycard	CARD	-3.00			1450	105	-3.00	Painted room
26/02/2025	Herefordshire Council	DD	100.00			4110	102	100.00	Rates - Mortuary
26/02/2025	Herefordshire Council	DD	171.00			4110	120	171.00	Rates - Cemetery
26/02/2025	Herefordshire Council	DD	696.00			4110	202	696.00	Rates - Council Offices
27/02/2025	Playford A J	BACS	120.00			4901	214	120.00	sound system, lectern, install
27/02/2025	Angela Price	BACS	117.95			4607	127	117.95	Reimbursement
27/02/2025	Celtic WebMeichart	BACS	151.79			4429	105	151.79	Costumes
27/02/2025	Celtic WebMeichart	BACS	182.15		30.36	4429	105	151.79	Costumes
27/02/2025	Barclaycard	DD	15.76		0.96	4433	105	14.80	Service Charge
27/02/2025	Celtic WebMeichart	BACS	-182.15		-30.36	4429	105	-151.79	Costumes (negative payment)
28/02/2025	Lloyds Bank	DD	9.50			4550	220	9.50	Charges incurred
28/02/2025	Onecom Limited	DD	427.66		71.28	4481	401	356.38	Call / Service Charges
28/02/2025	Thompson & Co	DD	55.20		9.20	4590	220	46.00	Payroll

Cashbook 1

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

Total Payments for Month	50,517.19	0.00	1,906.25	48,610.94
Balance Carried Fwd	4,243.80			
Cashbook Totals	<u>54,760.99</u>	<u>0.00</u>	<u>1,906.25</u>	<u>52,854.74</u>

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	261,861.06					261,861.06	
Banked: 03/02/2025		69.00						
	A M Browning (Memorials)	69.00			1130	102	69.00	Memorial Fee
Banked: 10/02/2025		245.70						
	Lloyds Bank	245.70			1870	220	245.70	Bank Interest
Banked: 14/02/2025		107.50						
	Taynton Farm	107.50			1090	301	107.50	Charter Market Fee
Banked: 17/02/2025		21.50						
	Party Floss	21.50			1090	301	21.50	Charter Market Fee
Banked: 19/02/2025		27.75						
	M & M Ices	27.75			1090	301	27.75	Charter Market Fee
Banked: 19/02/2025		240.00						
	Rebecca Dean	240.00			1460	120	240.00	Wedding Payment
Banked: 21/02/2025		27.00						
	David Taylor Black	27.00			1030	201	27.00	Market House Rental
Banked: 24/02/2025		22.00						
	Al's BBQ	22.00			1090	301	22.00	Charter Market Fees
Banked: 27/02/2025		50.00						
	L Kaye	50.00			1460	120	50.00	Wedding Deposit
Banked: 28/02/2025		166.67						
	Co-op	166.67			1160	102	166.67	Mortuary Rent
Banked: 28/02/2025		92.50						
	Kelly Dilley	92.50			1090	301	92.50	Charter Market Fee
Total Receipts for Month		1,069.62	0.00	0.00			1,069.62	
Cashbook Totals		<u>262,930.68</u>	<u>0.00</u>	<u>0.00</u>			<u>262,930.68</u>	

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
21/02/2025	Lloyds A/c (235& 174)(Bus Ext)	TRANSFER	30,000.00			200		30,000.00	TopUp
24/02/2025	ACAS	BACS	-295.00			4050	230	-295.00	Refund
28/02/2025	Herefordshire Council	BACS	-1,320.00			4014	125	-1,320.00	Lengthsman
Total Payments for Month			28,385.00	0.00	0.00			28,385.00	
Balance Carried Fwd			234,545.68						
Cashbook Totals			<u>262,930.68</u>	<u>0.00</u>	<u>0.00</u>			<u>262,930.68</u>	

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	169,604.23					169,604.23	
	Banked: 28/02/2025	679.22						
	ccla	679.22			1870	220	679.22	ccla
Total Receipts for Month		679.22	0.00	0.00			679.22	
Cashbook Totals		<u>170,283.45</u>	<u>0.00</u>	<u>0.00</u>			<u>170,283.45</u>	

Payments for Month 11

Nominal Ledger Analysis

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

Total Payments for Month			0.00	0.00	0.00			0.00	
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Balance Carried Fwd			170,283.45						
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Cashbook Totals			<u>170,283.45</u>	0.00	<u>0.00</u>			<u>170,283.45</u>	
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Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	38.21					38.21	
	Banked: 14/02/2025	211.79						
	TRANSFER Lloyds A/c (235& 174)(Bus Ext)	211.79			200		211.79	TopUp Petty Cash
	Total Receipts for Month	211.79	0.00	0.00			211.79	
	Cashbook Totals	<u>250.00</u>	<u>0.00</u>	<u>0.00</u>			<u>250.00</u>	

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
11/02/2025	Age UK Ledbury	PCASH	5.00			4460	220	5.00	CD Men's shed subscription
14/02/2025	G & P Group Enterprise Ltd	PCASH	1.80			4535	210	1.80	Milk
24/02/2025	Post Office Ltd	PCASH	3.35			4455	401	3.35	Recorded letter
Total Payments for Month			10.15	0.00	0.00			10.15	
Balance Carried Fwd			239.85						
Cashbook Totals			250.00	0.00	0.00			250.00	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
120	Vat Due			5,299.11	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			4,243.80	
202	Premier A/c (736) Comm Call			234,545.68	
203	Public Sector Deposit Fund			170,283.45	
210	DNU Petty Cash				200.74
215	Petty Cash			239.85	
310	General Fund				79,263.05
324	EMR - Listed Buildings				106,855.97
331	EMR - Advertising				5,000.00
335	EMR - Amenity & Public Spaces				35,431.67
336	EMR - Community Projects				15,701.35
1020	National Heritage Funding	109	Masefield Matters		111,110.00
1021	Apprentice Income	230	Management and Payroll		1,000.00
1030	Market House Income	201	Market House		1,167.00
1034	Tourist Information Centre	301	Planning/Economic Development		295.96
1036	Photocopier Printing	235	Office Facilities & Equipment		22.32
1090	Charter Market Income	301	Planning/Economic Development		6,255.35
1100	Cemetery Interment Income	102	Cemetery & Buildings		9,411.50
1105	Exclusive Right of Burial	102	Cemetery & Buildings		304.00
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		1,848.50
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		195.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		2,230.37
1161	Chapel Hire	102	Cemetery & Buildings		275.00
1270	Christmas Lights Event	115	Town Centre Decorations		15.00
1271	Event Sponsorship	127	Services and Events		469.00
1272	Climate Change Income	127	Services and Events		65.00
1273	Event Income	127	Services and Events		3,537.98
1289	War Memorial Refund	118	Minor Infrastructure		3,055.58
1450	Painted Room Sales Income	105	Painted Room		2,333.10
1451	Painted Room Donations Income	105	Painted Room		5,093.43
1460	Ceremony Room Income	120	Non-Statutory Services		5,770.00
1470	Photocopies Income	235	Office Facilities & Equipment		22.20
1471	Dog Poop Bags	127	Services and Events		526.87
1471	Dog Poop Bags	301	Planning/Economic Development		7.00
1710	Lengthsman (basic) Income	125	Green Spaces Maintenance		3,168.00
1718	October Fair Donation Income	214	Grants with Powers		2,250.00
1724	Shop Front Contribution	214	Grants with Powers		4,068.34
1870	Bank Interest Received Income	220	Finance and General Purposes		10,619.01
1900	Precept Income	220	Finance and General Purposes		682,400.00
1902	Western Power WayLeave	220	Finance and General Purposes		125.95
4000	Staff Salaries	102	Cemetery & Buildings	37,450.83	

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>
4000	Staff Salaries	103	Grounds Maintenance	28,434.13	
4000	Staff Salaries	105	Painted Room	25,095.12	
4000	Staff Salaries	109	Masefield Matters	1,992.74	
4000	Staff Salaries	230	Management and Payroll	264,369.70	
4001	Agency Cover	102	Cemetery & Buildings	8,055.00	
4001	Agency Cover	230	Management and Payroll	15,860.04	
4001	Agency Cover	235	Office Facilities & Equipment		0.40
4013	Devolved Services	125	Green Spaces Maintenance	632.64	
4014	Lengthsman Scheme/P3 Scheme	125	Green Spaces Maintenance	1,584.00	
4015	P3 scheme	125	Green Spaces Maintenance	316.00	
4018	National Insurance	102	Cemetery & Buildings		0.47
4018	National Insurance	103	Grounds Maintenance	0.29	
4018	National Insurance	105	Painted Room	0.47	
4018	National Insurance	230	Management and Payroll	0.22	
4019	Pension	102	Cemetery & Buildings		1.43
4019	Pension	103	Grounds Maintenance		0.74
4019	Pension	105	Painted Room		0.02
4019	Pension	230	Management and Payroll	0.12	
4020	Cleaning	120	Non-Statutory Services	37.65	
4021	Rubbish Collection	101	Closed Churchyard	0.10	
4021	Rubbish Collection	202	Town Council Offices	353.16	
4050	Staff Training	230	Management and Payroll	5,702.50	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	1,967.77	
4110	Rates	102	Cemetery & Buildings	2,799.94	
4110	Rates	120	Non-Statutory Services	171.00	
4110	Rates	201	Market House	392.96	
4110	Rates	202	Town Council Offices	7,661.01	
4115	Water	102	Cemetery & Buildings	134.97	
4115	Water	202	Town Council Offices	828.78	
4115	Water	220	Finance and General Purposes		99.82
4116	Confidential Waste - Shredding	202	Town Council Offices	885.11	
4122	Electricity	101	Closed Churchyard	28.98	
4122	Electricity	102	Cemetery & Buildings	384.93	
4122	Electricity	108	Amenity Areas	945.63	
4122	Electricity	115	Town Centre Decorations	831.60	
4122	Electricity	201	Market House	972.63	
4122	Electricity	202	Town Council Offices	14,174.45	
4130	Insurance	220	Finance and General Purposes	18,872.22	
4150	Cleaning	202	Town Council Offices	3,041.25	
4155	Housekeeping	202	Town Council Offices	281.22	
4155	Housekeeping	235	Office Facilities & Equipment	19.07	
4170	Maintenance	102	Cemetery & Buildings	2,702.31	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4170	Maintenance	201	Market House	5,270.00	
4170	Maintenance	202	Town Council Offices	7,681.86	
4170	Maintenance	235	Office Facilities & Equipment	315.48	
4175	CCTV Maintenance	110	Recreation Ground	489.25	
4176	CCTV Link to Hereford	118	Minor Infrastructure	10,372.00	
4183	Memorial Board	102	Cemetery & Buildings	1,077.07	
4185	Alarms	202	Town Council Offices	5,700.22	
4200	New Equipment	102	Cemetery & Buildings	70.05	
4204	Dog Hill Wood Management Plan/	108	Amenity Areas	565.00	
4205	Grounds Maintenance (Contract)	101	Closed Churchyard	452.08	
4205	Grounds Maintenance (Contract)	105	Painted Room	336.66	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	2,694.28	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	9,987.00	
4206	Grounds Maintenance	102	Cemetery & Buildings	3,078.33	
4206	Grounds Maintenance	110	Recreation Ground		0.01
4208	Dog Hill Wood Maintenance	108	Amenity Areas	336.66	
4224	Wheely Bins Refuse Collection	101	Closed Churchyard	246.20	
4224	Wheely Bins Refuse Collection	110	Recreation Ground	65.96	
4225	Skip Hire	102	Cemetery & Buildings	1,760.00	
4227	Memorial Testing	102	Cemetery & Buildings	3,119.22	
4228	General Tree works	108	Amenity Areas	2,230.00	
4233	Gazebos	118	Minor Infrastructure	493.33	
4236	Play Equipment Maintenance	110	Recreation Ground	952.08	
4239	Bye St Toilets	108	Amenity Areas	553.00	
4250	Tree Works/Property Maintenanc	102	Cemetery & Buildings	418.00	
4271	Dog Bags	127	Services and Events	461.48	
4276	External power supply -High St	118	Minor Infrastructure	870.22	
4285	Defibrillator Maintenance	118	Minor Infrastructure	339.00	
4300	Vehicle Repair	102	Cemetery & Buildings	577.39	
4330	Fuel	102	Cemetery & Buildings	1,123.10	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	1,066.11	
4400	Stationery	235	Office Facilities & Equipment	4,627.03	
4400	Stationery	401	Full Council	6.87	
4405	Photocopier Hire	235	Office Facilities & Equipment	2,024.72	
4410	Photocopier Costs	235	Office Facilities & Equipment	2,140.98	
4415	Office Support & Equipment	102	Cemetery & Buildings	0.38	
4415	Office Support & Equipment	235	Office Facilities & Equipment	4,464.28	
4416	Equipment Maintenance	102	Cemetery & Buildings	733.72	
4416	Equipment Maintenance	202	Town Council Offices	82.73	
4429	UKSPF Funding	105	Painted Room	943.54	
4430	Advertising	105	Painted Room	535.00	
4430	Advertising	120	Non-Statutory Services	141.70	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4430	Advertising	220	Finance and General Purposes	809.24	
4432	Phone Box	302	Special Projects	49.98	
4433	Card Machine rental	102	Cemetery & Buildings	25.00	
4433	Card Machine rental	105	Painted Room	399.95	
4433	Card Machine rental	220	Finance and General Purposes	360.00	
4434	Music Licence	105	Painted Room	166.71	
4444	Petty Cash	127	Services and Events	7.96	
4444	Petty Cash	202	Town Council Offices	36.21	
4444	Petty Cash	210	Civic Matters	58.45	
4444	Petty Cash	230	Management and Payroll	5.00	
4444	Petty Cash	235	Office Facilities & Equipment	429.95	
4444	Petty Cash	401	Full Council	42.96	
4455	Postage	401	Full Council	641.10	
4460	Subscriptions	220	Finance and General Purposes	3,327.86	
4480	ICT-Computers	401	Full Council	2,208.56	
4481	Telephones	401	Full Council	5,933.12	
4482	Website	401	Full Council	3,970.00	
4483	ICT Services & Software Lease	220	Finance and General Purposes	25.00	
4483	ICT Services & Software Lease	401	Full Council	8,985.57	
4500	Town Mayors Expenses	225	Councillors/Newsletter	1,018.74	
4501	Mayor's Hospitality	210	Civic Matters	82.47	
4502	Mayor's Advertising	225	Councillors/Newsletter	786.49	
4520	Councillors Expenses	225	Councillors/Newsletter	38.36	
4525	Councillors Training	225	Councillors/Newsletter	43.37	
4529	Civic Insignia	210	Civic Matters	145.00	
4531	Roll of Honour	210	Civic Matters	15.00	
4532	Flag Pole	210	Civic Matters	15.17	
4535	Civic Hospitality	210	Civic Matters	151.10	
4546	Traffic Management	301	Planning/Economic Development	4,812.87	
4549	Charter Market improvements	301	Planning/Economic Development	315.32	
4550	Bank Charges	220	Finance and General Purposes	439.62	
4550	Bank Charges	225	Councillors/Newsletter	66.06	
4553	Tourist Information Centre	301	Planning/Economic Development	192.50	
4579	Audit Internal	220	Finance and General Purposes	375.25	
4580	Audit External	220	Finance and General Purposes	1,680.00	
4590	Professional Services	220	Finance and General Purposes	19,107.50	
4592	PPE/Health & Safety	102	Cemetery & Buildings	89.27	
4592	PPE/Health & Safety	220	Finance and General Purposes	17.49	
4595	Climate Change	127	Services and Events	425.94	
4600	Town Crier/Fees & Subs	127	Services and Events	346.80	
4607	Events	127	Services and Events	10,618.29	
4640	Christmas Lights & Install	115	Town Centre Decorations	15,000.00	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4650	Ledbury In Bloom	115	Town Centre Decorations	3,503.52	
4700	Stock Purchase	105	Painted Room	1,017.35	
4704	Tourism/ Town Plan Projects	107	Town Promotion	141.72	
4705	Signage	107	Town Promotion	115.00	
4800	Barrett Browning Clock	214	Grants with Powers	781.67	
4805	Citizens Advice Worcs	214	Grants with Powers	5,000.00	
4809	John Masefield Mem Project	214	Grants with Powers	164.34	
4827	Community Action Ledbury	214	Grants with Powers	12,000.00	
4850	Poppy Wreath	127	Services and Events	52.50	
4875	Distinguished Citizen Awards	214	Grants with Powers	54.79	
4876	October Fair Expenditure	214	Grants with Powers		563.96
4890	Unspecified Grants	214	Grants with Powers	16,760.48	
4891	Age Uk Hereford Localities	214	Grants with Powers	4,000.00	
4892	Dream Your Future	214	Grants with Powers	1,500.00	
4893	Ledbury Food Bank	214	Grants with Powers	6,500.00	
4894	Ledbury Methodist Church	214	Grants with Powers	1,350.00	
4896	Winter of Well Being	214	Grants with Powers	1,500.00	
4897	LEAF	214	Grants with Powers	10,440.00	
4900	Buses 4 Us	214	Grants with Powers	16,000.00	
4901	John Masefield Memorial Projec	214	Grants with Powers	5,726.75	
4902	New Staff	109	Masefield Matters	3,143.91	
4906	Event Costs	109	Masefield Matters	210.00	
4907	Equipment and Materials	109	Masefield Matters	1,356.21	
5990	Transfer to Reserves			1,140.00	
6000	Transfers from EMR	102	Cemetery & Buildings		4,573.33
6000	Transfers from EMR	108	Amenity Areas		500.00
6000	Transfers from EMR	127	Services and Events		350.00
6000	Transfers from EMR	201	Market House		5,000.00
6000	Transfers from EMR	202	Town Council Offices		1,822.50
6000	Transfers from EMR	301	Planning/Economic Development		3,248.67
6000	Transfers from EMR	302	Special Projects		49.98
6000	Transfers from EMR	401	Full Council		1,140.00
Trial Balance Totals :				<u>1,117,445.57</u>	<u>1,117,445.57</u>
Difference				0.00	

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	<u>Current Assets</u>	
120	Vat Due	5,299
150	Stock	1,728
200	Lloyds A/c (235) (Bus Ext)	4,244
202	Premier A/c (736) Comm Call	234,546
203	Public Sector Deposit Fund	170,283
210	DNU Petty Cash	(201)
215	Petty Cash	240
	Total Current Assets	416,139
	<u>Represented by :-</u>	
300	Current Year Fund	157,202
310	General Fund	95,948
324	EMR - Listed Buildings	106,856
331	EMR - Advertising	5,000
335	EMR - Amenity & Public Spaces	35,432
336	EMR - Community Projects	15,701
	Total Equity	416,139

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Closed Churchyard								
4021 Rubbish Collection	0	0	0	(0)		(0)	0.0%	
4122 Electricity	29	29	0	(29)		(29)	0.0%	
4205 Grounds Maintenance (Contract)	52	452	1,500	1,048		1,048	30.1%	
4206 Grounds Maintenance	0	0	1,000	1,000		1,000	0.0%	
4224 Wheely Bins Refuse Collection	0	246	250	4		4	98.5%	
4227 Memorial Testing	0	0	1,000	1,000		1,000	0.0%	
4250 Tree Works/Property Maintenanc	0	0	1,000	1,000		1,000	0.0%	
Closed Churchyard :- Indirect Expenditure	81	727	4,750	4,023	0	4,023	15.3%	0
Net Expenditure	(81)	(727)	(4,750)	(4,023)				
102 Cemetery & Buildings								
1100 Cemetery Interment Income	447	9,412	11,000	1,589			85.6%	
1105 Exclusive Right of Burial	0	304	0	(304)			0.0%	
1130 Cemetery Memorial Permit Incom	397	1,849	2,500	652			73.9%	
1131 Cemetery Deed Transfers Income	0	195	360	165			54.2%	
1160 Mortuary Rent Income	167	2,230	2,500	270			89.2%	
1161 Chapel Hire	0	275	150	(125)			183.3%	
Cemetery & Buildings :- Income	1,011	14,264	16,510	2,246			86.4%	0
4000 Staff Salaries	0	37,451	40,980	3,529		3,529	91.4%	
4001 Agency Cover	0	8,055	2,000	(6,055)		(6,055)	402.8%	
4018 National Insurance	0	(0)	0	0		0	0.0%	
4019 Pension	0	(1)	0	1		1	0.0%	
4110 Rates	100	2,800	3,169	369		369	88.4%	
4115 Water	0	135	100	(35)		(35)	135.0%	
4122 Electricity	0	385	1,000	615		615	38.5%	
4150 Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	0	2,702	2,500	(202)		(202)	108.1%	1,495
4181 CCTV Maintenance Contract	0	0	95	95		95	0.0%	
4183 Memorial Board	0	1,077	1,000	(77)		(77)	107.7%	
4200 New Equipment	0	70	1,100	1,030		1,030	6.4%	
4201 Equipment Hire	0	0	500	500		500	0.0%	
4206 Grounds Maintenance	0	3,078	2,200	(878)		(878)	139.9%	3,078
4223 Perimeter Wall Repairs	0	0	2,000	2,000		2,000	0.0%	
4225 Skip Hire	220	1,760	1,760	0		0	100.0%	
4227 Memorial Testing	0	3,119	1,000	(2,119)		(2,119)	311.9%	
4250 Tree Works/Property Maintenanc	0	418	600	182		182	69.7%	
4300 Vehicle Repair	0	577	1,000	423		423	57.7%	
4330 Fuel	0	1,123	1,000	(123)		(123)	112.3%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4340 Insurance, Tax & MOT	0	1,066	1,000	(66)		(66)	106.6%	
4415 Office Support & Equipment	0	0	0	(0)		(0)	0.0%	
4416 Equipment Maintenance	0	734	2,000	1,266		1,266	36.7%	
4433 Card Machine rental	0	25	0	(25)		(25)	0.0%	
4592 PPE/Health & Safety	0	89	500	411		411	17.9%	
4594 Cemetery Mapping	0	0	375	375		375	0.0%	
Cemetery & Buildings :- Indirect Expenditure	320	64,664	66,129	1,465	0	1,465	97.8%	4,573
Net Income over Expenditure	691	(50,399)	(49,619)	780				
6000 plus Transfers from EMR	2,083	4,573	0	(4,573)				
Movement to/(from) Gen Reserve	2,774	(45,826)	(49,619)	(3,793)				
103 Grounds Maintenance								
4000 Staff Salaries	1,581	28,434	32,030	3,596		3,596	88.8%	
4018 National Insurance	0	0	0	(0)		(0)	0.0%	
4019 Pension	0	(1)	0	1		1	0.0%	
Grounds Maintenance :- Indirect Expenditure	1,581	28,434	32,030	3,596	0	3,596	88.8%	0
Net Expenditure	(1,581)	(28,434)	(32,030)	(3,596)				
105 Painted Room								
1450 Painted Room Sales Income	3	2,333	1,000	(1,333)			233.3%	
1451 Painted Room Donations Income	27	5,093	3,000	(2,093)			169.8%	
Painted Room :- Income	30	7,427	4,000	(3,427)			185.7%	0
4000 Staff Salaries	1,409	25,095	8,500	(16,595)		(16,595)	295.2%	
4018 National Insurance	0	0	0	(0)		(0)	0.0%	
4019 Pension	0	(0)	0	0		0	0.0%	
4170 Maintenance	0	0	1,100	1,100		1,100	0.0%	
4205 Grounds Maintenance (Contract)	0	337	0	(337)		(337)	0.0%	
4429 UKSPF Funding	807	944	0	(944)		(944)	0.0%	
4430 Advertising	0	535	800	265		265	66.9%	
4433 Card Machine rental	40	400	600	200		200	66.7%	
4434 Music Licence	0	167	500	333		333	33.3%	
4700 Stock Purchase	0	1,017	550	(467)		(467)	185.0%	
Painted Room :- Indirect Expenditure	2,256	28,495	12,050	(16,445)	0	(16,445)	236.5%	0
Net Income over Expenditure	(2,227)	(21,068)	(8,050)	13,018				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>107 Town Promotion</u>								
4703 Promotional Material	0	0	3,000	3,000		3,000	0.0%	
4704 Tourism/ Town Plan Projects	0	142	5,000	4,858		4,858	2.8%	
4705 Signage	0	115	3,000	2,885		2,885	3.8%	
Town Promotion :- Indirect Expenditure	0	257	11,000	10,743	0	10,743	2.3%	0
Net Expenditure	0	(257)	(11,000)	(10,743)				
<u>108 Amenity Areas</u>								
4122 Electricity	0	946	1,200	254		254	78.8%	
4200 New Equipment	0	0	200	200		200	0.0%	
4204 Dog Hill Wood Management Plan/	0	565	1,000	435		435	56.5%	
4205 Grounds Maintenance (Contract)	337	2,694	4,540	1,846		1,846	59.3%	
4208 Dog Hill Wood Maintenance	0	337	0	(337)		(337)	0.0%	
4210 Dog Hill Wood Coppicing	0	0	1,000	1,000		1,000	0.0%	
4228 General Tree works	560	2,230	2,000	(230)		(230)	111.5%	
4239 Bye St Toilets	237	553	0	(553)		(553)	0.0%	500
4252 General Park Maintenance	0	0	1,000	1,000		1,000	0.0%	
Amenity Areas :- Indirect Expenditure	1,134	7,325	10,940	3,615	0	3,615	67.0%	500
Net Expenditure	(1,134)	(7,325)	(10,940)	(3,615)				
6000 plus Transfers from EMR	500	500	0	(500)				
Movement to/(from) Gen Reserve	(634)	(6,825)	(10,940)	(4,115)				
<u>109 Masefield Matters</u>								
1020 National Heritage Funding	0	111,110	0	(111,110)			0.0%	
Masefield Matters :- Income	0	111,110	0	(111,110)				0
4000 Staff Salaries	1,993	1,993	0	(1,993)		(1,993)	0.0%	
4902 New Staff	0	3,144	0	(3,144)		(3,144)	0.0%	
4906 Event Costs	210	210	0	(210)		(210)	0.0%	
4907 Equipment and Materials	0	1,356	0	(1,356)		(1,356)	0.0%	
Masefield Matters :- Indirect Expenditure	2,203	6,703	0	(6,703)	0	(6,703)		0
Net Income over Expenditure	(2,203)	104,407	0	(104,407)				
<u>110 Recreation Ground</u>								
4175 CCTV Maintenance	0	489	0	(489)		(489)	0.0%	
4205 Grounds Maintenance (Contract)	1,120	9,987	9,354	(633)		(633)	106.8%	
4206 Grounds Maintenance	0	(0)	0	0		0	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4224 Wheely Bins Refuse Collection	0	66	1,000	934		934	6.6%	
4229 Street Light Maintenance	0	0	500	500		500	0.0%	
4230 ROSPA Reports	0	0	75	75		75	0.0%	
4235 Play Equipment-New	0	0	10,000	10,000		10,000	0.0%	
4236 Play Equipment Maintenance	100	952	5,000	4,048		4,048	19.0%	
4237 Skate Park Maintenance	0	0	1,500	1,500		1,500	0.0%	
4238 Youth Shelter Maintenance	0	0	1,000	1,000		1,000	0.0%	
Recreation Ground :- Indirect Expenditure	1,220	11,494	28,429	16,935	0	16,935	40.4%	0
Net Expenditure	(1,220)	(11,494)	(28,429)	(16,935)				
<u>115 Town Centre Decorations</u>								
1270 Christmas Lights Event	0	15	1,000	985			1.5%	
Town Centre Decorations :- Income	0	15	1,000	985			1.5%	0
4122 Electricity	0	832	0	(832)		(832)	0.0%	
4640 Christmas Lights & Install	0	15,000	15,000	0		0	100.0%	
4650 Ledbury In Bloom	0	3,504	4,000	496		496	87.6%	
Town Centre Decorations :- Indirect Expenditure	0	19,335	19,000	(335)	0	(335)	101.8%	0
Net Income over Expenditure	0	(19,320)	(18,000)	1,320				
<u>118 Minor Infrastructure</u>								
1289 War Memorial Refund	278	3,056	3,333	277			91.7%	
Minor Infrastructure :- Income	278	3,056	3,333	277			91.7%	0
4176 CCTV Link to Hereford	0	10,372	11,275	903		903	92.0%	
4218 War Memorial Cleaning	0	0	1,000	1,000		1,000	0.0%	
4233 Gazebos	0	493	0	(493)		(493)	0.0%	
4276 External power supply -High St	81	870	120	(750)		(750)	725.2%	
4280 Station Telephone Kiosk	0	0	500	500		500	0.0%	
4285 Defibrillator Maintenance	0	339	350	11		11	96.9%	
Minor Infrastructure :- Indirect Expenditure	81	12,075	13,245	1,170	0	1,170	91.2%	0
Net Income over Expenditure	197	(9,019)	(9,912)	(893)				
<u>120 Non-Statutory Services</u>								
1460 Ceremony Room Income	680	5,770	2,200	(3,570)			262.3%	
Non-Statutory Services :- Income	680	5,770	2,200	(3,570)			262.3%	0
4020 Cleaning	38	38	500	462		462	7.5%	
4110 Rates	171	171	0	(171)		(171)	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4430 Advertising	0	142	500	358		358	28.3%	
Non-Statutory Services :- Indirect Expenditure	209	350	1,000	650	0	650	35.0%	0
Net Income over Expenditure	471	5,420	1,200	(4,220)				
<u>125 Green Spaces Maintenance</u>								
1710 Lengthsman (basic) Income	0	3,168	0	(3,168)			0.0%	
Green Spaces Maintenance :- Income	0	3,168	0	(3,168)				0
4013 Devolved Services	0	633	1,000	367		367	63.3%	
4014 Lengthsman Scheme/P3 Scheme	0	1,584	3,000	1,416		1,416	52.8%	
4015 P3 scheme	0	316	0	(316)		(316)	0.0%	
Green Spaces Maintenance :- Indirect Expenditure	0	2,533	4,000	1,467	0	1,467	63.3%	0
Net Income over Expenditure	0	635	(4,000)	(4,635)				
<u>127 Services and Events</u>								
1271 Event Sponsorship	0	469	0	(469)			0.0%	
1272 Climate Change Income	0	65	0	(65)			0.0%	
1273 Event Income	132	3,538	0	(3,538)			0.0%	
1471 Dog Poop Bags	150	527	500	(27)			105.4%	
Services and Events :- Income	282	4,599	500	(4,099)			919.8%	0
4271 Dog Bags	0	461	700	239		239	65.9%	
4444 Petty Cash	0	8	0	(8)		(8)	0.0%	
4595 Climate Change	0	426	2,000	1,574		1,574	21.3%	
4600 Town Crier/Fees & Subs	0	347	500	153		153	69.4%	
4601 Town Crier/Uniforms	0	0	500	500		500	0.0%	
4605 Events Barriers	0	0	100	100		100	0.0%	
4607 Events	571	10,618	8,000	(2,618)		(2,618)	132.7%	350
4850 Poppy Wreath	0	53	20	(33)		(33)	262.5%	
Services and Events :- Indirect Expenditure	571	11,913	11,820	(93)	0	(93)	100.8%	350
Net Income over Expenditure	(289)	(7,314)	(11,320)	(4,006)				
6000 plus Transfers from EMR	0	350	0	(350)				
Movement to/(from) Gen Reserve	(289)	(6,964)	(11,320)	(4,356)				
<u>201 Market House</u>								
1030 Market House Income	27	1,167	1,100	(67)			106.1%	
Market House :- Income	27	1,167	1,100	(67)			106.1%	0
4110 Rates	0	393	1,760	1,367		1,367	22.3%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4115 Water	0	0	100	100		100	0.0%	
4122 Electricity	617	973	1,600	627		627	60.8%	
4150 Cleaning	0	0	100	100		100	0.0%	
4170 Maintenance	270	5,270	5,000	(270)		(270)	105.4%	5,000
Market House :- Indirect Expenditure	887	6,636	8,560	1,924	0	1,924	77.5%	5,000
Net Income over Expenditure	(860)	(5,469)	(7,460)	(1,991)				
6000 plus Transfers from EMR	0	5,000	0	(5,000)				
Movement to/(from) Gen Reserve	(860)	(469)	(7,460)	(6,991)				
<u>202 Town Council Offices</u>								
4021 Rubbish Collection	0	353	1,000	647		647	35.3%	
4110 Rates	696	7,661	7,277	(384)		(384)	105.3%	
4115 Water	51	829	590	(239)		(239)	140.5%	
4116 Confidential Waste - Shredding	83	885	780	(105)		(105)	113.5%	
4122 Electricity	133	14,174	10,000	(4,174)		(4,174)	141.7%	
4150 Cleaning	356	3,041	2,500	(541)		(541)	121.7%	
4155 Housekeeping	0	281	500	219		219	56.2%	
4160 Window Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	0	7,682	3,300	(4,382)		(4,382)	232.8%	1,823
4171 PAT Testing	0	0	250	250		250	0.0%	
4179 Quinquennial Works	0	0	2,000	2,000		2,000	0.0%	
4185 Alarms	1,430	5,700	4,620	(1,080)		(1,080)	123.4%	
4416 Equipment Maintenance	0	83	0	(83)		(83)	0.0%	
4444 Petty Cash	0	36	0	(36)		(36)	0.0%	
Town Council Offices :- Indirect Expenditure	2,749	40,726	33,067	(7,659)	0	(7,659)	123.2%	1,823
Net Expenditure	(2,749)	(40,726)	(33,067)	7,659				
6000 plus Transfers from EMR	1,000	1,823	0	(1,823)				
Movement to/(from) Gen Reserve	(1,749)	(38,904)	(33,067)	5,836				
<u>210 Civic Matters</u>								
4444 Petty Cash	0	58	0	(58)		(58)	0.0%	
4501 Mayor's Hospitality	0	82	1,100	1,018		1,018	7.5%	
4529 Civic Insignia	0	145	400	255		255	36.3%	
4531 Roll of Honour	0	15	50	35		35	30.0%	
4532 Flag Pole	0	15	132	117		117	11.5%	
4535 Civic Hospitality	2	151	1,100	949		949	13.7%	
Civic Matters :- Indirect Expenditure	2	467	2,782	2,315	0	2,315	16.8%	0
Net Expenditure	(2)	(467)	(2,782)	(2,315)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>214 Grants with Powers</u>								
1718 October Fair Donation Income	0	2,250	2,250	0			100.0%	
1724 Shop Front Contribution	0	4,068	0	(4,068)			0.0%	
Grants with Powers :- Income	0	6,318	2,250	(4,068)			280.8%	0
4800 Barrett Browning Clock	27	782	850	68		68	92.0%	
4805 Citizens Advice Worcs	0	5,000	0	(5,000)		(5,000)	0.0%	
4809 John Masefield Mem Project	128	164	0	(164)		(164)	0.0%	
4827 Community Action Ledbury	0	12,000	12,000	0		0	100.0%	
4875 Distinguished Citizen Awards	0	55	250	195		195	21.9%	
4876 October Fair Expenditure	0	(564)	500	1,064		1,064	(112.8%)	
4890 Unspecified Grants	0	16,760	19,650	2,890		2,890	85.3%	
4891 Age Uk Hereford Localities	0	4,000	4,000	0		0	100.0%	
4892 Dream Your Future	0	1,500	1,500	0		0	100.0%	
4893 Ledbury Food Bank	0	6,500	2,500	(4,000)		(4,000)	260.0%	
4894 Ledbury Methodist Church	0	1,350	1,350	0		0	100.0%	
4896 Winter of Well Being	0	1,500	0	(1,500)		(1,500)	0.0%	
4897 LEAF	0	10,440	10,440	0		0	100.0%	
4898 Ledbury Carnival	0	0	3,500	3,500		3,500	0.0%	
4900 Buses 4 Us	0	16,000	16,000	0		0	100.0%	
4901 John Masefield Memorial Projec	345	5,727	10,850	5,123		5,123	52.8%	
Grants with Powers :- Indirect Expenditure	500	81,214	83,390	2,176	0	2,176	97.4%	0
Net Income over Expenditure	(500)	(74,896)	(81,140)	(6,244)				
<u>220 Finance and General Purposes</u>								
1870 Bank Interest Received Income	936	10,619	6,000	(4,619)			177.0%	
1900 Precept Income	0	682,400	682,400	0			100.0%	
1902 Western Power WayLeave	0	126	126	0			100.0%	
Finance and General Purposes :- Income	936	693,145	688,526	(4,619)			100.7%	0
4115 Water	15	(100)	0	100		100	0.0%	
4130 Insurance	(3,464)	18,872	19,000	128		128	99.3%	
4430 Advertising	0	809	1,000	191		191	80.9%	
4433 Card Machine rental	35	360	600	240		240	60.0%	
4460 Subscriptions	383	3,328	5,000	1,672		1,672	66.6%	
4483 ICT Services & Software Lease	0	25	0	(25)		(25)	0.0%	
4550 Bank Charges	29	440	500	60		60	87.9%	
4551 Data Protection	0	0	500	500		500	0.0%	
4579 Audit Internal	0	375	2,500	2,125		2,125	15.0%	
4580 Audit External	0	1,680	3,000	1,320		1,320	56.0%	
4590 Professional Services	2,410	19,108	10,000	(9,108)		(9,108)	191.1%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4592 PPE/Health & Safety	0	17	500	483		483	3.5%	
Finance and General Purposes :- Indirect Expenditure	(591)	44,914	42,600	(2,314)	0	(2,314)	105.4%	0
Net Income over Expenditure	1,527	648,231	645,926	(2,305)				
<u>225 Councillors/Newsletter</u>								
4420 Newsletter	0	0	500	500		500	0.0%	
4500 Town Mayors Expenses	139	1,019	1,000	(19)		(19)	101.9%	
4502 Mayor's Advertising	0	786	500	(286)		(286)	157.3%	
4520 Councillors Expenses	0	38	500	462		462	7.7%	
4525 Councillors Training	0	43	1,500	1,457		1,457	2.9%	
4540 Election Expenses	0	0	500	500		500	0.0%	
4550 Bank Charges	0	66	0	(66)		(66)	0.0%	
Councillors/Newsletter :- Indirect Expenditure	139	1,953	4,500	2,547	0	2,547	43.4%	0
Net Expenditure	(139)	(1,953)	(4,500)	(2,547)				
<u>230 Management and Payroll</u>								
1021 Apprentice Income	0	1,000	0	(1,000)			0.0%	
Management and Payroll :- Income	0	1,000	0	(1,000)				0
4000 Staff Salaries	27,621	264,370	283,447	19,077		19,077	93.3%	
4001 Agency Cover	0	15,860	8,000	(7,860)		(7,860)	198.3%	
4018 National Insurance	0	0	0	(0)		(0)	0.0%	
4019 Pension	0	0	0	(0)		(0)	0.0%	
4050 Staff Training	(49)	5,703	4,000	(1,703)		(1,703)	142.6%	
4051 Officers Travel/Conference/Sub	122	1,968	1,500	(468)		(468)	131.2%	
4444 Petty Cash	0	5	0	(5)		(5)	0.0%	
Management and Payroll :- Indirect Expenditure	27,694	287,905	296,947	9,042	0	9,042	97.0%	0
Net Income over Expenditure	(27,694)	(286,905)	(296,947)	(10,042)				
<u>235 Office Facilities & Equipment</u>								
1036 Photocopier Printing	0	22	0	(22)			0.0%	
1470 Photocopies Income	6	22	0	(22)			0.0%	
Office Facilities & Equipment :- Income	6	45	0	(45)				0
4001 Agency Cover	0	(0)	0	0		0	0.0%	
4155 Housekeeping	0	19	0	(19)		(19)	0.0%	
4170 Maintenance	0	315	1,650	1,335		1,335	19.1%	
4400 Stationery	306	4,627	4,800	173		173	96.4%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4405 Photocopier Hire	272	2,025	3,280	1,255		1,255	61.7%	
4410 Photocopier Costs	0	2,141	0	(2,141)		(2,141)	0.0%	
4415 Office Support & Equipment	36	4,464	2,500	(1,964)		(1,964)	178.6%	
4444 Petty Cash	0	430	0	(430)		(430)	0.0%	
Office Facilities & Equipment :- Indirect Expenditure	614	14,021	12,230	(1,791)	0	(1,791)	114.6%	0
Net Income over Expenditure	(607)	(13,977)	(12,230)	1,747				
301 Planning/Economic Development								
1034 Tourist Information Centre	11	296	100	(196)			296.0%	
1090 Charter Market Income	345	6,255	5,500	(755)			113.7%	
1471 Dog Poop Bags	0	7	0	(7)			0.0%	
Planning/Economic Development :- Income	356	6,558	5,600	(958)			117.1%	0
4543 Neighbourhood Plan	0	0	1,000	1,000		1,000	0.0%	
4546 Traffic Management	87	4,813	2,000	(2,813)		(2,813)	240.6%	3,249
4549 Charter Market improvements	0	315	2,000	1,685		1,685	15.8%	
4553 Tourist Information Centre	0	193	1,000	808		808	19.3%	
4554 Charter Market Strategy	0	0	5,500	5,500		5,500	0.0%	
Planning/Economic Development :- Indirect Expenditure	87	5,321	11,500	6,179	0	6,179	46.3%	3,249
Net Income over Expenditure	269	1,238	(5,900)	(7,138)				
6000 plus Transfers from EMR	0	3,249	0	(3,249)				
Movement to/(from) Gen Reserve	269	4,486	(5,900)	(10,386)				
302 Special Projects								
4432 Phone Box	0	50	0	(50)		(50)	0.0%	50
Special Projects :- Indirect Expenditure	0	50	0	(50)	0	(50)		50
Net Expenditure	0	(50)	0	50				
6000 plus Transfers from EMR	0	50	0	(50)				
Movement to/(from) Gen Reserve	0	0	0	0				
401 Full Council								
4400 Stationery	0	7	0	(7)		(7)	0.0%	
4444 Petty Cash	0	43	0	(43)		(43)	0.0%	
4455 Postage	159	641	300	(341)		(341)	213.7%	
4480 ICT-Computers	0	2,209	1,000	(1,209)		(1,209)	220.9%	1,140
4481 Telephones	368	5,933	5,400	(533)		(533)	109.9%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4482 Website	98	3,970	3,000	(970)		(970)	132.3%	
4483 ICT Services & Software Lease	897	8,986	5,350	(3,636)		(3,636)	168.0%	
Full Council :- Indirect Expenditure	1,522	21,788	15,050	(6,738)	0	(6,738)	144.8%	1,140
Net Expenditure	<u>(1,522)</u>	<u>(21,788)</u>	<u>(15,050)</u>	<u>6,738</u>				
6000 plus Transfers from EMR	1,140	1,140	0	(1,140)				
Movement to/(from) Gen Reserve	<u>(382)</u>	<u>(20,648)</u>	<u>(15,050)</u>	<u>5,598</u>				
Grand Totals:- Income	3,606	857,641	725,019	(132,622)			118.3%	
Expenditure	43,257	699,299	725,019	25,720	0	25,720	96.5%	
Net Income over Expenditure	<u>(39,651)</u>	<u>158,342</u>	<u>0</u>	<u>(158,342)</u>				
plus Transfers from EMR	4,723	16,684	0	(16,684)				
Movement to/(from) Gen Reserve	<u>(34,927)</u>	<u>175,027</u>	<u>0</u>	<u>(175,027)</u>				

Multi-Year Support
Grant Application Form

1. Tell us about your organisation¹

Contact Name:	Miriam Baker	
Position:	Chair	
Organisation:	Ledbury Fringe	
Contact Address:		
Telephone Number:		
E-mail:	mirimakes1@gmail.com	
Status of Organisation: (delete as appropriate)	Not for Profit	
Charity/Company No. (if applicable)	n/a	
How long has your organisation been in existence? (please <input checked="" type="checkbox"/>)	Less than 1 year	
	1-5 years	
	More than 5 years	✓
What does your organisation do?	We organise music events to correspond with Ledbury events, with a view to providing increased footfall into the town. We work in conjunction with local venues and advertise their events during 'The Fringe Festival' (the Fringe). We also facilitate buskers within the town which is not limited to the period of the Fringe. We are a hand to mouth organisation and do not operate on a significant budget.	

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

<p>Which one of the following five areas best fits your group's area of interest?</p>	<p>Sport <input type="checkbox"/></p> <p>Arts <input checked="" type="checkbox"/></p> <p>Health <input type="checkbox"/></p> <p>Environment <input type="checkbox"/></p> <p>Youth <input checked="" type="checkbox"/></p>
<p>Who will benefit from your activities?? (please tell us what groups will benefit and approximately how many people will benefit in total)</p>	<p>The events we organise are for the benefit of the entire town and typically free to all. We are aware also of an increased footfall into the town with supporters coming from the surrounding area to support Fringe events</p>
<p>What evidence do you have of local need/demand for your services? (This might be survey work or statistical evidence)</p>	<p>The Fringe was set up and first run in 2016 and has run every year since then apart from the Covid Lockdown years. We continue to get support from venues and artists evidenced by 'likes' and currently 479 followers on our Facebook page.</p>
<p>What support have you received ? (Please tell us about any expressions of support you have received from outside your organisation)</p>	<p>Groundworks/Tesco provided a £2,000 grant some years ago which allowed us to print the Fringe Programme and provide 'A' boards to advertise the Fringe events.</p>
<p>How will your service be delivered and how will success be monitored?</p>	<p>The Fringe committee, of which there are five members this year, give of their time and effort to liaise with venues and artists along with the planning for the Fringe which is happening now. Success is measured based on feedback from venues and members of the public and the willingness of venues, artists, including buskers, to take part in the following year's events. We will provide an annual update to the Council.</p>
<p>How will your organisation acknowledge the Town Council's funding support?</p>	<p>We will acknowledge the funding support provided by the Town Council directly by including a statement of thanks within the Fringe programme and Facebook Page, also, as was done this year, by providing thanks verbally at the start (and end) of each music event we have organised. Also, we consent to a photograph to be used by the Council as part of a press release publicising the award.</p>

Do you work with other Ledbury groups or would you be open to doing so in future?	We work year on year with the Ledbury Food Group on events like the Ledbury Celebration and have worked with the Poetry Festival. We anticipate working with these groups on a continuing basis in the future.
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3. Tell us how you plan to fund your project

Amount requested from Ledbury Town Council.	Year 1 £1,000 Year 2 £1,000 Year 3 £1,000
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	£500 received for Ledbury Fringe Festival activities in July 2024

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)
<i>n/a</i>			

4. Further information provided in support of your application

Information	Enclosed (please tick)	Office Use Only (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement (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	✓ Included within the Constitution	
A copy of your organisation's latest set of accounting statements (if any exist)	We have not maintained accounts and limit our spending to the amount we have in our bank account, seeking sponsors when this runs out. We would be happy to maintain a record of expenditure, more in line with our constitution, if this was required by the council and present this as a part of the report to the Town Council.	
Copies of any letters of support for your project	n/a	

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:	<i>Miriam Baker</i>
Name (s):	Miriam Baker

Date:	23rd September 2024
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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



CONSTITUTION OF: LEDBURY FRINGE

ADOPTED ON: 24th Day of January 2017

1 Name

The name of the Group shall be: LEDBURY FRINGE (the FRINGE)

2 Aims

The aims of the Group shall be to:

Arrange and facilitate events from time to time to enable the public to enjoy the talent of musicians and other performance artists, provided by the Group, on a non-profit basis. This to include the use of outdoor venues & pitches, as well as indoor venues in and around the town.

The type of fringe events may include but not be limited to:

- Setting up outdoor busking pitches for musicians and other performance artists to book at a number of sites around the town centre;
- Booking of artists/bands for specific indoor and outdoor venues in and around the town to compliment and work around other events happening in the town e.g. the Ledbury Poetry Festival, the Town Carnival;
- Promote the musical events being held by local venues, integrating such events into the Fringe by association, with the cooperation and agreement of such local venues.
- Although not specific aim at the time of writing, but Ledbury Fringe may become a vehicle for keeping music running all year round within the town.

3 Powers

In order to achieve its aims, the Group may:

- a. Raise money
- b. Open bank accounts
- c. Take out insurance

- d. Employ staff
- g. Work with other groups and exchange information
- h. Do anything that is lawful which will help it to fulfil its aims

4 Membership

- (a) Membership of the Group shall be open to any person over 18 or any organisation, living or located in the Ledbury area who is interested in helping the Group to achieve its aims and willing to abide by the rules of the Group.
- (b) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.
- (c) Every individual member and each organisation shall have one vote at General Meetings.
- (d) The membership of any member may be terminated for good reason by the Management Committee but the member has a right to be heard by the Management Committee before a final decision is made.
- (e) Each member organisation shall appoint a representative to attend meetings of the Group and notify the Group's Secretary of that person's name.

5 Management

- (a) The Group shall be administered by a Management Committee of the Officers and not more than four other members elected from time to time at the Group's Annual General Meeting (AGM).
- (b) The Officers of the Management Committee shall be:
 - the Chairperson;
 - the Treasurer; and
 - the Secretary.

Note: A single member can hold up to two Officer roles.

- (c) The Management Committee shall meet at least once a year.
- (d) The Chairperson shall Chair all meetings of the Group.
- (e) The quorum for Management Committee meetings shall be three members.
- (f) Voting at Management Committee meetings shall be by show of hands. If there is a tied vote, then the Chairperson shall have a second vote.
- (g) The Management Committee may by a two-thirds majority vote and for a good and proper reason, remove any Committee member, provided that person has the right to be heard before a final decision is made.

(h) The Management Committee may appoint another member of the Group as a Committee member to fill a vacancy provided the maximum number is not exceeded.

6 Duties of the Officers

(a) The duties of the Chairperson are to:

- chair meetings of the Committee and the Group;
- represent the Group at functions/meetings to which the Group has been invited;
- act as spokesperson for the Group when necessary;
- the Chairperson may delegate any other member of the Committee and the Group to carry out any of these duties as and when necessary.

(b) The duties of the Secretary are to:

- take and keep minutes of meetings;
- prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson;
- maintain the membership list;
- deal with correspondence;
- collect and circulate any relevant information within the Group.

(c) The duties of the Treasurer are to:

- supervise the financial affairs of the Group
- keep proper accounts that show all monies collected and paid out by the Group

7 Finance

(a) Any money obtained by the Group shall be used only for the Group.

(b) Any bank accounts opened for the Group shall be in the name of the Group.

(c) Any cheques issued shall be signed by the Treasurer and one other nominated official.
Sample constitution for small voluntary organisations i.e. two separate signatories.

8 Annual General Meeting

(a) The Group shall hold an Annual General Meeting (A.G.M.) in the month of October.

(b) All members shall be given at least fourteen days' notice of the A.G.M. and shall be entitled to attend and vote. The quorum for an AGM shall be three members.

(c) The business of the A.G.M. shall include:

- (i) receiving a report from the Chairperson on the Group's activities over the year;
- (ii) receiving a report from the Treasurer on the finances of the Group;
- (iii) electing a new Management Committee; and
- (iv) considering any other matter as may be decided.

9 Special General Meeting

A Special General Meeting may be called by the Management Committee or by any three members to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

10 Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

11 Dissolution

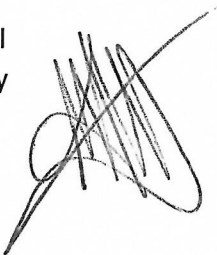
The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with similar aims. This constitution was adopted at a general meeting of the Group on 24th January 2017

Signed by:

Ben Lewis
Chairperson



Peter Hill
Secretary



LEDBURY TOWN COUNCIL

VE DAY STREET PARTY

GRANT APPLICATION FORM



Contact Details

Are you applying for a grant as: (please tick)

An individual resident Community Group Charity Other

NAME OF ORGANISATION or INDIVIDUAL (Please complete in block letters)

Belle orchard

If organisation, please provide a contact name & details of position held (e.g. Treasurer, Secretary)

SALLY HARLING

Telepho

Email:

sally

Address: ELMLEA, BELLE ORCHARD LEDBURY
HR8 1DD

Postcode :

HR8 1DD

Details of event

What is the date and address of the Street Party? (All street parties must be within the parish of Ledbury)

Date:

04/05/25

Location:

BELLE ORCHARD

Please describe and give full details of your proposed event

V. E DAY STREET PARTY

What times it will take place ?

Start

12-00 Noon

Finish

18-00

Who are involved? Numbers, age group etc

RESIDENTS of Belle ORCHARD

If granted, what will you use the funding for ?

TOWARDS DECORATIONS and liability insurance

LEDBURY TOWN COUNCIL

VE DAY STREET PARTY



DECLARATION

I/We confirm that the details set out in this application are, to the best of our knowledge, correct. Ledbury Town Council will be notified immediately of any material changes to the information provided.

I/We confirm we will provide receipts and photographs of the event to Ledbury Town Council, within 14 days of the event.

SIGNED:	<i>Sally J Harling</i>	DATE:	<i>17/04/25</i>
NAME:	<i>SALLY J. HARLING</i>		

Privacy Notice for Financial Assistance

Your details are held by Ledbury Town Council (the data controller) in accordance with the Data Protection Act to enable the administration of the grants process.

If you are an organisation or a group the legal basis for processing this data is the necessity for compliance with a legal obligation to consider your grant request.

If you include any personal details on this grant request on behalf of an organisation or group, the legal basis for processing this data is your consent to do so.

You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries is Town Council Offices, Church Street, Ledbury HEREFORDSHIRE HR8 1DH

We will keep your data for six years if your grant application is successful, and for six months if your application is turned down, plus the current financial year, which runs from 1st April to 31st March. Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose.

Further information about the processing of your data can be found on our website at <https://www.ledburytowncouncil.gov.uk/en-gb/privacy-policy>

Data Protection: Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can withdraw or change your consent at any time by contacting us directly.

- Should the grant application be successful we may use the details, including your name and photo and location of the street party, in our newsletters, our website, our Facebook page
- We may contact you to keep you informed about what is going on in the Council's area including news, events, meetings and activities. These communications may also sometimes appear on our website, or in printed or electronic form including social media.

KEEPING IN TOUCH

- Yes please, I would like to receive communications by email.
- Yes please, I would like to receive communications by telephone.
- Yes please, I would like to receive communications by mobile phone including text message.
- Yes please, I would like to receive communications by social media including Facebook.
- Yes please, I would like to receive communications by post.
- No, I would not like to receive any further communications other than for the purposes of this application

Please return completed form by 5pm on Friday 11 April 2025, and addressed to the Town Clerk, Ledbury Town Council, Town Council Offices, Church Street, Ledbury HEREFORDSHIRE HR8 1DH Phone: 01531 632306 email: clerk@ledburytowncouncil.gov.uk **PLEASE MARK "VE DAY STREET PARTY GRANTS"**.

Report prepared by Isabel Lewis – Masefield Matters Project Assistant Intern

REQUEST FOR FUNDING – MASEFIELD MATTERS PROJECT

Purpose of Report

The purpose of this report is to request funds to be released for Masefield Matters in order to facilitate an engagement activity with Ledbury Food Bank.

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.

Detailed Information

The activity with Ledbury Food Bank will be run by two external facilitators. It will include 6 sessions where participants will learn about John Masefield whilst making art and stories. Meals will be provided to those in attendance through the Food Bank, funded by Masefield Matters. The works produced will then be presented in a book which will be distributed to other families using the Foodbank and also contain activities for children. A budget has already been allocated for this activity but does not cover the full quoted expenses.

Amount quoted for the activity sessions (6 sessions, 2 practitioners): £3,050

Meals for attendees at Foodbank activity sessions: £240

Total cost of activity: £3,290

Allocated amount in original budget: £1,720

Difference requested: £1,570

Members will be aware that there is £5,123 funding available in the original grant monies that the Council awarded to the project (cc 214 nc 4901) and therefore the Masefield Matters Project Board would respectfully request that the additional funding for the above activity be borne from this funding.

Recommendation

That the Council agree to £1,570 being taken from cc 214/nc 4901 John Masefield Memorial Project to cover the additional costs for the activity outlined above, noting that this could be reported back to the National Heritage Lottery Fund as part of the match funding requirement.

FULL COUNCIL	1 May 2025	AGENDA ITEM: 16
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Report prepared by Angela Price – 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>250814</u>	Deadline date for comments 11/05/2025 Target determination date 03/06/2025	Replacement of windows to the side and rear elevations, repair of the hanging bay window to the side of the south elevation and the introduction of double glazing to the modern bay windows on the front elevation. 1 Bridge Street, Ledbury, Hereford, Herefordshire, HR8 2AJ.
2.	<u>250815</u>	Deadline date for comments 11/05/2025 Target determination date 03/06/2025	Replacement of windows to the side and rear elevations, repair of the hanging bay window to the side of the south elevation and the introduction of double glazing to the modern bay windows on the front elevation. 1 Bridge Street, Ledbury, Hereford, Herefordshire, HR8 2AJ. LISTED BUILDING CONSENT
3.	<u>250373</u>	Deadline date for comments 21/04/2025 Target determination date 10/04/2025 ?	Proposed raising the roof of two bays of an existing building to accommodate new plant. Orchard Business Park, Bevisol Ltd, Bromyard Road, Ledbury, Herefordshire, HR8 1LG.

Recommendation

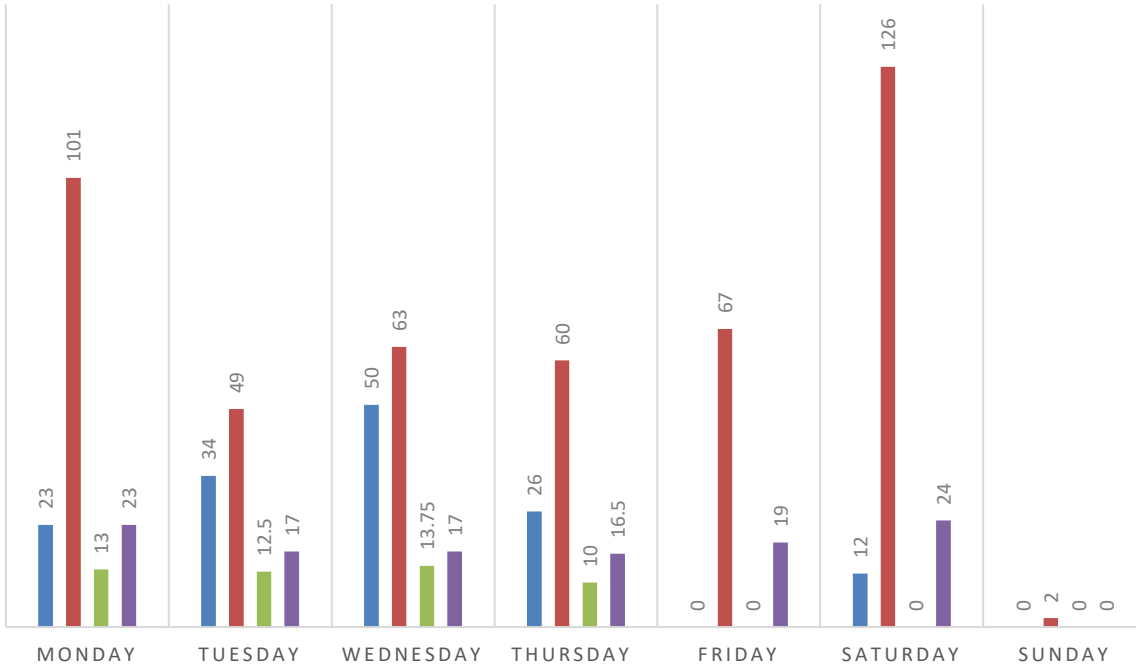
Members are requested to give consideration to the above planning consultations and provide relevant comments where applicable to be submitted to Herefordshire Council accordingly.

Planning Decisions Log

Planning App	Details	Case Officer	LTC's Recommendation	HFDS Decision
LTC MEETING 9 JANUARY 2025				
241791	Proposed detached two storey dwelling with frontage parking – Land at 23 Homend Crescent, Ledbury, Herefordshire, HR8 1AL	AM	No objection	Approved with conditions
242783	A hybrid planning application for full planning permission for the erection of a Day Nursery (Use Class E(f)) and Foodstore (Use Class E (a)) including access, car parking, landscaping and associated work; & an application for outline planning permission for the erection of a medical centre (Use Class E(e)), with access to be determined and all other matters reserved. – Land South of Leadon Way (A417) and East of Dymock Road (B4216) Ledbury, Herefordshire	OJ	Referred to Major Planning applications meeting	No decision
242956	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	AM	No objection	No decision
LTC MEETING 17 APRIL 2025				
250727	Proposed single storey front extension – 14 Homend Crescent, Ledbury, Herefordshire, HR8 1AJ.	KR		No Decision
250622	Proposed erection of 5 dwellings, new vehicle and pedestrian access, landscaping and associated works – Land at Ledbury Road, Wellington Heath, Ledbury, Herefordshire, HR8 1NB.	AM		No Decision
250902	Application to vary the section 106 agreement of application 171532 – to modify the Agreement by amending the definition and location of Canal Corridor Land. – Land North of Viaduct, Adjoining Orchard Business Park, Ledbury, Herefordshire.	YC		No Decision

MARCH 24 & MARCH 25 VISITOR NUMBERS - PAINTED ROOM

■ Mar-24 Visitor Nos. ■ Mar-25 Visitor Nos. ■ Mar-24 Hours Open ■ Mar-25 Hours Open



Report prepared by Julia Lawrence – Deputy Town Clerk

TREE WORKS AT BIDDULPH WAY, LEDBURY

Purpose of Report

Ledbury Town Council has undertaken tree works at Biddulph Way, Ledbury in the last couple of years by re-pollarding trees in an open space next to 59 Biddulph Way. The purpose of this report is to advise Members of new quotations received for further tree works at Biddulph Way as the trees are impacting on neighbouring properties.

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.

Detailed Information

Previous tree works have taken place at the open space next to 59 Biddulph Way, Ledbury. There are 22 trees in this space, several of which have been pollarded and are now in need of re-pollarding or felling for safety reasons.



Several of the trees are causing a considerable nuisance to the two neighbours at Biddulph Way and Woodfield Road; the trees are shredding excessive pine needles and as the condition of some of the trees are not healthy, they are depositing broken branches/leaves/pine needles into their gardens. Both residents are constantly tidying up their gardens and clearing their gutters from the debris and where there are overhanging branches, there is a considerable amount of pigeon mess being deposited on the residents garden furniture and/or vehicles.

Both residents are concerned from a health perspective with the pigeon droppings as pigeon droppings can carry several diseases, including fungal infections like cryptococcosis and histoplasmosis, and bacterial infections like psittacosis and salmonellosis. Breathing in dust containing these pathogens, especially when cleaning droppings, can lead to illness, particularly in those with compromised immune systems. Both residents have expressed concerns as they have grandchildren that visit them regularly and they are worried about the amount of pigeon droppings being deposited in their garden or on vehicles parked on the drive of Biddulph Way.

The resident at Woodfield Road is concerned of the large oak tree that overhangs at the bottom of his garden which could, in strong winds, come down and cause considerable damage to his garden/property. One of the residents regularly clears the public footpath due to the amount of loose debris.

It should be noted that the general state of these trees are poor and whilst pigeons may sit in these trees, what is left of them, there are no nesting birds and would not have any impact on the proposed tree works.



A copy of the specification for these works can be found at Appendix A.

In summary:

- 4 trees need to be felled in their entirety;
- The oak tree referred to above proposes a 30% crown reduction and a 50% reduction of extended lateral branches (as shown in photograph above);
- 6 trees need their crowns reduced by approximately 25%;
- 7 trees need to be re-pollarded and sever the ivy at their base;
- 4 trees require no action.

5 tree surgeons were invited to quote for the above works. All quotations received have adhered to the conditions as set out in the specification. A summary of their costs are as follows:

Company	Location	Cost, ex VAT
1	Ledbury	£3,620.00
2	Ross on Wye	£2,350.00
3	Ledbury	£4,250.00 Not VAT registered
4	Lugwardine, Hereford	£2,500.00
5	Ledbury	No response

Financial Implications

Budget line 108/4228 Amenity Areas/General Tree Works has a budget of £2,000 which would be utilised for these works. The balance of costs would need to be met by Ear Marked Reserves 335 – Amenity and Public Spaces.

Recommendation

1. Members are asked to give consideration to the comments received by the residents relating to the trees and to consider the quotations submitted and decide which contractor they wish to appoint and authorise Officers to instruct the successful company accordingly to carry out the necessary works.
2. That Members approve officer proposals in respect of funding these works as detailed above.

LEDBURY TOWN COUNCIL
CHURCH LANE, LEDBURY, HEREFORDSHIRE HR8 1DL

QUOTATION TO FELL/RE-POLLARD TREES IN BIDDULPH WAY, LEDBURY

Ledbury Town Council (“LTC”) is seeking quotations to fell/re-pollard a selection of trees in an open space next to 59 Biddulph Way, Ledbury, Herefordshire.

Background

In this open space, there is a selection of 22 trees ranging from Larch, Ash, Willow, Field Maple and Oak trees, some of which have previously been pollarded and are now in need of re-pollarding or felling. Some of the trees are impacting on neighbouring residences at 59 Biddulph Way and 10 Woodfield Road, Ledbury.

Tree Survey

LTC has recently commissioned John Walsh Tree Surgery to undertake a Tree Survey of the area and this is attached at Appendix A.

LTC now wishes for the following works to be undertaken:

Trees 1, 2, 4, 5, 6, 7: Crowns to be reduced by approximately 25%.

Tree 3: No action required.

Trees 8, 9, 10: To be felled and wood to be removed off site.

Trees 11, 12, 13, 14, 17: Re-pollard trees and sever ivy at base and remove ivy where possible.

Trees 15, 16: re-pollard trees.

Tree 18: Remove all dead and decayed wood; undertake 30% crown reduction and 50% reduction of extended lateral branches overhanging 10 Woodfield Road at bottom of garden.

Tree 19: No action required.

Tree 20, 21: No action required.

Tree 22: Fell in its entirety and remove from site.

LTC is now seeking quotations from qualified tree surgeons to fell/re-pollard these trees as soon as possible.

Please note that the successful bidder must be able to commit to felling these trees at the earliest opportunity subject first to trees being inspected for any nesting birds prior to any works being carried out.

If you wish to submit a Quotation, the following criteria must be met:

- 1 The primary legal protection for trees is provided for by the Town and Country Planning Act 1990 (as amended) and the Forestry Act 1967 (as amended). All

quotations must accept and take on board the requirements of these Acts, as well as meeting the Provision and Use of Work Equipment Regulations 1998 (PUWER).

- 2 All Contractors must provide a copy of a valid Public Liability Insurance Certificate.
- 3 The successful Contractor must provide a Risk Assessment and Method Statement prior to commencement of works.
- 4 All staff must be qualified to carry out work in accordance with the BS3998:2010 British Standards for Tree Work. Copies of all Certificates of Competence for those undertaking the works should also be attached.
- 5 What health and safety measures will your company put in place if your quotation was successful?
- 6 Please provide two references/testimonials of similar works undertaken, providing contact details should you be happy for LTC to contact them direct.
- 7 Please provide a works programme setting out how the trees works will be undertaken detailing what equipment you would bring on site.
- 8 Please confirm the duration of works and how many operatives would be on site.
- 9 Ledbury Town Council will advise the neighbouring residents when the works will be undertaken. However, it will be your responsibility, if successful, to ensure that appropriate safety measures are put in place to prevent members of the public walking in the immediate vicinity when the works are taking place.
- 10 Should you wish to meet on site to discuss the works before submitting a quotation, please contact the Deputy Clerk, Julia Lawrence, on 01531 632306.
- 11 **Completed quotations must be submitted to the Deputy Clerk no later than 12.00 noon on Friday, 11 April 2025 in order to be considered at Full Council on Thursday, 17 April 2025. The contract will be awarded to the successful contractor soon after and a purchase order number will then be issued in order that works can proceed.**

Report prepared by Julia Lawrence – Deputy Town Clerk

ARRANGEMENTS FOR WATERING THE HANGING BASKETS 2025

Purpose of Report

The purpose of this report is to ask Members to give consideration as to how the hanging baskets should be watered this coming season in the absence of a Groundsman.

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.

Detailed Information

Members will recall that last year alternative arrangements had to be put in place to water the hanging baskets in the absence of the Groundsman. The watering was carried out by some Councillors who drove the truck accompanied by the Maintenance Operative who watered the baskets. An external contractor (Stephen Large) also provided support at times.

This year, there will be 132 baskets put up on Sunday, 25 May 2025. Ideally the baskets will need to be watered three times each week, possibly more in exceptionally hot weather. Subject to weather conditions, the watering is reduced from August onwards and then approximately two weeks before they are due to be taken down, (in time for October Mop Fair) watering is not carried out as doing so would make the baskets too heavy to remove.

Options for consideration by Council are:

Option (1)

An external contractor has been approached who has a watering team based in Malvern. They usually carry out their watering regime between 4.00 am and 8.00 am or 7.00 pm and 11.00 pm. However, the company has stated that they find it more productive to water in the early hours.

The company has quoted £6,996.00 plus VAT to water 132 baskets (£53 per basket three times a week) for the whole of the season, being late May until the removal of the baskets at the end of September.

Option (2)

External Contractor 2, who undertook the watering last year and who is familiar with the arrangements has confirmed that to undertake the watering will be £7,680.00 plus VAT, being £58.18 per basket three times a week for 12 weeks (End May/June to end September). The contractor would use the Council's truck to water the hanging baskets.

Option (3)

Appoint a temporary member of staff whose sole responsibility would be to water all the hanging baskets throughout the season, paying the bottom Spinal Column Point salary of £12.26 (which is just above the National Minimum Wage of £12.21 per hour). On average, it takes approximately six hours to water all the baskets although this is normally broken down into two sessions.

There is funding in the 2025/26 budget for a cemetery groundsman for the whole of the financial year, therefore if the Council were to employ someone to undertake this role on a temporary basis the funds set aside for the cemetery groundsman role could be used.

If someone is employed on a temporary basis six-hours a day, three days a week over 20 weeks this would equate to £4,413.60 if employed directly via the Council.

It should be noted that it has been agreed that the post of Cemetery Groundsman will not be recruited until the scheduled staff review has been completed and a new job description drawn up for this role. It is hoped that the staff review will be able to start within the next two months, but it is not guaranteed that this will be finished in time for a new employee to be recruited to this role before the end of the hanging basket season.

Financial Implications

Members should note that this is unplanned expenditure and should these costs be approved, then Ear Marked Reserves 335 – Amenity and Public Spaces expenditure would need to be utilised to cover these costs.

Recommendation

That Members give consideration on the options put forward:

- | | | |
|----------|--|-----------------|
| Option 1 | Appoint new external contractor | £6,996.00 + VAT |
| Option 2 | External Contractor | £7,680.00 + VAT |
| Option 3 | Appoint a temporary member of staff at NMW £12.21 per hour | |

That Members consider and select one of the above Options and instruct Officers to proceed with the preferred option, in readiness for the watering season.

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 17 APRIL 2025**

PRESENT: Councillors Chowns (Town Mayor/Chair), Harvey, Hughes and Morris

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Town Clerk

R167. APOLOGIES FOR ABSENCE

None received.

R168. DECLARATIONS OF INTEREST

None received.

R169. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 27 MARCH 2025

RESOLVED:

1. That the minutes of the Resources Committee meeting held on 6 March 2025 be approved and signed as a correct record.
2. That the “wash-up” report from the Community Engagement Officer in respect of the Ledbury World Bookfest be submitted to the next meeting of the Resources Committee.

R170. TO REVIEW PROGRESS TO DATE ON COMMITTEE STRUCTURE REVIEW AND AGREE NEXT STEPS

RESOLVED:

That draft amended Terms of Reference be prepared for inclusion of the Council’s Annual Meeting agenda.

The Deputy Clerk arrived at 6.07 pm.

R171. TO REVIEW THE FOLLOWING POLICIES AND PROCEDURES

Members were asked to consider three policies, Grievance Policy, Grievance, Disciplinary and Performance Management.

The Clerk advised that the Grievance and Disciplinary policies were based on the NALC model policies for the sector, which are created in collaboration with other sector specific organisations.

RESOLVED:

1. That where bullet points have been used in all three policies be changed to include a numbering system to enable quick identification of each item.
2. That lists of examples provided within each of the three policies be moved to an appendix to each document.
3. That a flow-chart be created and included in the Grievance and Disciplinary Policies.
4. That following the above amendments the Grievance and Disciplinary Policies be sent to the Unions for feedback, following which they be referred back to Resources Committee prior to them being submitted to Full Council for adoption.
5. That the Clerk seek advice from the Monitoring Officer as to what the options are available to a Parish Council should they have insufficient Members to cover a potential Disciplinary or Grievance hearing and any subsequent Appeal.
6. That the amendments provided by Hoople in respect of the Performance Management Policy be accepted and following the amendments the policy be submitted to Full Council for approval.

R172. TO GIVE CONSIDERATION TO CODE OF CONDUCT FOR LOCAL GOVERNMENT EMPLOYEES

RESOLVED:

That consideration of the inclusion of the Code of Conduct for Local Government Employees be included within the upcoming staff structure review.

R173. DATE OF NEXT MEETING

To note that the next meeting of the Resources Committee will be held on 1 May 2025 at 6.00 pm.

R174. **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 was in the public interest that the press and public be excluded from the remainder of the meeting.

R175. **TO CONSIDER RESPONSE IN RESPECT OF POTENTIAL COMPENSATION OFFER**

RESOLVED:

That the correspondence received from the Council's Insurance Company be received and noted.

R176. **TO CONSIDER QUOTES RECEIVED IN RESPECT OF STAFF REVIEW**

Members were asked to give consideration to four quotations received in respect of carrying out a staff/organisational review of Ledbury Town Council.

Following considerable discussion Members were asked to vote on each of the quotes received. The vote was tied and therefore the Committee Chair was asked to cast their deciding vote.

RECOMMENDATION

1. That company no. 3 be approved to undertake the staff/organisation review of Ledbury Town Council.
2. That the costs for this review be taken from Cost Centre 220 Nominal Code 4590 – Professional Services, but that this budget be monitored through the 2025/26 financial year to enable Members to consider an adjustment to this budget line should it exceed the annual budget of £15,000.

R177

STAFFING MATTERS

Members did not consider there was sufficient time remaining to give the attention to this report as it would require, with the exception of the matter of Councillor Training.

The Clerk also provide an update on staff sickness absence, advising that it is anticipated that both members of staff who have been off long-term will be returning to work on Monday, 28 May 2025.

RESOLVED:

1. **That the Clerk be authorised to proceed with booking Code of Conduct Training for Councillors as outlined within the report.**
2. **That the remaining items within this report be deferred to the next meeting of the Resources Committee scheduled for 1 May 2025.**

The meeting ended at 6.52 pm.

Signed Date