



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

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

Website: [www.ledburytowncouncil.gov.uk](http://www.ledburytowncouncil.gov.uk)

1 December 2025

To: All Councillors

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL**, to be held on **Thursday. 4 December 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, MIWFM, AICCM  
CiLCA (England & Wales)  
Town Clerk

## FILMING AND RECORDING OF COUNCIL MEETING

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

## AGENDA

1. **Apologies for absence**
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 note the General Duty on Public Authorities of Section 149 of the Equality Act 2010** (Page 5122)
5. **To approve and sign as a correct record the minutes of a meeting of Council held on 13 November 2025** (Pages 5124 - 5134)
6. **To receive and note the Action sheet** (Pages 5136 - 5137)
7. **To receive Ward Reports**
8. **Chairman's Communications**
9. **To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)**  
  
*"Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business of the agenda. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting."*
10. **To receive motions presented by Councillors in accordance with Standing Order 9**

Motion received from Councillor Morris, seconded by Councillor Hughes:

**That Ledbury Town Council**

1. **Formally commit to pursuing "Town of Culture 2028" status for Ledbury.**
2. **Establish a Town of Culture 2028 Working Group, comprising Councillors, community representatives, and sector experts, to coordinate planning, development, and consultation.**

<https://www.gov.uk/government/news/new-town-of-culture-competition-to-shine-a-spotlight-on-the-contribution-of-towns-that-tell-national-story>

## **FINANCE, POLICY & GENERAL PURPOSES**

11. **To receive and note Month 7 financial reports** (Pages 5138 - 5166)
  - i. Receipts and Payments 1 to 31 October 2025
  - ii. Balance sheet and Trial Balance – Month 7

- iii. Budget Monitoring Reports 1 April – 31 October 2025
- 12. **To confirm verification of bank statements and reconciliations for September and October 2025**
- 13. **To approve invoices for payment for December 2025 (Interim)  
(To Follow)**
- 14. **To receive the Interim Internal Audit Report 2025/26 and give consideration to any recommendations therein (Pages 5168 - 5179)**
- 15. **Annual Insurance Renewal (Pages 5180 - 5188)**
  - i. **2024 Renewal Summary**
  - ii. **Clear Council Policy Schedule – contents**
  - iii. **Ecclesiastical Policy Schedule – Buildings**
  - iv. **Clear Council Cyber cover breakdown**
- 16. **Funding proposal from Ledbury Community Hub (Pages 5190 - 5195)**

## **GOVERNANCE**

- 17. **Code of Conduct Matters (Standing Item)**

In the matter of the live code of conduct case COC128 the council has been notified by the office of the Monitoring Officer at Herefordshire Council that:

*“The Monitoring Officer has reached the decision that a formal investigation is required. Accordingly, the Monitoring Officer will appoint an investigating officer to investigate the complaint, gather further evidence and prepare a report.”*

An indicative timescale of 9 January has been provided for completion of the Monitoring Officer’s report.

## **PLANNING, ECONOMY & TOURISM**

- 18. **To consider Planning Consultations (Pages 5196 - 5197)**
- 19. **To receive and note update on Planning Decisions (Pages 5198 - 5201)**
- 20. **Herefordshire Hotel & Conference Demand Study (For information) (Pages 5202 - 5203)**

## **ENVIRONMENT & LEISURE**

- 21. **To receive and note the annual ROSPA report in respect of equipment at recreation ground (Pages 5204 - 5277)**

22. **To receive and note the minutes of the Events Working Party held on 28 October 2025**  
(Pages 5278 - 5284)
23. **To receive the notes of a meeting to discuss the future of the Councils Market Provision held on 20 November 2025 and to give consideration to any recommendations therein**  
(Pages 5286 - 5289)
24. **Future use of Ledbury Market House** (Pages 5290 - 5295)
25. **That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 802-804 to be signed, granting the exclusive Right of Burial to those named on the interment form**

## **RESOURCES**

26. **To receive and note the minutes of the Resources Committee meeting held on 13 November 2024**  
(Pages 5296 - 5298)

## **GENERAL**

27. **Outside Bodies** (Pages 5300 - 5307)
  - i. **Minutes of a meeting of the Carnival AGM held on 12 November 2025**
  - ii. **Minutes of a meeting of the Ledbury Food Group held on 3 November 2025**
  - iii. **Minutes of a meeting of the Ledbury Community Choir held on 30 October 2025**

28. **Date Of Next Meeting**

To note that the next meeting of Council is scheduled for Thursday, 8 January 2026

29. **Exclusion Of Press & Public**

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

30. **Resources Committee Confidential Matters (Oral Update)**

To consider any matters discussed at the meeting of the Resources Committee held on 4 December 2025 which need to be considered as a matter of urgency

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

Agenda and reports excluding confidential items to:





Local press (1)  
Library (1)  
Council Website (1)

<b>FULL COUNCIL</b>	<b>2 OCTOBER 2025</b>	<b>AGENDA ITEM: 4</b>
---------------------	-----------------------	-----------------------

## **SECTION 149 OF THE EQUALITIES ACT 2010**

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

### **Equality Duty**

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

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

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

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



**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF FULL COUNCIL  
HELD ON 13 NOVEMBER 2025**

---

**PRESENT:** Councillors: Chowns, Coleman, Eakin, Harvey (Chairman), Hughes, Morris, Sinclair and Troy

**ALSO PRESENT:** Angela Price – Town Clerk  
Julia Lawrence – Deputy Clerk  
Sophie Rudd – Minute Taker  
Richard West – Worcester South Citizen's Advice Service Representative

**C1023. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bradford, Browning and Kettle.

**C1024. DECLARATIONS OF INTEREST**

Councillors Harvey and Morris declared an interest in item 12 in relation to two invoices relating to the Bye Street Toilets due to being Trustees of Love Ledbury.

**C1025. TO NOTE THE NOLAN PRINCIPLES**

**RESOLVED:**

**That the Nolan Principles be received and noted.**

**C1026. TO NOTE THE GENERAL DUTY ON PUBLIC AUTHORITIES OF SECTION 149 OF THE EQUALITY ACT 2010**

**RESOLVED:**

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

**C1027. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 30 OCTOBER 2025**

The Chairman sought clarification in respect of minute no. C998. She advised that her recollection of what had been understood and voted on was as minute no. C998. She restated her understanding of the decision taken to be that Ledbury Town Council would purchase

the hearing loop system and gift it to Ledbury Places, noting that the Council could then reclaim the VAT for this purchase and that Ledbury Places would cover the cost for the feather signs and quiz sheets.

Members agreed with the Chairman's understanding of this resolution, being that Ledbury Places would pay for the feather signs and quiz sheets.

**RESOLVED:**

- 1. That the minutes of a meeting of Council held on 30 October 2025 be approved and signed as a correct record.**
- 2. That minute no. C998 was correct and therefore would stand as per the minutes.**

**C1028. TO RECEIVE AND NOTE THE ACTION SHEET**

The Clerk advised that minute no's. C954, C998 and C1000 had been completed. She also advised Members that planning application 252286 (min No. C1009(5) refers) had been resubmitted for a re-consultation.

It was noted that minute no. C998 in the action sheet differed from that within the minutes and should be amended to reflect this.

**RESOLVED:**

- 1. The Action Sheet be received and noted.**
- 2. That minute no. C998 in the action sheet be amended to concur with that which is within the minutes.**

**C1029. CHAIRMAN'S COMMUNICATIONS**

The Chairman reported that she had been invited to several events including the High Sherriff's Shrieval (attended on her behalf by Councillor Chowns), the Three Kings Parade, the Herefordshire Museum re-opening, Ledbury Town Carol Service, Light of Life Service in Hereford and the Ledbury Community Choir Christmas Concert.

**RESOLVED:**

**That the Chairman's update be received and noted.**

- C1030. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3 (e) AND 3 (f)**

**RESOLVED:**

Mr Richard West of Worcester Citizens Advice Service was present at the meeting and it was agreed that he would be given an opportunity to speak at agenda item 13(iii).

- C1031. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9**

**RESOLVED:**

None received.

- C1032. TO RECEIVE AND NOTE MONTH 7 FINANCIAL REPORTS**

**RESOLVED:**

That it be noted that the financial reports for month 7 were not available at this meeting and therefore will be presented at the next meeting of Council scheduled for 4 December 2025.

- C1033. TO CONFIRM THE VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR SEPTEMBER AND OCTOBER 2025**

**RESOLVED:**

- 1. To note that the Chair of Finance, Policy & General Purposes Committee confirmed that the bank statements and reconciliations for September 2025 had been verified and signed.**
- 2. That the verification of the bank statements and reconciliations for October 2025 be deferred to the meeting of Council scheduled for 4 December 2025.**

- C1034. INVOICES FOR PAYMENT NOVEMBER 2025 (INTERIM)**

Due to Councillors Harvey and Morris submitting a declaration of interest in respect of the two invoices in relation to Bye Street toilets it was not possible to approve these two invoices as the meeting would have been inquorate. However, to ensure that all other invoices were approved for payment it was agreed that the two invoices relating to Bye Street toilets be withdrawn and that the Clerk and Chair of Finance, Policy & General Purposes Committee be delegated authority to approve these two invoices outside of the meeting.

**RESOLVED:**

1. That invoices for payment in the sum of £7,395.17 plus VAT be approved for payment (excluding invoices in respect of Bye Street Toilets).
2. That the Clerk and Chair of the Finance, Policy & General Purposes Committee be delegated to approve the two invoices in relation to Bye Street toilets in the sum of £705.00 outside of the meeting.
3. That a decision in relation to switching electricity accounts be deferred to the next meeting of Full Council, to allow the Clerk time to contact the Councils current providers to seek clarification in respect of the implications for electricity costs due to the Transition Network use of Systems (TNUoS) increase.

**C1035. GRANT APPLICATIONS**

Richard West of South Worcester Citizens Advice Service provided an update on service statistics for Ledbury.

The Chair asked Mr West about the delivery services within Ledbury and whether there were any plans to increase the service to more days per week. Mr West advised that they were looking at this and that it is currently a work in progress.

The Chair thanked Mr West for attending the meeting and for the update.

Members asked whether the Food Group had been approached about submitting a multi-year grant for the Ledbury Food Group events. The Clerk advised that she had met Griff Holliday and that this had been raised with them, however Mr Holliday was unsure what direction the Food Group might take after 2026 and therefore he was reticent to commit the Council to funding beyond 2026.

Richard West left the meeting at 7:45pm

**RESOLVED:**

1. That the service statistics for 2024/2025 in conjunction with the updates provided at the meeting be received and noted.
2. That the Clerk be authorised to release the remaining £2,500 to the South Worcester Citizen's Advice Service in respect of 2025/26 financial year.



3. That the Clerk provide a copy of the multi-year grant form to South Worcester Citizen's Advice Service in order for them to submit a multi-year grant application for the period 2026/27–28/29.
4. That Ledbury Food Group be awarded a grant of £2,000 in 2026/27 in support of the Ledbury Celebration event – Food Act 1984 s.50 and s.60 – power to establish markets in the Council's area and provide a market place and market buildings.
5. That Ledbury FC Youth be awarded a grant of £2,000 in 2026/27 (£1,000 in support of the boys and the girls teams respectively) in support of the U16 trip to Strömstad - Local Government Act 1972 Section 137 - power to spend money for the direct benefit of the Councils area or inhabitants when there is no other specific statutory power to do so.

**C1036. CODE OF CONDUCT MATTERS**

Members were provided with an update on Code of Conduct matters.

**RESOLVED:**

1. That the update in respect of Code of Conduct Complaints be received and noted, noting the response from Councillor Bradford.
2. That it be noted that recommendations a, b and c remain in place at this time.

**C1037. PLANNING CONSULTATIONS**

1. Application Number 252975 - Erection of a side extension. - Woodlands Lodge Parkway Ledbury Herefordshire HR8 2JG

**RESOLVED:**

No objection.

- 2. Application Number 253037** - Single storey rear extension, porch canopy, and interior alterations. - **New House Bridge Street Ledbury Herefordshire HR8 2AW**

**RESOLVED:**

**No objection.**

- 3. Application Number 253145** - Replacement cartway screen on east elevation. Replacement windows. Replacement front door (west elevation) - **Upper Barn, Ledbury, Herefordshire, HR8 2PX**

**RESOLVED:**

**Members agreed this item was to be deferred to the next meeting of Full Council to be held on 4 December 2025.**

**C1038. PLANNING DECISIONS**

**RESOLVED:**

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

**C1039. MARKET HOUSE VISITOR NUMBERS**

**That the Market House visitor numbers be received and noted.**

**RESOLVED:**

**That the Market House visitor numbers be received and noted.**

**C1040. TO RECEIVE AND NOTE RESPONSE TO OBJECTION TO PREMISES LICENCE IN RESPECT OF WEAVERS, 10 NEW STREET, LEDBURY, HR8 2DX**

Members expressed their disappointment at the response in respect of this premises licence application.

**RESOLVED:**

- 1. That the response to the objection to the premises license in respect of Weavers, 10 New Street, Ledbury be received and noted.**
- 2. That the Clerk express the Council's disappointment at the decision to the Ward Councillor, Stef Simmons and ask her to seek clarification on how they are to express future concerns.**

**C1041. CORRESPONDENCE REGARDING SPEEDING**

**RESOLVED:**

1. Members noted the actions taken by the Clerk in respect of the issues raised with the correspondence, noting that Councillor Peberdy had advised she would pick this up and that the Lengthsman will provide an update on what, if any, works they have been able to carry out.
2. That an article be included in a future Council newsletter and on social media platforms clarifying what powers a Parish Council has and what areas come under their remit.

**C1042. TO RECEIVE AND NOTE CORRESPONDENCE FROM CPRE REGARDING LUGG MEADOW NATURE RESERVE**

Members were provided with an update in respect of this application, which advised that the Planning Authority had advised the applicant that they would not support this application, and that it was understood that the applicant was currently considering whether to withdraw the application or wait for the refusal, following which they will consider making an appeal.

**RESOLVED:**

That in the light of the new information provided at the meeting it was agreed that Ledbury Town Council would take no further action in respect of this request, noting that this site is not in the Parish of Ledbury.

**C1043. BUS INFRASTRUCTURE**

**RESOLVED:**

1. That Ledbury Town Council agreed, in principle, to the request from Councillor Harvey, Ward Councillor for Ledbury North, and resolves to move the £8,000 allocated for the Daffodil Line Bus Service in the 2025/26 budget to earmarked reserve towards the cost of at least two roofed shelters.
2. That consideration be given to whether any further additional funding should be allocated to roofed bus shelters within the 2026/27 budget.
3. That subject to the outcome of the current staffing review consideration be given to which budget line the cost of watering the hanging baskets and roofed shelters should be allocated to i.e. Ledbury in Bloom budget line (115/4650),

**noting that the cost of watering the hanging baskets in 2025 was £4,480.**

Councillor Eakin left the room at 8:24 and returned at 8:27

**C1044. QUINQUENNIAL SURVEY FOR THE COUNCIL OFFICES**

Members were provided with a copy of the quinquennial survey in respect of the Council offices.

Members asked whether there was currently a maintenance programme for the buildings in the ownership of the Council and were advised that officers have been asked to draw up a maintenance programme. It was noted that maintenance plans should be in place for all council operations, and that this is a good example of workstreams that can be delegated to officers as part of the new committee structure.

**RESOLVED:**

- 1. That Members receive and note the contents of the Quinquennial Survey.**
- 2. That officers be instructed to seek costings as outlined in the report and provide a report back to Council detailing these costs once received in order to progress the urgent works.**
- 3. That upon receipt of quotations, Caroe & Partners be asked to review the quotations and oversee the works.**
- 4. That Members instruct officers to seek quotations for a maintenance contract for the building's gullies and drains.**
- 5. That Members instruct officers to prepare a draft of a longer-term plan concerning all heritage buildings owned by the Council.**

Councillor Sinclair left the meeting at 8:30pm

**C1045. STORAGE CONTAINER REPORT**

Members were provided with an update in relation to a storage container to be located in the cemetery. There was some concern about where the storage container could be located within the cemetery and it was agreed that the Clerk would organise a site meeting to consider potential locations.

**RESOLVED:**

1. That the Clerk be authorised to purchase 2 x flat packed storage containers from Company no. 2 at a cost of £3,866.00 as detailed within the report to be delivered on a flatbed transit vehicle and assembly being undertaken from a crew from the company and that the costs for these units be taken from budget line 102/4312 – Storage container (£2,000), with the remaining £1,866.00 being taken from the council's general reserve and paid back in the 2026/27 budget.
2. That the Clerk arrange a site visit with Councillors to consider the location of the storage container.

**C1046. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 23 OCTOBER 2025**

**RESOLVED:**

That the minutes of the Resources Committee meeting held on 23 October 2025 be received and noted subject to the date being amended from 'September 2025' to 'October 2025'.

**C1047. OUTSIDE BODIES**

**RESOLVED:**

None received.

**C1048. OFFICER REPORTS**

Members were provided with officer reports for consideration. It was noted that the reports did not all cover the same timeframe.

The Chair raised concerns about the Christmas lights installation, officers provided reassurance that the lights would be installed on 20 November. Officers provided some background as to why the lights were being installed so close to the date arranged for the switch-on event (23 November), advising that they were supposed to have been installed on 22 October but for reason unknown this was not the case.

Concerns were raised in respect of the installation of the defibrillators at various locations around Ledbury. The Chair was concerned that this had been something that had been agreed some time ago but there appears to be no progress on getting them installed in Langlands and Bridge Street.

The Deputy Clerk advised that the defibrillators would be installed by the end of 2025. It was noted that these are lifesaving pieces of equipment and as such should be a priority.

The Chair noted that there appeared to be no reference to work in respect of the markets in the CEO report.

**RESOLVED:**

1. That the Officer reports be received and noted with thanks.
2. That future reports be aligned to cover the similar time periods.
3. That Festive Lighting be asked to provide an undertaking that they will install the lights in 2026 at least two weeks in advance of the lights switch on.
4. That the Deputy Clerk write to the gentleman who had raised the installation of a defibrillator in Langlands to provide an update on the progress.
5. That once the defibrillators are installed their locations be added to Google maps.
6. That estimated start dates be provided in respect of future projects.
7. That the CEO be asked to provide updates in future reports in respect of work undertaken around the Charter Market

**C1049. HEREFORDSHIRE COUNTY BID – CONSULTATION SURVEY**

**RESOLVED:**

That the Clerk be delegated to provide a response to the Consultation based on views expressed at the meeting.

**C1050. SUSPENSION OF STANDING ORDER 3(x)**

**RESOLVED:**

That Standing Order 3(x) be suspended for a period of 10 minutes to allow the remaining business of the Agenda to be completed.

**C1051. DATE OF NEXT MEETING**

**RESOLVED:**

To note that the next meeting of Council is scheduled for Thursday, 4 December 2025.

**C1052. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

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

**C1053. RESOURCES COMMITTEE – CONFIDENTIAL**

Members were requested to give consideration to a request for the sum of £5,000 being approved to cover the cost of professional HR services to support the Clerk in respect of the ongoing staff review.

**RESOLVED:**

That £5,000 be made available from within the budget line 220/4590 – Professional Services for costs associated with the provision of HR support and advice to the Clerk in respect of the Staff Review.

The meeting ended at 9:02 pm

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





## FULL COUNCIL

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
30-Oct-25					
C1002	That all three committees be reinstated with effect from April 2026 at the latest, subject to detailed plans be presented to council by the March 2026 meeting.	TC and Cllrs	By April 2026	Clerk to arrange initial meeting to discuss committee structure and delegation, staff review and all other related matters to ensure progress on a return to committee meetings in April 2026 - to include quorum of committees	In progress
13-Nov-25					
C1034(3)	The Clerk to contact the LTC's current electricity provider to seek clarification in respect of implications for electricity costs due to the TNUoS increase.	TC	Dec-25	Clerk has made initial enquiries with Octopus. Despite this information being available on line Octopus advised that they were not aware of any increase in April 2026 - Clerk is continuing to look into this.	In progress
C1040	The Clerk to ask Ward Councillor Simmons to seek clarification on how to express future concerns regarding licensing.	TC	27.11.2025	Email sent to Cllr Simmons - response awaited	Completed
C1041	Parish Council Powers article to be published in the next edition of the newsletter and on social media.	CEO/SJ	27.11.2025	CEO asked to include item in first 2026 edition of newsletter	Completed
C1044(2)	Officers seek costings outlined in the Quinquennial Survey and provide a report to council.	DTC	Dec-25	DTC obtaining quotes	On going
C1044(4)	Officers to seek quotations for a maintenance contract for the building's gullies and drains.	DTC	Dec-25	DTC obtaining quotes	Completed

C1044(5)	Officers to prepare a draft long-term plan concerning all heritage buildings owned by the council.	DTC	Jan-26		On going
C1045(2)	Site visit to the cemetery to take place to determine the location of the storage container.	TC & Cllrs	26/11/2026	Site visit held and site for storage container	Complete
C1048(3)	The clerk to ask Festive Lighting to provide an undertaking that they will instal the lights in 2026 two weeks in advance of the light switch on.	TC	20.11.2025	Email sent to Festive Lighting awaiting response	Completed
C1048(4)	The Deputy Clerk is to write to the member of the public who raised the installation of the defibrillator to provide him with an update.	DTC	Dec-25	Waiting for confirmation from DTC that she has written to member of public	In progress
C1048(7)	The CEO to provide updates in respect of work undertaken in relation to the Charter Market.	CEO	27.11.2025	CEO asked to provide updates for January meeting	Completed
C1049	The Clerk to provide a response to the Herefordshire County BID	TC	27.11.2025	Response completed	Completed

## Receipts for Month 7

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		19,974.27					19,974.27	
	Banked: <b>07/10/2025</b>	<b>50,000.00</b>						
Transfer	Premier A/c (736) Comm Call	50,000.00			202		50,000.00	Inter trans 736-235
	Carnival Banked: <b>08/10/2025</b>	<b>-265.00</b>						
Carnival	Ledbury Carnival Association	-265.00			1273	127	-265.00	Payment ref use of card machin
	FunFair Banked: <b>08/10/2025</b>	<b>2,500.00</b>						
FunFair	Rogers Funfair Ledbury	2,500.00			1718	214	2,500.00	Rent for October Fair
	Interest Banked: <b>09/10/2025</b>	<b>12.94</b>						
Interest	Lloyds Bank	12.94			1870	220	12.94	Bank Interest
	Apprentice Banked: <b>10/10/2025</b>	<b>500.00</b>						
Apprentice	Herefordshire Incentive	500.00			1021	230	500.00	Apprentice Income
	500537 Banked: <b>10/10/2025</b>	<b>115.83</b>						
500537	Tourist Information	31.20			1034	301	31.20	Town Maps
500537	Dog Bags	26.00			1471	127	26.00	Dog Bags
500537	Ceremony Room	52.00			1460	120	52.00	Wedding Deposit
500537	Photocopier	6.63			1036	235	6.63	Photocopier printing
	500537 Banked: <b>10/10/2025</b>	<b>115.83</b>						
500537	Painted Room Donations	115.83			1451	105	115.83	Donations
	500537 Banked: <b>10/10/2025</b>	<b>-115.83</b>						
500537	Painted Room Donations	-115.83			1451	105	-115.83	Donations
	CARD Banked: <b>13/10/2025</b>	<b>3.80</b>						
CARD	Barclaycard	3.80			1034	301	3.80	Tourist Information maps
	Banked: <b>23/10/2025</b>	<b>40,000.00</b>						
Trsf 23.10	Premier A/c (736) Comm Call	40,000.00			202		40,000.00	736 - 235
	CARD Banked: <b>31/10/2025</b>	<b>1,066.60</b>						
CARD	Barclaycard	1,066.60			1450	105	150.60	PR Sales
					1451	105	394.50	PR Donations
					1471	127	10.00	Dog Bags
					1036	235	7.50	Photocopier
					1460	120	504.00	LTC & PR Card Sales
	500537 Banked: <b>31/10/2025</b>	<b>1,183.17</b>						
500537	Painted Room Sales	238.60			1450	105	238.60	Painted Room Sales
500537	Painted Room Donations	944.57			1451	105	944.57	Painted room Donations
Total Receipts for Month		95,117.34	0.00	0.00			95,117.34	
Cashbook Totals		115,091.61	0.00	0.00			115,091.61	

Date: 28/11/2025

## Ledbury Town Council Current Year

Page: 646

Time: 08:49

## Cashbook 1

User: AP

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

For Month No: 7

## Payments for Month 7

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
19/08/2025	West Mercia Energy	120	43.05	43.05		500			Electricity for Town clock
31/08/2025	P J Nicholls Ltd	139	79.71	79.71		500			Fuel for van and mowers
01/09/2025	Advansy Limited	105	123.60	123.60		500			Hosting & Support for October
07/09/2025	Telefonica Uk Ltd	106	153.56	153.56		500			Mobile phones for LTC staff
10/09/2025	Latus Group (UK) Ltd	136	1,885.00	1,885.00		500			CBT Sessions
10/09/2025	Amazon EU UK Branch	141	63.99	63.99		500			Button Maker machine
15/09/2025	Seton (Brady) Ltd	143	40.93	40.93		500			A5 fire action stickers
16/09/2025	Waterplus Group Ltd	145	21.38	21.38		500			LTC Water drainage
16/09/2025	All About Local Magazine Ltd	148	204.00	204.00		500			All about west of the Hills
16/09/2025	Amazon EU UK Branch	144	31.48	31.48		500			Fast growing grass seed
16/09/2025	Amazon EU UK Branch	146	25.14	25.14		500			Craft Gift boxes
17/09/2025	Amazon EU UK Branch	147	20.99	20.99		500			Chocolate coins
19/09/2025	Shed Sounds UK	149	230.00	230.00		500			PA System Remembrance Sunday
22/09/2025	ACAS	151	595.00	595.00		500			Training course for AP
22/09/2025	Stephen C Large Landscape Gard	153	3,085.80	3,085.80		500			Garden Maintenance Cemetery
24/09/2025	Takepayments Ltd	107	60.00	60.00		500			Terminal allocation reception
25/09/2025	Dolphin Tec	129	683.86	683.86		500			Readings for photocopier/print
26/09/2025	Rialtas Business Solutions Ltd	157	355.80	355.80		500			Annual support for users
26/09/2025	Rialtas Business Solutions Ltd	158	3,079.50	3,079.50		500			Installation training on PL SL
27/09/2025	Siemens Financial Services Ltd	128	274.72	274.72		500			Lease rental for LTC printer
28/09/2025	Emma Clowsley	156	70.50	70.50		500			Re-imburse of craft goods
30/09/2025	Barclays Bank PLC	113	25.76	25.76		500			Card machine charges PRoom
30/09/2025	DTBC Ltd t/aThompson & Co	130	55.20	55.20		500			Payroll Mth 7
30/09/2025	Oncecom Ltd	132	487.33	487.33		500			LTC Landline/voice connectivit
30/09/2025	P F Cusack(Tool Supplies) Ltd	159	320.59	320.59		500			Adhesive signage
04/10/2025	Octopus Energy Ltd	116	237.56	237.56		500			LTC electricity mth 6
06/10/2025	EON Next Energy	122	145.03	145.03		500			Market House Electricity
06/10/2025	EE Business	133	15.13	15.13		500			Wedding Co-ordinator mobile
07/10/2025	EON Next Energy	52	1,710.84	1,710.84		500			LTC Electricity
07/10/2025	Citation Ltd	109	350.14	350.14		500			HR for LTC
07/10/2025	EON Next Energy	52	1,710.84	1,710.84		500			LTC Offices electricity
07/10/2025	B&B Services Ltd	103	317.40	317.40		500			New lock back gate
07/10/2025	G & P Group Enterprise Ltd	142	5.20	5.20		500			Weekly Ledbury Reporter
07/10/2025	Amazon EU UK Branch	150	16.37	16.37		500			Paint sticks creative activiti
07/10/2025	E.on	52	-3,421.68		-162.94	4122	202	-3,258.74	Electricity
07/10/2025	B&B Services Ltd	BACS	-317.40		-52.90	4170	202	-264.50	Water Leak repair
07/10/2025	E.on	BACS	-0.19		-0.01	4122	202	-0.18	LTC Electricity
07/10/2025	E.on	BACS	0.38		0.02	4000	202	0.36	LTC Electricity

Continued on Page 647

Date: 28/11/2025

## Ledbury Town Council Current Year

Page: 647

Time: 08:49

## Cashbook 1

User: AP

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

For Month No: 7

## Payments for Month 7

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
08/10/2025	DWRCYMRU	110	52.13	52.13		500			LTC Water Rates
10/10/2025	Festive Lighting Company Ltd	57	7,200.02	7,200.02		500			Hire of Christmas Lights
10/10/2025	Stromstad Twinning Association	58	1,000.00	1,000.00		500			Stromstad Twinning grant
10/10/2025	Waterplus Group Ltd	112	21.51	21.51		500			Water drainage LTC offices
13/10/2025	LedburyPrimary School	56	1,000.00	1,000.00		500			Ledbury primary School Grant
15/10/2025	Printerbase Ltd	53	76.80	76.80		500			Printer Cartridges
15/10/2025	OMSUK Ltd	54	6,068.29	6,068.29		500			Lease line installation
15/10/2025	Francotyp Postalia Ltd	119	36.00	36.00		500			Lease of franking machine
15/10/2025	OMS UK Ltd	54	1.00		0.17	4483	401	0.83	Equipment alongside lease line
23/10/2025	Pavillion Rooms	BACS	500.00			4890	214	500.00	LTC Grant
23/10/2025	RBL Ledbury Brance	BACS	240.00			4890	214	240.00	LTC Grant for RBL
23/10/2025	Warren Oak	BACS	2,500.00			4890	214	2,500.00	Grant Malverns District Scouts
23/10/2025	Ledbury Community Hub	BACS	2,500.00			4890	214	2,500.00	Grant Ledbury Community Hub
24/10/2025	B&B Services Ltd	25	185.10	185.10		500			Repair of water leak
24/10/2025	G & P Group Enterprise Ltd	26	5.20	5.20		500			Weekly Ledbury Focus
24/10/2025	J B Gaynham & Son	27	50.00	50.00		500			Engaving of Mayoral Chain
24/10/2025	Heating Maintenance Services L	28	168.00	168.00		500			Install 3 sockets in Jacobean
24/10/2025	Balfour Beatty Living Places L	29	125.00	125.00		500			October Fair road closure
24/10/2025	Chubb Fire & Security	30	347.45	347.45		500			Fire Alarm Service
24/10/2025	Radbournes	31	158.40	158.40		500			2 bags of screened soil
24/10/2025	SLCC Enterprise Ltd	32	585.60	585.60		500			National Conference APrice
24/10/2025	Emma Clowsley	33	194.03	194.03		500			Travel Expenses
24/10/2025	Ledbury Community Brass Band	35	1,000.00	1,000.00		500			LTC Grant
24/10/2025	Angela Price	36	53.98	53.98		500			Re-imbursement Poppy wreat
24/10/2025	Staff Salaries	BACS	41,059.06			4000	103	3,281.53	Payroll Mth 7
						4000	105	4,472.87	Payroll Mth 7
						4000	109	7,057.11	Payroll Mth 7
						4000	230	26,247.55	Payroll Mth 7
27/10/2025	Herefordshire Council	123	1,090.00	1,090.00		500			LTC Rates
27/10/2025	EON Next Energy	127	1,710.84	1,710.84		500			Electricity for LTC Offices
27/10/2025	Dolphin Tec	BACS	383.86		63.98	4405	235	319.88	Printer readings
27/10/2025	Dolphin Tec	BACS	383.86		63.98	4405	235	319.88	Photocopier readings
27/10/2025	Dolphin Tec	BACS	-767.72		-127.95	1036	235	-639.77	Photocopier readings
28/10/2025	Shredall SDS Group	2	107.70	107.70		500			Confidential Waste
28/10/2025	D M Property Maintenance	4	1,608.74	1,608.74		500			Contracts Works
28/10/2025	Signworx Hereford Ltd	5	691.00	691.00		500			HODS Brochures
28/10/2025	Isabel Lewis	9	16.99	16.99		500			Purchase of book Sea Fever

Continued on Page 648

Date: 28/11/2025

## Ledbury Town Council Current Year

Page: 648

Time: 08:49

## Cashbook 1

User: AP

## Lloyds A/c (235&amp; 174)(Bus Ext)

For Month No: 7

## Payments for Month 7

## 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>
28/10/2025	Bliss Cleaning Services (Ledbu	10	464.40	464.40		500			LTC Cleaning
28/10/2025	Printerbase Ltd	11	178.20	178.20		500			Printer cartridges
28/10/2025	P J Nicholls Ltd	12	51.96	51.96		500			Fuel for van and mowers
28/10/2025	Amazon EU UK Branch	13	72.65	72.65		500			Storage set
28/10/2025	Viking Office UK Ltd	17	182.38	182.38		500			Stationery
28/10/2025	Grapevine Publications (Worces	18	234.00	234.00		500			Advert Ledbury Focus
28/10/2025	Seton (Brady) Ltd	19	76.22	76.22		500			Road signage
28/10/2025	Chubb Fire & Security	20	2,141.67	2,141.67		500			Annual contract
28/10/2025	Quickskip Recycling	21	288.00	288.00		500			Cemetery Skip
28/10/2025	Ledbury Hardware Ltd	22	22.60	22.60		500			Cable Ties
28/10/2025	Sovereign Design Play Systems	23	1,168.61	1,168.61		500			Play equipment
28/10/2025	P F Cusack (Tools Supplies) Lt	24	24.00	24.00		500			numbers for signage
28/10/2025	Staff Salary	BACS	1,759.77			4000	109	1,759.77	Payroll Mth 7
28/10/2025	Balfour Beatty Living Places L	98	125.00	125.00		500			Light switch on Road Closure
28/10/2025	Lloyds Bank	BACS	-1,759.77			4000	109	-1,759.77	Lloyds Bank (staff salary)
28/10/2025	16102025	29	-125.00			4607	127	-125.00	October Fair road closure
30/10/2025	Lloyds Bank (staff salary)	BACS	-1,995.68			4000	109	-1,995.68	Staff Salary Mth 7
31/10/2025	OMSUK Ltd	121	1,440.11	1,440.11		500			Managed IT Service
31/10/2025	Telefonica Uk Ltd	131	154.12	154.12		500			LTC Mobile phones
31/10/2025	OMSUK Ltd	134	10,298.88	10,298.88		500			New IT equipment for LTC
31/10/2025	Citizens Advice	135	2,500.00	2,500.00		500			LTC Grant
31/10/2025	Shredall SDS Group	140	107.70	107.70		500			Confidential Waste
31/10/2025	Lloyds Bank Plc	162	53.21	53.21		500			Bank Charges
<b>Total Payments for Month</b>			100,602.38	59,661.89	-215.65			41,156.14	
<b>Balance Carried Fwd</b>			14,489.23						
<b>Cashbook Totals</b>			115,091.61	59,661.89	-215.65			55,645.37	

## Receipts for Month 7

## 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 :		491,642.84					491,642.84	
CHG 2011	Banked: 01/10/2025	195.83						
CHG 2011	The Co-operative Group (CGP)	195.83			1160	102	195.83	Mortuary Rent
2384	Banked: 03/10/2025	190.00						
2384	Susan Hann	190.00			1460	205	190.00	Ceremony Room Income
INT	Banked: 03/10/2025	235.69						
INT	Lloyds Bank	235.69			1870	220	235.69	Bank Interest
Christmas	Banked: 03/10/2025	50.00						
Christmas	The Uncommomn Touch	50.00			1270	115	50.00	Donation to christmas event
2463	Banked: 17/10/2025	352.50						
2463	R Wilson	352.50			1090	301	352.50	Charter Market
Eastnor	Banked: 17/10/2025	50.00						
Eastnor	Eastnor Castle	50.00			1270	115	50.00	Donation for Christmas event
SEQ	Banked: 24/10/2025	500.00						
SEQ	Sequani Ltd	500.00			1270	115	500.00	Donation Christmas event
LFS	Banked: 24/10/2025	723.50						
LFS	Ledbury Funeral Services	723.50			1100	102	723.50	EROB & Interment
LFS	Banked: 24/10/2025	723.50						
LFS	Ledbury Funeral Services	723.50			1460	102	723.50	EROB & Inter
2512	Banked: 28/10/2025	40.00						
2512	Sally Preedy	40.00			1270	115	40.00	Christmas Market
DONATE	Banked: 28/10/2025	100.00						
DONATE	Amcor Flexibles	100.00			1270	115	100.00	Donation for Christmas event
DONATE	Banked: 28/10/2025	500.00						
DONATE	Hellens Manor	500.00			1270	115	500.00	Donation for Christmas event
2525	Banked: 29/10/2025	47.00						
2525	Caroline Bousefield	47.00			1090	301	47.00	Charter Market
2518	Banked: 30/10/2025	47.00						
2518	Orchards Grove Preserves	47.00			1090	301	47.00	Charter Market
2519	Banked: 30/10/2025	112.50						
2519	Taynton Farm Sales	112.50			1090	301	112.50	Charter Market
2522	Banked: 30/10/2025	22.50						
2522	Spice up the Valleys	22.50			1090	301	22.50	Charter Market
2524	Banked: 31/10/2025	45.00						
2524	Kelly Dilley	22.50			1090	301	22.50	Charter Market
2524	Kelly Dilley	22.50			1090	301	22.50	Charter Market

Total Receipts for Month	3,935.02	0.00	0.00	3,935.02
Cashbook Totals	<u>495,577.86</u>	<u>0.00</u>	<u>0.00</u>	<u>495,577.86</u>



Payments for Month 7				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>
07/10/2025	Lloyds A/c (235& 174)(Bus Ext)	Transfer	50,000.00			200		50,000.00	Inter trans 736-235
23/10/2025	Lloyds A/c (235& 174)(Bus Ext)	Trsf 23.10	40,000.00			200		40,000.00	736 - 235
Total Payments for Month			90,000.00	0.00	0.00			90,000.00	
Balance Carried Fwd			405,577.86						
Cashbook Totals			495,577.86	0.00	0.00			495,577.86	



Receipts for Month 7				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 :		174,630.61					174,630.61	
INTER Banked: 31/10/2025		577.65						
INTER The Public Sector Deposit Fund		577.65			1870	220	577.65	Bank Interest
Total Receipts for Month		577.65	0.00	0.00			577.65	
Cashbook Totals		175,208.26	0.00	0.00			175,208.26	

Payments for Month 7				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		175,208.26						
	Cashbook Totals		175,208.26	0.00	0.00			175,208.26	

Receipts for Month 7				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 :		69.39					69.39	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>69.39</u>	<u>0.00</u>	<u>0.00</u>			<u>69.39</u>	

Payments for Month 7				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>
13/10/2025	Ledbury Store	PCASH	19.26			4876	214	19.26	Mop Fiar Refreshment
14/10/2025	Man Shed	PCASH	5.00			4590	220	5.00	Man Shed C Dold
16/10/2025	Blandfords	PCASH	3.25		0.54	4415	235	2.71	Greeting Card
16/10/2025	Men Shed	PCASH	5.00			4415	235	5.00	Men Shed C Dold
28/10/2025	G & P Group Enterprise Ltd	PCASH	2.90		0.48	4415	235	2.42	Greeting Card
Total Payments for Month			35.41	0.00	1.02			34.39	
Balance Carried Fwd			33.98						
Cashbook Totals			69.39	0.00	1.02			68.37	

## 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			20,281.55	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			14,489.23	
202	Premier A/c (736) Comm Call			405,577.86	
203	Public Sector Deposit Fund			175,208.26	
215	Petty Cash			33.98	
310	General Fund				195,337.12
324	EMR - Listed Buildings				106,855.97
331	EMR - Advertising				5,000.00
335	EMR - Amenity & Public Spaces				17,696.05
336	EMR - Community Projects				15,701.35
339	EMR - Vehicle Replacement/Ref				5,000.00
500	Creditors			441.40	
1021	Apprentice Income	230	Management and Payroll		500.00
1030	Market House Income	201	Market House		240.00
1034	Tourist Information Centre	301	Planning/Economic Development		57.40
1036	Photocopier Printing	235	Office Facilities & Equipment		672.70
1090	Charter Market Income	301	Planning/Economic Development		3,636.50
1100	Cemetery Interment Income	102	Cemetery & Buildings		3,386.04
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		915.50
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		68.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		1,254.17
1270	Christmas Lights Event	115	Town Centre Decorations		1,240.00
1273	Event Income	127	Services and Events		65.00
1289	War Memorial Refund	118	Minor Infrastructure		1,666.68
1450	Painted Room Sales Income	105	Painted Room		3,059.75
1451	Painted Room Donations Income	105	Painted Room		5,627.72
1452	UKSPF Funding	105	Painted Room		9,000.00
1460	Ceremony Room Income	102	Cemetery & Buildings		723.50
1460	Ceremony Room Income	120	Non-Statutory Services		3,852.00
1460	Ceremony Room Income	127	Services and Events		52.50
1460	Ceremony Room Income	205	Ceremony Room		190.00
1471	Dog Poop Bags	127	Services and Events		121.10
1710	Lengthsman (basic) Income	125	Green Spaces Maintenance		1,120.00
1718	October Fair Donation Income	214	Grants with Powers		2,500.00
1870	Bank Interest Received Income	220	Finance and General Purposes		6,015.82
1900	Precept Income	220	Finance and General Purposes		734,622.00
1902	Western Power WayLeave	220	Finance and General Purposes		5.95
4000	Staff Salaries	103	Grounds Maintenance	24,106.54	
4000	Staff Salaries	105	Painted Room	26,957.36	
4000	Staff Salaries	109	Masefield Matters	43,902.32	
4000	Staff Salaries	202	Town Council Offices	0.36	

## Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4000	Staff Salaries	230	Management and Payroll	193,940.88	
4001	Agency Cover	102	Cemetery & Buildings	5,170.00	
4001	Agency Cover	230	Management and Payroll	3,623.20	
4004	Wedding Decorations	120	Non-Statutory Services	119.33	
4013	Devolved Services	125	Green Spaces Maintenance	52.08	
4014	Lengthsman Scheme/P3 Scheme	125	Green Spaces Maintenance	1,120.00	
4020	Cleaning	120	Non-Statutory Services	300.00	
4021	Rubbish Collection	202	Town Council Offices	242.98	
4050	Staff Training	230	Management and Payroll	2,426.97	
4051	Officers Travel/Conference/Sub	109	Masefield Matters	410.93	
4051	Officers Travel/Conference/Sub	110	Recreation Ground	510.00	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	741.94	
4110	Rates	102	Cemetery & Buildings	1,885.52	
4110	Rates	201	Market House	469.11	
4110	Rates	202	Town Council Offices	5,264.33	
4115	Water	102	Cemetery & Buildings	55.77	
4115	Water	105	Painted Room	15.76	
4115	Water	106	Bye Street Toilets	8.70	
4115	Water	201	Market House	55.32	
4115	Water	202	Town Council Offices	512.53	
4115	Water	235	Office Facilities & Equipment	8,582.40	
4116	Confidential Waste - Shredding	202	Town Council Offices	913.71	
4119	CCTV New	202	Town Council Offices	4,112.62	
4122	Electricity	102	Cemetery & Buildings	215.37	
4122	Electricity	106	Bye Street Toilets	342.48	
4122	Electricity	108	Amenity Areas	190.01	
4122	Electricity	115	Town Centre Decorations	1,827.80	
4122	Electricity	201	Market House	407.50	
4122	Electricity	202	Town Council Offices	7,327.35	
4130	Insurance	220	Finance and General Purposes	644.97	
4150	Cleaning	102	Cemetery & Buildings	4.78	
4150	Cleaning	202	Town Council Offices	1,807.00	
4155	Housekeeping	109	Masefield Matters	1.21	
4155	Housekeeping	202	Town Council Offices	272.77	
4155	Housekeeping	235	Office Facilities & Equipment	2.90	
4170	Maintenance	102	Cemetery & Buildings	10.83	
4170	Maintenance	106	Bye Street Toilets	8.30	
4170	Maintenance	202	Town Council Offices	360.64	
4170	Maintenance	235	Office Facilities & Equipment	21.67	
4176	CCTV Link to Hereford	118	Minor Infrastructure	4,836.15	
4185	Alarms	202	Town Council Offices	4,045.47	
4200	New Equipment	102	Cemetery & Buildings	29.45	



## Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4200	New Equipment	108	Amenity Areas	3.63	
4205	Grounds Maintenance (Contract)	101	Closed Churchyard	270.00	
4205	Grounds Maintenance (Contract)	106	Bye Street Toilets	336.66	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	2,803.30	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	5,430.00	
4206	Grounds Maintenance	102	Cemetery & Buildings	6,266.86	
4224	Wheely Bins Refuse Collection	101	Closed Churchyard	169.14	
4225	Skip Hire	102	Cemetery & Buildings	460.00	
4228	General Tree works	108	Amenity Areas	4,345.00	
4235	Play Equipment-New	110	Recreation Ground	9,358.91	
4236	Play Equipment Maintenance	110	Recreation Ground	1,396.37	
4238	Youth Shelter Maintenance	110	Recreation Ground	100.00	
4250	Tree Works/Property Maintenanc	101	Closed Churchyard	6,850.00	
4250	Tree Works/Property Maintenanc	102	Cemetery & Buildings	925.00	
4252	General Park Maintenance	108	Amenity Areas	260.40	
4271	Dog Bags	127	Services and Events	469.20	
4276	External power supply -High St	118	Minor Infrastructure	575.25	
4300	Vehicle Repair	102	Cemetery & Buildings	44.00	
4330	Fuel	102	Cemetery & Buildings	640.33	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	399.85	
4400	Stationery	225	Councillors/Newsletter	148.50	
4400	Stationery	235	Office Facilities & Equipment	1,584.39	
4405	Photocopier Hire	235	Office Facilities & Equipment	3,268.60	
4415	Office Support & Equipment	220	Finance and General Purposes	148.50	
4415	Office Support & Equipment	235	Office Facilities & Equipment	4,608.66	
4416	Equipment Maintenance	102	Cemetery & Buildings	227.00	
4416	Equipment Maintenance	202	Town Council Offices	99.00	
4420	Newsletter	225	Councillors/Newsletter	393.33	
4430	Advertising	105	Painted Room	144.00	
4430	Advertising	109	Masefield Matters	450.45	
4430	Advertising	220	Finance and General Purposes	689.54	
4433	Card Machine rental	105	Painted Room	268.89	
4433	Card Machine rental	220	Finance and General Purposes	294.00	
4439	Contingency	109	Masefield Matters	200.00	
4455	Postage	401	Full Council	263.08	
4460	Subscriptions	220	Finance and General Purposes	1,766.47	
4481	Telephones	401	Full Council	3,625.21	
4482	Website	108	Amenity Areas	103.00	
4482	Website	401	Full Council	1,976.41	
4483	ICT Services & Software Lease	401	Full Council	14,647.29	
4500	Town Mayors Expenses	225	Councillors/Newsletter	361.95	
4501	Mayor's Hospitality	210	Civic Matters	11.95	

## Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4525	Councillors Training	225	Councillors/Newsletter	562.50	
4529	Civic Insignia	210	Civic Matters	50.00	
4531	Roll of Honour	210	Civic Matters	20.00	
4535	Civic Hospitality	210	Civic Matters	1,378.03	
4546	Traffic Management	301	Planning/Economic Development	267.16	
4549	Charter Market improvements	301	Planning/Economic Development	1,800.00	
4550	Bank Charges	220	Finance and General Purposes	313.62	
4580	Audit External	220	Finance and General Purposes	1,680.00	
4590	Professional Services	220	Finance and General Purposes	9,621.45	
4592	PPE/Health & Safety	102	Cemetery & Buildings	120.00	
4592	PPE/Health & Safety	103	Grounds Maintenance	4.58	
4592	PPE/Health & Safety	220	Finance and General Purposes	155.02	
4595	Climate Change	127	Services and Events	1,930.00	
4605	Events Barriers	127	Services and Events	100.00	
4607	Events	109	Masefield Matters	24.99	
4607	Events	127	Services and Events	2,352.83	
4640	Christmas Lights & Install	115	Town Centre Decorations	12,000.00	
4650	Ledbury In Bloom	115	Town Centre Decorations	4,858.30	
4700	Stock Purchase	105	Painted Room	709.48	
4703	Promotional Material	107	Town Promotion	450.00	
4704	Tourism/ Town Plan Projects	107	Town Promotion	4,889.13	
4705	Signage	107	Town Promotion	303.75	
4800	Barrett Browning Clock	214	Grants with Powers	573.40	
4805	Citizens Advice Worcs	214	Grants with Powers	2,500.00	
4827	Community Action Ledbury	214	Grants with Powers	12,000.00	
4850	Poppy Wreath	127	Services and Events	44.98	
4875	Distinguished Citizen Awards	214	Grants with Powers	250.00	
4876	October Fair Expenditure	214	Grants with Powers	19.26	
4890	Unspecified Grants	214	Grants with Powers	13,792.00	
4892	Dream Your Future	214	Grants with Powers	1,500.00	
4893	Ledbury Food Bank	214	Grants with Powers	2,500.00	
4894	Ledbury Methodist Church	214	Grants with Powers	1,500.00	
4897	LEAF	214	Grants with Powers	10,440.00	
4898	Ledbury Carnival	214	Grants with Powers	4,500.00	
4903	Professional Fees	109	Masefield Matters		872.00
4906	Event Costs	109	Masefield Matters	2,952.68	
4907	Equipment and Materials	109	Masefield Matters	1,625.88	
5990	Transfer to Reserves			5,000.00	
6000	Transfers from EMR	101	Closed Churchyard		6,850.00
6000	Transfers from EMR	102	Cemetery & Buildings		1,000.00
6000	Transfers from EMR	108	Amenity Areas		2,195.00
6000	Transfers from EMR	115	Town Centre Decorations		3,578.00

Date : 28/11/2025

Ledbury Town Council Current Year

Page 5

Time: 08:52

Trial Balance for Month No: 7

User : AP

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>
6000	Transfers from EMR	202	Town Council Offices		4,112.62
Trial Balance Totals :				1,144,790.44	1,144,790.44
Difference				0.00	



	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Closed Churchyard</b>								
4021 Rubbish Collection	0	0	0	0		0	0.0%	
4122 Electricity	29	0	0	0		0	0.0%	
4205 Grounds Maintenance (Contract)	452	270	1,500	1,230		1,230	18.0%	
4206 Grounds Maintenance	0	0	1,000	1,000		1,000	0.0%	
4224 Wheely Bins Refuse Collection	331	169	250	81		81	67.7%	
4227 Memorial Testing	480	0	0	0		0	0.0%	
4250 Tree Works/Property Maintenanc	0	6,850	1,000	(5,850)		(5,850)	685.0%	6,850
Closed Churchyard :- Indirect Expenditure	1,292	7,289	3,750	(3,539)	0	(3,539)	194.4%	6,850
Net Expenditure	(1,292)	(7,289)	(3,750)	3,539				
6000 plus Transfers from EMR	0	6,850	0	(6,850)				
Movement to/(from) Gen Reserve	(1,292)	(439)	(3,750)	(3,311)				
<b>102 Cemetery &amp; Buildings</b>								
1100 Cemetery Interment Income	9,412	3,386	11,000	7,614			30.8%	
1105 Exclusive Right of Burial	304	0	0	0			0.0%	
1130 Cemetery Memorial Permit Incom	1,849	916	2,500	1,585			36.6%	
1131 Cemetery Deed Transfers Income	195	68	360	292			18.9%	
1160 Mortuary Rent Income	2,394	1,254	2,500	1,246			50.2%	
1161 Chapel Hire	275	0	150	150			0.0%	
1460 Ceremony Room Income	0	724	0	(724)			0.0%	
Cemetery & Buildings :- Income	14,428	6,347	16,510	10,163			38.4%	0
4000 Staff Salaries	37,451	0	33,952	33,952		33,952	0.0%	
4001 Agency Cover	8,055	5,170	12,000	6,830		6,830	43.1%	
4018 National Insurance	(0)	0	0	0		0	0.0%	
4019 Pension	(1)	0	0	0		0	0.0%	
4110 Rates	2,800	1,886	3,350	1,464		1,464	56.3%	
4115 Water	150	56	100	44		44	55.8%	
4122 Electricity	411	215	1,000	785		785	21.5%	
4150 Cleaning	30	5	100	95		95	4.8%	
4170 Maintenance	2,702	11	0	(11)		(11)	0.0%	
4181 CCTV Maintenance Contract	0	0	100	100	110	(10)	110.0%	
4183 Memorial Board	1,077	0	100	100		100	0.0%	
4200 New Equipment	130	29	1,100	1,071		1,071	2.7%	
4201 Equipment Hire	0	0	500	500		500	0.0%	
4206 Grounds Maintenance	3,078	6,267	2,200	(4,067)	54	(4,121)	287.3%	1,000
4223 Perimeter Wall Repairs	0	0	2,000	2,000		2,000	0.0%	
4225 Skip Hire	1,980	460	1,800	1,340		1,340	25.6%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4227 Memorial Testing	3,119	0	1,000	1,000		1,000	0.0%	
4250 Tree Works/Property Maintenanc	494	925	2,500	1,575		1,575	37.0%	
4273 Scatter Garden & Memorial Tree	0	0	2,000	2,000		2,000	0.0%	
4300 Vehicle Repair	577	44	1,000	956		956	4.4%	
4310 Vehicle Replacement/Refurb	0	0	5,000	5,000		5,000	0.0%	
4311 Green Vehicle	0	0	3,000	3,000		3,000	0.0%	
4312 Storage Container	0	0	2,000	2,000		2,000	0.0%	
4330 Fuel	1,200	640	1,100	460		460	58.2%	
4340 Insurance, Tax & MOT	1,066	400	1,100	700		700	36.4%	
4415 Office Support & Equipment	0	0	0	0		0	0.0%	
4416 Equipment Maintenance	946	227	2,000	1,773		1,773	11.3%	
4433 Card Machine rental	25	0	0	0		0	0.0%	
4592 PPE/Health & Safety	89	120	500	380		380	24.0%	
4594 Cemetery Mapping	0	0	395	395		395	0.0%	
Cemetery & Buildings :- Indirect Expenditure	65,381	16,455	79,897	63,442	164	63,279	20.8%	1,000
Net Income over Expenditure	(50,952)	(10,108)	(63,387)	(53,279)				
6000 plus Transfers from EMR	4,573	1,000	0	(1,000)				
Movement to/(from) Gen Reserve	(46,379)	(9,108)	(63,387)	(54,279)				
<u>103 Grounds Maintenance</u>								
4000 Staff Salaries	30,094	24,107	35,057	10,950		10,950	68.8%	
4018 National Insurance	0	0	0	0		0	0.0%	
4019 Pension	(1)	0	0	0		0	0.0%	
4592 PPE/Health & Safety	0	5	0	(5)		(5)	0.0%	
Grounds Maintenance :- Indirect Expenditure	30,094	24,111	35,057	10,946	0	10,946	68.8%	0
Net Expenditure	(30,094)	(24,111)	(35,057)	(10,946)				
<u>105 Painted Room</u>								
1450 Painted Room Sales Income	2,543	3,060	2,000	(1,060)			153.0%	
1451 Painted Room Donations Income	5,555	5,628	5,000	(628)			112.6%	
1452 UKSPF Funding	0	9,000	0	(9,000)			0.0%	
Painted Room :- Income	8,098	17,687	7,000	(10,687)			252.7%	0
4000 Staff Salaries	28,639	26,957	25,711	(1,246)		(1,246)	104.8%	
4018 National Insurance	0	0	0	0		0	0.0%	
4019 Pension	(0)	0	0	0		0	0.0%	
4115 Water	0	16	0	(16)		(16)	0.0%	
4150 Cleaning	(16)	0	0	0		0	0.0%	
4205 Grounds Maintenance (Contract)	337	0	0	0		0	0.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4429 UKSPF Funding	3,975	0	0	0		0	0.0%	
4430 Advertising	535	144	800	656		656	18.0%	
4433 Card Machine rental	440	269	600	331		331	44.8%	
4434 Music Licence	167	0	500	500		500	0.0%	
4700 Stock Purchase	1,017	709	1,550	841		841	45.8%	
Painted Room :- Indirect Expenditure	35,094	28,095	29,161	1,066	0	1,066	96.3%	0
Net Income over Expenditure	(26,997)	(10,408)	(22,161)	(11,753)				
<u>106 Bye Street Toilets</u>								
4115 Water	0	9	0	(9)		(9)	0.0%	
4122 Electricity	225	342	500	158		158	68.5%	
4155 Housekeeping	0	0	500	500		500	0.0%	
4170 Maintenance	0	8	500	492		492	1.7%	
4205 Grounds Maintenance (Contract)	673	337	0	(337)		(337)	0.0%	
Bye Street Toilets :- Indirect Expenditure	899	696	1,500	804	0	804	46.4%	0
Net Expenditure	(899)	(696)	(1,500)	(804)				
<u>107 Town Promotion</u>								
4703 Promotional Material	0	450	2,000	1,550		1,550	22.5%	
4704 Tourism/ Town Plan Projects	592	4,889	5,000	111	13	98	98.0%	
4705 Signage	115	304	3,000	2,696		2,696	10.1%	
Town Promotion :- Indirect Expenditure	707	5,643	10,000	4,357	13	4,344	56.6%	0
Net Expenditure	(707)	(5,643)	(10,000)	(4,357)				
<u>108 Amenity Areas</u>								
4122 Electricity	1,153	190	1,000	810		810	19.0%	
4200 New Equipment	0	4	200	196		196	1.8%	
4204 Dog Hill Wood Management Plan/	565	0	1,000	1,000		1,000	0.0%	
4205 Grounds Maintenance (Contract)	4,934	2,803	4,540	1,737		1,737	61.7%	
4208 Dog Hill Wood Maintenance	337	0	0	0		0	0.0%	
4210 Dog Hill Wood Coppicing	0	0	1,000	1,000		1,000	0.0%	
4228 General Tree works	2,480	4,345	2,000	(2,345)		(2,345)	217.3%	2,195
4239 Bye St Toilets	553	0	0	0		0	0.0%	
4252 General Park Maintenance	0	260	1,000	740		740	26.0%	
4482 Website	0	103	0	(103)		(103)	0.0%	
Amenity Areas :- Indirect Expenditure	10,022	7,705	10,740	3,035	0	3,035	71.7%	2,195
Net Expenditure	(10,022)	(7,705)	(10,740)	(3,035)				
6000 plus Transfers from EMR	500	2,195	0	(2,195)				
Movement to/(from) Gen Reserve	(9,522)	(5,510)	(10,740)	(5,230)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>109 Maselfield Matters</b>								
1020 National Heritage Funding	111,110	0	111,110	111,110			0.0%	
Maselfield Matters :- Income	111,110	0	111,110	111,110			0.0%	0
4000 Staff Salaries	3,985	43,902	108,850	64,948		64,948	40.3%	
4050 Staff Training	0	0	1,000	1,000		1,000	0.0%	
4051 Officers Travel/Conference/Sub	0	411	5,240	4,829		4,829	7.8%	
4155 Housekeeping	0	1	0	(1)		(1)	0.0%	
4430 Advertising	0	450	9,500	9,050	120	8,930	6.0%	
4436 Consultancy	0	0	7,700	7,700		7,700	0.0%	
4439 Contingency	0	200	20,561	20,361		20,361	1.0%	
4607 Events	0	25	0	(25)		(25)	0.0%	
4902 New Staff	3,144	0	0	0		0	0.0%	
4903 Professional Fees	872	(872)	8,800	9,672		9,672	(9.9%)	
4904 Recruitment	0	0	2,000	2,000		2,000	0.0%	
4906 Event Costs	210	2,953	17,950	14,997		14,997	16.4%	
4907 Equipment and Materials	1,518	1,626	9,680	8,054		8,054	16.8%	
Maselfield Matters :- Indirect Expenditure	9,729	48,696	191,281	142,585	120	142,465	25.5%	0
Net Income over Expenditure	101,381	(48,696)	(80,171)	(31,475)				
<b>110 Recreation Ground</b>								
4051 Officers Travel/Conference/Sub	0	510	0	(510)		(510)	0.0%	
4175 CCTV Maintenance	489	0	0	0		0	0.0%	
4205 Grounds Maintenance (Contract)	10,187	5,430	10,000	4,570		4,570	54.3%	
4206 Grounds Maintenance	(0)	0	0	0		0	0.0%	
4224 Wheely Bins Refuse Collection	66	0	150	150		150	0.0%	
4229 Street Light Maintenance	0	0	500	500		500	0.0%	
4230 ROSPA Reports	0	0	80	80		80	0.0%	
4235 Play Equipment-New	0	9,359	10,000	641		641	93.6%	
4236 Play Equipment Maintenance	952	1,396	5,000	3,604	627	2,977	40.5%	
4237 Skate Park Maintenance	0	0	500	500		500	0.0%	
4238 Youth Shelter Maintenance	0	100	300	200		200	33.3%	
Recreation Ground :- Indirect Expenditure	11,694	16,795	26,530	9,735	627	9,108	65.7%	0
Net Expenditure	(11,694)	(16,795)	(26,530)	(9,735)				
<b>115 Town Centre Decorations</b>								
1270 Christmas Lights Event	15	1,240	2,500	1,260			49.6%	
Town Centre Decorations :- Income	15	1,240	2,500	1,260			49.6%	0
4122 Electricity	832	1,828	1,000	(828)		(828)	182.8%	



	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4640 Christmas Lights & Install	15,000	12,000	15,000	3,000		3,000	80.0%	
4650 Ledbury In Bloom	3,504	4,858	4,000	(858)		(858)	121.5%	3,578
Town Centre Decorations :- Indirect Expenditure	19,335	18,686	20,000	1,314	0	1,314	93.4%	3,578
Net Income over Expenditure	(19,320)	(17,446)	(17,500)	(54)				
6000 plus Transfers from EMR	0	3,578	0	(3,578)				
Movement to/(from) Gen Reserve	(19,320)	(13,868)	(17,500)	(3,632)				
<u>118 Minor Infrastructure</u>								
1289 War Memorial Refund	3,333	1,667	1,667	0			100.0%	
Minor Infrastructure :- Income	3,333	1,667	1,667	0			100.0%	0
4176 CCTV Link to Hereford	13,085	4,836	12,000	7,164		7,164	40.3%	
4233 Gazebos	493	0	0	0		0	0.0%	
4276 External power supply -High St	1,084	575	1,000	425		425	57.5%	
4285 Defibrillator Maintenance	339	0	750	750		750	0.0%	
Minor Infrastructure :- Indirect Expenditure	15,002	5,411	13,750	8,339	0	8,339	39.4%	0
Net Income over Expenditure	(11,668)	(3,745)	(12,083)	(8,338)				
<u>120 Non-Statutory Services</u>								
1460 Ceremony Room Income	7,429	3,852	4,000	148			96.3%	
Non-Statutory Services :- Income	7,429	3,852	4,000	148			96.3%	0
4004 Wedding Decorations	0	119	250	131		131	47.7%	
4020 Cleaning	38	300	300	0		0	100.0%	
4110 Rates	171	0	0	0		0	0.0%	
4430 Advertising	142	0	500	500		500	0.0%	
Non-Statutory Services :- Indirect Expenditure	350	419	1,050	631	0	631	39.9%	0
Net Income over Expenditure	7,078	3,433	2,950	(483)				
<u>125 Green Spaces Maintenance</u>								
1710 Lengthsman (basic) Income	3,168	1,120	0	(1,120)			0.0%	
Green Spaces Maintenance :- Income	3,168	1,120	0	(1,120)				0
4013 Devolved Services	737	52	1,000	948		948	5.2%	
4014 Lengthsman Scheme/P3 Scheme	2,376	1,120	3,000	1,880		1,880	37.3%	
4015 P3 scheme	316	0	0	0		0	0.0%	
Green Spaces Maintenance :- Indirect Expenditure	3,429	1,172	4,000	2,828	0	2,828	29.3%	0
Net Income over Expenditure	(261)	(52)	(4,000)	(3,948)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>127 Services and Events</u>								
1271 Event Sponsorship	469	0	0	0			0.0%	
1272 Climate Change Income	65	0	0	0			0.0%	
1273 Event Income	8,939	65	0	(65)			0.0%	
1460 Ceremony Room Income	0	53	0	(53)			0.0%	
1471 Dog Poop Bags	653	121	500	379			24.2%	
Services and Events :- Income	10,126	239	500	261			47.7%	0
4171 PAT Testing	(10)	0	0	0		0	0.0%	
4271 Dog Bags	722	469	700	231		231	67.0%	
4444 Petty Cash	8	0	0	0		0	0.0%	
4595 Climate Change	426	1,930	2,000	70		70	96.5%	
4600 Town Crier/Fees & Subs	347	0	500	500		500	0.0%	
4601 Town Crier/Uniforms	0	0	500	500	500	0	100.0%	
4605 Events Barriers	0	100	100	0		0	100.0%	
4607 Events	17,112	2,353	12,000	9,647	144	9,503	20.8%	
4850 Poppy Wreath	53	45	40	(5)		(5)	112.5%	
Services and Events :- Indirect Expenditure	18,658	4,897	15,840	10,943	644	10,299	35.0%	0
Net Income over Expenditure	(8,532)	(4,658)	(15,340)	(10,682)				
6000 plus Transfers from EMR	350	0	0	0				
Movement to/(from) Gen Reserve	(8,182)	(4,658)	(15,340)	(10,682)				
<u>201 Market House</u>								
1030 Market House Income	1,167	240	1,100	860			21.8%	
Market House :- Income	1,167	240	1,100	860			21.8%	0
4110 Rates	664	469	1,900	1,431		1,431	24.7%	
4115 Water	0	55	100	45		45	55.3%	
4122 Electricity	1,121	408	1,000	593		593	40.8%	
4150 Cleaning	0	0	100	100		100	0.0%	
4170 Maintenance	5,270	0	5,000	5,000		5,000	0.0%	
Market House :- Indirect Expenditure	7,055	932	8,100	7,168	0	7,168	11.5%	0
Net Income over Expenditure	(5,888)	(692)	(7,000)	(6,308)				
6000 plus Transfers from EMR	5,000	0	0	0				
Movement to/(from) Gen Reserve	(888)	(692)	(7,000)	(6,308)				
<u>202 Town Council Offices</u>								
4000 Staff Salaries	0	0	0	(0)		(0)	0.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4021 Rubbish Collection	475	243	1,000	757		757	24.3%	
4110 Rates	8,357	5,264	7,500	2,236		2,236	70.2%	
4115 Water	853	513	630	117		117	81.4%	
4116 Confidential Waste - Shredding	968	914	780	(134)		(134)	117.1%	
4119 CCTV New	0	4,113	0	(4,113)		(4,113)	0.0%	4,113
4122 Electricity	18,028	7,327	15,500	8,173		8,173	47.3%	
4150 Cleaning	3,685	1,807	2,500	693	75	618	75.3%	
4155 Housekeeping	296	273	500	227	126	101	79.8%	
4170 Maintenance	7,716	361	5,000	4,639		4,639	7.2%	
4179 Quinquennial Works	0	0	2,000	2,000		2,000	0.0%	
4185 Alarms	5,700	4,045	4,620	575		575	87.6%	
4416 Equipment Maintenance	182	99	0	(99)		(99)	0.0%	
4444 Petty Cash	36	0	0	0		0	0.0%	
Town Council Offices :- Indirect Expenditure	46,296	24,959	40,030	15,071	201	14,870	62.9%	4,113
Net Expenditure	(46,296)	(24,959)	(40,030)	(15,071)				
6000 plus Transfers from EMR	1,823	4,113	0	(4,113)				
Movement to/(from) Gen Reserve	(44,474)	(20,846)	(40,030)	(19,184)				
<u>205 Ceremony Room</u>								
1460 Ceremony Room Income	0	190	0	(190)			0.0%	
Ceremony Room :- Income	0	190	0	(190)				0
Net Income	0	190	0	(190)				
<u>210 Civic Matters</u>								
4444 Petty Cash	58	0	0	0		0	0.0%	
4501 Mayor's Hospitality	105	12	1,100	1,088		1,088	1.1%	
4529 Civic Insignia	145	50	400	350		350	12.5%	
4531 Roll of Honour	15	20	50	30		30	40.0%	
4532 Flag Pole	193	0	200	200		200	0.0%	
4535 Civic Hospitality	158	1,378	2,042	664	9	655	67.9%	
Civic Matters :- Indirect Expenditure	674	1,460	3,792	2,332	9	2,323	38.7%	0
Net Expenditure	(674)	(1,460)	(3,792)	(2,332)				
<u>214 Grants with Powers</u>								
1718 October Fair Donation Income	2,250	2,500	2,500	0			100.0%	
1724 Shop Front Contribution	4,068	0	0	0			0.0%	
Grants with Powers :- Income	6,318	2,500	2,500	0			100.0%	0

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4800 Barrett Browning Clock	809	573	500	(73)		(73)	114.7%	
4805 Citizens Advice Worcs	5,000	2,500	5,000	2,500		2,500	50.0%	
4809 John Masefield Mem Project	164	0	0	0		0	0.0%	
4827 Community Action Ledbury	12,000	12,000	12,000	0		0	100.0%	
4875 Distinguished Citizen Awards	55	250	250	0		0	100.0%	
4876 October Fair Expenditure	(564)	19	500	481		481	3.9%	
4890 Unspecified Grants	17,560	13,792	20,000	6,208	1,660	4,548	77.3%	
4891 Age Uk Hereford Localities	4,000	0	4,000	4,000		4,000	0.0%	
4892 Dream Your Future	1,500	1,500	1,500	0		0	100.0%	
4893 Ledbury Food Bank	6,500	2,500	2,500	0		0	100.0%	
4894 Ledbury Methodist Church	1,350	1,500	1,350	(150)		(150)	111.1%	
4896 Winter of Well Being	1,500	0	0	0		0	0.0%	
4897 LEAF	10,440	10,440	10,440	0		0	100.0%	
4898 Ledbury Carnival	0	4,500	4,500	0		0	100.0%	
4900 Buses 4 Us	16,000	0	8,000	8,000		8,000	0.0%	
4901 John Masefield Memorial Projec	5,761	0	0	0		0	0.0%	
Grants with Powers :- Indirect Expenditure	82,075	49,575	70,540	20,965	1,660	19,305	72.6%	0

Net Income over Expenditure	(75,757)	(47,075)	(68,040)	(20,965)
-----------------------------	----------	----------	----------	----------

220 Finance and General Purposes

1870 Bank Interest Received Income	11,415	6,016	6,000	(16)			100.3%	
1900 Precept Income	682,400	734,622	734,622	0			100.0%	
1902 Western Power WayLeave	126	6	126	120			4.7%	
Finance and General Purposes :- Income	693,941	740,644	740,748	104			100.0%	0
4115 Water	(100)	0	0	0		0	0.0%	
4130 Insurance	18,872	645	20,000	19,355		19,355	3.2%	
4415 Office Support & Equipment	0	149	0	(149)		(149)	0.0%	
4430 Advertising	817	690	1,000	310	375	(65)	106.5%	
4433 Card Machine rental	395	294	600	306		306	49.0%	
4460 Subscriptions	3,695	1,766	5,000	3,234		3,234	35.3%	
4483 ICT Services & Software Lease	25	0	0	0		0	0.0%	
4550 Bank Charges	465	314	500	186		186	62.7%	
4551 Data Protection	39	0	500	500		500	0.0%	
4579 Audit Internal	375	0	2,500	2,500		2,500	0.0%	
4580 Audit External	1,680	1,680	3,000	1,320		1,320	56.0%	
4590 Professional Services	21,871	9,621	15,000	5,379		5,379	64.1%	
4592 PPE/Health & Safety	114	155	500	345		345	31.0%	
Finance and General Purposes :- Indirect Expenditure	48,249	15,314	48,600	33,286	375	32,911	32.3%	0

Net Income over Expenditure	645,692	725,330	692,148	(33,182)
-----------------------------	---------	---------	---------	----------

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>225 Councillors/Newsletter</u>								
4400 Stationery	0	149	0	(149)		(149)	0.0%	
4420 Newsletter	0	393	500	107	107	(0)	100.1%	
4500 Town Mayors Expenses	1,039	362	1,000	638		638	36.2%	
4502 Mayor's Advertising	786	0	500	500		500	0.0%	
4503 Mayor's Portrait/Caricature	0	0	500	500		500	0.0%	
4520 Councillors Expenses	38	0	300	300		300	0.0%	
4525 Councillors Training	118	563	1,500	938		938	37.5%	
4545 Annual & Other Meetings	0	0	500	500		500	0.0%	
4550 Bank Charges	66	0	0	0		0	0.0%	
Councillors/Newsletter :- Indirect Expenditure	2,048	1,466	4,800	3,334	107	3,227	32.8%	0
Net Expenditure	(2,048)	(1,466)	(4,800)	(3,334)				
<u>230 Management and Payroll</u>								
1021 Apprentice Income	1,000	500	0	(500)			0.0%	
Management and Payroll :- Income	1,000	500	0	(500)				0
4000 Staff Salaries	292,978	193,941	299,480	105,539		105,539	64.8%	
4001 Agency Cover	16,904	3,623	8,000	4,377		4,377	45.3%	
4018 National Insurance	0	0	0	0		0	0.0%	
4019 Pension	0	0	0	0		0	0.0%	
4050 Staff Training	6,338	2,427	6,000	3,573		3,573	40.4%	
4051 Officers Travel/Conference/Sub	1,974	742	1,500	758		758	49.5%	
4444 Petty Cash	5	0	0	0		0	0.0%	
Management and Payroll :- Indirect Expenditure	318,199	200,733	314,980	114,247	0	114,247	63.7%	0
Net Income over Expenditure	(317,199)	(200,233)	(314,980)	(114,747)				
<u>235 Office Facilities &amp; Equipment</u>								
1036 Photocopier Printing	22	673	0	(673)			0.0%	
1470 Photocopies Income	22	0	0	0			0.0%	
Office Facilities & Equipment :- Income	45	673	0	(673)				0
4001 Agency Cover	(0)	0	0	0		0	0.0%	
4115 Water	0	8,582	0	(8,582)		(8,582)	0.0%	
4155 Housekeeping	19	3	0	(3)		(3)	0.0%	
4170 Maintenance	315	22	1,650	1,628		1,628	1.3%	
4400 Stationery	4,961	1,584	4,000	2,416	267	2,148	46.3%	
4405 Photocopier Hire	2,531	3,269	3,500	231		231	93.4%	
4410 Photocopier Costs	2,141	0	0	0		0	0.0%	
4415 Office Support & Equipment	5,502	4,609	2,500	(2,109)	17	(2,126)	185.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4444 Petty Cash	229	0	0	0		0	0.0%	
Office Facilities & Equipment :- Indirect Expenditure	15,698	18,069	11,650	(6,419)	284	(6,703)	157.5%	0
Net Income over Expenditure	(15,654)	(17,396)	(11,650)	5,746				
<u>301 Planning/Economic Development</u>								
1034 Tourist Information Centre	307	57	200	143			28.7%	
1090 Charter Market Income	9,999	3,637	6,000	2,364			60.6%	
1460 Ceremony Room Income	565	0	0	0			0.0%	
1471 Dog Poop Bags	7	0	0	0			0.0%	
1710 Lengthsman (basic) Income	0	0	3,000	3,000			0.0%	
Planning/Economic Development :- Income	10,878	3,694	9,200	5,506			40.2%	0
4233 Gazebos	0	0	500	500		500	0.0%	
4543 Neighbourhood Plan	0	0	500	500		500	0.0%	
4546 Traffic Management	4,813	267	2,000	1,733		1,733	13.4%	
4549 Charter Market improvements	315	1,800	2,000	200		200	90.0%	
4553 Tourist Information Centre	193	0	1,000	1,000		1,000	0.0%	
4554 Charter Market Strategy	0	0	5,500	5,500		5,500	0.0%	
Planning/Economic Development :- Indirect Expenditure	5,321	2,067	11,500	9,433	0	9,433	18.0%	0
Net Income over Expenditure	5,558	1,627	(2,300)	(3,927)				
6000 plus Transfers from EMR	3,249	0	0	0				
Movement to/(from) Gen Reserve	8,806	1,627	(2,300)	(3,927)				
<u>302 Special Projects</u>								
4432 Phone Box	59	0	0	0		0	0.0%	
Special Projects :- Indirect Expenditure	59	0	0	0	0	0		0
Net Expenditure	(59)	0	0	0				
6000 plus Transfers from EMR	50	0	0	0				
Movement to/(from) Gen Reserve	(9)	0	0	0				
<u>401 Full Council</u>								
4400 Stationery	7	0	0	0		0	0.0%	
4444 Petty Cash	43	0	0	0		0	0.0%	
4455 Postage	648	263	400	137		137	65.8%	
4480 ICT-Computers	2,209	0	0	0		0	0.0%	
4481 Telephones	6,330	3,625	6,000	2,375		2,375	60.4%	

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4482	Website	4,186	1,976	4,000	2,024		2,024	49.4%	
4483	ICT Services & Software Lease	9,747	14,647	11,000	(3,647)		(3,647)	133.2%	
	Full Council :- Indirect Expenditure	23,168	20,512	21,400	888	0	888	95.9%	0
	Net Expenditure	(23,168)	(20,512)	(21,400)	(888)				
6000	plus Transfers from EMR	1,140	0	0	0				
	Movement to/(from) Gen Reserve	(22,028)	(20,512)	(21,400)	(888)				
	Grand Totals:- Income	871,056	780,592	896,835	116,243			87.0%	
	Expenditure	770,527	521,158	977,948	456,790	4,204	452,586	53.7%	
	Net Income over Expenditure	100,530	259,434	(81,113)	(340,547)				
	plus Transfers from EMR	16,684	17,736	0	(17,736)				
	Movement to/(from) Gen Reserve	117,214	277,169	(81,113)	(358,282)				





<b>FULL COUNCIL</b>	<b>25 NOVEMBER 2025</b>	<b>AGENDA ITEM: 14</b>
---------------------	-------------------------	------------------------

**Report prepared by Angela Price – Town Clerk**

## **INTERIM INTERNAL AUDIT 2025/26**

### **Purpose of Report**

The purpose of this report is to provide Members with the Internal Auditors Interim Report in respect of the 2025/26 financial year, and to provide suggested responses to the Observations within.

### **Detailed Information**

The Internal Auditor, Kevin Rose, of IAC Audit & Consultancy Ltd visited the Town Council offices on Tuesday, 4 November 2025 to carry out an interim audit in respect of the 2025/26 financial year.

The following documents are attached for Members consideration:

1. Interim Internal Audit Report
2. Interim Audit Summary
3. Observations

Members will note that there are 15 observations, the majority of which are prioritised as “High” for which the Clerk/RFO has provided recommended responses for.

Officers would like to highlight B4 in particular as Members are required to consider the officer recommendation in respect of changes to the Standing Orders/Financial Regulations..

*B4 – “It was noted that the tender level set in Financial Regulations 5.6 is £60,000 but is £25,000 in Standing Order 1a)v.”*

The relevant paragraphs are below.

**SO18(c)      A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**

FR5.6 For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

NALC Model Financial Regulations – Recommended Contract Thresholds as follows:

1. **Low-value purchases**  
**Below £3,000** (or similar figure) - *Authorised by the Clerk/RFO or a Committee according to local rules; no formal quotes required but best value should be demonstrated.*
2. **Medium-value contracts**  
**£3,000 to £25,000**  
*At least **three written quotations** should be obtained.*  
Award based on value for money, quality, and suitability.
3. **High-value contracts (formal tendering)**  
**Above £25,000**  
*Formal tendering process required, typically including:*
  - Public notice (e.g., council website, Contracts Finder for >£25,000)
  - Written specifications
  - Sealed bids
  - Evaluation by Council/Committee

#### **4. Public Contracts Regulations thresholds**

If a contract meets or exceeds national procurement thresholds (which change over time), then:

- Public Contracts Regulations apply.
- **Publication on Find a Tender (FTS)** is required.  
For local councils, the threshold for services/supplies is usually around **£213,000+**, and for works **£5.3m+** (figures updated periodically by the government).

Therefore, to ensure that the Council's Financial Regulations and Standing Orders are set at the same level, officers would recommend that the tender level for both be set at £25,000 in line with NALC recommendations.

#### **Recommendation**

1. That the tender level within the Council's Financial Regulations and Standing Orders be set at £25,000 in line with NALC recommendations and that both documents be amended and copies provided to Members accordingly.
2. That Members accept the proposed responses provided by the Clerk/RFO and authorise the Clerk to provide the responses to the Internal Auditor accordingly.



Angela Price PSLCC, MICCM, MIWFM CiLCA  
Town Clerk  
Ledbury Town Council  
Church Street,  
Ledbury,  
Herefordshire.  
HR8 1DH

18th November 2025

Dear Angela,

### **Interim Internal Audit Report**

An audit was carried out by Kevin Rose on Tuesday 4 November 2025. This was the interim internal audit, part of the annual internal audit coverage of the Council. Prior to the audit a 'Pre-Audit' was carried out remotely which tested items which are required to be published on the Council's website.

The audit was undertaken using the standard IAC Audit Checklist, that we use for all Local Councils, which has 206 items. A total of 103 items were tested during this audit, including items that were examined and tested as part of the pre-audit process. A balance of 103 items remain to be tested.

The following 'Internal Control Objectives' of the Annual Internal Audit Report (part of the AGAR) were checked and confirmed as being Not Applicable to your Council for this financial year.

- Exemption from External Audit (Box K)
- the Transparency Code (for Smaller Authorities) (Box L)
- Trust Funds (Box O)

#### **Areas subject to audit were;**

- the Accounting system and records (Box A)
- the Payment system (Box B)
- Risk and insurance (Box C)
- Budget and precept setting and monitoring (Box D)
- Income billing, collection and VAT (Box E)
- Petty cash (Box F)
- Bank reconciliations (Box I)
- Accounting Statements (Box J)
- the Publication of the Annual Governance and Accountability Return (Box N)

Of the 96 applicable items tested a Positive response was obtained in respect of 84 tests. There were 12 Negative responses identified and 15 Observations were made, details of which are set out in the attached Interim Internal Audit Observations.

---

**Summary of tests undertaken during this audit**

Positive response	84
Negative response	12
Not Applicable to your Council	7
Total tests carried out	<b><u>103</u></b>

I am pleased to advise that no 'Non-Compliances' were identified at this stage that would give rise to a negative response on the statutory Annual Internal Audit Report.

I would like to express my thanks for the assistance provided to me during my audit.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Rose'.

Kevin Rose ACMA  
Director

## Interim audit summary Ledbury Town Council

(shaded Internal Control Objectives are not applicable to your Council)



Audit 1 Date 4 November 2025

Internal Control Objective		N/A	Tested	Positive	Negative	Observations	Non Compliance
Box A	Appropriate accounting records have been properly kept throughout the financial year.	-	6	6	-	-	
Box B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	4	33	27	2	4	
Box C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	1	7	5	1	1	
Box D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	2	18	11	5	5	
Box E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	-	11	10	1	2	
Box F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	-	9	9	-	-	
Box G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	-	-	-	-	-	
Box H	Asset and investments registers were complete and accurate and properly maintained.	-	-	-	-	-	
Box I	Periodic bank account reconciliations were properly carried out during the year.	-	4	4	-	-	
Box J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	-	2	2	-	-	
Box K	If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")	-	-	-	-	-	
Box L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	-	1	-	1	1	
Box M	The authority, during the previous year (2024/25) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	-	5	4	1	1	
Box N	The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	-	7	6	1	1	
Box O	(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee	-	-	-	-	-	
Totals		7	103	84	12	15	-



# Ledbury Town Council Financial Year 2025-26

## Visit 1 Internal Audit Observations

Date considered by Council \_\_\_\_\_

Minute Reference \_\_\_\_\_



IAC Audit and Consultancy Ltd

Audit date: 4 November 2025

**B** This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Can bank payment transactions be traced to source documents ? (Interim)	Yes	<p>During the audit visit there was some discussion regarding salary payments that had been paid to the wrong bank account - this had been noted by the Clerk as the correct staff member had not received their pay. It was not possible to determine the reason that a wrong account had been used. On review it was established that a major contributing factor for the incorrect payment was that the Council pays salaries using BACS, which does not validate the Account Name to the Account Number.</p> <p>It is understood the Council is taking steps to recover the amounts paid incorrectly.</p>	<p>The Council, as a priority, to consider whether it would be more appropriate to make payments online using the Faster Pay system, which validates both account name and number, rather than using the BACS system.</p>	High	<p>This was reported to the Chair of the Council and Chair of the Finance, Policy &amp; General Purposes Committee. Both payments were refunded in October. Procedures are now in place to ensure that all bank details are checked and Accounts Clerk to sign off sheets to say she has checked the information within is correct before senior officers approve payments. Clerk to speak with bank to discuss setting up faster pay system on electronic banking.</p>
2	Have payments been approved as required under Council Financial Regulations?	Yes	<p>The Council receives and approves a list of payments each month, however it was noted that this listing does not include salary related payments, such as net pay to staff, HMRC and the pension fund.</p>	<p>The Council to review the content of the payments summary received and approved by Council and ensure that ALL payments, including those relating to payroll, are reviewed and approved by Council. (Note: for GDPT purposes staff salary payments may be aggregated rather than shown individually)</p>	High	<p>Officers to ensure that the monthly salary costs are included on invoices for payment reports for review</p>

3	Was VAT correctly accounted for on expenditure transactions?	No	<p><i>Form a test sample of payments it was noted that VAT had been claimed against one invoice from Herefordshire CC, on which there is no VAT, and also claimed against the invoice of the Town guide, when there is no VAT on the invoice.</i></p>	<p>The Council to note that VAT has been incorrectly claimed against at least two invoices. The Council should correct the accounting of these invoices and ensure that the necessary corrections are made on VAT returns.</p> <p>The Council to conduct a review of invoices during the year and confirm whether there have been any other instances of incorrect accounting for VAT.</p>	High	Accounts Clerk advised of errors and instructed to amend in next VAT claim. Clerk to undertake review of invoices quarterly going forward to confirm correct VAT claims being made.
4	Is the tender level in Financial Regulations and Standing Orders set at the same level?	No	<p><i>It was noted that the tender level set in Financial Regulation 5.6 is £60,000 but is £25,000 in Standing Order 18 a) v.</i></p>	<p>The Council to review the tender level set in its Financial Regulations and Standing Orders and ensure that they are set at the same level.</p>	Medium	<b>Officers recommend that Council set tender level at £25,000 as per explanation in covering report</b>

**C This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.**

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Council has undertaken necessary RoSPA inspections of play equipment and has taken appropriate action.	No	<p><i>As at the date of the interim audit the Council had not received the Play Inspection report; the last report available is for September 2024. It is understood that the inspection had been carried out but the report has not yet been issued by the inspector.</i></p>	<p>The Council to note that the play inspection report has not yet been received. The Council to consider requiring the report to be produced by the inspector within a defined period of days after the date of the inspection.</p>	Medium	Report has now been received and will be provided to members on the Full Council agenda on 04.11.2025



**D** *The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	When preparing the budget, and subsequent precept demand, did the Council specifically consider the level of its General Reserve and whether the level of the General Reserve was adequate and not excessive?	No	<p>The General Reserve recorded in the Omega system as at 31st March was £195,337 however a significant element of this relates to the Masefield Matters project (£111,110 was received in 2024/25 for this project).</p> <p>As an EMR has not been created for this project the value of the General Reserve is significantly overstated. It appears that the Council will not have been holding the minimum of 3 months General Reserves as set out in the Practitioner's Guide 2025.</p>	<p>The Council to note that the level of the General Reserve as at 31st March 2025, after adjusting for the the Masefield Matters funds, was very low and below the minimum set out in the Practitioner's Guide.</p> <p>The Council to consider how this low level of reserve might impact on the precept requirement for 2026/27.</p>	High	<p>Internal auditor suggested Council may wish to consider moving some of the funds from the Listed Buildings EMR to general reserve. However it should be borne in mind that the quinquennial survey on the council offices and market house may require these funds to be available for repair work</p>
2	Level of Reserves were appropriate, their purpose is identified	No	<p>It is not clear the the Earmarked Reserves established by the Council are accurate.</p> <p>It was noted that no EMR has been created for the Masefield Matters project, and it is unclear what the basis is of the £106,855.97 held as Listed Buildings Earmarked Reserve.</p>	<p>The Council, as a priority, to review the level of its Earmarked Reserves and verify whether they are accurate,</p>	High	EMR to be set up in 2026/27 budget for MM project funds

3	Does the budget recorded in the Councils accounting system agree to the budget set by Council?	No	<p><i>Noted that budget approved by Council does not correspond with Cost Centres in Omega.</i></p> <p><i>The Omega budget includes a 'brought forward' budget amount of £111,110 relating to Masefield Matters, -this relates to National Lottery Funding Received in 2024/25, this should have been accounted for as an EMR. There is also an expenditure budget of £185,520.</i></p> <p><i>It appears that the £111,010 should have been recorded as an Earmarked Reserve in 2024/25, with a corresponding reduction in the value of the General Reserve (see above). It does not appear that the is specific Council approval of the £185,520 expenditure budget recorded in Omega. It is unclear whether the implied deficit of £75k actually represents as cost that will need to be met from the General Reserve.</i></p>	<p>The Council to undertake a specific review of the Masefield Matters project budgeting and ensure that a) the budgeted income and and expenditure of the project are properly stated and b) the budgeting for these, as either Earmarked Reserves of current year income and expenditure is properly understood and approved by Council.</p>	High	Please refer to no. 2 above
4	Council has returned to IAC completed Internal Audit Observations spreadsheets from prior audit(s)	No	<p><i>The Council has not provided its response to the Internal Audit Observations from the previous audit and returned it to IAC.</i></p>	Council to provide its comments on the previous Internal Audit Observations.	Medium	This has now been provided.
5	Council has reviewed independence of the Internal Auditor	No	<p><i>It was noted that the Council has not formally considered the independence of the Internal Auditor as set out in the Practitioner's Guide paragraph 4.11</i></p>	<p>The Council to ensure that , on an annual basis, it formally considers the independence of the Internal Auditor. It may be appropriate for this to be done at the same time as the Council considers the Annual Internal Audit Report.</p>	Medium	Clerk to ensure this is included as part of the process when annual internal audit report is received in April/May of each year.

**E** Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Has the Investment Strategy been subject to annual review?	No	The Investment Strategy has not been subject to annual review	Council to ensure that its Investment Strategy is subject to annual review (this could be carried out as part of the budget process)	High	Clerk to ensure this is included as part of the annual budget review process
2	Is there an appropriately approved schedule of fees and charges which is published on the Council's website?	Yes	The Council does not maintain a consolidated listing of fees and charges.	The Council to put in place a formal schedule of Fees and Charges	High	Deputy Clerk advised and asked to prepare list of fees and charges as a priority and upload to website.

**L** The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council has complied with the publication requirements of the ICO Model Publication Scheme for Parish Councils. (This includes a requirement to publish the Annual Internal Audit Report).	No	It was noted that links on the Council to both the Annual Internal Audit Report, and the External Auditors Certificate access different documents. Neither the Internal Auditors Report, or the External Auditors Report were published on the Council's website.  It is not clear that Council's website will be suitable / able to support the requirements of Assertion 10.	The Council should note the legal requirements to publish information in accordance with the ICO Model Publication Scheme (version 3).  The Council should specifically consider whether its existing website will satisfy the new requirements as set out in Assertion 10 of the Annual Governance Statement.	Advisory	Clerk had checked this information was correct prior to IA visit - which it was. Contacted website provider to explain that the links were incorrect and that there were problems with uploading to each link - this has been resolved and should not in the future. Clerk has checked and all correct documents are on relevant links.

**The authority, during the previous year (2024/25) correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).**

**M**

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Council Minutes record the dates set for the Exercise of Public Rights	No	Council Minutes do not record the dates set for the Exercise of Public Rights.	In future the Council to ensure that the date set for the Period of Exercise of Public Rights is recorded in Council Minutes as this is acceptable as audit evidence that the Council has complied with its statutory obligations if the Notice should not be retained on the Council website.	High	Clerk to ensure the date set for the Period of Public Rights is recorded in the minutes going forward.

**The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).**

**N**

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council has published the External Auditors report on its website in accordance with the requirements of Regulation 13 of the Accounts and Audit Regulations	No	It was not possible during the audit testing to view a copy of the External Auditors report online. It is understood that the report had been uploaded to the website but the links on the webpage were not working correctly. This is an issue that has been encountered previously with the Councils website during audit work.	<p>The Council to note that technical issues with the website and consider whether the site, in its current configuration, is adequate for the Councils purpose especially give the new Assertion 10 requirements.</p> <p>Pending any review of the website, the Council must ensure that any statutory document posted on the website is subject to verification to ensure that it is publicly accessible.</p>	High	Clerk had checked this information was correct prior to IA visit - which it was. Contacted website provider to explain that the links were incorrect and that there were problems with uploading to each link - this has been resolved and should not in the future

<b>FULL COUNCIL</b>	<b>12 DECEMBER 2024</b>	<b>AGAENDA ITEM: 15</b>
---------------------	-------------------------	-------------------------

Report prepared by Angela Price – Town Clerk

## **ANNUAL INSURANCE RENEWAL**

### **Purpose of Report**

The purpose of this report is to provide Members with the details and costs for the annual renewal of the Council's insurance in respect of buildings, contents and cyber cover, which is due on 18 December 2025.

### **Detailed Information**

Members will recall that in December 2023 they resolved to accept a three-year contract for insurance with Clear Councils. This insurance cover includes all the buildings owned by the Council, contents of all those buildings and cybercrime protection.

The attached 2025 Renewal Summary provides a breakdown of the costs for the three policies, and copies of the Policy Schedules are also attached for Members information.

The renewal date for these insurances is 18 December 2024.

It should be noted that 2026 is the final year of the three-year agreement with Clear Councils and therefore it will be incumbent on the Clerk, as Head of Paid Services, to obtain quotes for a further three-year period in sufficient time of the renewal date of 18 December 2026. Ahead of the seeking renewal quotes the Clerk will arrange for a buildings valuation and rebuild costs assessment. Quotes in relation to this will be provided at a future meeting of council for consideration.

### **Financial Implications**

There is a slight increase in the insurance costs for 2026. In 2025 the total cost for these policies was £19,449.56; the total cost in 2026, as outlined in the attached summary, is £20,211.74, an increase of £762.18.

The largest increase in the costs for 2026 is in relation to the Buildings insurance which has increased by £757.11.

### **Recommendation**

That Members receive and note the cost of insurance in respect of buildings, contents and cybercrime for 2025 in the sum of £20,211.74 noting that there is an increase of £762.18 in respect of year two of the three-year contract with Clear Councils Insurance.



# 2025 Renewal Summary

## Ledbury Town Council

Produced: 25 November 2025

## Details of your Quote:

Summary Details	
Name of Council:	Ledbury Town Council
Address of Council:	Church Street, Ledbury, Herefordshire, HR8 1DH.
Date Document Produced:	25 November 2025
Renewal Date:	18 December 2025

Ledbury Town Council – Programme Premium Summary (including IPT and VAT)		
	2024	2025
Buildings	£ 15,580.25	£ 16,337.36
Local Council Combined	£ 3,464.06	£ 3,469.13
Cyber	£ 405.25	£ 405.25
<b>TOTAL</b>	<b>£ 19,449.56</b>	<b>£ 20,211.74</b>

Ledbury Town Council - Premium Details by policy	
Buildings & Revenue Underwritten by Ecclesiastical Insurance	
2025 Annual Premium	£ 14,528.73
Insurance Premium Tax (IPT):	£ 1,743.43
Policy Admin Fee:	£ 65.00
<b>Total Amount Due:</b>	<b>£ 16,337.16</b>

Local Council Combined Underwritten by Ecclesiastical Insurance Plc	
Annual Premium:	£ 3,052.80
Insurance Premium Tax (IPT):	£ 366.33
Policy Admin Fee:	£ 50.00
<b>Total Amount Due:</b>	<b>£ 3,469.13</b>

Cyber underwritten by Optimum Speciality Risks underwriting	
Annual Premium:	£ 308.26
Insurance Premium Tax (IPT):	£ 36.99
Policy Admin Fee:	£ 60.00
<b>Total Amount Due:</b>	<b>£ 405.25</b>



### Buildings - Historic Building Insurance Policy - Breakdown of your Terms:

Insured with Ecclesiastical Insurance .

Index Linking has been applied to the sums insured

Valuations - Recommended undertaken every three years to avoid underinsurance .

### Council Combined Policy - Breakdown of your Terms:

Insured with Ecclesiastical Insurance.

Below is a summary of each section of your policy. Please refer to the quotation schedule, statement of fact, summary of cover and policy wording and additional documents forwarded with the Council Quote document. These documents provide all the additional details you need to be aware of in regard to cover, extensions, endorsements, conditions and exclusions.

Please read all documents carefully and let us know if you have any questions or require clarification of any points or terms that you do not fully understand'.

Local Council Combined – Summary of cover		
Section of Policy	Cover Operative	Limit of Indemnity
Property Damage	Insured	As detailed in your renewal schedule
Business Interruption	Insured	As detailed in your renewal schedule
Money	Insured	As detailed in your renewal schedule
Other Property Away from Premises	Insured	As detailed in your renewal schedule
Employers Liability	Insured	£ 10,000,000
Public and Products Liability	Insured	£ 10,000,000
Indemnity to Hirer	Insured	£ 2,000,000 (to be confirmed)
Fidelity Guarantee	Insured	£ 500,000
Libel and Slander	Insured	£ 250,000
Officials Indemnity	Insured	£ 500,000
Legal Expenses	Insured	£ 250,000
Regalia	Insured	£ 10,000
Terrorism	Insured	As detailed in your renewal schedule

**Local Council Policy Endorsements applying (see Policy schedule for full wordings):**

- CCPD01 Amendments to Contents definition
- CCPD02 Tenants Improvements definition
- CCLI01 Skateboard / BMX parks
- CC183 Fixed Rate Agreement - Expiry Date 17 December 2026

**Terms for a joint Buildings and Commercial Combined policy on the Council scheme wording remain outstanding at present. Initial indications are that these terms will be more expensive than the renewal terms detailed on the previous page.**

## WHY CHOOSE CLEAR COUNCILS ?

Clear Councils Insurance is a specialist Insurance Broker for Town and Parish Councils and the official Insurance partner to the National Association of Local Councils (NALC). We are one of the UK's leading Chartered Independent Insurance Brokers with over 50 years of trading history.

Our team provides impartial experienced based service from dealing with Councils insurances for many years. Rather than being bound to one insurer for non-Scheme insurances such as Motor Fleet, Engineering Inspection, Cyber, Crime, Contractors All Risks and Events insurances we are able to offer alternatives for you from the open market.

We provide our Councils with:

- Exclusive Risk Management training assistance and site visits carried out by our Councils Specialist Risk Manager, included within our pricing.
- A dedicated Councils service team all based in our Leicester office along with an in-house claims team to assist you with any claim queries.
- Access to the Parish Online facility, we have a long-standing relationship with Parish Online which can provide you with the latest digital mapping technology and digital asset register.
- Access to Clear Council focused toolkits, articles, guides and checklists to assist you with risk management in your Council. All detailed on our website.

Placing your Local Councils Combined policy cover with Clear Councils provides you access to the following additional services via our new scheme insurer Ecclesiastical Insurance :-

### **Legal Expenses Helpline - 0345 268 9124**

Call this helpline anytime, day or night, for advice on legal or tax matters in the United Kingdom, or to make a claim. Given in confidence, the advice is free, you just pay for the cost of the call.

### **Risk Advice Line – 0345 600 7531**

This helpline is available Monday to Friday 9am to 5pm.

Risk specialists are on hand to advise you on a range of topics, including Property protection, security, business continuity planning Health and safety, food safety, environmental management Construction safety, fire safety, occupational health, water safety or asbestos.

In the event of a problem, you can obtain help from any of the following helpline services. These are available 24 hours a day 365 days a year for all our policyholders.

Please make sure that you are able to give your policy number shown on your policy schedule.

### **Public Relations (PR) Crisis & Media assistance helpline service**

- 0645 600 1861 quoting your policy number.
- A dedicated PR crisis helpline.
- Specific PR legal advice to complement cover under the Legal expenses section if operative under your policy.

### **Business Assistance - 0345 268 9124**

In the event of an unforeseen emergency affecting your premises which causes damage or potential danger, DAS will contact a suitable repairer or contractor and arrange assistance on your behalf. You are responsible for paying contractors' fees, but if the damage is covered under your policy, you will be able to submit a claim in the normal way.

### **Commercial Legal Advice – 0345 268 9124**

Wherever possible the Legal Advice helpline aims to provide immediate advice from a qualified legal advisor. However, if this is not possible DAS will arrange a call back at a time to suit you.

Advice on the laws of England and Wales can be provided 24 hours a day, 365 days a year. Beyond this jurisdiction or for very specialist legal matters, DAS will refer you to one of their specialist advisors.

Specialist advice is provided 9am-5pm, Monday to Friday, excluding public and bank holidays. If calls are received outside these times, DAS will call you back.

### **Tax advice (Commercial) – 0345 268 9124**

Advice can be provided on any tax matters affecting the business, under UK law.

### **Counselling – 0345 266 9667**

DAS will provide you and your employees (including any member of their immediate family who permanently live with them) with a confidential counselling service over the phone, if they are aged 18 or over (or aged between 16 and 18 and in full-time employment). This includes, where appropriate, onward referral to relevant voluntary and/or professional services. Any costs arising from the use of these referral services will not be paid by DAS.

The counselling service helpline is open 24 hours a day, seven days a week.

## Employee (Health and Wellbeing) Benefits

Clear Group have a specialist team based in our Leicester office to support you with all your Employee Benefit needs, including:-

- Private Medical Insurance
- Health Cash Plans
- Group Dental Insurance
- Employee Assistance Programmes
- Health Screening

## Your Clear Councils Service team

We pride ourselves on our service levels and believe this differentiates us from our competition. All our team are based in our Leicester office which enables us to co-ordinate all of your insurance programme centrally.

Your dedicated service team is as follows :-

Title	Name	Telephone	Email
Account Executive	David List	07498 334994	<a href="mailto:David.list@thecleargroup.com">David.list@thecleargroup.com</a>
Account Broking	Emma Garner	0116 2819 188	<a href="mailto:Emma.Garner@thecleargroup.com">Emma.Garner@thecleargroup.com</a>
Risk Management	Brian Brookes	07837 061576	<a href="mailto:Brian.Brookes@thecleargroup.com">Brian.Brookes@thecleargroup.com</a>
Clear Claims		0116 2819 208	<a href="mailto:leicesterclaims@thecleargroup.com">leicesterclaims@thecleargroup.com</a>

You will have access to all the Local Council services provided by Clear Councils, detailed in the link below.

<https://www.clearcouncils.co.uk/>



<b>FULL COUNCIL</b>	<b>4 DECEMBER 2025</b>	<b>AGENDA ITEM: 16</b>
---------------------	------------------------	------------------------

Report prepared by Angela Price – Town Clerk

## **FUNDING PROPOSAL FROM LEDBURY COMMUNITY HUB**

### **Purpose of Report**

The purpose of this report is to provide the Council's current commitment to multi-year grants from 2026/27 onwards, to ensure Members are informed ahead of making any decisions in respect of the funding proposal received from Ledbury Community Hub.

### **Detailed Information**

Attached is a funding proposal from Ledbury Community Hub in respect of the provision of a Youth Worker in Ledbury. The Hub have also provided copies of their Article of Association and Bank Statements which can be viewed in the Clerk's Office.

It is anticipated that Nic Sims, from the Community Hub will be present at the meeting to talk in support of the attached proposal and answer any questions that Members may have.

In addition to the proposal officers felt it would be useful for Members to have and understanding of the Councils current commitment in respect of multi-year grants to other organisations in Ledbury.

### **Financial Implications**

2025/26 was the last year for the multi-year grants that Council had agreed during the 2022/23 financial year. Therefore, currently Ledbury Town Council are committed to the following multi-year grant:

<b>ORGANISATION</b>	<b>2026/27</b>	<b>2027/28</b>	<b>2028/29</b>
Ledbury Carnival	£ 5,000	£ 5,500	£ 6,000
Ledbury Fringe	£ 1,000	£ 1,000	£ 1,000
Ledbury Primary PTA	£ 1,500	£ 1,500	£ 1,500
Community Action Ledbury	£12,000	£12,000	£12,000
<b>TOTAL</b>	<b>£19,500</b>	<b>£20,500</b>	<b>£21,500</b>
Anticipated additional multi-year requests – Citizens Advice	£ 5,000	£ 5,000	£ 5,000
<b>TOTAL</b>	<b>£24,500</b>	<b>£25,500</b>	<b>£26,500</b>

In 2025/26 the total sum of £41,440 was paid out in multi-year grants. Currently the limit a parish council can spend on S137 grant funding is £11.10 per elector. However, it should be noted that all the above grants have been identified under other powers of expenditure.

A Parish Council does have the power to provide funding for a Youth Worker; this can be provided by either General Power of Competence or S137. As Ledbury Town Council does not qualify for General Power of Competence due to not having two-thirds of its total seats elected, to support this funding request any funds would have to be granted via S137.

In 2025/26 the Ledbury the number of electors was circa 7,890 which would equate to a total of S137 funding available of Circa £87,579 in 2025/26.

The funding is set out within the attached report by 3-monthly requirements to assist Members in understanding the funding requirements for each financial year this is set out below in.

<b>Year</b>	<b>Period</b>	<b>LTC Contribution requested</b>
2025/26	January-March	£ 5,400
2026/27	April-March	£21,900
2027/28	April-March	£23,100
2028/29	April-December	£18,000

### **Recommendation**

Members are requested to consider the funding proposal from Ledbury Community Hub in conjunction with the financial information provided above and consider what if any support Ledbury Town Council would be prepared to make in support of the role of a Youth worker in Ledbury.



# Report to Council: Strategic Youth Provision Proposal

Subject: Co-funding for a Dedicated Lead Youth Worker (3-Year Strategic Plan)

Applicant: Ledbury Community Hub

Project Coordinator: Nic Sims

## 1. Executive Summary

Ledbury Community Hub is currently delivering a diverse range of youth interventions, from digital safety to physical arts. However, to transform these individual activities into a robust safety net for the most vulnerable, we require a dedicated professional to coordinate, advocate, and connect.

We are seeking a three-year funding uplift to co-fund a Lead Youth Worker. This role will not just run sessions but will provide the essential "scaffolding" to turn isolated activities into a unified ecosystem of support. This project targets the root causes of rural isolation and lack of purpose, ensuring that young people in Ledbury do not just attend a club, but enter a pathway of development that turns them into the adults our community needs.

To align with the start of the next financial quarter and maximise service continuity following existing grant cycles, our target is to onboard and train the Lead Youth Worker by **mid-January 2026**. Timely approval is critical to securing a high-calibre candidate and preventing operational delays in Q1 2026.

## 2. Current Landscape: A Foundation of Activity

We have successfully secured funding and partnerships to launch or continue six specific interventions. These projects address distinct needs, from mental health to employability:

- **The "Impact" Project-Based Youth Council (Ages 14-19):** A weekly intervention focused on civic action. Instead of passive attendance, youth engage in a "Plan-Do-Review" cycle to deliver tangible community improvements, such as refurbishing public spaces. It offers young people "real power" to lead projects rather than follow rules.
- **Game Development & Digital Safety (Ages 14-19):** A Wednesday group using game design to teach coding while simultaneously addressing online radicalization and grooming. This provides intense cognitive restructuring to break patterns of disaffection.
- **Skateboarding Group:** A twice-monthly physical activity session held at the recreation ground. Crucially, this is led by a 21-year-old local resident with lived experience of addiction and isolation, who is now mentoring the next generation.
- **Circus Skills Share:** Running alongside the skateboarding group, this offers a non-judgemental safe space for those uncomfortable with traditional team sports to build coordination and confidence.
- **"Herefordshire Hoard" Filmmaking Club (Ages 12-15):** A partnership with Rural Media running on Thursdays, allowing youth to create short films inspired by local heritage.
- **"Young Voice of Ledbury" Podcast (Ages 7-12):** An early-intervention group building confidence in public speaking and storytelling, addressing the anxiety often seen in younger cohorts.

## 3. Strategic Partnerships & Proven Expertise

This project is not speculative; it leverages deep, pre-existing connections with statutory bodies to ensure we reach the "hard-to-reach" rather than just the already engaged.

- **West Mercia Police & Safer Communities:** We are already in receipt of Safer Communities funding, which has established a direct operational link between the Hub and the Police. This partnership allows for intelligent, targeted interventions where we can offer positive activities (like the Skate or Game Dev groups) as direct alternatives to anti-social behavior hotspots identified by local policing teams.
- **John Masefield High School (JMHS):** Our connection to the local high school is integral. We utilize a targeted referral pathway that allows pastoral staff to refer students directly to our provision, ensuring a safety net that spans from the school day into the evening.
- **Leadership:** The project is coordinated by Nic Sims, whose background in professional youthwork ensures rigorous standards.
  - **Statutory Experience:** As the former Family Support Lead at John Masefield High School, Nic possesses an intimate knowledge of the specific families and young people in Ledbury who are most at risk, as well as the safeguarding protocols required to protect them. This has also created a strong and lasting organisational relationship with the school.
  - **Developmental Experience:** As a former manager of the Prince's Trust Program in Gloucestershire, Nic brings a proven track record of delivering structured youth development programs that result in employment and education outcomes, rather than just casual recreation.
- **Other VCS's and youth groups:** By having a dedicated youth worker for Ledbury we would be able to support other youth initiatives in the town with presence and referrals, creating a cohesive youth environment.

#### 4. The Strategic Gap: Risks of the Status Quo

While the groups listed above are individually valuable, operating them without a dedicated coordinator creates significant strategic risks. We have identified four critical points where a lack of funding would lead to failure:

- **The Risk of Invisibility:** Without dedicated outreach time, the young people who need the most work to get to a group simply won't be found. We risk serving only the "low hanging fruit" while the most vulnerable—those hiding in plain sight—remain isolated.
- **The Risk of Stagnation:** Static youth work is youth work that fails. Without paid hours between groups to plan, review, and adapt, the provision cannot be responsive or developmental in nature. It risks becoming a holding pen rather than a pathway for growth.
- **The Risk of Exclusivity:** Without the capacity to work directly with the school and meet young people "where they are," these projects risk becoming accessible only to those whose parents have the means and motivation to ensure attendance. We need a worker to bridge the gap for those without that home support.
- **The Risk of Meaninglessness:** Trust takes time. Without multi-year funding, the work risks becoming meaningless as the relationships built are severed before they can bear fruit. This has been the fate of other youth programs in Ledbury; we must break this cycle of short-termism to build lasting change.
- **The Risk of Unraveling Existing Investment:** Crucially, if we were unable to secure funding for this role, we risk jeopardising the viability and effectiveness of the six existing, already-funded projects (Impact Council, Game Dev, Skate Group, etc.). Without the Lead Worker to provide central safeguarding oversight, pathway coordination, and administrative resilience, these individual grants become isolated, inefficient, and likely unsustainable. We risk seeing significant public investment diluted and the capacity built over the last year—including peer mentor

training—lost entirely.

## 5. The Solution: A Unified Youth Ecosystem

The requested funding will support a professional Youth Worker who will act as the "connector". Their remit will extend beyond the delivery of a single session to include:

### A. Holistic Pathways & Advocacy

The worker will create personalized "pathway plans" for vulnerable individuals. They will ensure a child starting in the 7-12 Podcasting group transitions smoothly into the 14-19 "Impact" Council, retaining engagement through their teenage years.

### B. Support for Lived-Experience Leaders

We believe in empowering those who know the problems best. The Youth Worker will provide the training, safeguarding oversight, and operational support needed for our volunteer leaders—such as the young skate group leader—to thrive and remain sustainable.

## 6. Accountability and Reporting Commitments

To ensure full transparency and demonstrate return on investment for the Council's contribution, Ledbury Community Hub commits to providing robust, quantitative, and qualitative reporting every six months (July and January).

Each report will detail the following key metrics:

- **Quantitative Metrics (The Numbers):**
  - **Total Engagement:** Overall number of unique young people accessing any of the six projects.
  - **Referral Data:** Number of young people referred via partner agencies (JMHS and West Mercia Police).
  - **Volunteer Development:** Number of young peer mentors (24 and under) recruited, trained, and actively leading sessions.
  - **Attendance by Location:** Data tracking young people accessing the Hub from outlying rural areas.
- **Qualitative Evidence (The Impact):**
  - **Case Studies:** Detailed, anonymised case studies illustrating the personal journey of 2-3 young people who have benefitted from the coordinated pathway approach.
  - **Youth Voice Feedback:** Direct quotes and summaries from young people gathered through our Youth Council and end-of-project surveys, ensuring their voice guides future development.
  - **Partner Feedback:** Written summaries of collaborative progress and feedback from key partners (JMHS Pastoral Lead, local Police Community Support Officers).

## 7. Financial Proposal

Ledbury Community Hub is committed to part-funding this role through our own generated income and match-funding resources. To sustain this post over a three-year developmental cycle, we request the

following contribution:

Year	Quarter	Onboarding/ training	Salary for Youth Project Lead	Management fees	Equipment	Office, travel and expenses	Covered by the Hub/match funding	Contribution from LTC
2026	January - March	£1,200	£6,000	£4,000	£500	£400	£6,700	£5,400
2026	April - June		£6,000	£4,000		£410	£5,010	£5,400
2026	July - September		£6,000	£4,000		£420	£5,020	£5,400
2026	October - December		£6,000	£4,000		£430	£5,030	£5,400
2027	January - March	£800	£6,200	£4,400		£440	£6,140	£5,700
2027	April - June		£6,200	£4,400		£450	£5,350	£5,700
2027	July - September		£6,200	£4,400		£460	£5,360	£5,700
2027	October - December		£6,200	£4,400		£470	£5,370	£5,700
2028	January - March	£800	£6,400	£4,800		£480	£6,480	£6,000
2028	April - June		£6,400	£4,800		£490	£5,690	£6,000
2028	July - September		£6,400	£4,800		£500	£5,700	£6,000
2028	October - December		£6,400	£4,800		£510	£5,710	£6,000

## 8. Conclusion: Investing in Prevention

This is not a request to fund a youth club; it is a request to fund a preventative strategy. By coordinating these diverse groups which are already funded—Gaming, Skating, Civic Action, and Arts—we create a safety net that catches young people before they fall into anti-social behavior or crisis.

We are ready to move from offering isolated services to offering a clear pathway for growth. We ask the Council to partner with us in making this coordinated vision a reality.

<b>FULL COUNCIL</b>	<b>4 DECEMBER 2025</b>	<b>AGENDA ITEM: 18</b>
---------------------	------------------------	------------------------

Report prepared by Sophie Rudd – Administrative Assistant to the Town Clerk

## **PLANNING CONSULTATIONS**

### **Purpose of Report**

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

### **Detailed Information**

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

		<b>Deadline for comments/ determination</b>	<b>Application details</b>
1.	<a href="#"><u>252853</u></a>	Deadline date for comments <b>03/12/2025</b> Target determination date <b>18/12/2025</b>	Two fascia internally illuminated signs, one internally illuminated totem sign, and one non illuminated vinyl on glazing. - <b>Homebase, New Mills Industrial Estate, Ledbury Ind Estate, Ledbury, Herefordshire, HR8 2SR.</b>
2.	<a href="#"><u>252751</u></a>	Deadline date for comments <b>11/12/2025</b> Target determination date <b>04/12/2025</b>	Works to windows on the ground floor of the west side of the property. - <b>3 Upper Hall, Ledbury, Herefordshire, HR8 1JA.</b> <b>LISTED BUILDING CONSENT</b>
3.	<a href="#"><u>250622</u></a>	Deadline date for comments <b>21/08/2025</b> Target determination date <b>19/08/2025</b>	Proposed erection of 5 dwellings, new vehicle and pedestrian access, landscaping and associated works - <b>Land at Ledbury Road Wellington Heath Ledbury Herefordshire HR8 1NB.</b>
4.	<a href="#"><u>253145</u></a>	Deadline date for comments <b>12/12/2025</b> Target determination date <b>25/12/2025</b>	Replacement cartway screen on east elevation. Replacement windows. Replacement front door (west elevation) - <b>Upper Barn, Ledbury, Herefordshire, HR8 2PX</b>

5	<a href="#"><u>253184</u></a>	Deadline date for comments <b>11/12/2025</b> Target determination date <b>07/01/2025</b>	Installation of new shopfront to RHS main entrance. Remove existing RHS doors & relocate to LHS main entrance. New shopfront (side panel & stall riser) to RHS of relocated doors. Including new externally illuminated fascia & projecting signage - <b>8 The Homend, Ledbury, Herefordshire, HR8 1BT</b>
6	<a href="#"><u>253185</u></a>	Deadline date for comments <b>11/12/2025</b> Target determination date <b>07/01/2025</b>	1No timber fascia sign with externally illuminated letters by trough lighting. 1No timber projecting sign (double sided) with externally illuminated letters by trough lighting. – <b>8 The Homend, Ledbury, Herefordshire, HR8 1BT</b>
7	<a href="#"><u>253361</u></a>	Deadline date for comments <b>17/12/2025</b> Target determination date <b>20/01/2026</b>	Application to determine if prior approval is required for a proposed change of use of ground floor shop, to 1 no. flat (Use Class C3)

### **Recommendation**

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

Planning Decisions Log

Planning App	Details	Case Officer	LTC's Recommendation	HFDS Decision
<b>LTC MEETING 9 JANUARY 2025</b>				
<a href="#"><u>242783</u></a>	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. – <b>Land South of Leaddon Way (A417) and East of Dymock Road (B4216) Ledbury, Herefordshire</b>	<b>OJ</b>	Comments provided to PO in form of report	<b>No decision</b>
<a href="#"><u>242956</u></a>	Proposed damp proofing to be applied to masonry walls with internal finish being re-applied in a like for like manner – <b>82 The Homend, Ledbury, Herefordshire, HR8 1BX (LISTED BUILDING CONSENT)</b>	<b>AM</b>	No objection	<b>No decision</b>
<b>LTC MEETING 1 MAY 2025</b>				
<a href="#"><u>250814</u></a>	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. <b>1 Bridge Street, Ledbury, Hereford, Herefordshire, HR8 2AJ.</b>	<b>KR</b>	No Objection	<b>Approved with Conditions</b>
<a href="#"><u>250815</u></a>	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. <b>1 Bridge Street, Ledbury, Hereford, Herefordshire, HR8 2AJ.</b>	<b>KR</b>	No Objection	<b>Approved with Conditions</b>
<b>LISTED BUILDING CONSENT</b>				

<b>LTC MEETING 03 JULY 2025</b>				
<a href="#"><u>251261</u></a>	Erection of a two dwellings, repairs to boundary walls and associated soft and hard landscape <b>17-19 The Homend Ledbury Herefordshire HR8 1BN</b>	<b>AM</b>	Deferred due to concerns in respect of access issues in the event of a fire.	<b>No decision</b>
<b>LTC MEETING 11 SEPTEMBER 2025</b>				
<a href="#"><u>250622</u></a>	Proposed erection of 5 dwellings, new vehicle and pedestrian access, landscaping and associated works – <b>Land at Ledbury Road, Wellington Heath, Ledbury, Herefordshire, HR8 1NB</b>	<b>AM</b>	That Ledbury Town Council echo the comments and concerns of Wellington Heath Parish Council with regards to layout, pedestrian safety, and the delivery of an offroad footpath, noting that it is a fast road with a blind bend.	<b>No decision</b>
<a href="#"><u>252156</u></a>	Proposed replacement self-build dwelling and detached garage, associated landscaping works and change of use from agricultural residential – <b>Bradlow Farm, Bradlow, Ledbury, Herefordshire, HR8 1JE</b>	<b>AM</b>	That Ledbury Town Council echo the comments of the National Landscape's regarding using local Malvern Stone for cladding in place of Forest of Dean Stone.	<b>Approved with conditions</b>
<a href="#"><u>252192</u></a>	Proposed erection of a detached double garage with storage over – <b>Laurel Cottage, Little Marcle Road, Ledbury, Herefordshire, HR8 2DP</b>	<b>KR</b>	No objection	<b>Approved with Conditions</b>
<a href="#"><u>252249</u></a>	Proposed removal of asbestos roof covering to outbuilding and recover using bitumen based corrugated sheet roof covering. (Retrospective) – <b>7 High Street, Ledbury, Herefordshire, HR8 1DS</b>	<b>KR</b>	No objection	<b>Approved with conditions</b>



<a href="#"><u>252388</u></a>	Proposed removal of existing rear extension, replacement with a two-storey extension, a single-storey side extension and the erection of a garden office pod – <b>3 Staplow Cottages, Ledbury, Herefordshire, HR8 1 NP</b>	<b>KR</b>	No objection	<b>Approved with conditions</b>
<a href="#"><u>252470</u></a>	Proposed variation of condition 2 of planning permission 203223 (proposed detached dwelling) – change to self-build and reduction in scale – <b>Land adjacent The New House, Old Kennels Farm, Bromyard road, Ledbury, Herefordshire, HR8 1LG</b>	<b>CH</b>	No objection	<b>No decision</b>
<b>LTC MEETING 02 OCTOBER 2025</b>				
<a href="#"><u>252142</u></a>	Proposed change of use from a retail butchers shop with commercial production kitchen to a hot food take away business with installation of replacement mechanical kitchen ventilation system – <b>71a The Homend, Ledbury, Herefordshire, HR8 1BP</b>	<b>AM</b>	No objection.	<b>Approved with conditions</b>
<a href="#"><u>252742</u></a>	T1 – Red Oak adjacent to car park, fell to as near ground level as possible – <b>Ledbury Rugby League Football Club, Ross Road, Ledbury, Herefordshire, HR8 2LP</b>	<b>AC</b>	No objection on the basis new trees be planted for the future.	<b>Consent granted</b>
<b>LTC MEETING 30 OCTOBER 2025</b>				
<a href="#"><u>252841</u></a>	Application to determine if prior approval is required for a proposed part change of use from a mixed commercial and residential site to Dwellinghouse (Use Class C3) – <b>5a The Royal Hall The Southend Ledbury Herefordshire HR8 2EY</b>	<b>AM</b>	No Objection	<b>No decision</b>
<a href="#"><u>252834</u></a>	Conversion of garage to provide art studio and office. External changes to fenestration – <b>2 Larkrise Knapp Lane Ledbury Herefordshire HR8 1AN</b>	<b>KR</b>	No Objection	<b>No decision</b>
<a href="#"><u>252953</u></a>	Brick faced rear and side extension to replace existing glazed conservatory and side extension – <b>32 Oakland Drive, Ledbury, Herefordshire, HR8 2ER</b>	<b>KR</b>	No Objection	<b>No decision</b>
<a href="#"><u>252920</u></a>	Application to remove a S106 planning obligation at Flights Orchard tying all land owned by the applicant to the dwelling - <b>Flights Orchard, Flights Farm Ledbury Herefordshire HR8 2JN</b>	<b>YC</b>	No Objection	<b>No decision</b>

<a href="#"><u>252286</u></a>	Application of reserved matters relating to layout, scale, appearance and landscaping pursuant to Outline permission 171532 APP/W1850/W/20/3244410 (Site for a mixed use development including the erection of up to 625 new homes (including affordable housing), up to 2.9 hectares of B1 employment land, a canal corridor, public open space (including a linear park), access, drainage and ground modelling works and other associated works. The proposal is for outline planning permission with all matters reserved for future consideration with the exception of access) for 43 dwellings with associated parking, garages, highway and drainage infrastructure (Phase 2A) – <b>Land North of Viaduct adjoining Orchard Business Park, Ledbury, Herefordshire</b>	<b>CS</b>	Lengthy Response Prepared	<b>No decision</b>
<b>LTC MEETING 13 NOVEMBER 2025</b>				
<a href="#"><u>252975</u></a>	Single storey rear extension, porch canopy and interior alterations. - <b>New House Bridge Street Ledbury Herefordshire HR8 2AW</b>	<b>KR</b>	No objection	<b>No decision</b>
<a href="#"><u>253037</u></a>	Erection of a side extension. - <a href="#"><u>Woodlands Lodge Parkway Ledbury Herefordshire HR8 2JG</u></a>	<b>KR</b>	No objection	<b>No decision</b>

<b>FULL COUNCIL</b>	<b>4 DECEMBER 2025</b>	<b>AGENDA ITEM: 20</b>
---------------------	------------------------	------------------------

Report prepared by Angela Price – Town Clerk

## **HEREFORDSHIRE HOTEL & CONFERENCE DEMAND STUDY**

### **Purpose of Report**

The purpose of this report is to inform Members of a request received by the Town Council inviting input into a countywide study on hotel and conference demand in Hereford.

### **Detailed Information**

On 20 November correspondence was received from an organisation, Hotel Solutions, who specialise in working with UK destinations to help them understand and realise the potential for hotel and visitor accommodation development in their area. <https://www.hotelsolutions.org.uk/>

They were offering Town Councils an opportunity to input to the study, in particular feedback in terms of:

- Gaps in existing supply and what you think is needed in your town
- Any challenges to making this happen
- Any sites, properties and proposals for hotel, accommodation and conference/meeting facilities
- What is driving demand for hotels and meetings/events, now and going forward
- The role the Town Council and its partners might play in delivering new accommodation/meeting facilities or facilitating their delivery

### **Officer Response**

The Clerk, as the Council's Head of Paid Services, followed up their request with the following information.

- The Feathers Hotel has planning permission to convert their conference suite and swimming pool/gym into 15 new bedrooms including 3 disabled rooms
- The Ledbury NDP identifies a need for a budget hotel accommodation in the Town. The site identified as suitable for this within the NDP was recently given planning permission for an out of town supermarket, nursery and healthcare facility. Budget accommodation is still seen as a shortfall locally.
- Demand for hotels and meetings/events is being driven by tourism and local events at Eastnor and other localities to the North of Herefordshire and Malvern.

- Ledbury Town Council is exploring options for expanding the Tourist Information Centre (TIC) during 2026/27. This may include relocating the Council to alternative premises. If relocation proceeds, the current Council offices could become available for alternative uses, and the Council is considering possible future uses such as small rentable office units or small-scale holiday accommodation (e.g., AirBnB).

### **Recommendation**

That Members receive and note the above information.

<b>FULL COUNCIL</b>	<b>4 DECEMBER 2025</b>	<b>AGENDA ITEM: 21</b>
---------------------	------------------------	------------------------

**Report prepared by Julia Lawrence, Deputy Town Clerk**

## **ROSPA INSPECTIONS FOR RECREATION GROUND (PLAY AREA AND SKATE PARK)**

### **Purpose of Report**

The purpose of the report is to advise Members of the outcome of the recent ROSPA Inspections that were carried out at the Recreation Ground. This included the children's play area and skate park.

### **Detailed Information**

Both sites were inspected on 10 October 2025 by a qualified RPII Annual Inspector, using the relevant standards, including BS EN1176, BS EN1177, BS EN14974 and BS EN16630. A summary of the relevant standards are noted below for information.

BS EN1176 is a European safety standard that sets the requirements for the design, installation, and maintenance of playground equipment to ensure it is safe for children to use.

BS EN1177 is a European safety standard that specifies the required impact-absorbing surfacing for playgrounds, ensuring the ground surface reduces injury risk from falls.

BS EN14974 is a European safety standard that sets the requirements for the design, construction, and testing of skateparks and wheeled sports facilities to ensure they are safe for users.

BS EN16630 is a European safety standard that specifies requirements for the design, installation, and maintenance of permanently installed outdoor fitness equipment to ensure safe public use.

The inspections for both the play area and skate park were non-dismantling and focused on visible compliance, stability, wear, corrosion, surface condition, trip hazards and any areas presenting unacceptable or emerging risk. A copy of the Inspection Reports can be found at Appendix A.

### **The Play Area**

The Play Area inspection identified a range of low to medium-risk issues such as:

- **Site-wide issues:** tree debris and damaged access footpaths which require clearance. (The Council's Maintenance Operative frequently sweeps the play area and skate park to remove any tree debris).

- **Grass mat surfacing:** included in some instances, poor installation, exposed foundations and multiple trip hazards. Please note that the majority of the wetpore surfacing has been insitu for many years and Officers are already seeking quotes to get these areas repaired/replaced.
- **Benches, picnic tables and litter bins:** the Council's sub-contractor annually repaints the benches and litter bins each Spring. Members are to note that this particular role has been suggested that it be re-assigned to LTC's Maintenance Operative as one of his annual tasks, as part of the Annual Staff Review. Reference is made to treating surface corrosion/rust, which again could fall to the LTC Maintenance Operative to address in the Spring.
- **Embankment Slide:** whilst this piece of equipment is compliant with EN1176 and EN1177, it nevertheless has exposed foundations, rotting timber and missing bolt caps.
- **Commando Net and Space Net:** Again, whilst compliant, the Inspector makes reference to the Heras fencing. Please note that the Heras fencing was installed for the installation of the Hopscotch and Log Weave additions and which have subsequently now been removed, now that the new grass seed has established in this area.
- **Cradle Swings:** New ropes have already been ordered for both cradle swings and these will be fitted by the Council's sub-contractor by the week ending Friday, 28 November 2025.
- **Monkey Ladder / Dome Climber / Multiplay Slide:** new play bark is on order and will be delivered to the Recreation Ground on Friday, 28 November 2025 for the Council's sub-contractor to apply that day, to the various spaces requiring this material.
- **Aerial Runway:** whilst the report refers to various issues, this has already been serviced with the addition of a new seat.
- **3 Way Springer and See Saw:** Members are to note that the 3 Way Springer is seldom used by children and the See Saw, which was removed off site approximately two years ago, as it was not fit for purpose, as the seats were far too high for any young children to climb onto let alone getting the see saw to move. This space has been earmarked for the new multi play unit which will be addressed next Spring, with the intention that this new piece of equipment can be installed in the summer of 2026.

### **The Skate Park**

The skate park inspection was found to be in a generally satisfactory condition, but with a number of maintenance and compliance issues, such as:

- Mixed manufacture elements were found to have multiple non-compliances with BS EN14974, such as missing fixings, changes in level >5mm or raised

kicker plates, gaps between riding surfaces >5mm. The Evolution manufactured items were found to be satisfactory.

- Corrosion/rust treatment: as mentioned earlier, this can be addressed by the Council's Maintenance Operative in the Spring.
- Damaged riding surfaces due to algae/moss: the Council's Maintenance Operative will be tasked with this job.

### **Fitness Equipment**

- The Inspection identified some minor concerns such as missing bolt and end caps, bushes, rusting and damaged labels. The missing items will be sourced and ordered so that the sub-contractor can fit these missing items.
- Several items exceeded permitted movement limits under BS EN16630 being the Air Walker, Duo Air Walker and Air Skier. Contractors will be sourced to address these concerns.

### **Basketball Post**

- A new basketball net is to be purchased and the Council's Maintenance Operative will be requested to remove the graffiti on the basketball post.

### **Recommendation**

That Members receive and note the attached ROSPA inspection reports, noting that the Deputy Clerk is in the process of arranging for the required remedial works to be undertaken, and obtaining quotations where necessary.







**Combined Playground  
Services Ltd**

Tel: 01495 986848

Mobile: 07828 704460

e-mail: [info@playgroundservices.co.uk](mailto:info@playgroundservices.co.uk)



## **Annual Inspection**

**Ledbury PA**

**10 October 2025**



**Inspection carried out by**

**Lyn Williams**



## Inspection Methodology

This document outlines the RPII scope for inspections undertaken by the Inspectors listed as Annual Inspectors on the RPII Register of Inspectors when undertaking Indoor Annual, Outdoor Annual, Outdoor Operational and Outdoor Routine inspections

Inspections are undertaken with reference to the standards listed in this preamble only; where no date for the standard is given it will be the standard that is current at the time of inspection except where overlap periods are granted by the standards committee when standards are updated. The information contained in reports is provided to assist the owner/operator in fulfilling their responsibilities as detailed in the relevant standard. Other standards referenced within the listed standards do not form part of the inspection, unless they are also explicitly listed here.

The following standards are relevant to all installations of equipment that are publicly accessible to users; this includes public parks, pay and play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks etc. All equipment used or employed in publicly accessible areas should meet with the requirements of the relevant standards (listed below):

BS EN 1176 Parts 1, 2, 3, 4, 5, 6, 10 & 11 Playground equipment intended for permanent installation outdoors & indoors.

BS EN 1176 Part 7 - 'Guidance on Installation, Inspection, Maintenance and Operation' (this document gives guidance to the owners/operators of the facility on the installation, inspection, maintenance and operation of playground equipment, excluding ancillary items).

In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in this document. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore, in the UK this standard (BS EN 1176 – Part 7) contains no requirements and needs to be read and implemented as guidance, with the use of the term 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic play equipment falls outside of the scope of the current BS EN 1176 and has its own standards (BS EN 71 series – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report but any comments concerning compliances will follow the requirements and recommendations of BS EN 1176.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

Other equipment that is not clearly identified as unsupervised or domestic (natural play, self-build equipment etc.) will be assessed for compliance with the relevant standard listed below:

<b>BS EN15312</b>	Free access multi-sports equipment
<b>BS EN 14974</b>	Equipment - Skateparks
<b>BS EN 16630</b>	Permanently installed outdoor fitness equipment
<b>BS EN 16899</b>	Parkour equipment (plus RPII/API guidance notes)

Annual and Post Installation inspections will take into consideration compliance with these current standards and defects related to wear and vandalism. Items on site but not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to three metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts) structural integrity, wear and vandalism

Routine visual inspections relate only to the most obvious defects such as broken or missing parts, litter, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

All inspections are non-dismantling, non-destructive and do not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment.

Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document. (Note: Ancillary items are not included in the specific equipment-type parts of the EN 1176 series; hence they are not assessed for compliance with EN 1176 series and are subject to a general safety assessment).

The owner/operator is responsible for the overall safety of the equipment and area.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity. This inspection shall be considered as contributing to the operator's discharge of this responsibility

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of the order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of the impact attenuating properties of any surfaces; the identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection; the inspection of any equipment (or part thereof) that is beneath the playing surface (loose-fill materials may be moved to expose foundations); tightening any bolts, hinges or other fixing devices on any apparatus or equipment; assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment; assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming); where planting or trees are mentioned in the report no assessments of toxicity, suitability or condition are undertaken – the owner/operator should have suitable inspections provided by a competent person.

The details contained within the report are a snapshot of the condition at the time of inspection only and subsequent events may affect the condition of the facility. Suggested remedial actions are based on the knowledge and experience of the inspector and/or that of the inspection company. The owner/operator should always seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

**Table 1**

The operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facilities. The inspection guidance is listed in Table 1, with an indication of which parts will be included in an RPII Annual or Post-Installation Inspection. The relevant standards also contain additional parts which the operator should follow.

<b>Inspection Recommendations of relevant standards</b> Refer to relevant standards for full text	<b>Annual Main</b>	<b>RPII Annual Outdoor Inspection</b>
6.1 d) Overall levels of safety of equipment (see note 1)	Yes	Yes (1)
6.1 d) Overall levels of safety of the foundations (see note 1)	Yes	Yes (1)
6.1 d) Overall levels of safety of playing surfaces (see note 2)	Yes	Yes (2)
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	Yes	Yes (3)
6.1 d) Effects of weather	Yes	Yes
6.1 d) Presence of rot, decay or corrosion (see note 1)	Yes	Yes (1)
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	Yes	Yes (4)
6.1 d) Excavation or dismantling/additional measures	No	No
6.2.1 Assessment of glass reinforced plastic components (see note 5)	Yes	Yes
6.2.1 Inspection of one post equipment (see note 1)	Yes	Yes (1)
6.2.4 Undertaking the Operators inspection protocol	Yes	No

N.B: The clause numbers in table 1 are taken from BS EN 1176-7: 2020. The content is equally applicable to all other relevant standards listed herein. Playgrounds contain a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as detailed in the relevant Standards

#### Note 1

A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment (see additional comments below).

#### Note 2

Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on RPII annual inspections.

#### Note 3

The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment.

#### Note 4

The operator should use manufacturers' recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance of replaced parts.

#### Note 5

Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.

#### Timber

Where timber posts are set into the ground it is not always possible to determine levels of rot or decay, in particular internal rot. The owner/operator should ensure it conducts appropriate inspections to identify rot/decay in timber, especially at or just below ground level, before it becomes a problem

The majority of timber posts will rot/decay from the inside out making it difficult to identify a problem unless specialist tools (e.g. a Resistograph) are used and we would recommend the use of a Specialist to conduct such a survey when indications of rot are noted.

### General comments:

The Standards referred to above are not retrospective or a legal requirement, however a site risk assessment is a legal requirement and good practice encourages the carrying out of the risk assessment in conjunction with a Standards compliance assessment. The Standards limitations should be recognised as mere compliance will not automatically create a safe playground. Like previous playground standards they are intended to be used intelligently as an aid and are aimed at providing a uniform source of reference throughout the U.K and the rest of Europe.

Some elements of the Standards are open to interpretation. In the event of a dispute a decision on interpretation may be sought from the BSI or from the European Standards Committee.

### Risk Assessment Evaluation:

The risk assessment is based on a likelihood x possible severity of injury index with one being the lowest and safest value and five being the highest and most severe value.

Risk Score	Risk Categories
1 - 5	Low risk - Monitor
6 - 10	Low/medium risk - Carry out the inspectors recommendations
12 - 15	Medium risk - Programme actions to remove the hazard
15 - 16	Medium/high risk - Take action at the earliest possible opportunity / isolate the equipment
20 - 25	Unacceptable risk - Take immediate action to reduce the risk.

*The above table is a guideline only and should be read in conjunction with the individual recommendations*

NB: The inspection only identifies the current condition of the equipment, It is the responsibility of the owner/operator to provide a continued level of maintenance and to ensure that the equipment is kept in good working order and the site fit for use.

NOTE: Typically two non compliances will be highlighted when the recommendation is to monitor which may mean some non compliances present will not be indicated. All non compliances requiring action will be commented on.

**Items present on site but not contained within this report have not been inspected.**

### Site Overview

CCTV cameras are in position

### Disabled access:

The site is accessible to most people including those with severe disabilities if help is at hand



Site General

Comments



- 1 There are loose timber logs throughout the site
- 2 The edges of the grass mat surface have not been installed in accordance with the API Code of Practice
- 3 The grass mats are silted up and the soil is compacted; this may have an effect on the impact absorbing properties of the surface
- 4 There is some tree debris on the surfacing

Recommendations:

- 1 Remove the logs from site

Risk Assessment:

2 x 4

- 2 Tuck in edges of grass mat to remove trip hazards

Risk Assessment:

2 x 3

- 3 Lift and relay mats or test impact absorbing properties to ensure the correct surface qualities are maintained for the equipment

Risk Assessment:

2 x 3

- 4 Remove and maintain

Risk Assessment:

2 x 3



Site General continued



Comments

5      The access footpath is damaged creating Trip Hazards

Recommendations:

5      Repair the footpath

Risk Assessment:

2 x 4

Gates



Comments:

- 1      The gate is snagging on the surrounding surface preventing it from closing correctly
- 2      The gate is not operating correctly
- 3      The opening between the gate and the post is less than 12mm and could trap users fingers

Recommendations:

1      Adjust the gate or reduce surface levels to ensure the gate closes correctly

Risk Assessment:

2 x 3

2      Ensure that the gate closes between 4 and 8 seconds

Risk Assessment:

2 x 3

3      Adjust the gate to ensure a 12mm opening all around

Risk Assessment:

2 x 3



Maintenance Gate

Comments:



- 1 The gate has one drop bolt missing
- 2 There are openings that are less than 12mm that could trap or crush users' fingers

Recommendations:

- 1 Replace Drop bolt

Risk Assessment:

2 x 3



- 2 Where possible a 12mm gap should be provided on both sides or between the gate leaves

Risk Assessment:

2 x 4



Signs

Comments:



- 1 BS EN 1176 Part 7 recommends that signage shall include the site name / address

Recommendations:

- 1 Provide additional information

Risk Assessment:

2 x 2

Fence

Comments:



- 1 There is minor damage to the fence sections
- 2 There is surface corrosion / rust present on the item

Recommendations:

- 1 Monitor for any further deterioration and repair as required

Risk Assessment:

2 x 3

- 2 Treat the corrosion / rust

Risk Assessment:

2 x 3





Timber Benches



Comments:

- 1 The surface has eroded and may be slippery in wet conditions
- 2 Parts of the timber are rough or splintered
- 3 There is some evidence of rot in the timber

Recommendations:

- 1 Reinstate the surface

Risk Assessment:

2 x 3

- 2 Remove all rough or sharp edges

Risk Assessment:

3 x 3

- 3 Monitor for any further deterioration and replace as required

Risk Assessment:

2 x 3

Metal Benches

Comments:



- 1 The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting
- 2 There are trip hazards at the edges of the surface
- 3 The end caps are missing
- 4 The surface has eroded and may be slippery in wet conditions



Recommendations:

- 1 Treat and repaint the metalwork

Risk Assessment:

2 x 3

- 2 Reinstate the surface

Risk Assessment:

2 x 3



- 3 Replace missing end caps

Risk Assessment:

2 x 3

- 4 Reinstate the surface

Risk Assessment:

2 x 4



Picnic Tables

Comments:



- 1 The surface has eroded around the item
- 2 There are fixings missing on this item
- 3 There is some minor damage on this item
- 4 There is minor fire damage on this item

Recommendations:

- 1 Reinstate the surface

Risk Assessment:

2 x 3

- 2 Replace the fixings

Risk Assessment:

2 x 3

- 3 Monitor

Risk Assessment:

2 x 3

- 4 Monitor

Risk Assessment:

2 x 3





Ground Anchored Litter Bins

Comments:



- 1 The paint is flaking off the metalwork
- 2 The lid or door of the litter bin is not secured

Recommendations:

- 1 Treat and repaint the metalwork

Risk Assessment:

2 x 3

- 2 Ensure the lid or door is kept locked

Risk Assessment:

2 x 3



**Embankment Slide**



<b>Surfacing:</b>	Grass Mats
<b>EN1176 Compliance:</b>	Yes
<b>EN1177 Compliance:</b>	Yes
<b>Manufacturer:</b>	Kaiser Kune

**Comments:**

- 1 The surface has eroded around the item
- 2 The concrete foundations are exposed creating trip points
- 3 The edges of the grass mat surface have not been installed in accordance with the API Code of Practice creating trip hazards
- 4 There are parts of the timber that have rotted

**Recommendations:**

- 1 Reinstate the surface

**Risk Assessment:** 2 x 3

- 2 Reinstate surrounding surfaces to remove the trip points

**Risk Assessment:** 2 x 4

- 3 Tuck in edges of grass mat to remove trip hazards

**Risk Assessment:** 2 x 4

- 4 Replace all affected timbers

**Risk Assessment:** 2 x 4



Embankment Slide continued



Comments:

- 5 The paintwork on this item has been damaged or worn exposing the metal underneath
- 6 There are bolt caps missing from the item
- 7 There is minor damage to the Slide Chute

Recommendations:

- 5 Treat and repaint the metalwork

Risk Assessment: 2 x 3

- 6 Replace missing bolt caps

Risk Assessment: 2 x 2

- 7 Monitor and repair/replace if required

Risk Assessment: 2 x 3

**Commando Net**

Surfacing:	Grass Mat
EN1176 Compliance:	Yes
EN1177 Compliance:	Yes
Manufacturer:	Not Known

**Comments:**

- 1 There are bolt cap covers missing or damaged
- 2 The ropes are showing signs of wear
- 3 The Heras fence forms a Hard Object in the Falling Space

**Recommendations:**

- 1 Replace missing or damaged bolt cap covers

**Risk Assessment:**

2 x 2

- 2 Monitor for further deterioration and repair or replace the components as required

**Risk Assessment:**

2 x 3

- 3 Relocate the fencing

**Risk Assessment:**

2 x 4



Space Net



Surfacing:	Grass Mats
EN1176 Compliance:	No
EN1177 Compliance:	Yes
Manufacturer:	Not Known

Comments:

- 1 There is a potential crush point between the post and ropes
- 2 The ropes/nets are worn/damaged in places
- 3 There is moderate damage to the safety surface
- 4 The Heras fence forms a Hard Object in the Falling Space

Recommendations:

- 1 Monitor

Risk Assessment: 1 x 5

- 2 Monitor for further deterioration and repair / replace the components as required

Risk Assessment: 2 x 3

- 3 Repair the damaged areas of surfacing

Risk Assessment: 2 x 4

- 4 Relocate the fencing

Risk Assessment: 2 x 4



1 Bay Cradle Swing



Surfacing:	Wet Pour
EN1176 Compliance:	Yes
EN1177 Compliance:	Yes
Manufacturer:	Wicksteed

Comments:

- 1 There is surface corrosion present on the item
- 2 The bushes are showing signs of wear

Recommendations:

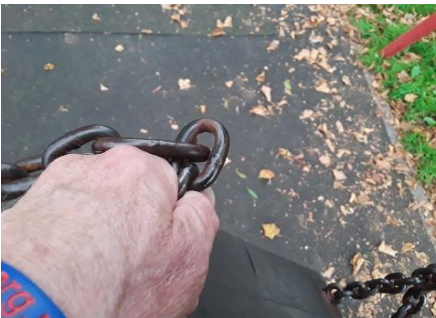
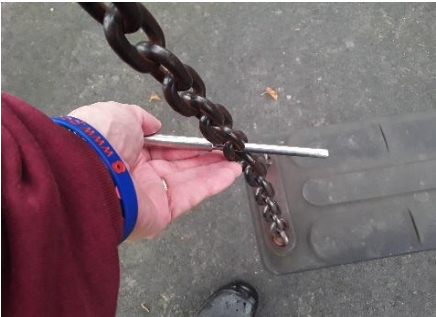
- 1 Consider treating and repainting the item

Risk Assessment: 2 x 3

- 2 Monitor for any further deterioration and replace as required

Risk Assessment: 2 x 3

2 Bay mixed Swing



Surfacing:	Wet Pour
EN1176 Compliance:	No
EN1177 Compliance:	Yes
Manufacturer:	Wicksteed

Comments:

- 1 The chain openings are in excess of the maximum of 8.6mm recommended by BS EN 1176
- 2 There is some chain wear
- 3 The ropes are worn / damaged in places
- 4 The safety surfacing is damaged

Recommendations:

- 1 Replace with compliant chains during next maintenance cycle

Risk Assessment: 1 x 5

- 2 Monitor and replace when the links are 40% worn

Risk Assessment: 2 x 3

- 3 Replace the ropes

Risk Assessment: 2 x 5

- 4 Repair the damaged areas of surfacing

Risk Assessment: 2 x 4

2 Bay mixed Swing continued



Comments:

- 5 The bushes are worn or missing
- 6 The surfacing width under each seat is less than 1.75 metres and fails the requirements of BS EN 1176 Part 2
- 7 One Basket Seat is out of plum due to damaged ropes

Recommendations:

- 5 Replace worn or missing bushes

Risk Assessment:

2 x 4

- 6 Monitor use

Risk Assessment:

2 x 3

- 7 Replace the Ropes

Risk Assessment:

2 x 5

Monkey Ladder



Surfacing:	Wet Pour
EN1176 Compliance:	Yes
EN1177 Compliance:	Yes
Manufacturer:	Wicksteed

Comments:

- 1 The surface is lifting at the edges and creating trip points
- 2 There are trip hazards present

Recommendations:

- 1 Repair perimeter of surfacing to remove trip points

Risk Assessment: 2 x 4

- 2 Reinstate surrounding surfaces to level to remove the trip points

Risk Assessment: 2 x 4



Dome Climber



Surfacing:	Bark
EN1176 Compliance:	No
EN1177 Compliance:	Yes
Manufacturer:	Wicksteed

Comments:

- 1 The level of loose fill surfacing has fallen below the minimum 200mm recommended by BS EN 1176 Part 1
- 2 There is a finger entrapment in the structure and the item fails to meet the requirements of BS EN 1176:2008 Part 1 4.2.7.6
- 3 There is a fixing that has worked loose on this item
- 4 There is surface corrosion / rust present on the item

Recommendations:

- 1 Top up the loose fill surfacing to recommended levels.

Risk Assessment: 2 x 3

- 2 Monitor use

Risk Assessment: 1 x 5

- 3 Secure all loose fixings

Risk Assessment: 2 x 3

- 4 Treat the corrosion / rust

Risk Assessment: 2 x 3



Multiplay Slide

Surfacing:	Wet Pour
EN1176 Compliance:	No
EN1177 Compliance:	Yes
Manufacturer:	Playworld

Comments:

- 1

There are finger entrapments in the structure and the item fails to meet the requirements of BS EN 1176:2008 Part 1 4.2.7.6
- 2

The paint is flaking off the metalwork
- 3

There is some minor damage to the surface

Recommendations:

- 1

Monitor use

Risk Assessment:

1 x 5

- 2

Treat and repaint the metalwork

Risk Assessment:

2 x 3

- 3

Monitor for any further deterioration and repair as required

Risk Assessment:

2 x 3



Aerial Runway

Grass Mats



EN1176 Compliance:

Yes

EN1177 Compliance:

Yes

Manufacturer:

Not Known

Comments:

- 1 We recommend that the main cable is thoroughly inspected at least once every 2 years this; will involve either removing the cable or gaining access by ladders and/or steps to inspect for damage or internal rusting
- 2 There is notable evidence of chain wear
- 3 There are gaps opening between the grass mat tiles
- 4 The surface has eroded around the item exposing the grass mat edges and creating trip hazards

Recommendations:

- 1 Inspect the cable in accordance with the manufacturers' recommendations

Risk Assessment:

2 x 4

- 2 Monitor for further deterioration and replace when 40% worn

Risk Assessment:

2 x 3

- 3 Lift and relay the mats to remove the gaps

Risk Assessment:

2 x 3

- 4 Reinstate the surface to remove the trip hazards

Risk Assessment:

2 x 4



Aerial Runway continued



Comments:

- 5 The main cable is rubbing on the Cross Bar entry point
- 6 The Cable is slack on the Drum
- 7 The seat is less than 2.0 metres from the post when extended at 45 degrees at the end of the area of travel and does not meet the requirements of BS EN 1176 Part 4
- 8 The nylon inserts are worn or missing at the point the cable enters the traveller
- 9 The seat suspension cover has been damaged

Recommendations:

- 5 Provide a Bush to reduce wear

Risk Assessment:

2 x 5

- 6 Retention the Cable

Risk Assessment:

2 x 4

- 7 Adjust the cable stop position to ensure the minimum distance is maintained

Risk Assessment:

2 x 4

- 8 Replace worn or missing inserts as required

Risk Assessment:

2 x 3

Recommendations:

- 9 Monitor for any further deterioration and replace as required

Risk Assessment:

2 x 3



Helical Slide



Surfacing:	Wet Pour
EN1176 Compliance:	No
EN1177 Compliance:	Yes
Manufacturer:	Not Known

Comments:

- 1 There are finger entrapments in the framework and the item fails to meet the requirements of BS EN 1176:2008 Part 1 4.2.7.6
- 2 The surfacing dimensions are short and do not meet with the requirements of the current applicable standard

Recommendations:

- 1 Monitor use

Risk Assessment:	1 x 5
------------------	-------

- 2 Monitor use

Risk Assessment:	2 x 3
------------------	-------

Roundabout

Surfacing:	Wet Pour
EN1176 Compliance:	Yes
EN1177 Compliance:	Yes
Manufacturer:	Not Identified

Comments:

- 1

There is minor damage to the safety surface
- 2

Ther are fixings loose on the handrail
- 3

The bearing is showing signs of wear

Recommendations:

- 1

Monitor and repair when required

Risk Assessment:

2 x 3

- 2

Secure all loose fixings

Risk Assessment:

2 x 4

- 3

Monitor for any further deterioration and replace as required

Risk Assessment:

2 x 3





Hexagon Swing



Surfacing:	Bark
EN1176 Compliance:	No
EN1177 Compliance:	Yes
Manufacturer:	Not Known

Comments:

- 1 The chain openings are in excess of the maximum of 8.6mm recommended by BS EN 1176
- 2 Some of the tiles are lifting and creating trips hazard
- 3 There are trip hazards at the edges of the tile surface
- 4 There are timber edging that are missing

Recommendations:

- 1 Replace with compliant chains during next maintenance cycle

Risk Assessment:	1 x 5
------------------	-------

- 2 Resecure the tiles as required

Risk Assessment:	2 x 4
------------------	-------

- 3 Reinstate surrounding surface levels to remove the trip points

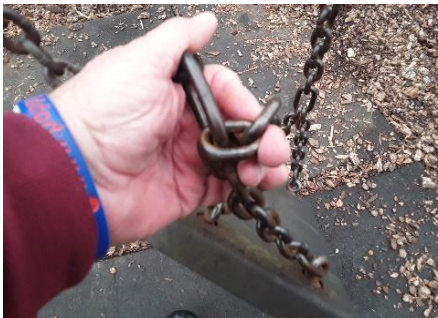
Risk Assessment:	2 x 4
------------------	-------

- 4 Replace all affected timber edgings

Risk Assessment:	2 x 4
------------------	-------

Hexagon Swing continued

Comments:



- 5 The level of loose fill surfacing has fallen below the minimum 200mm recommended by BS EN 1176 Part 1
- 6 The seat connectors are loose
- 7 There is some notable evidence of chain wear
- 8 The seat clearance from finished surface level to the underside of the seat is too low and does not meet the requirements of BS EN 1176 Part 2 (350mm minimum clearance required)

Recommendations:

- 5 Top up loose fill surfacing to recommended levels.

Risk Assessment: 2 x 4

- 6 Tighten seat connectors

Risk Assessment: 2 x 4

- 7 Monitor for further deterioration and replace when 40% worn

Risk Assessment: 2 x 3

- 8 Install the swing seats to a minimum height of 350mm to the underside of the seat

Risk Assessment: 2 x 4



3 Way Springer



Surfacing:	Wet Pour
EN1176 Compliance:	Yes
EN1177 Compliance:	Yes
Manufacturer:	Not Known

Comments:

- 1 The safety surfacing is damaged
- 2 The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting
- 3 There are weeds / vegetation growth on, between or around the edges of the surfacing

Recommendations:

- 1 Monitor
- 2 Treat and repaint the metalwork

Risk Assessment: 2 x 3

- 3 Remove weeds/vegetation growth

Risk Assessment: 2 x 3



Toddler Multiplay Slide



Surfacing:	Wet Pour
EN1176 Compliance:	No
EN1177 Compliance:	Yes
Manufacturer:	Wicksteed

Comments:

- 1 The firemans pole is less than 350mm from the platform in contravention of BS EN1176, we consider this to be a low risk finding and no remedial action is required
- 2 There are inserts missing on this item
- 3 The Safety Surface is damaged

Recommendations:

- 1 Monitor - No remedial work recommended

Risk Assessment: 2 x 3

- 2 Replace the missing inserts

Risk Assessment: 2 x 2

- 3 Repair the Safety Surface

Risk Assessment: 2 x 4

Platform Bridge

Surfacing:	Grass Mats
EN1176 Compliance:	No
EN1177 Compliance:	No
Manufacturer:	Evaplay

Comments:

- 1 The timber has a number of splits and this may affect the stability or allow water ingress which will accelerate rotting
- 2 The Heras fence forms a Hard Object in the Falling Space

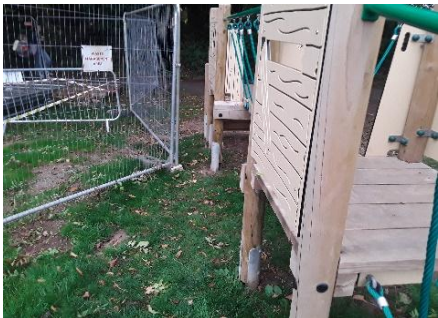
Recommendations:

- 1 Monitor to ensure the splits do not cross through fixing points of the structure and / or cause any instability

Risk Assessment: 2 x 3

- 2 Relocated the fence

Risk Assessment: 2 x 4



See Saw



Surfacing:	Wet Pour
EN1176 Compliance:	N/A
EN1177 Compliance:	N/A
Manufacturer:	Not Identified

Comments:

- 1
- This item has been Removed leaving Trip Hazards over the poorly reinstated Base
- 2
- The safety surfacing is damaged

Recommendations:

- 1
- Remove the Trip Hazards

Risk Assessment:

2 x 4

- 2
- Repair safety surface

Risk Assessment:

2 x 4



Surfacing:	Grass Mats
EN1176 Compliance:	Yes
EN1177 Compliance:	Yes
Manufacturer:	Kompan

Comments:

- 1
- The Safety Chain is twisted around the suspension chain

Recommendations:

- 1
- Adjust the chain

Risk Assessment:	2 x 4
------------------	-------





**Combined Playground  
Services Ltd**

Tel: 01495 986848  
Mobile: 07828 704460

e-mail: [info@playgroundservices.co.uk](mailto:info@playgroundservices.co.uk)



## **Annual Inspection**

### **Ledbury Skate**

**10 October 2025**



**Inspection carried out by**

**Lyn Williams**



## Inspection Methodology

This document outlines the RPII scope for inspections undertaken by the Inspectors listed as Annual Inspectors on the RPII Register of Inspectors when undertaking Indoor Annual, Outdoor Annual, Outdoor Operational and Outdoor Routine inspections

Inspections are undertaken with reference to the standards listed in this preamble only; where no date for the standard is given it will be the standard that is current at the time of inspection except where overlap periods are granted by the standards committee when standards are updated. The information contained in reports is provided to assist the owner/operator in fulfilling their responsibilities as detailed in the relevant standard. Other standards referenced within the listed standards do not form part of the inspection, unless they are also explicitly listed here.

The following standards are relevant to all installations of equipment that are publicly accessible to users; this includes public parks, pay and play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks etc. All equipment used or employed in publicly accessible areas should meet with the requirements of the relevant standards (listed below):

BS EN 1176 Parts 1, 2, 3, 4, 5, 6, 10 & 11 Playground equipment intended for permanent installation outdoors & indoors.

BS EN 1176 Part 7 - 'Guidance on Installation, Inspection, Maintenance and Operation' (this document gives guidance to the owners/operators of the facility on the installation, inspection, maintenance and operation of playground equipment, excluding ancillary items).

In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in this document. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore, in the UK this standard (BS EN 1176 – Part 7) contains no requirements and needs to be read and implemented as guidance, with the use of the term 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic play equipment falls outside of the scope of the current BS EN 1176 and has its own standards (BS EN 71 series – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report but any comments concerning compliances will follow the requirements and recommendations of BS EN 1176.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

Other equipment that is not clearly identified as unsupervised or domestic (natural play, self-build equipment etc.) will be assessed for compliance with the relevant standard listed below:

<b>BS EN15312</b>	Free access multi-sports equipment
<b>BS EN 14974</b>	Equipment - Skateparks
<b>BS EN 16630</b>	Permanently installed outdoor fitness equipment
<b>BS EN 16899</b>	Parkour equipment (plus RPII/API guidance notes)

Annual and Post Installation inspections will take into consideration compliance with these current standards and defects related to wear and vandalism. Items on site but not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to three metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts) structural integrity, wear and vandalism

Routine visual inspections relate only to the most obvious defects such as broken or missing parts, litter, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

All inspections are non-dismantling, non-destructive and do not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment.

Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document. (Note: Ancillary items are not included in the specific equipment-type parts of the EN 1176 series; hence they are not assessed for compliance with EN 1176 series and are subject to a general safety assessment).

The owner/operator is responsible for the overall safety of the equipment and area.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity. This inspection shall be considered as contributing to the operator's discharge of this responsibility

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of the order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of the impact attenuating properties of any surfaces; the identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection; the inspection of any equipment (or part thereof) that is beneath the playing surface (loose-fill materials may be moved to expose foundations); tightening any bolts, hinges or other fixing devices on any apparatus or equipment; assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment; assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming); where planting or trees are mentioned in the report no assessments of toxicity, suitability or condition are undertaken – the owner/operator should have suitable inspections provided by a competent person.

The details contained within the report are a snapshot of the condition at the time of inspection only and subsequent events may affect the condition of the facility. Suggested remedial actions are based on the knowledge and experience of the inspector and/or that of the inspection company. The owner/operator should always seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.



**Table 1**

The operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facilities. The inspection guidance is listed in Table 1, with an indication of which parts will be included in an RPII Annual or Post-Installation Inspection. The relevant standards also contain additional parts which the operator should follow.

<b>Inspection Recommendations of relevant standards</b> <b>Refer to relevant standards for full text</b>	<b>Annual Main</b>	<b>RPII Annual Outdoor Inspection</b>
6.1 d) Overall levels of safety of equipment (see note 1)	Yes	Yes (1)
6.1 d) Overall levels of safety of the foundations (see note 1)	Yes	Yes (1)
6.1 d) Overall levels of safety of playing surfaces (see note 2)	Yes	Yes (2)
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	Yes	Yes (3)
6.1 d) Effects of weather	Yes	Yes
6.1 d) Presence of rot, decay or corrosion (see note 1)	Yes	Yes (1)
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	Yes	Yes (4)
6.1 d) Excavation or dismantling/additional measures	No	No
6.2.1 Assessment of glass reinforced plastic components (see note 5)	Yes	Yes
6.2.1 Inspection of one post equipment (see note 1)	Yes	Yes (1)
6.2.4 Undertaking the Operators inspection protocol	Yes	No

N.B: The clause numbers in table 1 are taken from BS EN 1176-7: 2020. The content is equally applicable to all other relevant standards listed herein. Playgrounds contain a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as detailed in the relevant Standards

#### Note 1

A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment (see additional comments below).

#### Note 2

Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on RPII annual inspections.

#### Note 3

The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment.

#### Note 4

The operator should use manufacturers' recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance of replaced parts.

#### Note 5

Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.

#### Timber

Where timber posts are set into the ground it is not always possible to determine levels of rot or decay, in particular internal rot. The owner/operator should ensure it conducts appropriate inspections to identify rot/decay in timber, especially at or just below ground level, before it becomes a problem

The majority of timber posts will rot/decay from the inside out making it difficult to identify a problem unless specialist tools (e.g. a Resistograph) are used and we would recommend the use of a Specialist to conduct such a survey when indications of rot are noted.

### General comments:

The Standards referred to above are not retrospective or a legal requirement, however a site risk assessment is a legal requirement and good practice encourages the carrying out of the risk assessment in conjunction with a Standards compliance assessment. The Standards limitations should be recognised as mere compliance will not automatically create a safe playground. Like previous playground standards they are intended to be used intelligently as an aid and are aimed at providing a uniform source of reference throughout the U.K and the rest of Europe.

Some elements of the Standards are open to interpretation. In the event of a dispute a decision on interpretation may be sought from the BSI or from the European Standards Committee.

### Risk Assessment Evaluation:

The risk assessment is based on a likelihood x possible severity of injury index with one being the lowest and safest value and five being the highest and most severe value.

Risk Score	Risk Categories
1 - 5	Low risk - Monitor
6 - 10	Low/medium risk - Carry out the inspectors recommendations
12 - 15	Medium risk - Programme actions to remove the hazard
15 - 16	Medium/high risk - Take action at the earliest possible opportunity / isolate the equipment
20 - 25	Unacceptable risk - Take immediate action to reduce the risk.

*The above table is a guideline only and should be read in conjunction with the individual recommendations*

NB: The inspection only identifies the current condition of the equipment, It is the responsibility of the owner/operator to provide a continued level of maintenance and to ensure that the equipment is kept in good working order and the site fit for use.

NOTE: Typically two non compliances will be highlighted when the recommendation is to monitor which may mean some non compliances present will not be indicated. All non compliances requiring action will be commented on.

**Items present on site but not contained within this report have not been inspected.**

### Site Overview

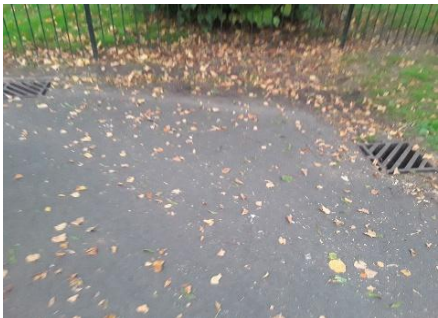
CCTV is present

### Disabled access:

The site is accessible to most people including those with severe disabilities if help is at hand

Site General

Comments



- 1 The openings in the storm drain covers are in excess of 30mm
- 2 There is Rust / Corrosion on the majority of the Fitness Equipment
- 3 There is algae, silt or moss growth on the surface resulting in slippery conditions
- 4 There is some tree debris on the surfacing

Recommendations:

- 1 Monitor and reduce the opening if required

Risk Assessment: 2 x 4

- 2 Treat and Repaint as required

Risk Assessment: 2 x 3

- 3 Clean and treat appropriately

Risk Assessment: 2 x 4

- 4 Remove and maintain

Risk Assessment: 2 x 3

Sign



Comments:

- 1 The item is satisfactory

Recommendations:

- 1 No action required

Risk Assessment:

2 x 2

Maintenance Gate



Comments:

- 1 There are no drop bolt sleeves fitted and the drop bolts are scoring the tarmac
- 2 There is surface corrosion / rust present on the item

Recommendations:

- 1 Provide drop bolt sleeves

Risk Assessment:

2 x 3

- 2 Treat the corrosion / rust

Risk Assessment:

2 x 3





Self Closing Gate

Comments:



- 1 The opening between the gate and the post is less than 12mm and could trap users fingers
- 2 There are trip hazards over the edgings under the gate
- 3 The gate isn't operating correctly
- 4 The gate is snagging on the surrounding surface

Recommendations:

- 1 Adjust the gate to ensure a 12mm opening all around

Risk Assessment:

2 x 3

- 2 Remove the trip hazard

Risk Assessment:

2 x 4

- 3 Adjust the gate to ensure it closes in between 4 - 8 seconds

Risk Assessment:

2 x 3

- 4 Adjust surface levels to ensure the gate closes correctly

Risk Assessment:

2 x 4



Self Closing Gate continued

Comments:



- 5 The surface has eroded and very slippery in wet conditions
- 6 There is surface corrosion / rust present on the item
- 7 There is minor damage to the gate

Recommendations:

- 5 Reinstate eroded area

Risk Assessment:

2 x 4

- 6 Treat the corrosion / rust

Risk Assessment:

2 x 3

- 7 Monitor and repair if required

Risk Assessment:

2 x 3

Flat Top Fence

Comments:



- 1 There is minor damage to the fence
- 2 There are fixings missing on this item

Recommendations:

- 1 Monitor and repair if required



Risk Assessment:

2 x 3

- 2 Replace missing fixings

Risk Assessment:

2 x 3





Mesh Fence



Comments:

- 1 There is minor damage to the fence
- 2 There are fixings missing on this item
- 3 There are inserts missing from the posts
- 4 There are protruding bolt thread(s) present

Recommendations:

- 1 Monitor and repair if required

Risk Assessment:

2 x 3

- 2 Replace missing fixings

Risk Assessment:

2 x 3

- 3 Replace missing inserts

Risk Assessment:

2 x 2

- 4 Remove the excess thread length or provide a cap

Risk Assessment:

2 x 3

Quarter Pipe



Surfacing:	Tarmac
EN14974 Compliance:	Yes
EN1177 Compliance:	Yes
Manufacturer:	Evolution

Comments:

- 1
- The item is satisfactory

Recommendations:

- 1
- No action required

Risk Assessment:	2 x 4
------------------	-------

Combination Ramp

Surfacing:	Tarmac
EN14974 Compliance:	Yes
EN1177 Compliance:	Yes
Manufacturer:	Evolution

Comments:

- 1
- The item is satisfactory

Recommendations:

- 1
- No action required

Risk Assessment:	2 x 4
------------------	-------

Grind Rail

Surfacing:

Tarmac

EN14974 Compliance:

Yes

EN1177 Compliance:

Yes

Manufacturer:

Evolution

Comments:

- 1
- The item is satisfactory

Recommendations:

- 1
- No action required

Risk Assessment:

2 x 4

Flat Bank Ramp



Surfacing:	Tarmac
EN14974 Compliance:	Yes
EN1177 Compliance:	Yes
Manufacturer:	Evolution
Comments:	

- 1
- The item is satisfactory

Recommendations:

- 1
- No action required

Risk Assessment:	2 x 4
------------------	-------

## Quarter Pipe



**Surfacing:**

Tarmac

**EN14974 Compliance:**

No

**EN1177 Compliance:**

Yes

**Manufacturer:**

Mixed

### Comments:

- 1 The horizontal openings in the barriers is in excess of 89mm and fails the requirements of BS EN 14974
- 2 The height of the barrier is less than 1200mm and fails the requirements of BS EN 14974
- 3 The item has exposed edges and corners with a radius of less than 3mm and fails the requirements of BS EN 14974
- 4 There is or are fixings missing on the item

### Recommendations:

- 1 Monitor - No remedial work recommended

**Risk Assessment:**

1 x 5

- 2 Monitor - No remedial work recommended

**Risk Assessment:**

2 x 3

- 3 Monitor - no remedial action recommended

**Risk Assessment:**

2 x 3

- 4 Replace all missing fixings

**Risk Assessment:**

2 x 4

Quarter Pipe continued

Comments:



- 5 There is algae or moss on the surface of the equipment
- 6 The Riding Surface is damaged

Recommendations:

- 5 Clean and treat appropriately

Risk Assessment:

2 x 3



- 6 Monitor and Replace if required

Risk Assessment:

2 x 3



Flat Bank

Surfacing:	Tarmac
EN14974 Compliance:	No
EN1177 Compliance:	Yes
Manufacturer:	Mixed

Comments:

- 1 The height of the barrier is less than 1200mm and fails the requirements of BS EN 14974
- 2 The horizontal openings in the barriers is in excess of 89mm and fails the requirements of BS EN 14974
- 3 The item has exposed edges and corners with a radius of less than 3mm and fails the requirements of BS EN 14974
- 4 The tree canopy overhangs the equipment and is less than the recommended 2.0m away

Recommendations:

- 1 Monitor - No remedial work recommended

Risk Assessment: 2 x 3

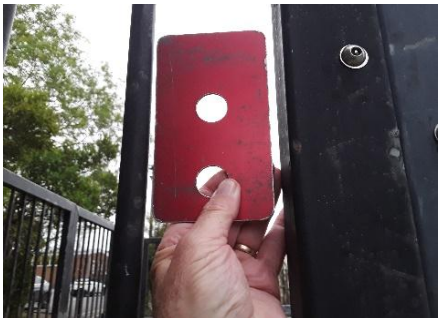
- 2 Monitor - No remedial work recommended

Risk Assessment: 1 x 5

- 3 Monitor - no remedial action recommended

Risk Assessment: 2 x 3

- 4 Lift the tree canopy to ensure a minimum clearance of 2.0m from the equipment





Flat Bank continued

Comments:



- 5 There is or are fixings missing on the item
- 6 There is surface corrosion / rust present on the item

Recommendations:

- 5 Replace all missing fixings

Risk Assessment:

2 x 4

- 6 Treat the corrosion / rust

Risk Assessment:

2 x 3



Combination Table Top



Surfacing:	Tarmac
EN14974 Compliance:	No
EN1177 Compliance:	Yes
Manufacturer:	Mixed

Comments:

- 1 The kicker plate protrudes more than 5mm above the surrounding surface level, BS EN 14974 recommends a maximum of 5mm with 3mm preferred
- 2 There is a positive Lip in the tarmac at the base of the Kicker Plate in contravention of BSEN14974
- 3 There is a change in the level of the rolling surface in excess of 3mm and the item fails the requirements of BS EN 14974 Clause 5.1.2.3
- 4 There should be no gaps between adjacent components to comply with EN14974

Recommendations:

- 1 Adjust height to ensure a maximum of 5mm change in level

Risk Assessment: 2 x 4

- 2 Secure the Kicker Plate

Risk Assessment: 2 x 5

- 3 Monitor - No remedial work recommended

Risk Assessment: 2 x 4

- 4 Remove the gaps

Risk Assessment: 2 x 5

Combination Table Top continued

Comments:



- 5 There are splits in the metal Kick Plate
- 6 Joints between the riding surfaces should not be greater than 5mm to meet the requirements of BS EN 14974

Recommendations:

- 5 Monitor and Repair if required

Risk Assessment:

2 x 3



- 6 Take corrective action to ensure that the gaps between the joints do not exceed 5mm

Risk Assessment:

2 x 4

Shelter

Comments:



- 1 There are trip hazards over the kerb
- 2 There is some evidence of fire damage to the surfacing
- 3 There is litter / debris in the area
- 4 There is or are fixings missing on the item

Recommendations:

- 1 Remove the trip hazards

Risk Assessment: 2 x 3

- 2 Monitor for any further deterioration and repair as required

Risk Assessment: 2 x 3

- 3 Remove litter / debris from the area and maintain

Risk Assessment: 2 x 3

- 4 Replace all missing fixings

Risk Assessment: 2 x 4





Fitness - General

Surfacing:	Grass Mats
EN16630 Compliance:	N/A
EN1177 Compliance:	N/A
Manufacturer:	Fresh Air Fitness

Comments:

- 1

Signage should be provided at the facility in accordance with the requirements of BS EN 16630, key requirements of the sign include, but are not limited to, intended users, medical safety and emergency contact details
- 2

The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet
- 3

The I.D. Labels / Instruction Labels are damaged on the majority of the equipment
- 4

Fixing Pins have been installed in the impact areas of the grass mats and the free fall height is in excess of 600mm

Recommendations:

- 1

Provide appropriate signage

Risk Assessment:

2 x 3

- 2

Lift and relay the mats

Risk Assessment:

2 x 3

- 3

Replace the labels as required

Risk Assessment:

2 x 3

- 4

Remove pins from impact areas

Risk Assessment:

2 x 3



Leg Press

Surfacing:	Grass Mats
EN16630 Compliance:	Yes
EN1177 Compliance:	Yes
Manufacturer:	Fresh Air Fitness

Comments:

- 1
- There is surface corrosion / rust present on the item

Recommendations:

- 1
- Treat the corrosion / rust

Risk Assessment:

2 x 3



Leg Extension

Surfacing:	Grass Mats
EN16630 Compliance:	Yes
EN1177 Compliance:	Yes
Manufacturer:	Fresh Air Fitness

Comments:

- 1
- There is surface corrosion / rust present on the item

Recommendations:

- 1
- Treat the corrosion / rust

Risk Assessment:

2 x 3

Duo Air Walker

Surfacing:	Grass Mats
EN16630 Compliance:	No
EN1177 Compliance:	Yes
Manufacturer:	Fresh Air Fitness

Comments:

- 1
- The swinging movement of the footplate suspension bar exceeds the maximum 55 degrees from the vertical required by BS EN 16630

Recommendations:

- 1
- Monitor use

Risk Assessment:	2 x 3
------------------	-------



Chest Press

Surfacing:

Grass Mats

EN16630 Compliance:

Yes

EN1177 Compliance:

Yes

Manufacturer:

Fresh Air Fitness

Comments:

- 1 There are bolt caps missing

Recommendations:

- 1 Replace missing bolt caps

Risk Assessment:

2 x 3



Air Skier

Surfacing:	Grass Mats
EN16630 Compliance:	No
EN1177 Compliance:	Yes
Manufacturer:	Fresh Air Fitness

Comments:

- 1

The swinging movement of the footplate suspension bar exceeds the maximum 55 degrees from the vertical required by BS EN 16630
- 2

There is surface corrosion / rust present on the item

Recommendations:

- 1

Monitor use

Risk Assessment:

2 x 3

- 2

Treat the corrosion / rust

Risk Assessment:

2 x 3



Air Walker

Surfacing:	Grass Mats
EN16630 Compliance:	No
EN1177 Compliance:	Yes
Manufacturer:	Fresh Air Fitness

Comments:

- 1

There are end caps missing
- 2

The swinging movement of the footplate suspension bar exceeds the maximum 55 degrees from the vertical required by BS EN 16630

Recommendations:

- 1

Replace the missing end caps

Risk Assessment:

2 x 2

- 2

Monitor use

Risk Assessment:

2 x 3



Rider

Surfacing:

Grass Mats

EN16630 Compliance:

Yes

EN1177 Compliance:

Yes

Manufacturer:

Fresh Air Fitness

Comments:

1 The item is satisfactory

Recommendations:

1 No action required

Risk Assessment:

2 x 3



Duo Rower

Surfacing:	Grass Mats
EN16630 Compliance:	Yes
EN1177 Compliance:	Yes
Manufacturer:	Fresh Air Fitness

Comments:

- 1

The seat has minor damage or wear
- 2

There is surface corrosion / rust present on the item
- 3

There is/are bolt cap covers missing or damaged on the item
- 4

The bushes are worn or missing

Recommendations:

- 1

Monitor for further deterioration and replace as required

Risk Assessment:

2 x 3

- 2

Treat the corrosion / rust

Risk Assessment:

2 x 3

- 3

Replace missing or damaged bolt cap covers

Risk Assessment:

2 x 2

- 4

Replace worn or missing bushes

Risk Assessment:

2 x 4



**Basketball Post**

Surfacing:

Tarmac

EN15312 Compliance:

Yes

Manufacturer:

Carr

**Comments:**

- 1
- There is graffiti present
- 2
- The hoop net is damaged

**Recommendations:**

- 1
- Remove the graffiti

Risk Assessment:

2 x 2

- 2
- Replace the net

Risk Assessment:

2 x 4



## **LEDBURY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE EVENTS WORKING PARTY MEETING HELD ON TUESDAY, 28 OCTOBER 2025**

---

**PRESENT:** Councillors Harvey, Hughes and Morris  
Non-Councillors: Al Braithwaite (Chair), Sonia Bowen, Emma Clowsley, Lizzie Gissane, Lyn Loader, Don McAll and Nina Shields

**ALSO PRESENT:** Julia Lawrence – Deputy Town Clerk  
Honor Holton – Minute Taker

#### **32. APOLOGIES FOR ABSENCE**

Apologies were received from Griff Holliday, Christine Tustin and Olivia Trueman.

#### **33. TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD ON 30 SEPTEMBER 2025**

Councillor Harvey proposed that an Action Sheet be created for each meeting. All were in favour of this suggestion.

10.10am Lyn Loader joined the meeting.

#### **RESOLVED:**

**That the Events Working Party Minutes held on 23 September 2025 be approved and signed as a correct record and that an Action Sheet be created for distribution soon after the meeting.**

#### **34. VOLUNTEER DATABASE UPDATE/DEMONSTRATION**

Don McAll provided an overview of Ninox, an online database platform costing £10 per user per month, which the Rugby Club has successfully used for the past three years. He confirmed that Ninox is GDPR compliant, data is encrypted, and only basic personal information (names, addresses, email addresses) is stored, with no financial data held. The Rugby Club currently uses it as a register for volunteers and members.

Don highlighted that the system is highly configurable and can be managed with reasonable Excel skills. However, a Data Protection Officer would need to be assigned to manage the database. Phase 1 would involve manually inputting data, which is expected to take one to two weeks to complete.

Nina Shields referred to Goal 17, a volunteering database on which Ledbury already has information listed. It was noted that Herefordshire Council

commissioned this service for two years. Cllr Harvey confirmed that information had been circulated to community groups, but she had requested copies of the newsletters for clarity. Members noted that Herefordshire Council would be issuing a press release this week to notify community groups that Goal 17 is now live and ready for use.

Sonia suggested that Ninox could work well alongside Goal 17, helping to build a more comprehensive volunteer database and encourage greater participation, while ensuring that duplication is avoided.

Cllr Harvey reported that, during a discussion with Emily Lowe about Goal 17, she had been informed about the Walk & Talk Picnic network event, which may offer an opportunity to promote upcoming local initiatives.

Don outlined the potential timescale, stating that the initial phase could be delivered via a workshop lasting no more than two weeks, subject to the CEO's availability around training commitments and upcoming Council events. Cllr Harvey suggested that this should be considered by the Resources Committee, both in terms of resource implications and in evaluating the respective capabilities of Ninox and Goal 17. The Committee would need to determine whether Goal 17 is a useful complementary tool, a complete solution, or a potential distraction from Ledbury's specific requirements.

The Chair commented that Ninox could be a strong option for a Ledbury focused database but emphasised that if other systems such as Goal 17 are already in progress, a conversation is needed with the relevant Goal 17 representative. Sonia referenced an email she had received, and it was agreed that this should be forwarded to the CEO to ensure a coordinated approach.

**RESOLVED:**

- 1. That clarification is sought from the Town Clerk to establish what time can be set aside for the CEO to work on this database, bearing in mind the multiple events coming up that she will be working on.**
- 2. That the following recommendation be amended from "Managed in house by the CEO" to "Managed in house."**
- 3. That the following recommendation be approved:  
That the Council works collaboratively with Ledbury Together to create a volunteer database, to be managed in house. That an officer report is presented to Full Council setting out details of the two solutions.**

Thanks were recorded to Don for all his help and efforts regarding the Database.

Don McAll left the meeting at 10:25am.



### **35. NOTICE BOARD AND TOWN MAP AUDIT UPDATE**

Members considered the report circulated summarising the current locations of noticeboards in and around the Town. During the discussion, the following points were noted:

#### **Co-op Noticeboard:**

Lyn Loader reported that the noticeboard at the Co-op was missing from the circulated list.

#### **Potential New Noticeboard:**

Councillor Harvey suggested the possibility of installing a noticeboard on the railings near the Bye Street Toilets in the future.

#### **St Katherine's Alleyway Noticeboard:**

Nina Shields proposed replacing the existing noticeboard in St Katherine's Alleyway with a larger board, as the current one is oversubscribed. Members also noted that posters are being displayed inside the nearby phone box.

#### **Business Window Spaces:**

It was noted that the window of the Newsagents is no longer available for community notices, whereas the Spa Shop continues to provide window space for this purpose.

#### **Almshouses Noticeboard:**

The noticeboard outside the Almshouses is monitored by the Diocese.

#### **Tourist Information Boards:**

Members felt that the locked tourist information boards (located in the car parks and on the High Street) would benefit from a more structured and consistent presentation of information. Community noticeboards generally maintain themselves, with residents of the Almshouses often removing outdated posters.

#### **Tourism Maps and Stands:**

Earlier in the year, Traders discussed using Herefordshire BID funding to refurbish existing tourism maps and update the associated stands, following the creation of the Ledbury tourism map and guide.

Action: Lizzie will contact Susie McKenzie to check whether any progress has been made on this initiative.

#### **RECOMMENDATION:**

**That it be recommended that Ledbury Town Council consider having large scale maps printed and for them to be added to Noticeboards around Town pre-Easter, in readiness for the Tourist Season commencing next year.**

### **36. VIRTUAL TOWN TOUR/APP UPDATE**

Alison Braithwaite has been in contact with Up Studios London. She confirmed that she advised them it would not be possible to predict the volume of usage for the proposed app. Up Studios noted that a QR code could generate some casual interest, while a website would likely be easier for the public to use than an app. Their quotation for developing the app was £30,000, with additional ongoing costs for the contract and maintenance. The initial trial and implementation period was estimated at 3–6 months.

It was reported that Ross Town Council has recently introduced this app and also paid approximately £30,000. The CEO has contacted them for feedback on their experience and the app's effectiveness, but a response has not yet been received.

A discussion is still required with Herefordshire Council, who have implemented a similar initiative for Hereford Town. Once that information is obtained, the Council will be in a stronger position to compare both options.

It was agreed that this should be added to the Action List.

#### **RESOLVED:**

**That Officers will investigate the phone-based walking apps currently in use in Hereford. This research will focus on understanding footfall data generated by the apps, income or economic benefit associated with their use and how the apps encourage visitors to engage with historic or heritage buildings**

**That Officers will undertake this research and then bring back proposals for a scaled-down version suitable for Ledbury, including an outline timescale and budget.**

### **37. LEDBURY TOWN COUNCIL WEBSITE**

The CEO had presented an update report on the Council's website.

Sonia Bowen commended the CEO on her work on the Ledbury Town Council website.

#### **RESOLVED:**

**Councillor Harvey proposed for more examples to go alongside the step-by-step guide which would help people further understand how much work is involved in each event, such as road closure applications.**

### **38. LIGHT SWITCH ON EVENT UPDATE – 23 NOVEMBER 2025**

A report had been presented to the Working Party updating members on the Christmas light switch-on event.

Councillor Harvey spoke under the section of entertainment with the comment of getting a Carol booklet published. Clarification is needed as to whether this will be used for repeated use for providing a range of carols, which will be collected in and reused or thrown away afterwards, as reducing paper waste needs to be considered. It was agreed that having an A4 or A5 handout for people to use is about the cheapest, user friendly way of doing things and keeps costs down.

Councillor Hughes spoke about the community choir who produces an A5 sheet with carols on. A member of the choir hands them out, making sure they are collected at the end of the event. Last year this was printed in house by Ledbury Town Council.

Reference was made to the lantern parade noting that these would be lit by LED lights and that there would be no real flames associated with the lanterns.

The CEO is to provide feedback regarding the Morris Dancers.

**RESOLVED:**

**Members agreed that a single sheet to be handed out on the day was sufficient.**

**That the CEO is to provide feedback regarding the Morris Dancers.**

**39. LATE NIGHT SHOPPING UPDATE – 5 DECEMBER 2025**

Flyers have been printed and are being distributed, reels and stories have been uploaded on social media and the entertainment is booked. Agreement has been made with Ledbury Primary School and John Masefield to use their car parks for overflow parking. The Traders Association will be collecting donations for “We are Farming Minds” for their chosen charity this year.

Ledbury Fringe bought multiple A boards used to promote musical events around the town. It might be worth approaching them to see if they could assist with the sign posting to the overflow car park by using their A boards.

**RESOLVED:**

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

**40. LEDBURY WORLD BOOKFEST 2026 – PROPOSAL**

Nina Shields confirmed that Ledbury Library Group has a meeting coming up, and will see if they have any funds available for sponsorship on the day

That the following recommendation was approved for consideration by Full Council:

“That Members of the Events Working Party recommended that Full Council authorises the Community Engagement Officer to proceed with the organisation of Ledbury World Bookfest 2026 with a budget of £3,500 (with £250 contingency) to support the delivery of the programme of activities, promotional initiatives, and marketing as outlined above.”

**RESOLVED:**

**That the contents of the report be received and noted.**

**That the recommendation noted above be referred to Full Council for approval.**

**41. FEEDBACK ON OCTOBER FUNFAIR**

The Deputy Clerk confirmed that she was still confirming a debrief meeting with the Rogers, Balfour Beatty and the Fire Brigade to discuss the October Fair and Event Management Plan.

Initial feedback from Ashley Rogers was that he is keen to start the Fair earlier next year at 4:00pm instead of 4:30pm although the Deputy Clerk advised that this has previously been addressed and would not be on the agenda going forward. Councillor Harvey considered that less people will come to the fair later on in the day as they will have already visited around school closing time.

Councillor Hughes spoke to the family around the issues surrounding the traffic management on the day. The suggestion of a one-way system should be considered for next year. Councillor Harvey spoke about the rides poking onto the Highstreet creating one way traffic, perhaps having smaller rides in certain areas to prevent this, as well as making this more beneficial to Traders.

**RESOLVED:**

**That the contents of the October Funfair report be received and noted.**

**42. EVENTS PROGRAMME**

**RESOLVED:**

- 1. That future upcoming events for the next 12 months be listed on the Events Calendar.**
- 2. That an Action Sheet be created from the last set of minutes to update all members.**

**43. DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the next meeting of the Events Working Party is scheduled for Tuesday 13 January 2026 at 10:00 am.**

The meeting ended at 11:35am.

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



**NOTES OF A MEETING COUNCILLORS TO DISCUSS THE FUTURE OF THE  
LEDBURY CHARTER MARKET  
HELD ON 20 OCTOBER 2025**

---

**PRESENT:** Councillors Chowns, Harvey, Hughes, Kettle and Morris

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

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Coleman.

**2. POSSIBLE WAYS FORWARD IN RESPECT OF LEDBURY CHARTER MARKET**

Councillor Harvey explained that the information sent to them had been prepared to provide context and history to help explain why some of the initiatives had been tried, and what did or didn't work from those initiatives to help inform decisions on what the Council does next in respect of its Charter Market provision. She pointed out that this did not mean that things that had been tried before couldn't be tried again, but that it was worth understanding what had worked or not in the past so that any issues could be addressed.

The summary of prior attempts within the report provided to Members referenced things that had happened since 2012 onwards in terms of trying to building the market up, including having some external markets in the town, there had been a Farmers Market that came once a month which ceased to issues around them parking issues and not enough communication about the type of produce being sold, for example on one occasion there had been three butchery stalls, which were competing with the three butchers that were permanently based in the town at that time.

There was a period in 2013/2015 when the Council outsourced the running of the Charter Market to a professional market manager who then took the responsibility for getting the stalls to commit to attendance, but it can be seen from the minutes of a meeting of the Charter Market Working Party held on 30 March 2015 that there was a decision to end the contract for this as they didn't appear to be doing any better than the council had been able to do. There were also complaints from stall holders that there was no consistent approach in terms of pitch allocation. This could be something that could be revisited if Council felt it appropriate.

In 2022 the Council looked at options to extend the market in other areas of the town, however it was suggested that initially the Council should focus on populating the existing market area on the two Charter Market days.

Members attention was drawn to the information from the Tourism, Events and Markets Action Plan (TEMAP) which included a number of suggested



actions to take forward, with reference to page 37 of the report which provided an action plan summary for immediate priorities for the Market.

Within the current situation section of the report there were a number of short-medium term suggestions for the future such as Rebranding the Tuesday market, collaboration with the Farmers Market, relocation of the market, trader and customer loyalty schemes and community engagement to identify what type of stalls residents of Ledbury would like to see at the market. Also, marketing, signage and active promotion of what is coming to the markets.

A question was raised as to whether town traders had been invited to have a stall at the market. The Clerk advised that traders had been invited to have stalls and advised that only two traders had taken up the offer to attend the Christmas Market at a reduced rate. It was felt that the markets need to go forward in a way that compliments the town traders and one of the ways being suggested to do this is to do some research of other towns and council who have markets that are running and successful and understand what they did to take the town traders with them and get to the position where they are.

The Clerk advised that she had previously met with the market manager from Ludlow, but whilst he had explained that there had been issues with local traders, he had not expanded on how they had worked to overcome those issues.

It was suggested that Ledbury look to Ross and Leominster market offerings, along with Ludlow and Malvern. In terms of venue Ludlow has a designated area for the market in the town centre Abergavenny has a market hall and external area. It was suggested that Stroud is one to look at as they have various areas around the town which is similar to what Ledbury could offer.

Councillor Morris felt it was the approach with the traders that was important. He felt that human interaction with potential market traders was important rather than using electronic methods. The Clerk advised that she and other staff regularly talk to traders at other markets and invite them to come to Ledbury. She advised that there is a mixture of responses, some are interested and do come to Ledbury, but they often only come a couple of times and then don't return citing lack of visitors as the reason. Some traders state that they did used to come to Ledbury but due to the historic interactions with some of the permanent traders in the town they had taken a decision to not return to Ledbury. Staff take business cards after speaking to traders and follow up conversations with emails.

Reference was made to Helen's Market however it was noted that due to their location they are not competing with town centre traders.

A point was raised about traders leaving once they have sold out of their wares which can sometimes be before mid-day. It was suggested that they should be approached and asked to bring more stock with them to ensure they stay longer at the market.

It was noted that the problems being discussed had been around for many years and attempts had been made over those years to improve the market and resolve the issues. He referred to a conversation Councillors Harvey and Hughes had had with the gentleman who had recently been working with Ross to improve their market offerings, in that fewer people are attending markets these days which in turn makes it harder to provide an offering that is sustainable. In Ross they have decided to focus on their Saturday market. Councillor Hughes felt that the notion that the people of Ledbury want a Tuesday and Saturday market is no longer viable and that the way forward would be to focus on the Saturday market and tie it in with town events.

The Clerk advised that many of the market traders prefer to come on days when there are events in the town, if they know the town is going to be busy, they are more likely to attend.

It was agreed that there are some fundamentals that need to be considered and agreed as to a way forward for the Charter Market in Ledbury. Firstly, is the Council going to support continuing to have a street market in the town, is the Council committed to that? If the answer is "yes" then a plan is needed for how the market can be reinvigorated, acknowledging that the traders who currently attend be taken as read, but how the market is built up from there doesn't necessarily mean that it has to be across all Saturdays and Tuesdays. It was suggested that one Saturday each month (maybe the third Saturday) be focused on and that research be undertaken that this does not clash with other markets in the area. Next step could be to visit local markets, Ross, Leominster, Malvern and Hereford and hand out invitation cards to come and try Ledbury market and make it clear what the pricing regime will be i.e. buy one week get one/two free. Explain that we are going to focus on increasing the market one Saturday a month, give us a go!

Whatever is decided it will be important to ensure that the correct resources are available, such as staff, budget, advertising etc. and that a commitment be made as to when this will start and how long it will be for i.e. Easter to October. Get a plan in place and take it forward.

Consideration was given to international markets being invited to come to Ledbury. This is something that has been done historically and certainly it has been discussed over past years. Again, if Council decide to go forward with this then proper planning will be essential i.e. when, where and can it coincide with a particular event, in the summer holidays, what will be the best time of year to do this?

The Council need to be clear on what their intentions are towards the TRO on High Street. Consideration as to whether the market area including the TRO is going to continue to be part of the market offering or are all traders asked to go under the market house and upstairs and make use of St Katherines Square and the TRO removed with the exception of two spaces adjacent to the Market House to be able to accommodate the Fish and Cheese vans.

It was noted that if the Council wished to make use of St Katherines Square this would not then restrict the market to Tuesdays and Markets, it could be used for one off events.

It was recognised that currently due to the lack of traders at the market the loss of the parking bays is not currently being offset for against the footfall of visitors to the town. If the TRO was to be lifted there would be 4/5 parking spaces available.

It was agreed that if it costs the Council money to have an improved market offering then so be it, any income received in respect of the market should be reinvested to the market offerings. One suggestion was that the Council consider how the income could be used to offset the costs for market traders to park their vehicles in town car parks.

### **Actions**

- 1. That the Tuesday market be left as is and focus on Saturday market.**
- 2. Create A5 invitation card to give to market traders**
- 3. Clerk to enter into conversation with Highways Officers in respect of potentially reducing the TRO on High Street, retaining two spaces adjacent to the Market House for van sized traders.**
- 4. CEO to draw up a plan for moving forward to include the following points:**
  - Messaging that the Council will be concentrating all stalls under and in the Market House**
  - Better lighting provision under the Market House**
  - What type of stalls to invite**
  - Advertising, marketing and promotion (banners)**
  - Resources – staffing, funding**
  - Pricing**
- 5. That officers write to other towns who hold markets to see if there would be a way that we could team up with them to share traders.**
- 6. Change the timers for the lighting under the Market House so that they stay on for Tuesdays and Saturdays.**

<b>FULL COUNCIL</b>	<b>4 DECEMBER 2025</b>	<b>AGENDA ITEM: 24</b>
---------------------	------------------------	------------------------

**Report prepared by Julia Lawrence, Deputy Town Clerk**

## **MARKET HOUSE – USE OF SPACE**

### **Purpose of Report**

The purpose of this report is to invite Members to consider the options available for the currently under-utilised upper floor of the Market House. The report sets out a range of potential uses for the space, reflecting community need, economic opportunity, cultural benefit, and the long-term sustainability of the building as a public asset.

### **Detailed Information**

The report does not seek to prescribe a single outcome, but rather to inspire ambition and strategic direction. Given this level of existing and potential use, the report seeks to explore options for the future use of the upper floor, considering how the space can best serve the community, support local organisations, and contribute to the vitality of the Market House. Members are invited to review the possibilities outlined, suggest additional ideas, and consider how any preferred approach might be progressed for its sustainable long-term use.

Members will be aware that ongoing discussions have considered how best to utilise the upper floor of the Market House and several community organisations have expressed interest in using part of the space to promote and showcase their activities. These include the Carnival Association (CA), Ledbury Stromstad Twinning Association (STA), the Hereford and Gloucester Canal Trust (CT), and HMS Ledbury (HMS). Members will also be aware that the Community Brass Band hold their weekly practice sessions on Thursday evenings, and the Guild of Herefordshire Craftsmen use the space for their Christmas Craft Event.

More recently, Members have considered the future of the Charter Market. Should the Council decide to focus on a single main weekly market on Saturdays, there would be an opportunity to utilise the Market House more fully, including the upper floor, with stall holders accommodated at both ground level and upstairs.

A meeting was held with Little Stromstad members on 22 October 2025 to discuss the future use of the Market House and members put forward their proposals. At that meeting, it was suggested that the STA and the CA could share space on the raised stage area. The STA confirmed that they would like to have space for 4 display boards (pop up banner), potentially a flat screen and laptop, and other artefacts for display on a table. The STA had also expressed their wish to hold their committee meetings and have other events, such as their 'launch' to promote the space, including other members' events, invite schools in to tell them about the Twinning Swedish traditions etc. It was noted that the launch has been proposed for

the second Saturday in April (11<sup>th</sup>) 2026 as this would coincide with the Swedish Music Group who will be visiting Ledbury at that time.

It was noted that the CA would wish to have photograph display boards, possibly digital ones, and a secure display cupboard for trophies, as well as space to accommodate Carnival Princess costumes etc.

HMS currently have a display in the Market House but this is currently being revisited due to there being additional material available for display. A large hessian board is being purchased for this purpose.

CT have expressed an interest in exhibiting but nothing has been forthcoming from them as yet although it is believed that they wished to utilise the central area of the upper floor for their displays etc.

Aside to the above, the Council has several pop-up stands displaying information about the previous reconstruction works of the Market House, together with general boards of historical interest, which too need to be displayed.

Should the Council decide to pursue the “exhibition” approach, then the upstairs layout of the Market House needs to be addressed. For example, if the STA and CA were to be located on the stage space, then the main floor space could be set aside for the Council’s historical boards, the CT and HMS, albeit HMS is likely to be on a hessian board attached to the wall of the stairway within the upstairs of the building. Whilst not confirmed, the CT expressed an interest to make use of the central part of the upper floor space but consideration also needs to be given to the weekly brass band practice and then if STA wanted to hold committee meetings, the whole layout would need to be moved to accommodate such, let alone if the Charter Market was also to make use of the space.

Whatever is agreed, Members need to note that there is a surplus amount of furniture stored upstairs in the Market House. This includes 4 large tables, numerous wooden chairs, foldaway chairs which are currently used by the Brass Band and other bulky items of furniture. If an exhibition space/market space was to be progressed, then this furniture would need to be stored off site. As a general guide, the cost of an 8’ x 20’ (160sqm) insulated/ventilated container on the Lower Road Trading Estate would cost £65.00 per week. Currently, the company is offering a 50% discount for the first 8 weeks bringing down the weekly cost to £32.50. The Council would need to cover the costs of insurance for items stored. The company has another site at Newent where the costs are slightly cheaper, being £40 per week and £20.00 for the first 8 weeks as part of their current offer, however this would pose logistical problems should any of the stored items be required.

Before considering the above suggestions put forward, Members are being asked to consider the following points:

- 1 How does the Council see the future use of the Market House?
  - Is it an exhibition space;
  - A space for market traders or

- A space to promote the history of the building, its architectural significance and heritage status/listing albeit accepting the historical constraints on modification or renovation.
- 2 When considering the future use of the Market House, the structural limitations of the building should be considered i.e. load bearing capacity, ceiling height, and heritage materials; lighting, ventilation and heating currently available. It is important not to lose sight of the fact that the Market House, constructed circa 1617-1620 is one of the Town's most significant historic buildings and needs to be respected for what it is and that it is a Grade 1 Listed Building.
  - 3 With regard to the potential exhibition space – would the Council make this permanent or consider rotating exhibitions, thereby encouraging other local organisations to promote themselves?
  - 4 What is the target audience? Is the Council aiming to attract local residents, schools (local and/or further afield), heritage societies and tourists to visit the Market House?

Bearing in mind the above comments, should the Council consider the exhibition approach, then the following needs to be borne in mind.

- 1 Display infrastructure needed?
  - Free standing exhibition walls/modular panels;
  - display cases;
  - lighting;
  - Audio Visual equipment would each exhibitor be expected to provide their own thereby eliminating costs to the Council.
- 2 Consider climate control/temperature – the heating could be costly for the Council especially if it switched on all the time. Due to the design of the building i.e. large open space from floor to roof, the building gets very cold in the winter months and if it is being used/visited on a regular basis consideration to the heating being on at a suitable temperature will be needed.
- 3 Consider requirements associated with listed building status, ie fire safety and emergency exit planning; accessibility compliance and legal obligations.
- 4 Operational considerations: staffing and volunteers, opening hours, security (in terms of display cases), maintenance and cleaning schedules.

Below are images of the Heritage Centre in Ledbury, which illustrate what they have done to make good use of their floor space.



As shown by the images above, display panels in the Market House could illustrate not only Ledbury's architectural history, but that of other organisations. It could also be an opportunity to have interactive/family friendly elements, like quizzes for children, and a small shop or reception area with local souvenirs. For example, merchandise sold in the Painted Room and TIC could also be sold in the Market House.

As noted above, reference is made to rotating space. Members may wish to give consideration to the following alternative exhibition suggestions:

- Local History and medieval market life, maybe incorporate history of the Charter Market;
- Ledbury Literature and Poetry Heritage, eg John Masfield;
- Local Arts and Crafts;
- Nature and Rural Herefordshire, eg farming, orchards, cider heritage;
- Flexible – rotating community exhibitions, as detailed above.

Although much work has already been done to promote HODs, (Heritage Open Days), the Council could consider other themes, for example:

- Life in Ledbury's Market Town – maybe work with the Heritage Centre for joint collaboration. It could be an opportunity to showcase that the building hosted public meetings from the 17<sup>th</sup> century onwards. Do local residents know that?
- The Timber Frame Tradition – invite, for example, Oakwrights to put on a display focusing on the history of wood and structures;
- Ledbury through the Ages – I am sure there are many historians in Ledbury who may want to help.

Other proposed activities could include:

- Public meetings, such as planning meetings and a means to gather feedback;
- Providing online survey facilities to reach the wider community if they do not have IT facilities at home;
- Holding workshops with schools;
- Stakeholder consultations with local heritage and civic societies, albeit some of these already exist in the Burgage Hall;
- Volunteer recruitment drives for exhibition and other support.

As noted above, there is a huge amount of potential for the use of the Market House.

This report deliberately makes no reference to costs as they can be wide ranging or potentially quite minimal depending on the outcome. However, immediate and ongoing costs to the Council would be:

- Removal of furniture into storage;
- Ongoing heating costs;
- general upkeep of the building (the Quinquennial Survey is due to be presented to Full Council at the January 2026 meeting) which will highlight what works are required for the building;
- Exhibition equipment; and
- Possible IT additions.

Members are therefore invited to consider the options presented, contribute additional ideas, and help shape a bold shared vision — one that can be advanced with confidence, supported by strong planning, partnership, and community involvement.

In summary, it is hoped that this report marks the beginning of an important and exciting chapter for the Market House. The upper floor represents possibility, a chance to breathe new life into an historic space, unlock community and economic potential, and create something future-focused, bold and valuable. Members are therefore urged not simply to review options, but to set direction: to champion ideas, invite collaboration, and take the next step towards delivery. By doing so, The upper floor of the Market House could be turned from a dormant floor into a dynamic place, one that strengthens civic pride, expands opportunity, and becomes a thriving part of everyday town life.



## **Recommendations**

That Members give consideration to the contents of this report and establish what the Council desires for the future use of the Market House, so that next steps can be taken to deliver an ambitious, sustainable civic, cultural and enterprise-led use for the space.

The options being:

1. That Members progress the exhibition space proposal, whether this be for the named organisations referred to above or open it up to other organisations on a rotational basis; or
2. That Members allocate the space to the Charter Market on a Saturday and decide what to do with the space for the remainder of the week; or
3. That Members propose alternative uses for the space in its entirety.

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE  
HELD ON 13 NOVEMBER 2025**

---

**PRESENT:** Councillors Chowns, Harvey (Chairman), Hughes and Morris

**ALSO PRESENT:** Angela Price – Town Clerk

**R223. APOLOGIES FOR ABSENCE**

None received.

**R224. DECLARATIONS OF INTEREST**

None received.

**R225. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES  
OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 23  
OCTOBER 2025**

**RESOLVED:**

**That the minutes of the meeting of the Resources Committee held  
on 13 November 2025 be approved and signed as a correct  
record.**

**R226. DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the next meeting of the Resources Committee is  
scheduled for 4 December 2025.**

**R227. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

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

**R228. STAFFING MATTERS**

Members raised concerns in respect of the cover that had been provided in respect of the Saturday market set up and take down whilst the Maintenance Operative had been on annual leave. They thanked the member of staff for their undertaking but recognised that an alternative solution needs to be found for the future. They raised concerns

over the safe operations and manual handling being undertaken and asked that officers find a solution to this issue ahead of it reoccurring.

Members were provided with an update and anticipated timeline in respect of the staff review. They were advised that the final draft of the report had been received from Adam Kepple-Green and that it was now with the Clerk to review and provide an overview of the findings of the staff review.

- 1. That the Council's congratulations be passed onto all staff in respect of the recent training results.**
- 2. That staff who have completed the Excel training course be encouraged to think about how they can use what they have learnt and what aspects of the course they can make use of in their roles.**
- 3. That officers investigate transferring the Rialtas financial reports into excel spreadsheets to assist with reading and understanding the reports.**
- 4. That the information in relation to recent staff absences be received and noted.**
- 5. That officers find a solution in respect of cover for the Maintenance Operative when he is on annual leave with regard the set up and take down of the Saturday market.**
- 6. That the information in respect of officer TOIL be received and noted.**
- 6. That the anticipated timeline for the staff review be noted as follows:**
  - i. November/December 2025 - Clerk to review final draft of staff review report and provide a report to a meeting of the Resources Committee – Support to be provided by Hoople**
  - ii. 22 January 2026 – Clerk's report to an extraordinary meeting of the Resources Committee with the intention of making a recommendation to Full Council at their meeting on 29 January 2026**
  - iii. 29 January 2026 – Recommendations from Resources Committee to enter into a consultation period with staff with effect from 30 January 2026**
  - iv. 30 January 2026 – Three month consultation period commences**

7. That a recommendation be made to Full Council at its meeting on 13 November 2025 that £5,000 be made available from within budget line 220/4590 – Professional services, for costs associated with the provision of HR support and advice to the Clerk in respect of the Staff Review.
8. That the Clerk provide regular updates on the expenditure in respect of the HR support and advice in respect of the staff review, noting that should there be evidence indicating that the approved funds are likely to be insufficient, a timely application for additional funds will be made via Resources Committee to Council.

The meeting ended at 6.42 pm

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



**LEDBURY CARNIVAL ASSOCIATION**  
**ANNUAL GENERAL MEETING – WEDNESDAY 12<sup>TH</sup> NOVEMBER 2025**  
**TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY**

**PRESENT:** Mal Hughes (MH), Sue Hughes (SH), Sonia Bowen (SB), Harold Armitage (HA), Johnny Chan (JC), Robin Hiseman (RH), Anita Griskjane (AG), David Kettle (DK), Ann Price (AP).

**PUBLIC:** Jill Jupp (JJ), Angie Price (LTC), Nic Sims (NS), Jon Critoph (JCr), Jenny Clarke (JCl), Sue Armitage (SA).

**COMMITTEE APOLOGIES:** Juri Hayes (JHa).

<b>1. Welcome and Introductions</b>
MH welcomed everyone to the meeting and noted Committee apologies listed above. Brief introductions were given to those who did not know everyone.
<b>2. Apologies</b>
Apologies from public were received from Olivia Trueman (LTC), Emma Clowsley (Masefield Matters), Shelley (The Cheese Pantry) and Ashley Norton (ex committee member).
<b>3. Minutes</b>
The Minutes of the AGM held 13 <sup>th</sup> November 2024 having previously been circulated, were taken as read, and proposed as a true record by SB and seconded by RH.
<b>4. Chairman's Report</b>
<p>There was much cause for celebration, the run up to Carnival and Carnival Day itself. The raffle ticket selling on the Saturdays in August allowed us to engage with the public and encourage them to come. It was noted that there was only about 25 Carnivals taking place in the country and only one in Herefordshire, ours! A river carnival was supposed to take place in Ross but it was called off by the organisers because they said there was not enough of them and the money was not there. So we were it for Herefordshire. Something for us to celebrate not only about our town but about the very small group of people who pulled it off as a great success.</p> <p>Some of the jobs in organising carnival are really big significant jobs and time consuming, and the fact that some committee members have two, three or even four jobs is too much. So one of our tasks must be to link in with the new pool of volunteers that the Town Council is working hard at producing, along with Nic at the Community Hub, to see if we can encourage more people to help on the committee and as volunteers on Carnival Day.</p> <p>I'd like to talk about Entertainments – about people voicing on Social Media unfounded complaints i.e. there was nothing for the children to do! The general consensus was that they were superb, especially in the new Town Square by St Katherine's. There was plenty to do all around the town on the day.</p> <p>SB concurred that the entertainments were brilliant but mentioned the challenge that one of the Funfair rides could not access the car park as the lorry was too big.</p> <p>Angie Price (LTC) mentioned perhaps using the Rogers Family FunFair instead as they would be at the Christmas Lights, plus they bring their own generator which LTC make use of. SH to follow this up.</p> <p>MH confirmed our Stage steps were now stored at the town cemetery, courtesy of the Town Council.</p> <p>One area of concern was the music Licence which cost a lot more money this year. Our previous applications had been for a maximum of 499 people but as we estimated that more than this attended Carnival we applied for the next stage up (up to 4999 people) but this application was really for a property rather than a temporary stage, and the</p>

application was complicated. We were amateurs in a professional environment. Help and support from professionals would be enormously welcome. SB said the carnival insurance was another area where we needed the help of an expert. NS suggested that as Carnival was not incorporated or registered as a charity, we should consider going under the umbrella of someone who is. Could the Town Council get involved? We should ask Worcester Carnival committee.

Other costs need looking at to streamline our 'big ticket' costs i.e. Health, safety, security road management.

The briefing given to the security company was discussed and generally considered that it needs to be much more comprehensive.

Overall, although there were problems, Carnival Day is a day when Ledbury smiles and we should not lose sight of that.

One change this year which was somewhat forced upon us was the number of people who retired from committee, one of which was the Carnival Princess chaperone. In discussion with the local primary school we gave birth to the idea of Children's Ambassadors, which have been a huge success. Their civic responsibilities have expanded as they encompass their roles. We are hoping the High School will consider creating a youth ambassador to represent the older children of the town. The Town Council vision is to create a Youth Council in Ledbury so young people can be represented on new projects. To include our youth we should try to be more specific in our volunteer requests.

The question of fundraising was discussed as we have to think about securing funds for the 2026 Carnival. We have a surplus from this year and have been granted a 3 year rolling grant from the Town Council, but there will still be a large shortfall we need to cover. LTC has a link to all the grants that are available which she will share with us. The town council can also help with applications for grants. Another suggestion is to go to the large companies and ask for a large amount rather than a small one, as this tends to be more acceptable.

#### **5. Association Accounts**

The Carnival Accounts for the year ended 31<sup>st</sup> October 2025 were circulated. There were no questions from the floor.

#### **6. Election of Officers**

- a) **Chairman:** MH was proposed as Chairman by RH and seconded by JJ. There being no other nominations MH was voted in.
- b) **Treasurer:** AP was proposed as Treasurer by RH and seconded by DK. There being no other nominations AP was voted in.
- c) **Secretary:** SH was proposed as Secretary by JJ and seconded by RH. There being no other nominations SH was voted in.

#### **7. Carnival Theme 2026**

Suggestions were put forward:

A Walk in the Park; Medieval Feast; Rainforest or jungle; Ancient Egypt;  
John Masefield; Local Heroes; Local TV Celebrities; Hollywood;  
Bollywood; Mardi Gras.

Post meeting suggestions have been – Carnival goes to the Circus; A Country Fair; Hollywood Oscar night; Superheroes; Movie Night.

#### **8. Any Other Business:**

- a) JC suggested that he take responsibility for and manage activities at the Rugby Club for next year.
- b) DK suggested he talk to the major companies in Ledbury with a view to getting sponsorship from them, i.e Westons, Haygrove, Amcor, Chase, house developers.
- c) RH advised that Age Concern Tewkesbury are happy to take on the refurbishment of the carnival steps at a cost.

- d) RH also advised he was happy to design merchandise for Carnival but it needs someone to sell it.
- e) AG thinks we should publicise Carnival much more and regularly throughout the year.
- f) LTC advised the CEO at Town Council can help in many ways and we should liaise with her.
- g) NS suggested we talk to him at Community Hub if we were thinking of partnering with an incorporated organisation. Also for help with volunteers.
- h) JCr advised CAL are very happy to support Carnival by providing minibuses and drivers. His daughter asked if we could have a bouncy castle but this is unlikely due to insurance.
- i) JCr also advised there is money available from the old hospital site which he thinks is administered by Masefield Solicitors.
- j) JJ advised that the quiet corner had been well received again this year, although she suggests having someone there all day.
- k) JCl advised she has a lot of links to Frome, Somerset who carnival is on a par with our own and perhaps advice from them might help us. She is willing to liaise.
- l) JCl also suggested that jobs for volunteers should be much more specific and focussed.

**The meeting closed at 8.43pm.**







**Present:** Griff Holliday, Nina Shields, Jackie Denman, David McCauley, Nick Morris, Caroline Handley

1. **Apologies:** none
2. **Approval of minutes of meeting of 1<sup>st</sup> September 2025** Approved
3. **Finance and Funding**
  - Our current bank balance with no outstanding claims is £1,425
  - A Grant Request for £2,000 to contribute to costs of the Ledbury Celebration 2026 has been submitted.
  - David is also following up on other possible sources including the Herefordshire community Foundation. Herefordshire BID was suggested as another possible source. **Action:** David McC
  - The approximate budget for the event is £4,000.
4. **Website/social media**
  - Review of the current website. Griff H will update this as and when time allows working with David Hewitt
  - Advertising – Griff H reminded members of the current position where we were carrying adverts for 5 businesses but where we had stopped charging some years ago. It did not make sense given current low volume through the website to reinstate charging. It was **agreed** to ask the businesses whether they still wanted their adverts displayed and if so to make us a donation of £30 for continuing for a year.
  - Social media – the Facebook account is being used by a number of local food businesses who have linked to it.
5. **Events**
  - a) *Ledbury Celebration 2026 – 5<sup>th</sup> July*
    - Ledbury Poetry has confirmed the dates of the Poetry Festival a week later than previously advised making the last day 5<sup>th</sup> July 2026. This means that we will be running the same weekend as Malvern's food event. The meeting agreed to stick with the Festival last day.
    - Ledbury Poetry have confirmed that they will contribute to the event at least at the same scale as 2025.
    - Griff H is meeting the Town Clerk and Community Engagement Officer to scope out the Town Council's contribution to the event. This will need to be ratified by the Council.
    - Members **agreed** to keep the event at the same level as 2025
    - It was **agreed** to provide a loo on site this year with signage
  - b) *Possible talk on river pollution and food production*

Nina S noted the position at HFA where a new Coordinator has still not yet been appointed. There was possibility of a simpler film night event with help from HFA. **Action:** Nina S to keep in touch with Ruth. It was **agreed** to approach James Marsden to see if he is available for an event in Spring

on a Monday or a Friday. **Action:** Griff H. Dr Chowns MP is another possible speaker – time permitting (? during recess)

c) *Ledbury Big Breakfast - 6<sup>th</sup> – 8<sup>th</sup> February 2026.*

- Invitations to food businesses in Ledbury town were going out this week followed by invitations by email
- Initial reaction has been good
- New possible entrants – Malbury Café, Mews Bouche, Sorrel and Sage (Trumpet Corner).
- Publicity starting with Ad-mags, Daffodil Line
- Invitations to guests will go out shortly – the meeting suggested the High Sheriff, Dr Chowns MP, the Chairman of Ledbury, Town Clerk, Director of Public Health of Herefordshire Council, Nic Sims
- The details of the programme for the weekend will be collected after Christmas – to be available by mid-January
- Flyer distribution will take place on High Street on 24<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup> January. **Action:** ALL let David McC know when you can help

d) *Producers on the High Street* – The response from the town council to the suggestion of an Autumn event was not sufficient to go forward – an opportunity may become available in the Spring.

e) *Other Events* – Nothing discussed

## 6. Other activities and contacts

a) *Sustainable Ledbury* – Nina S advised that they were in the early stages of planning an information event.

b) *Markets – LTC Tourism/Markets consultation* - The working party (TEMAP) is awaiting direction from the full Council which is dependent on an internal review of resources which is underway.

c) *Recruiting* The need for volunteers to help with town events is being picked up through the Events Working Party. Proposals have been put together for a local database of volunteers. **Action:** Griff H and Nina S for updates

d) *Administrative matters* – it was agreed to move the April meeting which clashed with Easter Monday to 30<sup>th</sup> March

## 7. Any other business

Jacki D reported that The *Big Apple Harvestime* event was very successful with over 1,000 paid adults. The booking system for activities worked well.

G J Holliday, Secretary, Ledbury Food Group  
01531 633637

17<sup>th</sup> November 2025

**Future meetings** – all currently at 5.30pm – Feathers Hotel – meet in Bar

Monday 1<sup>st</sup> December

Monday 5<sup>th</sup> January

Monday 2<sup>nd</sup> February

Monday 30<sup>th</sup> March

# LEDBURY COMMUNITY CHOIR

www.lcchoir2.com

## Minutes of Committee Meeting held on 30 October 2025

**Present :** Jeff Sherwood (Chair), Sue Chopping (Membership),, Sue Hughes (Music), Sue Bettington (Social), Ann Price (SBN Treasurer) Gina Lincoln (1<sup>st</sup> Soprano section leader) Jane Stinchcombe (Joint Secretary)

<b>1. Apologies for Absence:</b>		
	<ul style="list-style-type: none"> <li>Rachel Boughen (Social Media), Ronnie Parker (Joint Secretary) Mal Hughes (Musical Director)</li> </ul>	
<b>2. Minutes of Previous Meeting:</b>		
	<ul style="list-style-type: none"> <li>The Minutes of a meeting held on the 19 September 2025 were approved. Chairman asked for clarity of minutes.</li> </ul>	
<b>3. Treasurer's Report:</b>		
	<ul style="list-style-type: none"> <li>As of 28 October, two thirds of the subscriptions have been paid but a reminder that membership fees are due please.</li> <li>As of 28 October, the bank balance was £8,509.82.</li> <li>£403.85 was donated by the public in our previous concert. This is monies for choir funds.</li> </ul>	<b>AP</b>
<b>4. Secretary's Report:</b>		
	<ul style="list-style-type: none"> <li>To offer two tickets to the Chairwoman Councillor Elizabeth Harvey to attend our Christmas concert. Also to ask which is her chosen charity for the concert proceeds to be given.</li> <li><b>Update - she has accepted one ticket, and her chosen charities are the ELY Memorial Fund and the Madison Shelbie Trust.</b></li> <li></li> </ul>	<b>JAS</b>
<b>5. Membership Secretary's Report:</b>		
	<ul style="list-style-type: none"> <li>There are 70 members confirmed.</li> <li>21 Altos 33 Sopranos 16 Tenors/Bass</li> <li>It was discussed whether to create a new Facebook page to encourage contributions from members</li> </ul>	<b>SC RB</b>
<b>6. Musical Director's Report:</b>		
	<ul style="list-style-type: none"> <li>October concert: in general all felt it was very successful. However, some introductions were too long. A reminder it should be 30 seconds. It was fabulous to see so many members helping at the end of the concert. Many thank yous to all. However in future it was felt that a designated team of people is required to dismantle the staging to ensure the safety of all the members.</li> <li>Remembrance Sunday – The two choir members taking part are to meet at 10.20am under the Market House and copies of the service will be available. Kate has asked if any choir members attending would like to join and support the church choir singing 'A flower remembered' All invited back to the British Legion approximately.12.15am afterwards for a drink and buffet.</li> <li>Christmas lights switch on - 23.November. Sue Hughes has liaised with the band for the running order of songs. Members are to meet under the Market House at 4.00pm and ready to sing at 4.15pm until 5.00pm.</li> <li>Christmas concert, 22 December - Sue Hughes will organise the concert and Jen will do the Christmas decorations but will need support. Can members please donate any tins/ jars/ Christmas puddings/ snacks etc suitable for Sue B to make up a food hamper.</li> <li>2026 – Earth Day - a proposal to do a casual concert for friends and family, some new music introduced with a proper Earth Day concert to follow in 2027. This allows time to learn new music fully. Mal is asking for suggestions from members to allow time for new pieces to be sourced. One suggestion is Colours of the Wind. He is looking for the choir to perform 18-20 pieces of music and as the Ledbury Singers may not be available, members suggestions of any ensemble groups that can take part would be appreciated.</li> <li>Independence Day on 6 July – a discussion as to whether there is enough time in 7 rehearsals to deliver a concert where could we revisit our American Songbook repertoire?</li> <li>Secretary to research alternative places for rehearsals due to Rugby Club unavailable on Mondays 6 April/4 May/25 May * (will look at Baptist Church and Burgage Hall) It was felt members would benefit from three extra rehearsals for both concerts.</li> </ul>	<b>MH</b>

	<ul style="list-style-type: none"> <li>The choir has been invited to the Worcester Festival of Creative Arts on 7 March 2026. We would have to sing two contrasting pieces. The deadline for entries is 1 December and the songs must be memorised (no paper music) so we would need more rehearsals. The committee felt this would be difficult to fit in alongside two concerts.</li> </ul>	
<b>7. Social Activities</b>		
	<ul style="list-style-type: none"> <li>Choir Quiz night – 14 November 7.30pm start, at the British Legion Club. Bring your own nibble but please by drink from the bar. A good response is needed from members to have six tables to make this event viable.</li> <li>Town Quiz will be 21 March 2026, Sue Hughes will liaise with Jill Jupp to organise.</li> <li>Christmas concert raffle, tickets to be available for choir members to purchase prior to the concert. Any donations for the raffle to go to Sue Bettington.</li> <li>Sue Bettington to arrange mince pies for after the Christmas concert.</li> </ul>	<b>SB</b>  <b>SH</b>  <b>SB</b>
<b>8. Social Media</b>		
	<ul style="list-style-type: none"> <li>Rachel Boughen continues to maintain our Facebook page and our new Outlook email address will be added. Jen has been helping with this page; thanks were offered to her in her absence.</li> <li>A reminder that if anyone has any photos from events, please forward copies to RB on <a href="mailto:LedburyCCphotos@outlook.com">LedburyCCphotos@outlook.com</a>.</li> </ul>	<b>RB</b>  <b>ALL</b>
<b>9. Any other Business</b>		
	<ul style="list-style-type: none"> <li>Some members commented that in the concert the gold from the red scarves seemed to show up more when wearing black clothing. It was suggested that the newer scarves might be an improvement on the old ones? Members are reminded to wear their scarf LOOSE not tied up in concerts and the uniform for our Christmas concert will be 'glam' black (women) and black shirts (men).</li> <li>Members are reminded that Mal does not have time to run through all the music in rehearsals and that members are advised to take responsibility to learn the songs using the tracks provided on the website / CD.</li> </ul>	
<b>Date of next meeting:</b> <b>Friday 12<sup>th</sup> December at 7 Pound Close, Ledbury. HR8 2SU at 7 p.m.</b>		

## CHOIR CALENDAR

### As of 3<sup>rd</sup> November 2025

Date	Event	Venue	Event Manager
9 November	Remembrance Sunday	War memorial, town centre	
14 November 7.30pm	Quiz night	British Legion	Sue Bettington
21 November 4.15pm	Christmas lights Switch on	Market House, High Street	Sue Hughes
22 December	Christmas concert	Rugby Club	Sue Hughes
<u>January 2026</u>	Choir holiday		
Monday 2 February	Choir Restarts	Rugby Club	
Saturday 21 March 7.30 pm	Town quiz	Community Hall	SB and Jill Jupp
Monday 6 April	Bank holiday – no choir *		
Monday 27 April	Informal Spring Concert (Earth Day)	Rugby Club	TBC
Monday 4 May	Bank holiday – no choir *		
Monday 25 May	Bank holiday – no choir *		
Monday 6 July	Summer Concert (Independence Day)	Rugby Club	TBC