



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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3 December 2025

To: All Councillors

Dear Councillor

Please find attached the To Follow reports in respect of the 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**.

Yours faithfully

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

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AGENDA

FINANCE, POLICY & GENERAL PURPOSES

7. **Ward Reports** (Page 5308)
Cllr Simmons
11. **To receive and note Month 7 financial reports – Covering Report**
(Pages 5310 - 5311)
13. **To approve invoices for payment for December 2025 (Interim)**
(Pages 5312 - 5316)

November/December 2025 Ward Report Ledbury South - Cllr Stef Simmons

Herefordshire Council News

Full Council Meeting 5th December – At this meeting we will be discussing and voting on one of the Council's core plans – the Local Transport Plan 5. This plan sets priorities for transport and travel in Herefordshire for the next 16 years. Many Ledbury residents, groups and businesses responded earlier in the year to a consultation on the draft plan. Your ward councillors and LTC also submitted detailed responses. Whilst some elements around active travel and public transport will be included in daughter documents the Local Cycling, Walking, Wheeling Infrastructure Plan (LCWWIP) and the Bus Service Improvement Plan (BSIP); LTP5 sets the scale of overall ambition for transport and travel across Herefordshire and Ledbury, in particular through the Market Town and Rural area Action Plans. Sadly, I feel the LTP5 is a missed opportunity, lacking in ambition or ability to address the travel and transport problems currently facing our town and villages, never mind the future. The focus is on Hereford City and delivery of the Southern Link Road – now re-badged as Phase 1 of a Western Bypass. This short section is being funded by the Council borrowing £30million (on top of earlier borrowing), to be repaid from local council tax revenues at over £1.5million per year for the next 40 years.

Local Boundary Commission Review Consultation – The Local Government Boundary Commission for England wants to hear residents' views on where they live, to help make sure that the new wards reflect the size and shape of local communities. An electoral review is being carried out to make sure that each local councillor represents about the same number of electors, and that the wards they represent reflect community identities. Given the scale of development Ledbury and surrounding villages like Colwall have experienced some changes to boundaries are likely. More information can be found at <https://www.herefordshire.gov.uk/consultations/>

Bin lorry accident – Sadly three of Herefordshire's refuse collectors were involved in a tragic accident in Leominster. Andzie "Stan" Stanik died, with the driver and another passenger hurt. Mr Stanik had been working on refuse collection for over 25 years and was familiar to many people on his rounds. Our thoughts are with his family and friends.

Ward News

Biddulph Way and Martins Way Resurfacing – As I type this report resurfacing works should have commenced on Biddulph Way (3rd to 12th December) with Martins Way scheduled the following week (15th and 16th). This has been much overdue but has been included in the U-Class road resurfacing programme in large part thanks to reports from residents, LTC, BBLP locality steward and your ward members working together. Despite several requests to Herefordshire Council and DRM I have not had confirmation on how this will affect bus services that use the route.

The Southend – I am continuing to work with residents to address problems of speeding and parking on the Southend and Mables Furlong. I will be looking to bring a TRO request before LTC and Herefordshire Council in due course. The Police have continued to carry out enforcement activities and are looking at a location on the Southend for a roadside pad for either an enforcement van or more likely motorbike.

Leadon Way/Shepherds Close/Spring Grove Meadow – I'm pleased to say over 2 years after the highways bund was removed to enable the construction of the new Hopfields roundabout the reinstated bund has been planted by Vistry's contractors this week with semi mature trees and shrubbery. This will hopefully restore the much valued ecological, visual and noise buffer for residents and wildlife along the Leadon Way.

Eastnor – The A438 from Eastnor Castle towards Ledbury was finally resurfaced last month and following nearly two years of requesting action additional safety works have been included. Red tarmac has been laid towards the bend at the Woodshed and School crossing point. Further works to be completed include white line works, new SLOW warning on the road surface and improved signage with max 25/20mph on the bend and larger school hazard signs.

Other meetings, events and activities

In addition to my role as ward member I am now also the acting Green Group Leader on the council. This means, alongside Cllr Harvey as Leader of the Independents for Herefordshire, I attend additional meetings of council including Cabinet and will be involved in interviewing for the new Chief Executive of the Council. I am available by email: stef.simmons@herefordshire.gov.uk, phone: 07792 881706, or my regular surgery at Ledbury Rugby Club (Tuesdays by appointment).

FULL COUNCIL	4 DECEMBER 2025	AGENDA ITEM: 11
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Report prepared by Angela Price – Town Clerk/Responsible Finance Officer

FINANCE OVERVIEW REPORT FOR THE 7 MONTHS ENDING 31 OCTOBER 2025

This report provides a high-level summary of the 6 months balance sheet/trial balance and budget performance the full analysis is contained within agenda item 11.

	Actual to date (£)	Annual Budget (£)	Variance to Annual Budget (£)	% spend to Budget
Income - Precept	734,622	734,622	0	100.0%
Income - Other	55,834	51,103	+£4,672	109.26%
Expenditure	450,761	785,725	334,964	57.37%

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

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

Tree works and perimeter wall (Church Yard)	£ 9,045
New CCTV in council offices	£ 4,113
Cemetery Grounds maintenance	£ 1,000
Ledbury in Bloom (watering)	<u>£ 3,578</u>
TOTAL EMR TRANSFERS	<u>£17,736</u>

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

The actual total expenditure to date represents 57.37% of the annual budget which is within the expected 58.33% at the end of month 7 of the financial year.

Cash balances at the end of August were £595,309, which includes the receipt of the annual precept funds, and the National Lottery Fund John Masefield award carried forward from 2024/25.

To date £17,736 has been allocated from reserves. The general reserves stand at £195,337 and ear-marked reserves at £145,253 at the end of September.

RESOLVED

That the above information be received and noted, noting that the 2025/26 budget is below the expected percentage of 57.37% at the end of month 7 of the financial year.

FULL COUNCIL	4 DECEMBER 2025	AGENDA ITEM: 13
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Report prepared by Angela Price – Town Clerk

INVOICES AGREED TO BE PAID - DECEMBER 2025

Purpose of Report

The purpose of this report is to provide Members with information to support the invoices for payment for December 2025.

Detailed Information

Attached is a list of payments that were due for payment for December 2025 in the sum of £14,817.72 plus VAT.

As part of the Internal Audit review in October 2025, the Internal Auditor has advised that payments relating to payroll should be reviewed and approved by Council as part of the payment's summary.

Therefore, below is the information relating to salaries for November and December 2025. Members should note that salaries are paid on 25 of each month, or the nearest date prior should this be a weekend or Bank Holiday.

- i. November 2025 – Total salary cost (including on-costs) = £41,321.92 (Paid 25.11.2025)
- ii. December 2025 – Total salary cost (including on-costs) = £40,045.54 (To be paid 23.12.2025)

It should be noted that the decrease in salaries in December is due to the Painted Room no longer being open.

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

	Code	Company	Description	Comments
1	401/4483	Dolphin Tec	ICT Services - 2 x scan connectors in relation to new IT equipment and network connections	Budget previously identified as being overspent by year end due to costs relating to new IT equipment and network connections (minute no. C976 refers) – Accounts Clerk to create EMR and move funds to budget line accordingly
2	102/4206	Amazon	Grounds maintenance – large bin liners	Overspend of £4,067 due to bollards being installed and cost of contractor to cover cemetery groundsman role

				being entered in error – Accounts Clerk to do journal for sum of £2,571.50 to 102/4001 Agency cover
3	225/4420	Signworx	Printing of quarterly newsletter	Overspend of £298 – this is likely to increase by year-end due to one more newsletter being due before year-end. Officer recommendation – Virement of £1,000 from 107/4704 Tourism/Town Plan
4	235/4415	Viking Direct	Office support and equipment	Budget previously identified as being overspent by year end due to costs relating to new lease line and associated costs (minute no. C976 refers) – Accounts Clerk to create EMR and move funds to budget line accordingly

Recommendation

1. That Members approve the invoices for payment in the sum of Clerk that the invoices for payment in the sum of £14,817.72 plus VAT.
2. That the information relating to Staff Salaries for November in the sum of £41,321.92 and December 2025 in the sum of £40,045.54 be approved.
3. That the Accounts Clerk be instructed to undertake the following actions in relation to in-year overspends:
 - i. Create EMR as per minute no. C976 - £15,000 to be moved from general reserve to New EMR to cover the cost of the new IT equipment and Lease Line and associated costs, and movement of funds from the new EMR be made in respect of budget lines 401/4483 and 235/4415 accordingly.
 - ii. Journal £2,571.50 from budget line 102/4206 to £102/4001.
 - iii. Undertake a virement of £1,000 from budget line 107/4704 to 225/4420.

Order by Invoices Entered											
Creditors for Month No 9						Nominal Ledger Analysis					
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/11/2025	EXP002	164	APRICE	AP	180.00	0.00	180.00	4051	230	180.00	Mileage for Nov
30/11/2025	EXP003	165	JULIA	JUL001	53.30	0.00	53.30	4051	230	53.30	Mileage Nov 25
11/08/2025	3794	166	TURNERS	TURN	261.50	52.30	313.80	4300	102	261.50	Parts & charge for trailer
01/12/2025	2064	167	IACAUDIT	IAC	399.00	79.80	478.80	4579	220	399.00	Internal Invoice
27/11/2025	SP25007918	168	STJOHN	STJOHN	200.20	40.04	240.24	4607	127	200.20	First Aid Christmas
27/11/2025	2375	169	DOLPHIN	DOL001	216.00	43.20	259.20	4483	401	216.00	2 x scan connectors
03/11/2025	001	170	CLERKS	CLE001	15.50	0.00	15.50	4460	220	15.50	Subscription
27/11/2025	069300	171	ONLINE PLAYGROUNDS	ONL001	384.00	76.80	460.80	4236	110	384.00	Replacement ropes for swing
27/11/2025	202510000004	172	PJNICHOLS	PJN001	45.89	9.18	55.07	4330	102	45.89	Fuel for LTC Van
29/11/2025	003865	174	STEPHEN	STE001	350.00	70.00	420.00	4001	102	350.00	Assist with Foamstream
29/11/2025	003866	175	STEPHEN	STE001	225.00	45.00	270.00	4001	102	225.00	Transporting Gazebos
22/11/2025	2025-003	176	MEWSBOUCHE	MEWS	106.55	0.00	106.55	4906	109	106.55	Hospitality MM
25/11/2025	1456330-2	178	PESTFORCE	PEST	75.00	15.00	90.00	4170	202	75.00	Bait stations replenished
25/11/2025	EXP004	179	ISA	ISA001	112.81	0.00	112.81	4051	109	112.81	Mileage
23/11/2025	499	180	AMYAMELIA	AMY001	460.00	0.00	460.00	4607	127	460.00	Christmas Fairy
18/11/2025	2521	181	LEDBURYP	LED007	20.00	0.00	20.00	4607	109	20.00	Room Hire Masefield Matters
03/06/2025	21277	198	GARDEN MACHINERY	LED001	22.00	4.40	26.40	4416	102	22.00	Call out Foam Machine
14/11/2025	11219230	199	CHUBB	CH001	312.77	62.55	375.32	4185	202	312.77	Engineers visit request
14/11/2025	RE-IMB001	200	APRICE	AP	58.33	11.66	69.99	4906	109	58.33	AncestryDNA MM
14/11/2025	RE-IMB002	201	APRICE	AP	33.49	0.00	33.49	4906	109	33.49	British newspaper archive
26/11/2025	823	202	HILLSIDE	HILL	390.00	0.00	390.00	4607	127	195.00	PA System for MM and XMAS
								4607	109	195.00	PA System for MM and XMAS
18/11/2025	GB502U13BLW951 203		AMAZON	AMA001	14.21	2.84	17.05	4155	202	14.21	Housekeeping
18/11/2025	GB588Y10SYZ1 204		AMAZON	AMA001	9.08	1.82	10.90	4535	210	9.08	Paper Serviettes
18/11/2025	GB504U2UME05X1 205		AMAZON	AMA001	53.97	10.79	64.76	4206	102	53.97	Bin Bags
01/12/2025	AUG 25	212	MAUND	MAUND	1,120.00	0.00	1,120.00	4014	125	1,120.00	Lengthsman Duties Aug-Nov 25
30/10/2025	015	213	DMPROP	DMP001	1,608.74	0.00	1,608.74	4205	108	336.66	Contract Works
								4205	110	850.00	Contract Works

Creditors for Month No 9

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
17/11/2025	4410129132	214	VIKING	VIK001	396.19	65.24	461.43	4205	101	270.00	Contract Works
								4236	110	100.00	Contract Works
								4252	108	52.08	Contract Works
								4400	235	267.24	Stationery & Housekeeping
								4155	202	111.96	Stationery & Housekeeping
								4415	235	16.99	Stationery & Housekeeping
25/11/2025	RE-IMB003	215	APRICE	AP	94.24	0.00	94.24	4460	220	94.24	Subscription for CANVA
18/11/2025	XX500YNHS8DFT	216	AMAZON	AMA001	12.65	2.53	15.18	4704	107	12.65	Outdoor Christmas Lights
20/11/2025	GB5003G1OUPUY	217	AMAZON	AMA001	58.62	11.72	70.34	4607	127	58.62	PPE for LTC staff
18/11/2025	GB5033TEDHMOV2	218	AMAZON	AMA001	4.57	0.92	5.49	4607	127	4.57	Safety Matches
18/11/2025	GB5001HSQ1S8JI	219	AMAZON	AMA001	10.63	2.12	12.75	4607	127	10.63	Hot chocolate candle lighting
18/11/2025	GB505L5RUBFEPI	220	AMAZON	AMA001	13.25	2.65	15.90	4607	127	13.25	Tea lights for candle lighting

TOTAL INVOICES	7,317.49	610.56	7,928.05
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VAT ANALYSIS	CODE E	@ 0.00%	3,961.33	0.00	3,961.33
VAT ANALYSIS	CODE S	@ 20.00%	3,122.86	610.56	3,733.42
VAT ANALYSIS	CODE Z	@ 0.00%	233.30	0.00	233.30

TOTALS	7,317.49	610.56	7,928.05
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Creditors for Month No 9										Order by Invoices Entered				
										Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description			
03/11/2025	74923	183	HMS	HMS	490.00	98.00	588.00	4170	202	490.00	Lights,PIR, sockets install			
14/11/2025	9751	185	SIGN	SIGN001	94.00	0.00	94.00	4607	127	94.00	Flyer for Christmas Lights			
14/11/2025	9752	186	SIGN	SIGN001	185.00	37.00	222.00	4607	127	185.00	A2 Correx Christmas Boards			
14/11/2025	9758	188	SIGN	SIGN001	238.33	47.67	286.00	4607	127	238.33	Christmas Banner			
14/11/2025	9793	189	SIGN	SIGN001	405.00	81.00	486.00	4420	225	405.00	LTC Newsletter			
16/11/2025	JW001	190	JOHNW	JOHN	3,188.00	0.00	3,188.00	4252	108	896.00	Tree Works Biddulph Way			
Page 5316	01673494	191	CUSSACK	CUS001	145.60	29.12	174.72	4705	107	145.60	Signage for Light Switch			
		193	MIKEF	MIKE	500.00	0.00	500.00	4601	127	500.00	Town Cryer Unif contribution			
		194	CAROE	CAR001	2,300.00	460.00	2,760.00	4179	202	2,000.00	Quinquennial inspection			
							4179	202	300.00	Quinquennial inspection				
							324		-300.00	Quinquennial inspection				
19/11/2025	0785	195	FRANW	FRAN001	62.50	0.00	62.50	4230	110	62.50	Play equipment Inspection 25			
19/11/2025	JMSI 821	196	JOHN M	JOHN002	465.39	0.00	465.39	4903	109	465.39	Cutty Sark Teacher cover			
19/11/2025	3208605	197	PPLPRS	PPL	546.41	109.28	655.69	4607	127	546.41	Music Licence			
TOTAL INVOICES					8,620.23	862.07	9,482.30					8,620.23		
VAT ANALYSIS CODE E @ 0.00%					4,309.89	0.00	4,309.89							
VAT ANALYSIS CODE S @ 20.00%					4,310.34	862.07	5,172.41							
TOTALS					8,620.23	862.07	9,482.30							