



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

Email: clerk@ledburytowncouncil.gov.uk Website: www.ledburytowncouncil.gov.uk

15 September 2023

TO: Councillors Bradford, Eakin, Furlonger, Harvey, Howells, Hughes (Chair), l'Anson, Newsham and Sinclair

Dear Member

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in **the Committee Room, Church Lane, Ledbury on Thursday, 21 September 2023 at 7.00 pm** for the purpose of transacting the business set out below.

Yours faithfully

Angela Price PSLCC
Town Clerk

A G E N D A

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

To receive any declarations of interest and written requests for dispensations. *Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011.*

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

3. **Nolan Principles**
<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>

4. Public Participation

Members of the public are permitted to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. The period of time, which is at the Chairman's discretion for public participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than five minutes. Questions/comments shall be directed to the Chairman.

MINUTES

- 5. To approve and sign as a correct record the minutes of a meeting of Finance, Policy & General Purposes Committee held on 27 July 2023
(Pages 316-323)**
- 6. To review the action sheet (Pages 324-327)**

FINANCIAL MATTERS

- 7. To receive the record of Receipts and Payments for July 2023
(Pages 328-341)**
- 8. To receive the Balance Sheet and Trial Balance for month 4
(Pages 342-345)**
- 9. Budget Monitoring Reports 1 April – 31 July 2023 (Pages 346-355)**
- 10. To confirm verification of bank statements and reconciliations for March to June 2023**
- 11. CCLA Public Sector Deposit Fund Fact Sheet – August 2023
(For information) (Pages 356-357)**
- 12. Internal/External Audit (Standing Item)**
- 13. Change of Bank Account (Pages 358-359)**
- 14. Grant Applications (Pages 360-363)**

£500 or under

Caroline Green – Take 4 Gallery
- 15. Request from Local Trader in respect of Shop Front Grant Funding
(Pages 364-365)**
- 16. Update on Insurance Schedule (Pages 366-367)**
- 17. Traffic Management Signage for October Fair (Pages 368-371)**

POLICIES

- 18. Draft Eye Test Policy (Pages 372-373)**

GOVERNANCE

- 19. To Consider The Financial And Procedural Aspects Of The Decision Taken At Extraordinary Meeting Of Council In Respect Of John Masefield Memorial Working Party (Pages 374-379)**

- 20. Date of next meeting**

To note that the next meeting of the Finance, Policy & General Purposes Committee is scheduled 16 November 2023

- 21. Exclusion of Press and Public**

In accordance with Section 12(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

- 22. Notification of Potential Insurance Claim (Pages 380-)**

Distribution: Full agenda to: - Committee members (7)
Town Mayor (ex-officio)

Agenda excluding confidential papers to:
The Press
Library
Councillor l'Anson

Agenda front pages to all non-committee members (8)

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 27 JULY 2023

PRESENT: Councillors Bradford, Hughes, and l'Anson

ALSO PRESENT: Angela Price – Town Clerk
Charlotte Barltrop – Minute Taker

F30. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Harvey and Howells.

F31. DECLARATIONS OF INTERESTS

Councillor Hughes declared an interest in item 16 due to having a personal friendship with the applicant.

F32. NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

F33. PUBLIC PARTICIPATION

No members of the public were present.

F34. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 1 JUNE 2023

Councillor Bradford queried the minutes at F22, stating that there was a conversation about purchasing a concrete building which had not been minuted. The Town Clerk advised that she would review the recording of the June meeting to confirm this and record the amendments if appropriate.

RESOLVED:

That the minutes of a meeting of the Finance, Policy and General-Purpose Committee held on 1 June 2023 be approved and signed as a correct record subject to the amendment.

F35. TO REVIEW THE ACTION SHEET

The Clerk provided the following updates:

- F8.1 - The Clerk advised that she is working with BBLP in respect of them installing the plaque
- F16.9 - The Clerk advised that she had had a meeting with the Internal Auditor to discuss this and a scope and costings will be included in the Full Council agenda of 3 August 2023 for consideration
- F18 -The Clerk made Members aware of a letter received from the Treasurer of the Ledbury Visually Impaired Club in which they had suggested that the Council may wish to support the cost of transport to events, £40 per trip for 5 trips

RESOLVED:

1. That the Action Sheet be received and noted.
2. That Ledbury Town Council grants the sum of £200 to Ledbury Visually Impaired Group to provide transportation for their forthcoming trips.

F36. TO APPROVE INVOICES FOR PAYMENTS FOR JULY 2023

RESOLVED:

That the invoices for payment in the sum of £12,073.02 (plus VAT) be approved.

F37. TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR MAY AND JUNE 2023

RESOLVED

That the receipts and payments for May and June 2023 be received and noted.

F38. TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTHS 2 AND 3

RESOLVED

That the Balance Sheet and Trial Balance for months 2 & 3 be received and noted.

F39. BUDGET MONITORING

i. 2022/23 End of Year Movements

RECOMMENDATION:

1. That a recommendation be made to Council that due to the low

amount in the general fund at the year-end close no movements from the general fund to the earmarked reserves be undertaken in respect of the 2022/23 year-end balance.

- 2. That in addition to the £40,000 allocated in the War Memorial earmarked reserve, Members offset any additional costs from the funds being received from The Stone Workshop, with any further additional costs being allocated from within the Listed Buildings Reserve as previously agreed.**
- 3. That the works to repair the Market House roof be allocated from within the Listed Building earmarked reserve.**

RESOLVED:

- 1. That the earmarked reserves for Play/Skate Park in the sum of £24,500 be used for improvements to the play equipment at the recreation ground in 2023/24.**

ii. 2024/23 Budget Monitoring Reports

The Chair queried the following lines within the 2023/24 budget reports which were showing as in excess of the anticipated 25% expenditure:

- CC 102 – NC 4170 – Cemetery & Buildings – Maintenance 82.9% - Clerk to check and provide update
- CC201 – NC 4122 – Market House – Electricity – the Clerk advised that this was due to a payment for the council offices having been posted to this NC in error and also that the contract for this account had ended and currently it is not possible to enter into new fixed contracts with electricity suppliers
- CC202 – NC 4122 – Council Offices – Electricity – this line appears to be showing a negative expenditure of 97.6% - the Clerk to check and provide update
- CC230 – NC4018 – Management and Payroll – National Insurance – it was noted that this is showing an expenditure of 62.7%, however it was also noted that staff salaries (4000) in the same Cost Centre was only showing an expenditure of 4% - The Chair asked that all salary payments be amalgamated into one in each cost centre going forward
- CC235 – NC4405 – Office facilities and equipment – Photocopier hire – it was noted that this was nearly double the anticipated spend at this stage of the financial year. However, it was recognised that this was due to an error in respect of ended the previous contract that had previously been reported to Members.
- CC31 – NC4553 – Planning/Economic Development - Tourist Information Centre – this was in relation to a one-off purchase of the advertising feathers and A boards in relation to the TIC

RESOLVED

That the Budget Monitoring Reports be received and noted, noting that the Clerk is to provide updates on the following:

CC102 – NC 4170 and CC202 – NC4122

F40. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR MARCH TO JUNE 2023

RESOLVED

That it be noted that the bank statements and reconciliations for March to June 2023 had been signed by the Chairman of the Finance, Policy & General Purposes Committee in accordance with the Council's Financial Regulations.

F41. CCLA PUBLIC SECTOR DEPOSIT FUND FACT SHEET – MAY AND JUNE 2023

Members enquired as to whether, with the current high interest rates, this is the best way to hold these sums and whether there may be a higher yield with the monies in a deposit account.

RESOLVED

That the Public Sector Deposit Fund Fact Sheets May and June 2023 be received and noted.

F42. INTERNAL/EXTERNAL AUDIT (Standing item)

No updates were reported

F43. CHANGE OF BANK ACCOUNT

Members were advised that on attempting to sign up the Council to a new bank account with Starling Bank the Clerk had been asked to provide personal details which suggested that the bank account would be somehow linked to the Clerks personal bank account.

The Clerk informed Members that prior to the report regarding Starling Bank, Ledbury Town Council had previously taken the decision to move their banking Unity Trust Bank due to them having knowledge of how Councils operate.

Members agreed that the information which had been requested by Starling Bank, and the method of sign up, was not appropriate for Ledbury Town Council and that the Clerk should write to Starling to tell them that their services were no longer required and to request they remove all information provided to them when initially attempting to set up an account be removed from their databases.

RESOLVED

1. **That the Clerk investigate joining Unity Trust Bank and provide a report to the next meeting of the committee.**
2. **That the Clerk be authorised to write to Starling Bank, on behalf of Ledbury Town Council, to inform them of the Council's reasons for not to continuing the process of opening a new bank account with them, and to request that they remove any data which has thus far been provided from their records.**

F44. MARKET HOUSE

i. ROOF TENDER

Councillor Bradford advised that the roof work previously carried out may still carry a guarantee and suggested that officers should look into this.

The Clerk informed Members that of the total sum of £33,064.60, £13,168 of the quotation was for scaffolding and another £5,000 was a contingency.

Councillor Hughes proposed that a recommendation be put to Full Council to accept the tender and that Full Council should be advised that Caroe & Partners have confirmed the tender as correct and that the company is reputable.

RECOMMENDATION

That Full Council accept the tender received in the sum of £33,064.60 for the works to the Market House Roof, noting that Jane Chamberlain of Caroe & Partners has confirmed the tender as correct and that the company is reputable.

ii. PLASTER WORK

The Clerk informed members that Company B had been asked to provide additional information for their quotation to bring it into line with Company A's quoted scope. Company B had quoted a further £550 +VAT for inspecting the panels of the Market House and had advised that an additional £5,000 be made available for further works following the inspection.

Members agreed that, with this information provided, Company A should be engaged to complete the works based on their clear quotation and price.

RESOLVED:

That Company A be appointed to undertake the repairs to the plaster on the Market House to enable works to be carried out as soon as possible.

F45. GRANT APPLICATIONS

£500 or under

Caroline Green – Take 4 Gallery

Councillor Hughes declared an interest in this item which resulted in the meeting being inquorate.

RESOLVED:

That this item be deferred to the next meeting of the Finance, Policy & General Purposes Committee due to the meeting being inquorate as a result of one Councillor having submitted a declaration of interest.

F46. TO REVIEW RISK REGISTER PART 6 - CONTRACTUAL

Councillor Hughes stated that he and the Clerk had discussed the Risk Register and agreed that there was some work needed to clarify the content of the Register.

RESOLVED

- 1. That the Clerk and Councillor Hughes work on the Risk register and provide an amended version to a future meeting of the Committee.**

F47. DATE OF NEXT MEETING

To note that the next meeting of the Finance, Policy & General Purposes Committee is scheduled 28 September 2023

RESOLVED

To note that the next meeting of the Finance, Policy & General Purposes Committee is scheduled to take place on Thursday, 28 September 2023, at 7.00 pm, in the Committee Room, Council Offices, Church Lane, Ledbury.

F48. 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, the press and public be excluded from the remainder of the meeting.

F49. UPDATE ON STATUS OF MORTUARY LEASE

RECOMMENDATION:

That Full Council be asked to approve that the Council's Solicitors, Red Kite, be given instruction to proceed with a Section 25 Notice to end the existing lease confirming that the Council is prepared to enter into a new lease, setting out the terms the Council is prepared to accept.

F50. UPDATE ON SMALL CLAIMS COURT APPLICATION

Members asked for clarification as to what a Warrant of Control would entail.

The Clerk informed the meeting that this meant that if you have a county court judgment for a debt and do not pay as the court has ordered, the creditor can apply to the court for a 'warrant of control'. This warrant authorises a county court bailiff to try to take control of possessions to encourage the individual to pay what they owe.

RECOMMENDATION:

That Full Council be asked to approve the application for a Warrant of Control be made to recover the outstanding sum of £928.30 and any additional costs owed to Ledbury Town Council in respect of the individual.

F51. VEXATIOUS COMPLAINANT

Members considered whether the Vexatious Complaint Policy should now be invoked. The Chair advised that the Council's Vexatious Policy clearly outlines that in the first instance the Resources Committee should be informed, and the complainant should be contacted to state that the Vexatious Complaint Policy was to be invoked with a copy of the Policy being sent to them to ensure that they are aware of the full Policy.

RECOMMENDATION:

- 1. That Full Council authorise the Clerk to write to the complainant to advise them that should they continue to request a response and further information from the Council on this matter, then the Council will invoke the first stage of the Council's Vexatious Complainant Policy in respect of further communication, and that a copy of the Policy be included with the correspondence accordingly.**
- 2. That the offer of assistance received from Mr Rippon be considered subject to any response received from the individual in relation to the notification of the invoking of the first stage of the Council's Vexatious Policy.**

The meeting ended at 8.25pm.

Signed **Date**.....
(Chairman)

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

27.07.2023

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
F16.7	That the Clerk contact Advansys, the website hosting company, and provide a copy of the auditor's comments and to make them aware of the issues of the Ledbury Town Council website not working properly can have serious implications for the Council	TC	19.07.2023	Email sent to Advansys asking for explanation as to why the 404 errors occur and what can be done to prevent it going forward	Response - the most likely cause of 404 pages are if the documents have the same name as a previous document uploaded, as all documents should be uniquely named. It could also be the file extension is not recognised by the content management system. officers to advise next time this occurs with screen shots etc.
F35.2	That Ledbury Town Council grants the sum of £200 to Ledbury Visually Impaired Group to provide transportation for their forthcoming trips.	AP	14.09.2023	Letter sent and awaiting bank details	In progress
F39.i.1.	That the earmarked reserves for Play/Skate Park in the sum of £24,500 be used for improvements to the play equipment at the recreation ground in 2023/24	AP	2023/24	DTC Advised of decision	Ongoing
F43.1.	That the Clerk investigate joining Unity Trust Bank and provide a report to the next meeting of the committee.	AP	21.09.2023	Report on agenda for consideration	Completed

F43.2.	That the Clerk be authorised to write to Starling Bank, on behalf of Ledbury Town Council, to inform them of the Council's reasons for not continuing the process of opening a new bank account with them, and to request that they remove any data which has thus far been provided from their records	AP	01.08.2023	Letter sent requesting all information provided be deleted from their records - no response received to confirm	Completed
F44.i.	That Full Council accept the tender received in the sum of £33,064.60 for the works to the Market House Roof, noting that Jane Chamberlain of Caroe & Partners has confirmed the tender as correct and that the company is reputable.	AP	07.08.2023	DTC advised DA Cook of acceptance of tender - works to commence 11.10.2023 and anticipated to take 4/5 weeks to complete	Completed
F44.ii.	That Company A be appointed to undertake the repairs to the plaster on the Market House to enable works to be carried out as soon as possible.	AP	07.08.2023	Ian Bishop advised that quote accepted - work to be carried out at same time as roofing works to help reduce costs of scaffolding requirements- DA Cook and Ian Bishop to liaise	Completed
F45.	That this item be deferred to the next meeting of the Finance, Policy & General Purposes Committee due to the meeting being inquorate as a result of one Councillor having submitted a declaration of interest.(Grant Application from Caroline Green)	AP	21.09.2023	Item included on agend for consideration	In progress
F46.	That the Clerk and Councillor Hughes work on the Risk register and provide an amended version to a future meeting of the Committee	AP/MH	TBC	Meeting to be arranged	In progress

F49.	That Full Council be asked to approve that the Council's Solicitors, Red Kite, be given instruction to proceed with a Section 25 Notice to end the existing lease confirming that the Council is prepared to enter into a new lease, setting out the terms the Council is prepared to accept	AP	08.09.2023	Section 25 notice sent	Further updates awaited
F50.	That Full Council be asked to approve the application for a Warrant of Control be made to recover the outstanding sum of £928.30 and any additional costs owed to Ledbury Town Council in respect of the individual.	AP	03.08.2023	Approved - application sent	Completed
F51.1.	That Full Council authorise the Clerk to write to the complainant to advise them that should they continue to request a response and further information from the Council on this matter, then the Council will invoke the first stage of the Councils Vexatious Complainant Policy in respect of further communication, and that a copy of the Policy be included with the correspondence accordingly.	AP	04.08.2023	Letter sent and response received - further response including a Letter before Claim received and reported to Resources Committee - acknowledgement sent in reply	Completed
F51.2.	That the offer of assistance received from Mr Rippon be considered subject to any response received from the individual in relation to the notification of the invoking of the first stage of the Councils Vexatious Policy.	AP	04.08.2023	Mr Rippon advised of decision	Completed

29/08/2023

Ledbury Town Council Current Year

Page 1

12:33

Cashbook 1

User: SAE

Lloyds A/c (235) (Bus Ext)

Receipts received between 01/07/2023 and 31/07/2023

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
608371	Banked: 03/07/2023	277.78						
608371	The Stone Workshop	277.78			1289	118	277.78	War Memorial Refund
	INT Banked: 10/07/2023	13.31						
	INT Lloyds Bank	13.31			1870	220	13.31	Bank Interest
	Banked: 19/07/2023	10,000.00						
736-235	Premier A/c (736) Comm Call	10,000.00			202		10,000.00	Transfer 235 - 736
	Banked: 19/07/2023	50,000.00						
736-235	Premier A/c (736) Comm Call	50,000.00			202		50,000.00	Trans 736 - 235
	HMRC Banked: 25/07/2023	9,398.50						
	HMRC H M Revenue & Customs	9,398.50			120		9,398.50	VAT Return
500489	Banked: 26/07/2023	617.00						
500489	Painted Room	357.90			1451	105	357.90	Donations
500489	Painted Room Sales	112.00			1450	105	112.00	Sales
500489	Dog Bags	31.00			1471	127	31.00	Dog Bags
500489	Tourist Information	23.60			1034	301	23.60	Tourist Information
500489	Charter Market	92.50			1090	301	92.50	Charter Market
500490	Banked: 26/07/2023	195.95						
500490	Max's Fish Sales	74.00			1090	301	74.00	Charter Market
500490	Western Power	5.95			1902	220	5.95	Wayleave
500490	M E Damsell	116.00			1130	102	116.00	Memorial
	CARD Banked: 31/07/2023	442.90						
	CARD Painted Room	54.10			1451	105	54.10	Donations
	CARD Painted Room Sales	122.70			1450	105	122.70	Sales
	CARD Dog Bags	2.00			1471	127	2.00	Dog Bags
	CARD Jacobean Room	240.00			1460	120	240.00	Wedding Payments
	CARD Tourist Information	5.60			1034	301	5.60	TI Maps
	CARD Phillipa Brown	18.50			1090	301	18.50	Charter Market
	Total Receipts:	70,945.44	0.00	0.00			70,945.44	

Lloyds A/c (235) (Bus Ext)

Payments made between 01/07/2023 and 31/07/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
03/07/2023	Advansys Ltd	DD	114.00		19.00	4482	401	95.00	Web Hosting Mth 4
03/07/2023	BNP Paribas Leasing Solutions	DD	309.95		51.66	4481	401	258.29	Office Telecoms
03/07/2023	O2	DD	14.76		2.46	4400	401	12.30	LTC Mobile Bill
04/07/2023	IAC	BACS	438.90		73.15	4579	220	365.75	Internal Audit
04/07/2023	Screwfix	BACS	206.86		15.31	4592	102	191.55	Workwear
04/07/2023	Herefordshire Council	BACS	38.00			4545	225	38.00	Hire of room at Masters House
04/07/2023	Datacenta Hosting	BACS	60.00		10.00	4551	220	50.00	Data Security
04/07/2023	Waterplus	BACS	26.03			4115	202	26.03	Water Drainage LTC
04/07/2023	NABMA	BACS	384.00			4460	220	384.00	Annual Subscription
04/07/2023	Ledbury Hardware Limited	BACS	13.95		2.32	4170	102	11.63	Maintenance Goods for Cemetery
04/07/2023	Electrics Fixed Ltd	BACS	690.00		115.00	4170	102	575.00	Installation of 2 x floodlight
04/07/2023	Screwfix	BACS	49.96		8.33	4170	102	41.63	LED Floodlights
04/07/2023	Invision	BACS	39.00			4170	235	39.00	Repair of Henry Hoover
04/07/2023	Paperstation Ltd.	BACS	11.08		1.85	4400	235	9.23	Stationary
04/07/2023	D M Property Maintenance	BACS	1,608.74			4208	108	336.66	Contract Works
						4205	110	1,120.00	Contract Works
						4236	110	100.00	Contract Works
						4013	125	52.08	Contract Works
04/07/2023	Paperstation Ltd.	BACS	34.88		5.81	4400	235	29.07	Stationary
04/07/2023	Chubb Electronic Security	BACS	70.92		11.82	4185	202	59.10	Site Visit
04/07/2023	Ledbury Garden Machinery	BACS	55.50		9.25	4416	102	46.25	Strimmer cable and oil
04/07/2023	Herefordshire Council	BACS	78.20			4021	202	78.20	LTC Waste Collection
04/07/2023	Herefordshire Council	BACS	112.84			4021	202	112.84	Quarterly recycling
04/07/2023	Herefordshire Council	BACS	2,358.63			4176	118	2,358.63	Hereford CCTV
04/07/2023	Yard House Plants	BACS	3,504.00		584.00	4650	115	2,920.00	Refil Plastic Baskets
04/07/2023	Amazon	BACS	11.50			4155	202	11.50	Housekeeping
04/07/2023	Amazon	BACS	4.56		0.76	4155	202	3.80	Teabags for Catering
04/07/2023	Amazon	BACS	-4.56		-0.76	4155	202	-3.80	Visitors
04/07/2023	Amazon	BACS	20.50			4155	202	20.50	Catering Teabags
04/07/2023	Amazon	BACS	4.56		0.76	4300	102	3.80	Tachograph for VAN
04/07/2023	Amazon	BACS	21.99		3.66	4155	202	18.33	Visitors Book
04/07/2023	P J Nichols	BACS	215.69		35.95	4330	102	179.74	Fuel for Van & Mower
04/07/2023	NPower	BACS	70.32		3.35	4276	118	66.97	Market Stall Elec
04/07/2023	Sophie Jarvis	BACS	4.00			4051	230	4.00	Bus to Hereford
04/07/2023	Novadata	BACS	13.32		2.22	4300	102	11.10	Dailky Defect Reports
Subtotal Carried Forward:			10,582.08	0.00	955.90			9,626.18	

Lloyds A/c (235) (Bus Ext)

Payments made between 01/07/2023 and 31/07/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
04/07/2023	Ledbury & District Society Tr.	BACS	396.00			4545	225	396.00	Hire of Burgage Hall
04/07/2023	Quickskip Hereford Ltd	BACS	258.00		43.00	4225	102	215.00	Cemetery Exchange
04/07/2023	Sally Edwards	BACS	28.35			4051	230	28.35	Training Course Ludlow
04/07/2023	Ledbury Garden Machinery	BACS	45.60		7.60	4416	102	38.00	Labour repair mower
04/07/2023	Hutchinsons Ltd	BACS	50.88		8.48	4592	102	42.40	Respirator Mask
04/07/2023	Olivia Trueman	BACS	68.03			4051	230	68.03	May expenses
04/07/2023	IAC	BACS	-73.15		-12.19	4579	220	-60.96	Internal Audit
04/07/2023	Ledbury Garden Machinery	BACS	-38.00		-6.33	4416	102	-31.67	Ledbury Garden Machinery
04/07/2023	Local Hire Services	BACS	180.00		30.00	4607	127	150.00	Cherry Picker Hire
04/07/2023	Busses4us	BAS	24,000.00			4118	302	24,000.00	Support for Daffodil Line
04/07/2023	EE Limited	DD	17.99		3.00	4481	401	14.99	Wedding Co-ordinator Mobile
04/07/2023	Takepayments	DD	30.00		5.00	4433	105	25.00	Card Machine Renta
04/07/2023	Takepayments Ltd	DD	30.00		5.00	4433	220	25.00	Card Machine Renta
07/07/2023	Citation Limited	DD	251.49		41.92	4415	235	209.57	Employee Assistance Programme
10/07/2023	Water Plus	DD	8.21			4115	202	8.21	Water drainage Market House
10/07/2023	Water Plus	DD	10.74			4115	202	10.74	Water drainage LTC
10/07/2023	Barclaycard	DD	10.00			4435	220	10.00	Card Machine Charges
10/07/2023	Barclaycard	DD	15.76		0.96	4435	105	14.80	Card Machine Renta
10/07/2023	Welsh Water	DD	17.75			4415	202	17.75	LTC Water Mth 4
10/07/2023	Welsh Water	DD	27.32			4115	202	27.32	LTC Water Mth 4
11/07/2023	Ledbury Hardware Limited	BACS	104.36		17.39	4200	102	86.97	DIY Items for Cemetery
14/07/2023	Welsh Water	DD	20.63			4115	102	20.63	Water Cemetery Mth 4
14/07/2023	Octopus Energy	DD	28.13		1.34	4122	102	26.79	Cemetery Electricity Mth 4
14/07/2023	Octopus Energy	DD	549.37		26.16	4122	202	523.21	LTC Electricity Mth 4
14/07/2023	Octopus Energy	DD	170.26		8.11	4122	202	162.15	LTC Electricity Mth 4
17/07/2023	Francotyp Postalia	DD	36.00		6.00	4460	220	30.00	Lease Agreement
17/07/2023	OMS UK Ltd	DD	884.92		147.49	4590	220	737.43	IT Support Mth 4
18/07/2023	E.on	DD	50.54		2.41	4122	108	48.13	LTC electricity Mth 4
19/07/2023	IAC	BACS	73.15		12.19	4579	220	60.96	Internal Audit
21/07/2023	LEAF	BACS	10,440.00			4890	214	10,440.00	LTC Grant
21/07/2023	Ledbury Carnival Association	BACS	3,500.00			4890	214	3,500.00	LTC Grant
21/07/2023	Age UK Ledbury	BACS	4,000.00			4890	214	4,000.00	LTC Grant
21/07/2023	Dream your Future	BACS	1,500.00			4890	214	1,500.00	LTC Grant
25/07/2023	Staff Salaries	BACS	1,820.22			4000	102	1,820.22	Staff Salaries Mth 4
Subtotal Carried Forward:			59,094.63	0.00	1,303.43			57,791.20	

Lloyds A/c (235) (Bus Ext)

Payments made between 01/07/2023 and 31/07/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
25/07/2023	Staff Salaries	BACS	1,254.86			4000	103	1,254.86	Salaries Mth 4
25/07/2023	Staff Salaries	BACS	719.48			4000	103	719.48	Salaries Mth 4
25/07/2023	Staff Salaries	BACS	12,795.23			4000	230	12,795.23	Salaries Mth 4
25/07/2023	H M Revenue & Customs	BACS	612.01			4000	102	612.01	PAYE & NI
25/07/2023	H M Revenue & Customs	BACS	569.70			4018	103	569.70	PAYE & NI
25/07/2023	H M Revenue & Customs	BACS	-612.01			4000	102	-612.01	PAYE & NI
25/07/2023	H M Revenue & Customs	BACS	612.01			4018	102	612.01	PAYE & NI
25/07/2023	H M Revenue & Customs	BACS	0.46			4018	105	0.46	PAYE & NI
25/07/2023	H M Revenue & Customs	BACS	5,101.93			4018	230	5,101.93	PAYE & NI
25/07/2023	Worcester County Council	BACS	624.17			4019	102	624.17	Pension Mth 4
25/07/2023	Worcester County Council	BACS	474.66			4019	103	474.66	Pensions Mth 4
25/07/2023	Worcester County Council	BACS	193.40			4019	105	193.40	Pensions Mth 4
25/07/2023	Worcester County Council	BACS	4,624.21			4019	230	4,624.21	Pensions Mth 4
25/07/2023	Lloyds Bank	DD	18.00			4550	220	18.00	Service Charge Mth 4
26/07/2023	Herefordshire Council	DD	633.00			4110	202	633.00	LTC Offices
26/07/2023	Herefordshire Council	DD	56.00			4110	201	56.00	Market House Rates Mth 4
26/07/2023	Herefordshire Council	DD	86.00			4110	102	86.00	Mortuary Rates
26/07/2023	Herefordshire Council	DD	5.00			4110	102	5.00	Mortuary Rent Mth 4
26/07/2023	Herefordshire Council	DD	155.00			4110	102	155.00	Cemetery Rates Mth 4
27/07/2023	Siemens Financial Services	DD	234.00		39.00	4405	235	195.00	Lease rental photocopier
27/07/2023	Siemens Financial Services	DD	40.71		6.78	4410	235	33.93	Asset charge photocopier
28/07/2023	Lloyds Bank	DD	46.21		7.70	4550	220	38.51	Service Charge
31/07/2023	Painted Room Sales	CARD	122.70			1450	105	122.70	Sales
31/07/2023	Dog Bags	CARD	2.00			1471	127	2.00	Dog Bags
31/07/2023	Wedding Payment	CARD	240.00			1460	120	240.00	Deposit and Final Payment
31/07/2023	Tourist Information	CARD	5.60			1034	301	5.60	Walking Maps
31/07/2023	Phillipa Brown	CARD	18.50			1090	301	18.50	Charter Market
31/07/2023	Painted Room Donations	CARD	-54.10			1451	105	-54.10	Donations
31/07/2023	Painted Room Sales	CARD	-122.70			1450	105	-122.70	Sales
31/07/2023	Dog Bages	CARD	-2.00			1471	127	-2.00	Dog Bags
31/07/2023	Wedding payment	CARD	-240.00			1460	120	-240.00	Final Payment
31/07/2023	Tourist Information	CARD	-5.60			1034	301	-5.60	Tourist maps
31/07/2023	Phillipa Brown	CARD	-18.50			1090	301	-18.50	Charter Market
31/07/2023	Painted Room	CASH	54.10			1451	105	54.10	Donations
31/07/2023	Vision Office Tech Services Lt	DD	264.69		44.12	4410	235	220.57	Photocopier costs
31/07/2023	Onecom Limited	DD	373.75		62.29	4481	401	311.46	Telephone costs
31/07/2023	Thompson & Co	DD	55.20		9.20	4590	220	46.00	Payroll

Subtotal Carried Forward:

88,032.30

0.00

1,472.52

86,559.78

Lloyds A/c (235) (Bus Ext)

Payments made between 01/07/2023 and 31/07/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
Total Payments:			88,032.30	0.00	1,472.52			86,559.78	

List of Payments made between 01/07/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/07/2023	Advansys Ltd	DD	114.00	43453	Web Hosting Mth 4
03/07/2023	BNP Paribas Leasing Solutions	DD	309.95	FLLB3989416	Office Telecoms
03/07/2023	O2	DD	14.76	05844459/001	LTC Mobile Bill
04/07/2023	IAC	BACS	438.90	1637	Internal Audit
04/07/2023	Screwfix	BACS	206.86	1384426191	Workwear
04/07/2023	Herefordshire Council	BACS	38.00	91560028	Hire of room at Masters House
04/07/2023	Datacenta Hosting	BACS	60.00	32022	Data Security
04/07/2023	Waterplus	BACS	26.03	02510338	Water Drainage LTC
04/07/2023	NABMA	BACS	384.00	23/122	Annual Subscription
04/07/2023	Ledbury Hardware Limited	BACS	13.95	65	Maintenance Goods for Cemetery
04/07/2023	Electrics Fixed Ltd	BACS	690.00	FX101009	Installation of 2 x floodlight
04/07/2023	Screwfix	BACS	49.96	1380806208	LED Floodlights
04/07/2023	Invision	BACS	39.00	009232	Repair of Henry Hoover
04/07/2023	Paperstation Ltd.	BACS	11.08	150549	Stationary
04/07/2023	D M Property Maintenance	BACS	1,608.74	LTC	Contract Works
04/07/2023	Paperstation Ltd.	BACS	34.88	150584	Stationary
04/07/2023	Chubb Electronic Security	BACS	70.92	9902006	Site Visit
04/07/2023	Ledbury Garden Machinery	BACS	55.50	18066	Strimmer cable and oil
04/07/2023	Herefordshire Council	BACS	78.20	91559795	LTC Waste Collection
04/07/2023	Herefordshire Council	BACS	112.84	91559133	Quarterly recycling
04/07/2023	Herefordshire Council	BACS	2,358.63	91559796	Hereford CCTV
04/07/2023	Yard House Plants	BACS	3,504.00	LTC01-2023	Refil Plastic Baskets
04/07/2023	Amazon	BACS	11.50	15514126552023	Housekeeping
04/07/2023	Amazon	BACS	4.56	16213021120231	Teabags for Catering
04/07/2023	Amazon	BACS	-4.56	16213021120231	Visitors
04/07/2023	Amazon	BACS	20.50	33L8DMMAUUI	Catering Teabags
04/07/2023	Amazon	BACS	4.56	16213021120231	Tachograph for VAN
04/07/2023	Amazon	BACS	21.99	11384148120236	Visitors Book
04/07/2023	P J Nichols	BACS	215.69	202305000004	Fuel for Van & Mower
04/07/2023	NPower	BACS	70.32	07332434	Market Stall Elec
04/07/2023	Sophie Jarvis	BACS	4.00	Expenses	Bus to Hereford
04/07/2023	Novadata	BACS	13.32	173227	Daily Defect Books
04/07/2023	Ledbury & District Society Tr.	BACS	396.00	LTC/2023/24	Hire of Burgage Hall
04/07/2023	Quickskip Hereford Ltd	BACS	258.00	217783	Cemetery Exchange
04/07/2023	Sally Edwards	BACS	28.35	Expenses	Training Course Ludlow
04/07/2023	Ledbury Garden Machinery	BACS	45.60	0092647	Labour repair mower
04/07/2023	Hutchinsons Ltd	BACS	50.88	CD970528795	Respirator Mask
04/07/2023	Olivia Trueman	BACS	68.03	Expenses	May expenses
04/07/2023	IAC	BACS	-73.15	1637	Internal Audit
04/07/2023	Ledbury Garden Machinery	BACS	-38.00	0092647	Ledbury Garden Machinery
04/07/2023	EE Limited	DD	17.99	803323	Wedding Co-ordinator Mobile
04/07/2023	Takepayments	DD	30.00	Painted Room	Card Machine Rental
04/07/2023	Takepayments Ltd	DD	30.00	Reception	Card Machine Rental
04/07/2023	Busses4us	BAS	24,000.00	Busses4us003	Support for Daffodil Line

List of Payments made between 01/07/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/07/2023	Local Hire Services	BACS	180.00	1264	Cherry Picker Hire
07/07/2023	Citation Limited	DD	251.49	CT001037	Employee Assistance Programme
10/07/2023	Water Plus	DD	8.21	7001425159	Water drainage Market House
10/07/2023	Water Plus	DD	10.74	7001422092	Water drainage LTC
10/07/2023	Barclaycard	DD	10.00	016436890623	Card Machine Charges
10/07/2023	Barclaycard	DD	15.76	Painted Room	Card Machine Rental
10/07/2023	Welsh Water	DD	17.75	4035398992	LTC Water Mth 4
10/07/2023	Welsh Water	DD	27.32	4035400174	LTC Water Mth 4
11/07/2023	Ledbury Hardware Limited	BACS	104.36	69	DIY Items for Cemetery
14/07/2023	Welsh Water	DD	20.63	4044623967	Water Cemetery Mth 4
14/07/2023	Octopus Energy	DD	28.13	A-B092647B	Cemetery Electricity Mth 4
14/07/2023	Octopus Energy	DD	549.37	A-6295D2CA-001	LTC Electricity Mth 4
14/07/2023	Octopus Energy	DD	170.26	A-30D6C022-001	LTC Electricity Mth 4
17/07/2023	Francotyp Postalia	DD	36.00	311719	Lease Agreement
17/07/2023	OMS UK Ltd	DD	884.92	LEDB1134	IT Support Mth 4
18/07/2023	E.on	DD	50.54	A1DBC1576-0020	MARKet House electricity Mth 4
19/07/2023	IAC	BACS	73.15	1637	Internal Audit
21/07/2023	LEAF	BACS	10,440.00	Annual Grant	LTC Grant
21/07/2023	Ledbury Carnival Association	BACS	3,500.00	Grant	LTC Grant
21/07/2023	Age UK Ledbury	BACS	4,000.00	Grant	LTC Grant
21/07/2023	Dream your Future	BACS	1,500.00	Grant	LTC Grant
25/07/2023	Staff Salaries	BACS	1,820.22	Payroll	Staff Salaries Mth 4
25/07/2023	Staff Salaries	BACS	1,254.86	Payroll	Salaries Mth 4
25/07/2023	Staff Salaries	BACS	719.48	Payroll	Salaries Mth 4
25/07/2023	Staff Salaries	BACS	12,795.23	Payroll	Salaries Mth 4
25/07/2023	H M Revenue & Customs	BACS	612.01	PAYE Mth 4	PAYE & NI
25/07/2023	H M Revenue & Customs	BACS	569.70	PAYE Mth 4	PAYE & NI
25/07/2023	H M Revenue & Customs	BACS	-612.01	PAYE Mth 4	PAYE & NI
25/07/2023	H M Revenue & Customs	BACS	612.01	PAYE Mth 4	PAYE & NI
25/07/2023	H M Revenue & Customs	BACS	0.46	PAYE Mth 4	PAYE & NI
25/07/2023	H M Revenue & Customs	BACS	5,101.93	PAYE Mth 4	PAYE & NI
25/07/2023	Lloyds Bank	DD	18.00	402976743	Service Charge Mth 4
25/07/2023	Worcester County Council	BACS	624.17	Payroll	Pension Mth 4
25/07/2023	Worcester County Council	BACS	474.66	Payroll	Pensions Mth 4
25/07/2023	Worcester County Council	BACS	193.40	Payroll	Pensions Mth 4
25/07/2023	Worcester County Council	BACS	4,624.21	Payroll	Pensions Mth 4
26/07/2023	Herefordshire Council	DD	633.00	85237264	LTC Offices
26/07/2023	Herefordshire Council	DD	56.00	85806086	Market House Rates Mth 4
26/07/2023	Herefordshire Council	DD	86.00	8427557x	Mortuary Rates
26/07/2023	Herefordshire Council	DD	5.00	8427557x	Motuary Rent Mth 4
26/07/2023	Herefordshire Council	DD	155.00	84275471	Cemetery Rates Mth 4
27/07/2023	Siemens Financial Services	DD	234.00	A1006511	Lease rental photocopier
27/07/2023	Siemens Financial Services	DD	40.71	A10065511	Asset charge photocopier
28/07/2023	Lloyds Bank	DD	46.21	402010270	Service Charge
31/07/2023	Painted Room	CASH	54.10	Painted Room Donatio	Donations

List of Payments made between 01/07/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/07/2023	Painted Room Sales	CARD	122.70	Painted Room Sales	Sales
31/07/2023	Dog Bags	CARD	2.00	Dog Bags	Dog Bags
31/07/2023	Wedding Payment	CARD	240.00	Ceremony Room Income	Deposit and Final Payment
31/07/2023	Tourist Information	CARD	5.60	Tourist Information	Walking Maps
31/07/2023	Phillipa Brown	CARD	18.50	Market	Charter Market
31/07/2023	Painted Room Donations	CARD	-54.10	Painted Room	Donations
31/07/2023	Painted Room Sales	CARD	-122.70	Painted Room	Sales
31/07/2023	Dog Bages	CARD	-2.00	Dog Bags	Dog Bags
31/07/2023	Wedding payment	CARD	-240.00	Ceremony Room	Final Payment
31/07/2023	Tourist Information	CARD	-5.60	Reception	Tourist maps
31/07/2023	Phillipa Brown	CARD	-18.50	Charter Market	Charter Market
31/07/2023	Vision Office Tech Services Lt	DD	264.69	100203316	Photocopier costs
31/07/2023	Onecom Limited	DD	373.75	809889	Telephone costs
31/07/2023	Thompson & Co	DD	55.20	L16317	Payroll
Total Payments			<u>88,032.30</u>		

Premier A/c (736) Comm Call

Receipts received between 01/07/2023 and 31/07/2023

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>
1931	Banked: 03/07/2023	74.00						
1931	Lonsdales	74.00			1090	301	74.00	Charter Market
INT	Banked: 10/07/2023	228.77						
INT	Lloyds Bank	228.77			1870	220	228.77	Interest
1951	Banked: 21/07/2023	22.00						
1951	Britten & Britten	22.00			1090	301	22.00	Charter Market
202015	Banked: 26/07/2023	22.00						
202015	Tilly's makes	22.00			1090	301	22.00	Charter Market
1939	Banked: 26/07/2023	92.50						
1939	Le Delice	92.50			1090	301	92.50	Charter Market
1956	Banked: 27/07/2023	22.00						
1956	Dragon Fruits	22.00			1090	301	22.00	Charter Market
1901	Banked: 31/07/2023	264.00						
1901	R Wilson	264.00			1090	301	264.00	Charter Market
1937	Banked: 31/07/2023	330.00						
1937	R Wilson	330.00			1090	301	330.00	Charter Market
1937	Banked: 31/07/2023	330.00						
1937	R Wilson	330.00			1090	301	330.00	Charter Market
1918	Banked: 31/07/2023	253.50						
1918	R Wilson	253.50			1090	301	253.50	Charter Market
535041	Banked: 31/07/2023	22.00						
535041	Young & Green	22.00			1090	301	22.00	Charter Market
1947	Banked: 31/07/2023	37.50						
1947	Herefordshire Council	37.50			1460	205	37.50	Hereford Bid Meeting
1953	Banked: 31/07/2023	22.00						
1953	S Millin	22.00			1090	301	22.00	Charter Market
1961	Banked: 31/07/2023	80.00						
1961	Taynton Farm Sales	80.00			1090	301	80.00	Charter Market
1937	Banked: 31/07/2023	-330.00						
1937	R Wilson	-330.00			1090	301	-330.00	Charter Market
Total Receipts:		1,470.27	0.00	0.00			1,470.27	

Premier A/c (736) Comm Call

Receipts received between 01/07/2023 and 31/07/2023

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>
1931	Banked: 03/07/2023	74.00						
1931	Lonsdales	74.00			1090	301	74.00	Charter Market
INT	Banked: 10/07/2023	228.77						
INT	Lloyds Bank	228.77			1870	220	228.77	Interest
1951	Banked: 21/07/2023	22.00						
1951	Britten & Britten	22.00			1090	301	22.00	Charter Market
202015	Banked: 26/07/2023	22.00						
202015	Tilly's makes	22.00			1090	301	22.00	Charter Market
1939	Banked: 26/07/2023	92.50						
1939	Le Delice	92.50			1090	301	92.50	Charter Market
1956	Banked: 27/07/2023	22.00						
1956	Dragon Fruits	22.00			1090	301	22.00	Charter Market
1901	Banked: 31/07/2023	264.00						
1901	R Wilson	264.00			1090	301	264.00	Charter Market
1937	Banked: 31/07/2023	330.00						
1937	R Wilson	330.00			1090	301	330.00	Charter Market
1937	Banked: 31/07/2023	330.00						
1937	R Wilson	330.00			1090	301	330.00	Charter Market
1918	Banked: 31/07/2023	253.50						
1918	R Wilson	253.50			1090	301	253.50	Charter Market
535041	Banked: 31/07/2023	22.00						
535041	Young & Green	22.00			1090	301	22.00	Charter Market
1947	Banked: 31/07/2023	37.50						
1947	Herefordshire Council	37.50			1460	205	37.50	Hereford Bid Meeting
1953	Banked: 31/07/2023	22.00						
1953	S Millin	22.00			1090	301	22.00	Charter Market
1961	Banked: 31/07/2023	80.00						
1961	Taynton Farm Sales	80.00			1090	301	80.00	Charter Market
1937	Banked: 31/07/2023	-330.00						
1937	R Wilson	-330.00			1090	301	-330.00	Charter Market
Total Receipts:		1,470.27	0.00	0.00			1,470.27	

List of Payments made between 01/07/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/07/2023	Lloyds A/c (235) (Bus Ext)	736-235	10,000.00		Transfer 235 - 736
19/07/2023	Lloyds A/c (235) (Bus Ext)	736-235	50,000.00		Trans 736 - 235
28/07/2023	Lloyds Bank	PAY B	3.33	402047175	Service Charge
Total Payments			<u>60,003.33</u>		

Public Sector Deposit Fund

Receipts received between 01/07/2023 and 31/07/2023

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>
DIVIDEND	Banked: 03/07/2023	587.19						
DIVIDEND	The Public Sector Deposit Fund	587.19			1870	220	587.19	Dividend Reinvested
Total Receipts:		587.19	0.00	0.00			587.19	

Petty Cash

Payments made between 01/07/2023 and 31/07/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
13/07/2023	Homebase	PAY	8.00		1.33	4444	235	6.67	Bin Bags for Recreation Ground
13/07/2023	Ledbury News	PAY	1.10		0.18	4444	235	0.92	Mild for Mayors coffee morning
13/07/2023	Ledbury News	PAY	16.80			4444	235	16.80	Weekly Paper
13/07/2023	Book Shop	PAY	1.40		0.23	4444	235	1.17	Greeting Card
13/07/2023	JMart	PAY	2.99		0.50	4444	235	2.49	Wheelie Bin Liners
18/07/2023	C Westbury Shoe Repairs	PAY	13.00		2.17	4444	235	10.83	Key Cutting
18/07/2023	Homebase	PAY	22.00		3.67	4444	235	18.33	Hammerite
Total Payments:			65.29	0.00	8.08			57.21	

Time: 12:35

Petty Cash

List of Payments made between 01/07/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/07/2023	Homebase	PAY	8.00	Petty Cash	Bin Bags for Recreation Ground
13/07/2023	Ledbury News	PAY	1.10	Petty Cash	Mild for Mayors coffee morning
13/07/2023	Ledbury News	PAY	16.80	Petty Cash	Weekly Paper
13/07/2023	Book Shop	PAY	1.40	Petty Cash	Greeting Card
13/07/2023	JMart	PAY	2.99	Petty Cash	Wheelie Bin Liners
18/07/2023	C Westbury Shoe Repairs	PAY	13.00	Petty Cash	Key Cutting
18/07/2023	Homebase	PAY	22.00	Petty Cash	Hammerite
Total Payments			<u>65.29</u>		

Date : 29/08/2023

Ledbury Town Council Current Year

Page 1

Time: 12:35

Trial Balance for Month No: 4

User : SAE

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>
102	Other Debtors			215.00	
120	Vat Due			1,463.21	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			28,192.29	
202	Premier A/c (736) Comm Call			244,139.57	
203	Public Sector Deposit Fund			157,065.62	
215	Petty Cash			21.06	
310	General Fund				86,811.49
320	Earmarked Reserves				112.92
321	EMR - Recreation Ground Equipm				25,830.00
322	EMR - Traffic Management				9,000.00
323	EMR - Charter Market Improveme				1,000.00
324	EMR - Listed Buildings				120,000.00
325	EMR - Elections				10,000.00
326	EMR - Youth Support				5,000.00
327	EMR- Play/Skate Park				24,500.00
328	EMR - War Memorial				40,000.00
329	EMR - Paths, Bins, Benches				2,500.00
330	EMR - CCTV				10,000.00
331	EMR - Advertising				5,000.00
332	EMR - Climate Change				2,000.00
333	EMR - Perimeter Wall Cemetery				15,000.00
1034	Tourist Information Centre	301	Planning/Economic Development		86.30
1036	Photocopier Printing	235	Office Facilities & Equipment		6.00
1090	Charter Market Income	301	Planning/Economic Development		3,697.33
1100	Cemetery Interment Income	102	Cemetery & Buildings		2,456.00
1105	Exclusive Right of Burial	102	Cemetery & Buildings		1,263.00
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		374.00
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		32.50
1160	Mortuary Rent Income	102	Cemetery & Buildings	413.32	
1161	Chapel Hire	102	Cemetery & Buildings		125.00
1271	Event Sponsorship	127	Services and Events		150.00
1289	War Memorial Refund	118	Minor Infrastructure		1,111.12
1450	Painted Room Sales Income	105	Painted Room		468.10
1451	Painted Room Donations Income	105	Painted Room		1,845.50
1460	Ceremony Room Income	120	Non-Statutory Services		1,185.80
1460	Ceremony Room Income	205	Ceremony Room	1,115.26	
1470	Photocopies Income	235	Office Facilities & Equipment		18.00
1471	Dog Poop Bags	127	Services and Events		168.00
1870	Bank Interest Received Income	220	Finance and General Purposes		3,070.26
1900	Precept Income	220	Finance and General Purposes		320,335.50
1902	Western Power WayLeave	220	Finance and General Purposes		5.95

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4000	Staff Salaries	102	Cemetery & Buildings	10,437.89	
4000	Staff Salaries	103	Grounds Maintenance	5,075.19	
4000	Staff Salaries	105	Painted Room	4,128.44	
4000	Staff Salaries	202	Town Council Offices	27,775.72	
4000	Staff Salaries	230	Management and Payroll	20,890.30	
4013	Devolved Services (grass cutti	125	Green Spaces Maintenance	104.16	
4016	Town Cleaner	103	Grounds Maintenance	1,340.00	
4018	National Insurance	102	Cemetery & Buildings	1,236.18	
4018	National Insurance	103	Grounds Maintenance	2,349.99	
4018	National Insurance	105	Painted Room	320.09	
4018	National Insurance	230	Management and Payroll	21,854.08	
4019	Pension	102	Cemetery & Buildings	1,236.18	
4019	Pension	103	Grounds Maintenance	1,072.43	
4019	Pension	105	Painted Room	227.76	
4019	Pension	230	Management and Payroll	21,972.97	
4021	Rubbish Collection	202	Town Council Offices	191.04	
4050	Staff Training	230	Management and Payroll	1,591.50	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	520.74	
4110	Rates	102	Cemetery & Buildings	979.23	
4110	Rates	105	Painted Room	56.00	
4110	Rates	201	Market House	168.96	
4110	Rates	202	Town Council Offices	2,533.27	
4115	Water	102	Cemetery & Buildings	20.63	
4115	Water	201	Market House	16.42	
4115	Water	202	Town Council Offices	243.30	
4116	Confidential Waste - Shredding	202	Town Council Offices	274.16	
4118	Buses4Us	302	Special Projects	24,000.00	
4122	Electricity	102	Cemetery & Buildings	90.18	
4122	Electricity	108	Amenity Areas	315.21	
4122	Electricity	115	Town Centre Decorations	2,289.52	
4122	Electricity	201	Market House	1,113.68	
4122	Electricity	202	Town Council Offices		5,172.22
4122	Electricity	220	Finance and General Purposes	12,490.18	
4155	Housekeeping	202	Town Council Offices	96.03	
4170	Maintenance	102	Cemetery & Buildings	1,540.70	
4170	Maintenance	108	Amenity Areas	120.00	
4170	Maintenance	202	Town Council Offices	105.00	
4170	Maintenance	235	Office Facilities & Equipment	39.00	
4173	Defibrillator maintenance	108	Amenity Areas	84.95	
4176	CCTV Link to Hereford	118	Minor Infrastructure	2,622.56	
4185	Alarms	202	Town Council Offices	59.10	
4200	New Equipment	102	Cemetery & Buildings	139.16	

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>
4205	Grounds Maintenance (Contract)	108	Amenity Areas	336.66	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	2,240.00	
4206	Grounds Maintenance	102	Cemetery & Buildings	13.55	
4206	Grounds Maintenance	110	Recreation Ground	388.57	
4208	Dog Hill Wood Maintenance	108	Amenity Areas	336.66	
4221	War Memorial refurbishment	118	Minor Infrastructure	926.15	
4225	Skip Hire	102	Cemetery & Buildings	420.00	
4228	General Tree works	108	Amenity Areas	2,670.00	
4236	Play Equipment Maintenance	110	Recreation Ground	200.00	
4276	External power supply -High St	118	Minor Infrastructure	66.97	
4280	Station Telephone Kiosk	118	Minor Infrastructure	440.00	
4300	Vehicle Repair	102	Cemetery & Buildings	22.70	
4330	Fuel	102	Cemetery & Buildings	447.02	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	420.65	
4400	Stationery	230	Management and Payroll	40.39	
4400	Stationery	235	Office Facilities & Equipment	1,212.49	
4400	Stationery	401	Full Council	12.30	
4405	Photocopier Hire	235	Office Facilities & Equipment	540.00	
4410	Photocopier Costs	235	Office Facilities & Equipment	1,017.24	
4415	Office Support & Equipment	202	Town Council Offices	17.75	
4415	Office Support & Equipment	235	Office Facilities & Equipment	874.81	
4415	Office Support & Equipment	401	Full Council	808.73	
4416	Equipment Maintenance	102	Cemetery & Buildings	438.26	
4430	Advertising	105	Painted Room	276.61	
4430	Advertising	220	Finance and General Purposes	13.20	
4433	Card Machine rental	105	Painted Room	125.76	
4433	Card Machine rental	220	Finance and General Purposes	75.00	
4435	Card Machine Transactions	105	Painted Room	46.32	
4435	Card Machine Transactions	220	Finance and General Purposes	49.97	
4444	Petty Cash	235	Office Facilities & Equipment	216.80	
4455	Postage	401	Full Council	61.71	
4460	Subscriptions	220	Finance and General Purposes	703.50	
4481	Telephones	401	Full Council	2,090.85	
4482	Website	401	Full Council	380.00	
4483	ICT Services & Software Lease	220	Finance and General Purposes	25.00	
4483	ICT Services & Software Lease	401	Full Council	2,477.15	
4520	Councillors Expenses	225	Councillors/Newsletter	193.78	
4525	Councillors Training	225	Councillors/Newsletter	170.00	
4545	Annual & Other Meetings	225	Councillors/Newsletter	434.00	
4550	Bank Charges	102	Cemetery & Buildings	29.01	
4550	Bank Charges	220	Finance and General Purposes	196.24	
4551	Data Protection	220	Finance and General Purposes	50.00	

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4553	Tourist Information Centre	301	Planning/Economic Development	732.00	
4579	Audit Internal	220	Finance and General Purposes	365.75	
4590	Professional Services	220	Finance and General Purposes	3,770.76	
4592	PPE/Health & Safety	102	Cemetery & Buildings	601.77	
4594	Cemetery Mapping	102	Cemetery & Buildings	750.00	
4607	Events	127	Services and Events	2,289.63	
4640	Christmas Lights & Install	115	Town Centre Decorations	20,532.46	
4650	Ledbury In Bloom	115	Town Centre Decorations	2,920.00	
4805	Citizens Advice Worcs	214	Grants with Powers	2,500.00	
4857	Great Places to Visit Funding	214	Grants with Powers	8.61	
4875	Distinguished Citizen Awards	214	Grants with Powers	192.29	
4886	John Masefield Memorial	302	Special Projects	2,991.00	
4890	Unspecified Grants	214	Grants with Powers	33,090.00	
Trial Balance Totals :				698,324.99	698,324.99
Difference				0.00	

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Closed Churchyard								
4205 Grounds Maintenance (Contract)	0	0	1,500	1,500		1,500	0.0%	
4206 Grounds Maintenance	0	0	1,000	1,000		1,000	0.0%	
4224 Wheely Bins Refuse Collection	0	0	250	250		250	0.0%	
4250 Tree Works/Property Maintenanc	0	0	1,000	1,000		1,000	0.0%	
Closed Churchyard :- Indirect Expenditure	0	0	3,750	3,750	0	3,750	0.0%	0
Net Expenditure	0	0	(3,750)	(3,750)				
102 Cemetery & Buildings								
1100 Cemetery Interment Income	0	2,456	11,000	8,544			22.3%	
1105 Exclusive Right of Burial	0	1,263	0	(1,263)			0.0%	
1110 Transfer Of Exclusive Right Of	0	0	360	360			0.0%	
1130 Cemetery Memorial Permit Incom	116	374	2,500	2,126			15.0%	
1131 Cemetery Deed Transfers Income	0	33	0	(33)			0.0%	
1160 Mortuary Rent Income	0	(413)	2,500	2,913			(16.5%)	
1161 Chapel Hire	0	125	150	25			83.3%	
Cemetery & Buildings :- Income	116	3,837	16,510	12,673			23.2%	0
4000 Staff Salaries	1,820	10,438	30,345	19,907		19,907	34.4%	
4001 Agency Cover	0	0	2,000	2,000		2,000	0.0%	
4018 National Insurance	612	1,236	4,021	2,785		2,785	30.7%	
4019 Pension	624	1,236	7,677	6,441		6,441	16.1%	
4110 Rates	246	979	2,970	1,991		1,991	33.0%	
4115 Water	21	21	200	179		179	10.3%	
4122 Electricity	27	90	2,000	1,910		1,910	4.5%	
4150 Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	628	1,541	1,100	(441)		(441)	140.1%	
4200 New Equipment	0	139	1,100	961		961	12.7%	
4201 Equipment Hire	0	0	750	750		750	0.0%	
4206 Grounds Maintenance	0	14	2,000	1,986		1,986	0.7%	
4223 Perimeter Wall Repairs	0	0	2,000	2,000		2,000	0.0%	
4225 Skip Hire	215	420	1,650	1,230		1,230	25.5%	
4227 Memorial Testing	0	0	1,000	1,000		1,000	0.0%	
4250 Tree Works/Property Maintenanc	0	0	1,000	1,000		1,000	0.0%	
4300 Vehicle Repair	15	23	1,000	977		977	2.3%	
4330 Fuel	180	447	1,000	553		553	44.7%	
4340 Insurance, Tax & MOT	0	421	1,000	579		579	42.1%	
4416 Equipment Maintenance	53	438	1,100	662		662	39.8%	
4550 Bank Charges	0	29	0	(29)		(29)	0.0%	
4592 PPE/Health & Safety	234	602	500	(102)		(102)	120.4%	

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4594 Cemetery Mapping	0	750	0	(750)		(750)	0.0%	
Cemetery & Buildings :- Indirect Expenditure	<u>4,674</u>	<u>18,823</u>	<u>64,663</u>	<u>45,840</u>	<u>0</u>	<u>45,840</u>	<u>29.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(4,558)</u>	<u>(14,986)</u>	<u>(48,153)</u>	<u>(33,167)</u>				
103 Grounds Maintenance								
4000 Staff Salaries	1,974	5,075	25,000	19,925		19,925	20.3%	
4016 Town Cleaner	0	1,340	0	(1,340)		(1,340)	0.0%	
4018 National Insurance	570	2,350	0	(2,350)		(2,350)	0.0%	
4019 Pension	475	1,072	0	(1,072)		(1,072)	0.0%	
Grounds Maintenance :- Indirect Expenditure	<u>3,019</u>	<u>9,838</u>	<u>25,000</u>	<u>15,162</u>	<u>0</u>	<u>15,162</u>	<u>39.4%</u>	<u>0</u>
Net Expenditure	<u>(3,019)</u>	<u>(9,838)</u>	<u>(25,000)</u>	<u>(15,162)</u>				
105 Painted Room								
1450 Painted Room Sales Income	235	468	1,000	532			46.8%	
1451 Painted Room Donations Income	412	1,846	3,000	1,155			61.5%	
Painted Room :- Income	<u>647</u>	<u>2,314</u>	<u>4,000</u>	<u>1,686</u>			<u>57.8%</u>	<u>0</u>
4000 Staff Salaries	0	4,128	8,500	4,372		4,372	48.6%	
4018 National Insurance	0	320	0	(320)		(320)	0.0%	
4019 Pension	193	228	0	(228)		(228)	0.0%	
4110 Rates	0	56	0	(56)		(56)	0.0%	
4170 Maintenance	0	0	1,100	1,100		1,100	0.0%	
4430 Advertising	0	277	800	523		523	34.6%	
4433 Card Machine rental	25	126	600	474		474	21.0%	
4434 Music Licence	0	0	350	350		350	0.0%	
4435 Card Machine Transactions	15	46	0	(46)		(46)	0.0%	
4700 Stock Purchase	0	0	550	550		550	0.0%	
Painted Room :- Indirect Expenditure	<u>234</u>	<u>5,181</u>	<u>11,900</u>	<u>6,719</u>	<u>0</u>	<u>6,719</u>	<u>43.5%</u>	<u>0</u>
Net Income over Expenditure	<u>413</u>	<u>(2,867)</u>	<u>(7,900)</u>	<u>(5,033)</u>				
107 Town Promotion								
4703 Promotional Material	0	0	3,000	3,000		3,000	0.0%	
4704 Tourism/ Town Plan Projects	0	0	5,000	5,000		5,000	0.0%	
4705 Signage	0	0	3,000	3,000		3,000	0.0%	
Town Promotion :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>11,000</u>	<u>11,000</u>	<u>0</u>	<u>11,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(11,000)</u>	<u>(11,000)</u>				

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
108 Amenity Areas								
4122 Electricity	48	315	1,000	685		685	31.5%	
4170 Maintenance	0	120	0	(120)		(120)	0.0%	
4173 Defibrillator maintenance	0	85	0	(85)		(85)	0.0%	
4200 New Equipment	0	0	200	200		200	0.0%	
4204 Dog Hill Wood Management Plan/	0	0	1,000	1,000		1,000	0.0%	
4205 Grounds Maintenance (Contract)	0	337	4,040	3,703		3,703	8.3%	
4208 Dog Hill Wood Maintenance	337	337	0	(337)		(337)	0.0%	
4209 Dog Hill Wood Maintenance	0	0	500	500		500	0.0%	
4210 Dog Hill Wood Coppicing	0	0	1,000	1,000		1,000	0.0%	
4228 General Tree works	0	2,670	1,650	(1,020)		(1,020)	161.8%	
4252 General Park Maintenance	0	0	2,000	2,000		2,000	0.0%	
Amenity Areas :- Indirect Expenditure	385	3,863	11,390	7,527	0	7,527	33.9%	0
Net Expenditure	(385)	(3,863)	(11,390)	(7,527)				
110 Recreation Ground								
4175 CCTV Maintenance	0	0	1,000	1,000		1,000	0.0%	
4205 Grounds Maintenance (Contract)	1,120	2,240	7,854	5,614		5,614	28.5%	
4206 Grounds Maintenance	0	389	3,000	2,611		2,611	13.0%	
4224 Wheely Bins Refuse Collection	0	0	8,208	8,208		8,208	0.0%	
4229 Street Light Maintenance	0	0	500	500		500	0.0%	
4230 ROSPA Reports	0	0	71	71		71	0.0%	
4234 Skate Park Equipment	0	0	1,000	1,000		1,000	0.0%	
4235 Play Equipment-New	0	0	10,000	10,000		10,000	0.0%	
4236 Play Equipment Maintenance	100	200	5,000	4,800		4,800	4.0%	
4237 Skate Park Maintenance	0	0	3,000	3,000		3,000	0.0%	
4238 Youth Shelter Maintenance	0	0	1,000	1,000		1,000	0.0%	
Recreation Ground :- Indirect Expenditure	1,220	2,829	40,633	37,804	0	37,804	7.0%	0
Net Expenditure	(1,220)	(2,829)	(40,633)	(37,804)				
115 Town Centre Decorations								
1270 Chritmas Lights Event	0	0	1,000	1,000			0.0%	
Town Centre Decorations :- Income	0	0	1,000	1,000			0.0%	0
4122 Electricity	0	2,290	0	(2,290)		(2,290)	0.0%	
4640 Christmas Lights & Install	0	20,532	23,000	2,468		2,468	89.3%	
4650 Ledbury In Bloom	2,920	2,920	4,000	1,080		1,080	73.0%	
Town Centre Decorations :- Indirect Expenditure	2,920	25,742	27,000	1,258	0	1,258	95.3%	0
Net Income over Expenditure	(2,920)	(25,742)	(26,000)	(258)				

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
116 Christmas Lights								
4641 Christmas Lights	0	0	23,000	23,000		23,000	0.0%	
Christmas Lights :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>23,000</u>	<u>23,000</u>	<u>0</u>	<u>23,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(23,000)</u>	<u>(23,000)</u>				
118 Minor Infrastructure								
1289 War Memorial Refund	278	1,111	3,333	2,222			33.3%	
Minor Infrastructure :- Income	<u>278</u>	<u>1,111</u>	<u>3,333</u>	<u>2,222</u>			<u>33.3%</u>	<u>0</u>
4176 CCTV Link to Hereford	2,359	2,623	9,500	6,877		6,877	27.6%	
4221 War Memorial refurbishment	0	926	0	(926)		(926)	0.0%	
4276 External power supply -High St	67	67	120	53		53	55.8%	
4280 Station Telephone Kiosk	0	440	0	(440)		(440)	0.0%	
4285 Defibrillator Maintenance	0	0	350	350		350	0.0%	
Minor Infrastructure :- Indirect Expenditure	<u>2,426</u>	<u>4,056</u>	<u>9,970</u>	<u>5,914</u>	<u>0</u>	<u>5,914</u>	<u>40.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,148)</u>	<u>(2,945)</u>	<u>(6,637)</u>	<u>(3,692)</u>				
120 Non-Statutory Services								
1460 Ceremony Room Income	240	1,186	2,200	1,014			53.9%	
Non-Statutory Services :- Income	<u>240</u>	<u>1,186</u>	<u>2,200</u>	<u>1,014</u>			<u>53.9%</u>	<u>0</u>
4007 Ceremony Room Licence Fee	0	0	500	500		500	0.0%	
4020 Cleaning	0	0	500	500		500	0.0%	
4430 Advertising	0	0	500	500		500	0.0%	
Non-Statutory Services :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,500</u>	<u>1,500</u>	<u>0</u>	<u>1,500</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>240</u>	<u>1,186</u>	<u>700</u>	<u>(486)</u>				
125 Green Spaces Maintenance								
4013 Devolved Services (grass cutti	52	104	0	(104)		(104)	0.0%	
4014 Lengthsman Scheme/P3 Scheme	0	0	3,000	3,000		3,000	0.0%	
Green Spaces Maintenance :- Indirect Expenditure	<u>52</u>	<u>104</u>	<u>3,000</u>	<u>2,896</u>	<u>0</u>	<u>2,896</u>	<u>3.5%</u>	<u>0</u>
Net Expenditure	<u>(52)</u>	<u>(104)</u>	<u>(3,000)</u>	<u>(2,896)</u>				
127 Services and Events								
1271 Event Sponsorship	0	150	0	(150)			0.0%	
1471 Dog Poop Bags	33	168	1,000	832			16.8%	
Services and Events :- Income	<u>33</u>	<u>318</u>	<u>1,000</u>	<u>682</u>			<u>31.8%</u>	<u>0</u>

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4271 Dog Bags	0	0	700	700		700	0.0%	
4600 Town Crier/Fees & Subs	0	0	500	500		500	0.0%	
4601 Town Crier/Uniforms	0	0	500	500		500	0.0%	
4605 Events Barriers	0	0	100	100		100	0.0%	
4607 Events	150	2,290	7,500	5,210		5,210	30.5%	
4850 Poppy Wreath	0	0	20	20		20	0.0%	
Services and Events :- Indirect Expenditure	150	2,290	9,320	7,030	0	7,030	24.6%	0
Net Income over Expenditure	(117)	(1,972)	(8,320)	(6,348)				
201 Market House								
1030 Market House Income	0	0	1,100	1,100			0.0%	
Market House :- Income	0	0	1,100	1,100			0.0%	0
4110 Rates	56	169	1,650	1,481		1,481	10.2%	
4115 Water	0	16	100	84		84	16.4%	
4122 Electricity	0	1,114	1,500	386		386	74.2%	
4150 Cleaning	0	0	100	100		100	0.0%	
4170 Maintenance	0	0	5,000	5,000		5,000	0.0%	
Market House :- Indirect Expenditure	56	1,299	8,350	7,051	0	7,051	15.6%	0
Net Income over Expenditure	(56)	(1,299)	(7,250)	(5,951)				
202 Town Council Offices								
4000 Staff Salaries	0	27,776	0	(27,776)		(27,776)	0.0%	
4021 Rubbish Collection	191	191	1,000	809		809	19.1%	
4110 Rates	633	2,533	6,820	4,287		4,287	37.1%	
4115 Water	72	243	550	307		307	44.2%	
4116 Confidential Waste - Shredding	0	274	0	(274)		(274)	0.0%	
4122 Electricity	685	(5,172)	6,000	11,172		11,172	(86.2%)	
4150 Cleaning	0	0	2,500	2,500		2,500	0.0%	
4155 Housekeeping	50	96	500	404		404	19.2%	
4160 Window Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	0	105	3,300	3,195		3,195	3.2%	
4179 Quinquennial Works	0	0	2,000	2,000		2,000	0.0%	
4185 Alarms	59	59	4,620	4,561		4,561	1.3%	
4415 Office Support & Equipment	18	18	0	(18)		(18)	0.0%	
Town Council Offices :- Indirect Expenditure	1,709	26,123	27,540	1,417	0	1,417	94.9%	0
Net Expenditure	(1,709)	(26,123)	(27,540)	(1,417)				

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
205 Ceremony Room								
1460 Ceremony Room Income	38	(1,115)	0	1,115			0.0%	
Ceremony Room :- Income	38	(1,115)	0	1,115				0
Net Income	38	(1,115)	0	1,115				
210 Civic Matters								
4501 Mayor's Hospitality	0	0	1,100	1,100		1,100	0.0%	
4529 Civic Insignia	0	0	400	400		400	0.0%	
4531 Roll of Honour	0	0	50	50		50	0.0%	
4532 Flag Pole	0	0	132	132		132	0.0%	
4535 Civic Hospitality	0	0	1,100	1,100		1,100	0.0%	
Civic Matters :- Indirect Expenditure	0	0	2,782	2,782	0	2,782		0
Net Expenditure	0	0	(2,782)	(2,782)				
214 Grants with Powers								
1718 October Fair Donation Income	0	0	2,250	2,250			0.0%	
Grants with Powers :- Income	0	0	2,250	2,250				0
4805 Citizens Advice Worcs	0	2,500	5,000	2,500		2,500	50.0%	
4826 Malvern Hills AONB Partnership	0	0	500	500		500	0.0%	
4827 Community Action Ledbury	0	0	10,000	10,000		10,000	0.0%	
4857 Great Places to Visit Funding	0	9	0	(9)		(9)	0.0%	
4870 Youth Budget	0	0	5,000	5,000		5,000	0.0%	
4875 Distinguished Citizen Awards	0	192	250	58		58	76.9%	
4876 October Fair Expenditure	0	0	1,000	1,000		1,000	0.0%	
4890 Unspecified Grants	19,440	33,090	20,000	(13,090)		(13,090)	165.4%	
Grants with Powers :- Indirect Expenditure	19,440	35,791	41,750	5,959	0	5,959	85.7%	0
Net Income over Expenditure	(19,440)	(35,791)	(39,500)	(3,709)				
220 Finance and General Purposes								
1870 Bank Interest Received Income	829	3,070	1,000	(2,070)			307.0%	
1900 Precept Income	0	320,336	0	(320,336)			0.0%	
1902 Western Power WayLeave	6	6	120	114			5.0%	
Finance and General Purposes :- Income	835	323,412	1,120	(322,292)				28876.0
4122 Electricity	0	12,490	0	(12,490)		(12,490)	0.0%	
4130 Insurance	0	0	17,557	17,557		17,557	0.0%	
4430 Advertising	0	13	1,000	987		987	1.3%	
4433 Card Machine rental	25	75	600	525		525	12.5%	

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4435 Card Machine Transactions	10	50	0	(50)		(50)	0.0%	
4460 Subscriptions	414	704	5,000	4,297		4,297	14.1%	
4483 ICT Services & Software Lease	0	25	0	(25)		(25)	0.0%	
4550 Bank Charges	60	196	500	304		304	39.2%	
4551 Data Protection	50	50	500	450		450	10.0%	
4579 Audit Internal	366	366	2,000	1,634		1,634	18.3%	
4580 Audit External	0	0	3,000	3,000		3,000	0.0%	
4590 Professional Services	783	3,771	10,000	6,229		6,229	37.7%	
4592 PPE/Health & Safety	0	0	500	500		500	0.0%	
Finance and General Purposes :- Indirect Expenditure	1,708	17,740	40,657	22,917	0	22,917	43.6%	0
Net Income over Expenditure	(873)	305,672	(39,537)	(345,209)				
225 Councillors/Newsletter								
4420 Newsletter	0	0	500	500		500	0.0%	
4500 Town Mayors Expenses	0	0	1,000	1,000		1,000	0.0%	
4502 Mayor's Advertising	0	0	500	500		500	0.0%	
4520 Councillors Expenses	0	194	500	306		306	38.8%	
4525 Councillors Training	0	170	1,500	1,330		1,330	11.3%	
4545 Annual & Other Meetings	434	434	1,000	566		566	43.4%	
Councillors/Newsletter :- Indirect Expenditure	434	798	5,000	4,202	0	4,202	16.0%	0
Net Expenditure	(434)	(798)	(5,000)	(4,202)				
230 Management and Payroll								
4000 Staff Salaries	12,795	20,890	201,642	180,752		180,752	10.4%	
4001 Agency Cover	0	0	8,000	8,000		8,000	0.0%	
4018 National Insurance	5,102	21,854	26,698	4,844		4,844	81.9%	
4019 Pension	4,624	21,973	50,978	29,005		29,005	43.1%	
4050 Staff Training	0	1,592	3,000	1,409		1,409	53.0%	
4051 Officers Travel/Conference/Sub	100	521	1,100	579		579	47.3%	
4400 Stationery	0	40	0	(40)		(40)	0.0%	
Management and Payroll :- Indirect Expenditure	22,622	66,870	291,418	224,548	0	224,548	22.9%	0
Net Expenditure	(22,622)	(66,870)	(291,418)	(224,548)				
235 Office Facilities & Equipment								
1036 Photocopier Printing	0	6	0	(6)			0.0%	
1470 Photocopies Income	0	18	0	(18)			0.0%	
Office Facilities & Equipment :- Income	0	24	0	(24)				0

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4170 Maintenance	39	39	1,650	1,611		1,611	2.4%	
4400 Stationery	38	1,212	3,500	2,288		2,288	34.6%	
4405 Photocopier Hire	195	540	780	240		240	69.2%	
4410 Photocopier Costs	255	1,017	2,500	1,483		1,483	40.7%	
4415 Office Support & Equipment	210	875	0	(875)		(875)	0.0%	
4444 Petty Cash	57	217	1,000	783		783	21.7%	
Office Facilities & Equipment :- Indirect Expenditure	794	3,900	9,430	5,530	0	5,530	41.4%	0
Net Income over Expenditure	(794)	(3,876)	(9,430)	(5,554)				
301 Planning/Economic Development								
1034 Tourist Information Centre	29	86	0	(86)			0.0%	
1090 Charter Market Income	1,389	3,697	5,500	1,803			67.2%	
Planning/Economic Development :- Income	1,418	3,784	5,500	1,716			68.8%	0
4546 Traffic Management	0	0	2,000	2,000		2,000	0.0%	
4549 Charter Market improvements	0	0	2,000	2,000		2,000	0.0%	
4553 Tourist Information Centre	0	732	1,000	268		268	73.2%	
Planning/Economic Development :- Indirect Expenditure	0	732	5,000	4,268	0	4,268	14.6%	0
Net Income over Expenditure	1,418	3,052	500	(2,552)				
302 Special Projects								
4118 Buses4Us	24,000	24,000	0	(24,000)		(24,000)	0.0%	
4886 John Masefield Memorial	0	2,991	0	(2,991)		(2,991)	0.0%	
Special Projects :- Indirect Expenditure	24,000	26,991	0	(26,991)	0	(26,991)		0
Net Expenditure	(24,000)	(26,991)	0	26,991				
401 Full Council								
4400 Stationery	12	12	0	(12)		(12)	0.0%	
4415 Office Support & Equipment	0	809	2,000	1,191		1,191	40.4%	
4455 Postage	0	62	500	438		438	12.3%	
4480 ICT-Computers	0	0	1,000	1,000		1,000	0.0%	
4481 Telephones	585	2,091	4,950	2,859		2,859	42.2%	
4482 Website	95	380	1,500	1,120		1,120	25.3%	
4483 ICT Services & Software Lease	0	2,477	5,000	2,523		2,523	49.5%	
Full Council :- Indirect Expenditure	692	5,831	14,950	9,119	0	9,119	39.0%	0
Net Expenditure	(692)	(5,831)	(14,950)	(9,119)				

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	3,604	334,870	38,013	(296,857)			880.9%	
Expenditure	86,533	258,800	689,003	430,203	0	430,203	37.6%	
Net Income over Expenditure	(82,929)	76,070	(650,990)	(727,060)				
Movement to/(from) Gen Reserve	(82,929)	76,070						

Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<i>Current Assets</i>		
102	Other Debtors	215
120	Vat Due	1,463
150	Stock	1,728
200	Lloyds A/c (235) (Bus Ext)	28,192
202	Premier A/c (736) Comm Call	244,140
203	Public Sector Deposit Fund	157,066
215	Petty Cash	21
Total Current Assets		432,824
<i>Represented by :-</i>		
300	Current Year Fund	76,070
310	General Fund	86,811
320	Earmarked Reserves	113
321	EMR - Recreation Ground Equipm	25,830
322	EMR - Traffic Management	9,000
323	EMR - Charter Market Improveme	1,000
324	EMR - Listed Buildings	120,000
325	EMR - Elections	10,000
326	EMR - Youth Support	5,000
327	EMR- Play/Skate Park	24,500
328	EMR - War Memorial	40,000
329	EMR - Paths, Bins, Benches	2,500
330	EMR - CCTV	10,000
331	EMR - Advertising	5,000
332	EMR - Climate Change	2,000
333	EMR - Perimeter Wall Cemetery	15,000
Total Equity		432,824

The Public Sector Deposit Fund

Fund fact sheet – 31 August 2023

Investment objective

To maximise the current income consistent with the preservation of principal and liquidity.

Investment policy

The fund will be invested in a diversified portfolio of high-quality sterling denominated deposits and instruments. All investments at the time of purchase will have the highest short-term credit rating or an equivalent strong long-term rating. The fund is actively managed, which means the authorised corporate director uses their discretion to pick investments, in pursuit of the investment objective.

The weighted average maturity of the investments will not exceed 60 days. The fund will not invest in derivatives or other collective investment schemes.

Target investors

The fund is designed for investors who are looking for capital security and a competitive yield for their short-term investments.

Who can invest?

Any public sector organisation can invest in the fund, but it may be marketed to any retail or professional client. Share class 4 is reserved for public sector organisation investment only.

Responsible investment policy

We monitor our counterparties' environmental, social and governance risk management on a regular basis. Our research utilises external data resources and our in-house Sustainability team.

Key risks

Investors should consider the following risk factors before investing: issuer/credit risk (issuer/financial institution may not pay), market risk (investment value affected by market conditions), operational risk (general business operational risks), maturity profile (timings of investment maturity), liquidity risk (investment in non-readily realisable assets), concentration risk (need for diversification and suitability of investment) and interest rate risk (changes to interest rate affecting income). Please see the fund prospectus for more details.

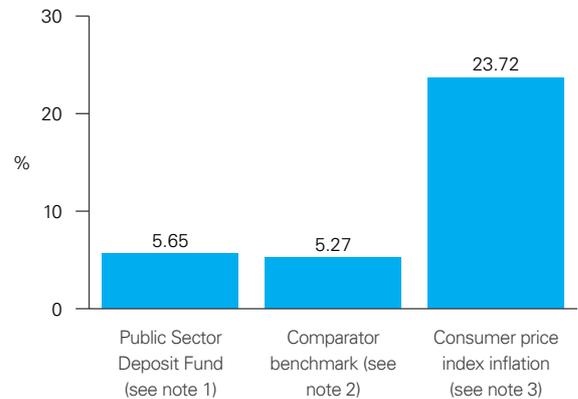
Top 10 counterparty exposures (%)

9.78%	Landesbank Baden-Wuerttemberg
9.78%	Yorkshire Building Society
7.33%	DBS Bank Limited
5.67%	Nationwide Building Society
4.50%	Toronto Dominion Bank (The)
4.40%	BNP Paribas
4.40%	NatWest Bank plc
4.40%	United Overseas Bank Limited
4.20%	Handelsbanken plc
3.91%	MUFG Bank

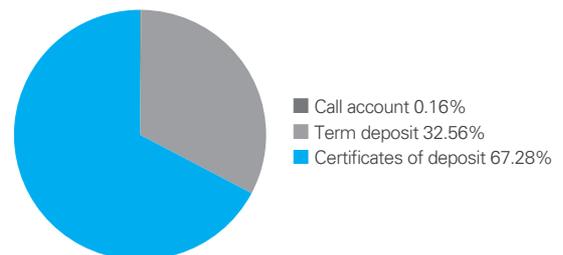
Share class 4 yield as at 31 August 2023

5.11%

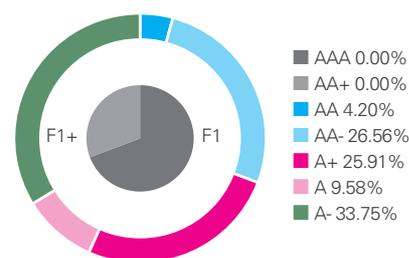
5 years performance



Asset type (%)



Credit rating (%) see note 4



Top 10 country exposures (%)

27.49%	UK
14.67%	Singapore
13.69%	Japan
10.76%	Germany
9.00%	France
6.45%	Canada
4.69%	Sweden
3.91%	Finland
2.44%	Denmark
2.30%	Australia

Note 1: Source: CCLA - Performance shown after management fees and other expenses, with the income reinvested. The daily yield on the fund will fluctuate, and past performance is not a reliable indicator of future results. Note 2: From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate. Note 3: consumer price index inflation is lagged one month. Note 4: Using Fitch Ratings methodology.

Income

Average yield over the month	5.10%
Yield at the month-end shown	5.11%

Total return performance by year

12 months to 31 August	2019	2020	2021	2022	2023
The Public Sector Deposit Fund	+0.75%	+0.52%	+0.05%	+0.53%	+3.72%
Comparator benchmark	+0.58%	+0.26%	+0.00%	+0.58%	+3.78%
Relative (difference)	+0.17%	+0.26%	+0.05%	-0.05%	-0.06%

Annualised total return performance

Performance to 31 August	1 year	3 years	5 years
The Public Sector Deposit Fund	+3.72%	+1.42%	+1.10%
Comparator benchmark	+3.78%	+1.44%	+1.03%
Relative (difference)	-0.06%	-0.02%	+0.07%

Performance shown after management fees and other expenses, with the income reinvested. From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was 7-Day Sterling London Interbank Bid Rate. **Past performance is not a reliable indicator of future results.** Source: CCLA

Market update

Early in the month the Bank of England increased the UK's official bank rate (OBR) by 0.25% to 5.25%. The move was widely expected.

Growth continued to progress slowly. GDP for the April-June period was 0.4% higher than in the same quarter of 2022, having expanded by 0.1% year-on-year in each of the previous two quarters. The latest data were slightly stronger than the Bank of England and many other commentators had forecast, helped by, among other factors, warm weather in the month of June boosting the hospitality sector.

The UK's headline inflation rate, consumer price inflation (CPI) continued to fall, declining to an annual rate of 6.8% in July compared to 7.9% in June. However, core CPI, which excludes the most volatile elements such as energy and food costs, remained stuck at 6.9%.

Key facts

Authorised corporate director	CCLA Investment Management Limited
Fund size	£1,022m
Fitch money-market fund rating	AAAmmf
Weighted average maturity	51.56 days
Launch date	May 2011
Dealing day	Each business day (see note 5)
Withdrawals	On demand
Fund domicile	United Kingdom
ISIN (share class 4)	GB00B3LDFH01
Interest payment dates	End of each month
Ongoing charges figure	0.08% (see note 6)

Please Contact

Kelly Watson

Market Development
T: +44 (0)207 489 6105
M: +44 (0)7879 553 807
E: kelly.watson@ccla.co.uk

Jamie Charters

Market Development
T: +44 (0)207 489 6147
E: jamie.charters@ccla.co.uk

Lee Jagger

Market Development
T: +44 (0)207 489 6077
E: lee.jagger@ccla.co.uk

Note 5: Dealing instructions (including cleared funds for purchases) must be received by 11:30 am.

Note 6: The ongoing charges figure is based on the annual management charge but excludes portfolio transaction costs.

Please refer to <https://www.ccla.co.uk/glossary> for explanations of some of the terminology used in this document.

Risk warning and disclosures

This document is a financial promotion and is for information only. It does not provide financial, investment or other professional advice. The market update contained in this document represents CCLA's house view and should not be relied upon to form the basis of any investment decisions. To make sure you understand whether our product is suitable for you, please read the key investor information document and the prospectus and consider the risk factors identified in those documents. CCLA strongly recommend you get independent professional advice before investing. Under the UK money market funds regulation, the Public Sector Deposit Fund (PSDF) is a short-term low volatility net asset value money market fund. You should note that purchasing shares in the PSDF is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment. Although it is intended to maintain a stable net asset value per share (where £1 invested in the PSDF remains equal to £1 in value in the PSDF), there can be no assurance that it will be maintained. The value of the PSDF may be affected by interest rate changes. The PSDF does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value per share. The risk of loss of principal is borne by the shareholder. Past performance is not a reliable indicator of future results. The value of investments and the income from them may fall as well as rise. You may not get back the amount you originally invested and may lose money. Any forward-looking statements are based on our current opinions, expectations and projections. We may not update or amend these. Actual results could be significantly different than expected. The PSDF is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UK UCITS Scheme and is a Qualifying Money Market Fund. Issued by CCLA Investment Management Limited (registered in England and Wales number 2183088, at One Angel Lane, London EC4R 3AB), is authorised and regulated by the Financial Conduct Authority. For information about how we collect and use your personal information please see our privacy notice, which is available at <https://www.ccla.co.uk/our-policies/data-protection-privacy-notice>.

Report prepared by Angela Price – Town Clerk

CHANGE OF BANK ACCOUNT

Purpose of Report

The purpose of this report is to provide Members of the Finance, Policy, and General Purposes Committee with information in respect of Unity Bank.

Detailed Information

Members will recall that at the last meeting of the committee the Clerk advised of issues encountered when attempting to set up a new bank account with Starling Bank and concerns in relation to this.

Members agreed that the information being requested by Starling Bank seemed to be unreasonable and asked the Clerk to provide a report to the next meeting in respect of Unity Trust Bank.

Unity Trust Bank is what is known as an ethical bank. Ethical banking is the practice of choosing financial institutions that implement socially responsible investment policies and business practices. A more socially conscious bank may, for example, have a policy against investing in carbon-generating sectors or businesses that engage in exploitative labour practices.

Their website is extremely helpful and informative about how to open a bank account with them and informs you before you start the process on what information they will ask for when setting up a bank account. Further information on this can be found at the following link:

<https://www.unity.co.uk/faqs/#:~:text=To%20open%20an%20account%20with,teleph one%20number%20of%20your%20organisation>

If a recommendation is submitted to Full Council to proceed with setting up a bank account with Unity Bank the following information will be required from Councillors Eakin, Harvey, Howells, and Hughes who are currently recorded as signatories on the Council's bank account, as well as the Town Clerk, Deputy Clerk and Accounts Clerk.

Key contact, signatories, and other individuals to be linked to council bank account are required to provide the following information:

Name

Personal address and dates lived at (if more than 3 years then previous address(es) will be required)

Email address (council email addresses)

Position within the council

Date of birth

Nationality

The person setting up the account (RFO) will be required to select online banking permissions for each individual

Other information required that is listed in the information provided by the link above will be supplied by the Clerk/RFO and will be in accordance with the Council's Financial Regulations.

Whilst Unity Trust Bank is an online bank it does have facility for users to pay money into their accounts via NatWest, RBS, or Ulster Bank up to £5,00 in cash per day and 149 cheques per paying in slip, and also cash only at the Post Office. Cheques can also be paid into the account via post.

Unity Trust Bank participates in the Current Account Switch Service, which is a free service that lets you switch from your current account in one bank/building society to another in seven working days.

If the Council agree to proceed with transferring to Unity Trust Bank, once the application form is completed it will need to be printed, signed by all signatories and any supporting information provided as requested by the submission form. This should all then be sent to the Customer Account Team for processing, either by post or via uploading electronically.

Financial Implications

Currently the Council banks with Lloyds Bank and a comparison of the charges with those of Unity Trust Bank are provided below:

Fee Structure	Lloyds Bank	Unity Trust Bank
Monthly fee	00.00	£6.00
Fee per credit/debit	00.30p	00.15p
Interest Paid	No credit interest paid on current account	No credit interest paid on current account

A recent invoice received from Lloyds Bank for 38 BACs payments at 30p totalled £11.40. If the same amount of credits/debits were accounted for with Unity Trust Bank this would £5.70, with the monthly fee of £6.00 this would be £11.70. However, if more credits/debits were actioned in a month then this would work in favour of Unity Trust Bank, but this would be in favour of Lloyds Bank if a smaller amount of credits/debits.

More information about the charges for Unity Trust Bank are available at the following link:

<https://www.unity.co.uk/content/uploads/Service-Tariff.pdf>

RECEIVED
14 JUL 2023

Please return completed form to:

Angela Price - Clerk to the Council
Town Council Offices
Church Street, Ledbury
Herefordshire HR8 1DH
Email: clerk@ledburytowncouncil.gov.uk

Funding Request of £500 or less

Grant Application Form

1. Tell us about your organisation

Contact Name: CAROLINE H GREEN
Position: OWNER
Organisation: TAKE 4 GALLERY
Contact Address: 30, HOMEND, LEDBURY HR8 1BT
Telephone Number: 07975905762
E-mail: carolinehgreen@icloud.com

Status of Organisation: Profit / Not for Profit / Charity / Company
(delete as appropriate) Other (specify):

Charity/Company No. (if applicable) TAKE 4 GALLERY

What does your organisation do? PROMOTES THE ARTS IN LEDBURY

2. Tell us what support you need

Project title:
Project duration (mm/yy): Start: 2023..... End: 2026.....

Which one of the following five areas best fits your group's area of interest?
Sport
Arts
Health
Environment
Youth

What do you want to do, and why?
PROMOTE THE ARTS IN LEDBURY WITH AN ANNUAL COMPETITION THAT WILL INVOLVE THE COMMUNITY WITH A VISUAL RESPONSE TO THE POETRY FESTIVAL

RECEIVED
14 JUL 2023

local need/demand for your services?
(This might be survey work or statistical evidence)

A NEED FOR A COMMUNITY ARTS PROJECT.

What support have you received?
(Please tell us about any expressions of support you have received from outside your organisation)

A SMALL GRANT FROM LEDBURY POETRY FESTIVAL.

How will your service be delivered and how will success be monitored?

IT WAS DELIVERED THROUGH ADVERTISING AND PHYSICALLY BEING THERE ON THE DAY OF THE COMPETITION TO FACILITATE THE EVENT

How will your organisation acknowledge the Town Council's funding support?

- WE WILL ADVERTISE THAT WE HAVE RECEIVED FUNDING.

Do you work with other Ledbury groups or would you be open to doing so in future?

WORKED WITH POETRY FESTIVAL BUT WOULD LIKE TO WORK WITH THE WIDER COMMUNITY GOING FORWARD.

3. Tell us how you plan to fund your project

Amount requested from Ledbury Town Council.	Year 1 £	250.00
	Year 2 £	250.00 250.00.
	Year 3 £	250.00.

Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?

NO.

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

Organisation	Contribution Applied Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
LEDBURY POETRY FESTIVAL	£250.00		<input checked="" type="checkbox"/>

4. Further information provided in support of your application

Information Enclosed Office Use Only

RECEIVED
14 JUL 2023

(please tick) (initial to confirm
documentation complies with
the requirement)

A copy of your organisation's
most recent bank statement
(required)

A copy of your constitution
and list of appointed officers
(or similar document showing the
organisation's status)

A copy of your organisation's
committee and meeting
structure

A copy of your organisation's
latest set of accounting
statements
(if any exist)

Copies of any letters of
support for your project

5. Declaration by the applicant

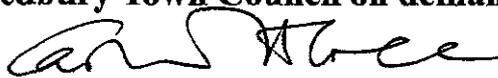
I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we accept the following:

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

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

Signed:



Name (s):

CAROLETT GREEN

Date:

3/7/2023

RECEIVED
14 JUL 2023

How will your project be helpful to Ledbury?

How will your organisation acknowledge the Town Council's funding support?

IT WILL ENCOURAGE PEOPLE (INCLUDING THE YOUTH AND ELDERLY) TO FEEL PART OF THE POETRY FESTIVAL BY USING AN ARTISTIC MEDIUM TO RESPOND TO THE EVENT

→ WE WILL ADVERTISE THAT THE COUNCIL HAVE CONTRIBUTED

3. Tell us how you plan to fund your project

What is the total cost of the project? £ 1000.00 .

Amount requested from Ledbury Town Council. £ 250.00 .

Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and what for?

NO

4. Further information provided in support of your application

Information

Enclosed Office Use Only
(please tick) (Initial to confirm documentation complies with the requirement)

A copy of your organisation's most recent bank statement (required)

Copies of any letters of support for your project

5. Declaration by the applicant

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

I/we accept the following:

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	21 SEPTEMBER 2023	AGENDA ITEM: 15
---	--------------------------	------------------------

Report prepared by Angela Price – Town Clerk

REQUEST FROM JANET MARSHALL IN RELATION TO SHOP FRONT GRANT FUNDING

Purpose of Report

The purpose of this report is to ask Members to give consideration to a request received from Janet Marshall for Council to give consideration to her request for grant funding in respect of shop front improvements that she would like to carry out and hoped to do via the Shop Front Grant Scheme in 2022/23.

Detailed Information

When the Shop Front Grant Scheme was announced Mrs Meredith submitted two applications in accordance with the requirements of the scheme, however due to ill health was unable to complete the process.

On 4 August 2023 an email was received from Mrs Marshall advising that she has approached a local painter who can undertake the works for her in 2023 and asking whether the Council would consider offering her the grant of £750 for each of their premises (133 and 135 The Homend, Ledbury).

An extract of the email received is below:

“I have approached a local painter who said he could fit me in on the tail end of this season depending on weather as it’s the end of September. I have a scaffolder who can do the necessary. As I unfortunately missed out through unforeseen circumstances. Would appreciate the financial help towards this cost. I have spent thousands in the past few years with shop front replacement on shop 135. What is the vape bar and all internal damp proofing etc. Cost in total was £25,000. Also replaced my bay window in 2017 as it’s listed property cost of £7,000 alongside internal refurbishments. To the three letting flats I have here at 133/135 the Homend Ledbury I have always maintained the upkeep with also Fily fire alarm smoke and heat system fitted to the property in 2018 at a cost of £6,000 So my property is so well maintained for my good tenants alongside my own flat here.”

I would really appreciate that you could consider the grant that was available Due to my circumstance at that time. The protection is needed to preserve the paint work more so the timber of the wood frames and not PVC as a listed grade 2 property.

A request from another property owner was previously considered at a meeting of Council held on 25 May 2023, the outcome of which was not to support the request and Mrs Marshall has been made aware of this but requested that consideration be given to her request due to not being to progress the works due to ill health.

Recommendation

That Members give consideration to the request received from Mrs Marshall and decide whether to support her request and to award a grant of £750 towards the cost of shop front improvements, noting that this scheme ended in December 2022.

Report prepared by Angela Price – Town Clerk

ADDITIONAL INSURANCE COSTS

Purpose of Report

The purpose of this report is to advise Members of the Finance, Policy & General Purposes Committee of an additional cost to the current insurance premium due to the recent purchase of the weeding machine and trailer.

Detailed Information

Following the purchase of the weeding machine and trailer earlier in the year the Clerk contacted the Council's insurance broker to ask whether the cost of these two pieces of equipment would increase the insurance cover currently in place.

On 17 August 2023 a response was finally received from Gallagher advising that the changes had resulted in an annual additional premium of £61.01.

This additional premium was included in a list of payments submitted to the Planning, Economy & Tourism Committee for approval at its meeting on 14 September 2023, and therefore this report is for information purposes only, to provide an audit trail to show that Members have formally been advised of the additional premium.

Recommendation

That Members of the Finance, Policy & General Purposes Committee receive and note the above information.

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	21 SEPTEMBER 2023	AGENDA ITEM: 17
---	--------------------------	------------------------

Report prepared by Julia Lawrence – Deputy Town Clerk

TRAFFIC MANAGEMENT SIGNAGE FOR OCTOBER FUNFAIR

Purpose of Report

The purpose of this report is to ask Members of the Finance, Policy & General Purposes Committee to consider and give approval for the purchase of traffic management signage for use at the October Funfair which takes place on Monday, 9 October 2023 and Tuesday, 10 October 2023.

Detailed Information

Members will note that in previous years the Council has commissioned traffic management companies to provide traffic management signage for the October Funfair. A copy of the plan which shows the amount of signage required for road closures and advance notice as shown at Appendix A.

In 2021 the cost to provide this service was £1,848.25 and in 2022 costs increased significantly to £3,580 plus VAT. It was agreed that the Council would purchase its own signage to be displayed by the Council's Maintenance/Groundsman staff at the appropriate locations as detailed on the attached plan. Any signage purchased will then be available for use at future events.

Four traffic management signage companies were approached to provide a quotation to provide a full compliment of signs as set out in Appendix A.

The majority of the signs required are 1050mm x 750mm with a few exceptions where they could be 1050mm x 450mm (i.e. Diverted Traffic signage). All signage would be in line with highway regulations.

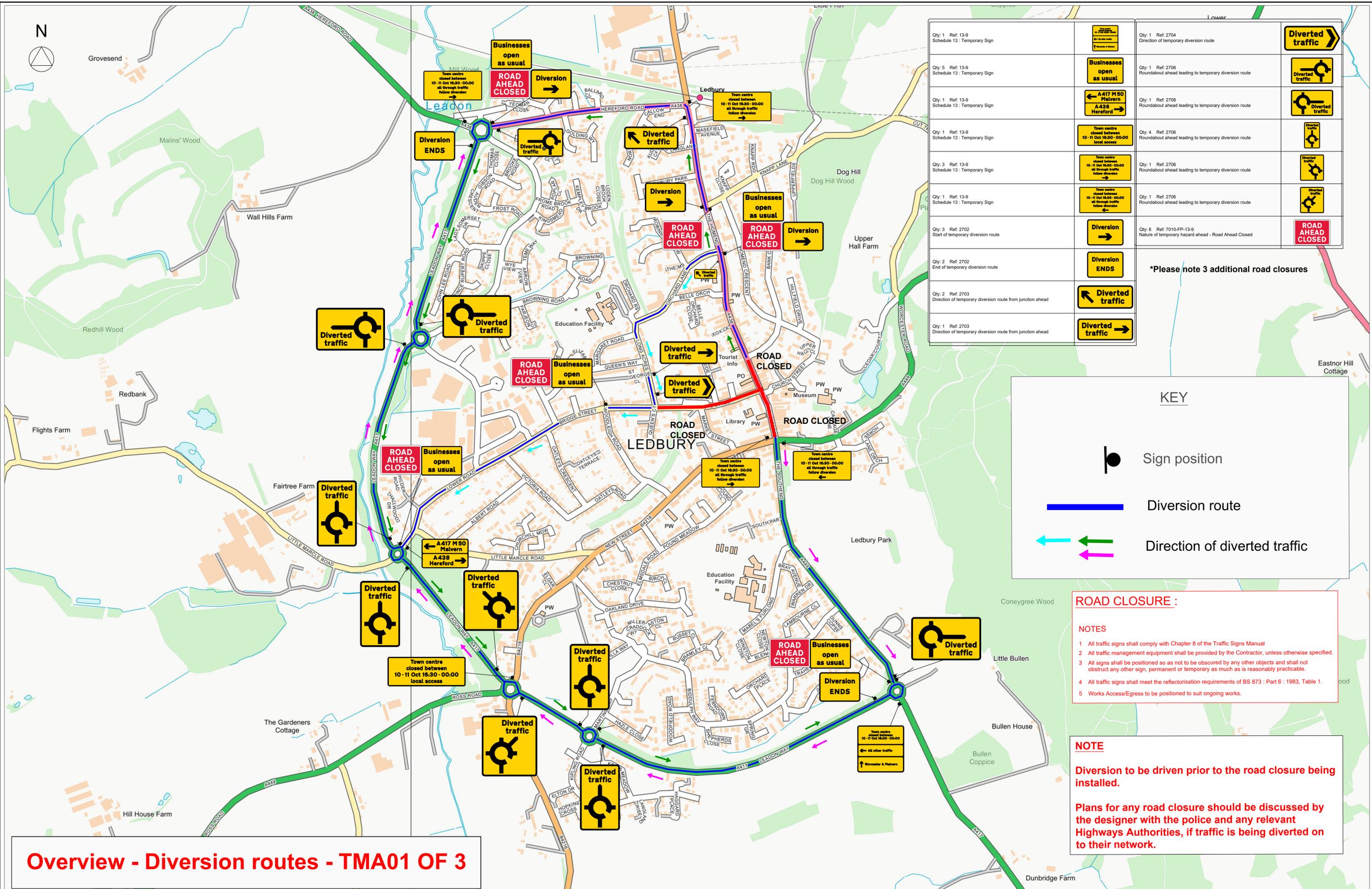
A summary of the quotations received are as follows:

Company	Details	Cost, excluding VAT
A	All signs to be in metal, in riveted frames. Delivery within one week. No carriage charge.	£ 930.44
B	All signs to be in metal, in riveted frames. Delivery within one week. Shipping cost is £53.00, included within the overall cost of £1,582.22	£1,582.22
C	No response	
D	Company was unable to provide metal signage and sizes requested	

In line with highway regulations, all signage needs to have two sandbags per frame. Whilst the Council has some sandbags in stock, a further 50 sandbags have already been acquired at a cost of £164.85.

Recommendation

Members of the Finance, Policy & General Purposes Committee are requested to give consideration to the information provided above and attached and agree which of the quotes to accept and authorise officers to place an order as soon as possible to ensure that the signage is received no later than Friday, 29 September 2023 in readiness for the October Fair.



Qty: 1 Ref: 13-9 Schedule 13 : Temporary Sign		Qty: 1 Ref: 2704 Direction of temporary diversion route	
Qty: 5 Ref: 13-9 Schedule 13 : Temporary Sign		Qty: 1 Ref: 2706 Roundabout ahead leading to temporary diversion route	
Qty: 1 Ref: 13-9 Schedule 13 : Temporary Sign		Qty: 1 Ref: 2706 Roundabout ahead leading to temporary diversion route	
Qty: 1 Ref: 13-9 Schedule 13 : Temporary Sign		Qty: 4 Ref: 2706 Roundabout ahead leading to temporary diversion route	
Qty: 1 Ref: 13-9 Schedule 13 : Temporary Sign		Qty: 1 Ref: 2706 Roundabout ahead leading to temporary diversion route	
Qty: 1 Ref: 13-9 Schedule 13 : Temporary Sign		Qty: 1 Ref: 2706 Roundabout ahead leading to temporary diversion route	
Qty: 3 Ref: 2702 Start of temporary diversion route		Qty: 6 Ref: 7010-FP-13-9 Nature of temporary hazard ahead - Road Ahead Closed	
Qty: 2 Ref: 2702 End of temporary diversion route		*Please note 3 additional road closures	
Qty: 2 Ref: 2703 Direction of temporary diversion route from junction ahead			
Qty: 1 Ref: 2703 Direction of temporary diversion route from junction ahead			

KEY

- Sign position
- Diversion route
- Direction of diverted traffic

ROAD CLOSURE :

NOTES

- All traffic signs shall comply with Chapter 8 of the Traffic Signs Manual
- All traffic management equipment shall be provided by the Contractor, unless otherwise specified.
- All signs shall be positioned so as not to be obscured by any other objects and shall not obstruct any other sign, permanent or temporary as much as is reasonably practicable.
- All traffic signs shall meet the reflectorisation requirements of BS 873 : Part 6 : 1983, Table 1.
- Works Access/Egress to be positioned to suit ongoing works.

NOTE

Diversion to be driven prior to the road closure being installed.

Plans for any road closure should be discussed by the designer with the police and any relevant Highways Authorities, if traffic is being diverted on to their network.

Overview - Diversion routes - TMA01 OF 3

 Quantum Traffic Management www.quantumtm.co.uk +44 (0)1633 853300	Dmn: ORS Chk: SP App: Date: 23/09/22	Client: Ledbury Town Council Project: Ledbury October Fair	Rev: Dmn: Chk: App:	Description:	Date:	Drawing Title: TM Plan for A ROAD CLOSURE OF Bye Street + A438 in 2 Phases Ledbury, Herefordshire, England, HR8 2AA, United Kingdom	Scale: N.T.S. Drawing No: LTC-OCTFAIR.TMA01
	370						

LEDBURY TOWN COUNCIL

EYE TEST POLICY

Policy Statement

This policy has been prepared considering prevailing legislation and recognised good practice. New legislation requirements or changes in current legislation may necessitate the review of this policy document. The Council will continue to review and amend all or part of this policy on a regular basis.

Equality

In putting the procedure into practice, no aspect of this procedure will discriminate on the grounds of race, sex, sexual orientation, gender reassignment, age, religion, politics, marital status, disability and/or union membership or any other grounds likely to place anyone at a disadvantage.

Introduction

In compliance with the requirements of the Health & Safety (Display Screen Equipment) Regulations 1992 as amended by Health & Safety (Miscellaneous Amendments) Regulations 2002, Ledbury Town Council had adopted the following policy in respect to the provision of employee eye and eyesight tests. Entitlement to such tests will relate only to an employee who is a DSE User.

Scope of the Policy

This policy applies to all employees of Ledbury Town Council (herein referred to as "the Council"), whether they are on full time, part-time, fixed term, or permanent contracts of employment, if they are a DSE User.

Definitions

The Health & Safety (Display Screen Equipment) Regulations 1992 apply to workers who use DSE daily, for an hour or more at a time. The regulations do not apply to workers who use DSE infrequently or only use it for a short time.

Employer Obligations

Employers must:

- Carry out a workstation assessment
- Reduce risks, including making sure workers take breaks from DSE work or do something different
- Provide an eye test if a worker asks for one, and then at regular intervals as recommended by the Optician
- Provide training and information for workers

Eye and Eyesight Tests and Provision of Glasses

1. The Council will cover the cost of a bi-annual eye-sight test for all employees who are regular DSE Users on submission of an invoice from their optician to their line manager.
2. The Council will, if necessary, provide up to £45 for the purchase of appropriate corrective glasses. If an employ wishes to choose more costly glasses (e.g., with designer frames, or lenses with optional treatments not necessary for the work), the Council will not pay for these, and the employee will have to pay for these enhancements themselves.

Clinical Records

Employees will be required to submit a copy of their eye-sight test to their line manager and these records will be subject to the same confidentiality as other medical records.

Adopted:
Review Date:

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	21 SEPTEMBER 2023	AGENDA ITEM: 19
---	--------------------------	------------------------

Report prepared by Angela Price – Town Clerk

**TO CONSIDER THE FINANCIAL AND PROCEDURAL ASPECTS OF THE
DECISION TAKEN AT EXTRAORDINARY MEETING OF COUNCIL IN RESPECT OF
JOHN MASEFIELD MEMORIAL WORKING PARTY**

Purpose of Report

The purpose of this report is to ask Members of the Finance, Policy & General Purposes Committee to consider the financial and procedural aspects of the decision taken at the extraordinary meeting of Council held on 13 September 2023, in respect of the John Masefield Memorial Working Party becoming a separate outside body organisation.

Detailed Information

At the extraordinary meeting of Council held on 13 September 2023, Members were requested to give consideration to a request from the Chair of the John Masefield Memorial Working Party in respect of placing an advertisement in the Royal Shakespeare Company’s programme for their upcoming performance of “Box of Delights”, a story written by John Masefield.

As part of the discussion a proposal was put forward that the John Masefield Memorial Working Party become a stand alone outside body, separate from Ledbury Town Council, with a representative of the Council and that any funds committed by Ledbury Town Council to this project be granted to the newly formed association once in place and having set up a bank account. The purpose for this proposal was borne from frustration of Councillors that the progress of the project and associated suggestions are hindered because of the lack of authority that a Working Party, which is an advisory group, has, i.e., they have no authority to spend money or make decisions that would bind the Council.

Members were advised that if this were to be approved it would mean that there would be a need for the Members of the current John Masefield Memorial Working Party to establish a fully constituted association which would require a bank account, Chairman, Secretary and Treasurer and that no business would be able to take place until this was in place.

The proposal was seconded, and the outcome of the vote was unanimous.

Following this decision, the Clerk was asked by the Chair of the Working Party to inform all members of the Working Party of the decision, to which a number of responses have been received by the Chair raising concerns about the decision.

Councillor Harvey, who was not at the meeting on 13 September, has also raised some concerns over the procedural correctness of the decision. In her email sent to all councillors she has referred to Standing Order 9(b) which states:

“No motion may be moved at a mee4ting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.”

Meanwhile the Clerk had also reviewed Standing Orders and come to the same conclusion as Councillor Harvey and as a consequence contacted SLCC for advise on whether this proposal and vote had indeed been procedurally correct. The response received from SLCC was as follows:

“The proposal, whilst it may be eminently sensible, cannot be implemented without it being a specific agenda item and proposal. It will therefore be necessary to treat the discussion as a proposal only.”

In addition to the above Standing Order 4(d) xii states that Full Council “may dissolve a committee or sub-committee” but it does not allow for this to occur without notice. Therefore, it is clear that the decision taken to dissolve the John Masefield Memorial Working Party appears to be in contravention of the Council’s Standing Orders and should not stand as a resolution.

Councillor Harvey also expressed concerns that the decision taken is in itself “unsound” and does not feel that the full weight of the consequences to this project in making this decision had been considered and would ask Members of the Finance, Policy & General Purposes Committee to consider the following points:

- That the Council’s Standing Orders as stated above, and the advice received from SLCC, sufficiently prove that the authority to make this decision was not in place and therefore a recommendation should be made to Full Council at its meeting on 28 September 2023 that they consider whether:
 - Is it a safe decision to have made in the absence of the information necessary to evidence Councillors were in possession of the facts regarding consequences?
 - Is it appropriate to promise public funds and to appoint a Councillor to an entity before it exists, and its purposes and governance are understood?

Recommendation

That a recommendation be submitted to the meeting of Full Council scheduled for 28 September 2023 that they revisit the decision taken at the Extraordinary meeting of Council held on 13 September 2023 and consider whether:

1. Is it a safe decision to have made in the absence of the information necessary to evidence Councillors were in possession of the facts regarding consequences?

2. Is it appropriate to promise public funds and to appoint a Councillor to an entity before it exists, and its purposes and governance are understood?

Attached: Letter received from Mark Lister, Chair of Ledbury & District Civic Society.



Ledbury & District Civic Society

Registered Office:
Burgage Hall
Church Lane
Ledbury
Herefordshire
HR8 1DW
Butcher Row House Museum
and Burgage Hall.

15 September 2023.

Dear Mrs Price

John Masefield Working Party

I am writing to express the disappointment of the Board of the Ledbury and District Civic Society to the decision of the Town Council to withdraw its support for the working party.

The project to provide a fitting memorial to one of the town's most prominent figures is an opportunity to raise the town's profile regionally, nationally and almost certainly internationally. The potential boost to the town's tourist and cultural profile is immense and the additional money that it could bring to the town's businesses incalculable.

It is the Board's view that the removal of the Council's support for the working party will make the project much more difficult to deliver for a number of reasons.

Firstly, the administrative support from the council will be difficult to replicate at an affordable cost.

Without the support of the council applications for grant funding to enable the project to move forward will, in our view, be considerably more difficult to procure, thus putting the viability of the project at risk.

Finally, the fact that the council has distanced itself from the project causes significant reputational damage to the project which may deter potential commercial supporters.

We do not know the extent to which the factors outlined in this letter were considered by the council in the deliberations which led to the decision to withdraw from the working party but it does seem to us that they cannot have been given proper weight.

We would urge the council to reconsider its decision and undertake a proper analysis of the benefits of this project to the town.

Yours sincerely

Mark Lister
Chair, Ledbury and District Civic Society

