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

18 November 2022

TO: Councillors Bradford, Eakin, Harvey, Howells, Hughes, 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 Burgage Hall, Church Lane, Ledbury on Thursday, 24 November 2022 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 **(Page 2770)**

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 Council held on 29 September 2022** **(Pages 2771-2779)**

6. **To review the action sheet** **(Pages 2780-2782)**

Financial Matters

7. **To approve invoices for payment for November 2022** **(Page 2783-2784)**

8. **To receive the record of Receipts and Payments for September 2022** **(Page 2785-2800)**

9. **To receive the Balance Sheet and Trial Balance for month 6** **(Pages 2801-2805)**

10. **2022/23 Budget Monitoring** **(Pages 2806-2827)**

11. **To confirm verification of bank statements and reconciliations for September 2022**

12. **To receive Interim External Audit Report 2022/23** **(Pages 2828-2838)**

13. **To consider annual grant applications** **(Pages 2839-2877)**

14. **Parish Council Election 2023 – Estimated Costs to be Re-charged** **(Pages 2878-2880)**

15. **CCTV Revenue Funding 2023-2024** **(Pages 2881)**

16. **Worcestershire Pensions Fund** **(Pages 2882-2917)**
(For information only)

    i. Actuarial Valuation Results 31 March 2022

    ii. 2022 Actuarial Valuation and FSS Consultation

17. **Public Sector Deposit Fund Fact Sheet – October 2022**
(for information only) **(Pages 2918-2919)**

18. **Recommendations from other committees** **(Page 2920)**
(If any)

19. **To consider quotes received in respect of electrical works required in Council Offices** **(Pages 2922)**

Governance

20. General Data Protection Regulations (GDPR) (Standing Item)

21. To review risk register Part 3 – Other Liabilities (Pages 2923-2933)

Working Parties

22. To receive the notes of a Budget Monitoring meeting held on 23 November 2022 and to give consideration to any recommendations therein (To Follow)

23. To receive and note the minutes of a meeting of the Grants Working Party held on 9 November 2022 (attached) and 23 November 2022 (To follow) and to give consideration to any recommendations therein (Pages 2935-2938)

24. Date of next meeting

The next meeting of the Finance, Policy & General Purposes Committee is scheduled to take place on Thursday, 26 January 2022 at 7.00 pm, and will take place in the Burgage Hall, Church Lane, Ledbury

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

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

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

Governance

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LEDBURY TOWN COUNCIL

The Seven Principles of Public Life

(Nolan Principles)

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

LEDBURY TOWN COUNCIL

MINUTES OF A FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 29 SEPTEMBER 2022

PRESENT: Councillors Eakin, Sinclair, Bradford, Howells, and Hughes

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

F496. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Harvey.

F497. DECLARATIONS OF INTERESTS

No declarations of interest were received.

F498. NOLAN PRINCIPLES

That the Nolan Principles were noted.

F499. PUBLIC PARTICIPATION

No members of the public were present.

Councillor Eakin joined the meeting at 7.01pm
Councillor Howells joined the meeting at 7.02pm

F500. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 28 JULY 2022

RESOLVED:

That the minutes of a meeting of the Finance, Policy and General-Purpose Committee held on 28 July 2022 be approved and signed as a correct record.

F501. TO REVIEW THE ACTION SHEET

F481(1) That members approve the Shop Front Grants with the Exception of 10 Chestnut Close.

RESOLVED:

That the grant for Pinkusion be supported as the business is based at 40 Bye Street, with 10 Chestnut Close being the residential address of the proprietor.

F482(2) Small flyer advising of shop front grant to be provided to members to deliver to shops and businesses who have not yet applied for grant funding.

RESOLVED:

That this item be removed from the Action Sheet due to the grant recommendations which appear on this agenda.

F495 That the Clerk write to the former post holder to request they contact the Clerk within days to resolve the matter. If no response received by 25.08.2022 Town Clerk to progress to small claims court.

RESOLVED:

That the Clerk advised that the application had been made to the Small Claims Court due to no contact having been received following the latest letter.

RESOLVED:

That all items not referred to above, by number, on the action sheet be received and noted.

Financial Matters

F502. TO APPROVE INVOICES FOR PAYMENT FOR SEPTEMBER 2022

RESOLVED:

That the invoices for payment for September 2022 be approved.

F503. TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR JULY AND AUGUST 2022

RESOLVED:

That the receipts and payments for July and August 2022 be received and noted.

F504. TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTHS 4 AND 5

RESOLVED:

That the balance sheet and trial balance for months 4 and 5 be received and noted.

F505. 2022/23 BUDGET MONITORING

Councillor Hughes raised the point that on page 2696-line number 4270 Litter Bins & Benches is at 205% of budget.

2772

The Clerk assured the Members that this item had been listed against the incorrect line and would be corrected.

RESOLVED:

That the 2022/23 Budget Monitoring be received and noted.

F506. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR JULY AND AUGUST 2022

RESOLVED:

That it be noted that the Bank Statements and Reconciliations had been signed by the Chairman of the Finance, Policy, and General Purposes Committee in accordance with Financial Regulations.

F507. TO RECEIVE OUTCOME 2021/22 EXTERNAL AUDIT REPORT

Members of the Committee expressed their thanks and congratulations to the Clerk and Accounts Clerk for their hard work in making sure the Council received an unqualified audit for 2021/22.

RESOLVED:

1. **That the External Audit Report be received and noted.**
2. **That Members endorse the action of the Clerk to publicise the External Auditors report and Public Notice of Conclusion of Audit.**

F508. OPTION TO OPT OUT OF THE SMALLER AUTHORITIES APPOINTED AUDITOR (SAAA) ARRANGEMENTS

RESOLVED:

That the Members of the Finance, Policy & General Purposes Committee make a recommendation to the meeting of Full Council, scheduled for 6 October 2022, that Ledbury Town Council does not opt out of the central procurement regime managed by SAAA.

F509. NOTIFICATION OF INCREASE IN FEES FOR INTERNAL AUDITOR

RESOLVED:

That Members of the Finance, Policy & General Purposes Committee acknowledge the increase in the annual fee for IAC Audit & Consultancy Ltd from £750 to £790, an annual increase of £40.

F510. ACTION TAKEN BY CLERK IN CONJUNCTION WITH COUNCILLOR SINCLAIR

There was concern amongst some Members that the production of this leaflet, without going through the Committee process, could set a precedent for future projects. However, this concern was allayed by the other Members who advised that this course of action has been taken for similar small projects in the past and as a result had not become normal practice. It was felt that on this occasion the actions taken by the Clerk and Councillor Sinclair, with approval from the Chair of the Finance, Policy & General Purposes Committee had been within the realms of the Financial Regulations and therefore should be endorsed.

The Clerk informed Members that at a meeting with Talk Community the leaflet had been well received with other groups requesting copies in order that they may distribute it.

The Clerk suggested creating a "Scheme of Delegation" which would provide clear clarity in such situations in the future.

RESOLVED:

1. **That the actions taken by Councillor Sinclair and the Clerk, in conjunction with the Chair of the Finance, Policy & General Purposes Committee be endorsed.**

2. **That the Clerk provide a draft "Scheme of Delegation" to a future meeting of the committee.**

F511. PUBLIC SECTOR DEPOSIT FUND FACT SHEET – JULY AND AUGUST 2022

RESOLVED:

That the Public Sector Deposit Fund Fact Sheet be received and noted.

F512. RECOMMENDATIONS FROM OTHER COMMITTEES

1. **Environment & Leisure Committee**

Dog Hill Wood

Councillor Bradford expressed his dismay that Dog Hill Woods had been allowed to fall into a state of disrepair over the past seven years. He also stated that he is extremely pleased that this project is now being brought to the fore and the Woods will be returned to a satisfactory state.

Councillor Howells enquired as to whether the coppice training would be for members of the public who would then become volunteers. The Clerk confirmed that this project was two-fold, firstly with the aim to clean up Dog Hill Woods and secondly to provide support for men's mental health and encourage dialogue.

RESOLVED:

1. **That the Finance, Policy, and General Purposes Committee approved a virement of £1,000 to be undertaken from "Closed Churchyard – Tree Works/Property Maintenance" (CC101 – NC 4250) to "Amenity Areas – Dog Hill Wood Maintenance Coppicing" (CC108 – NC 4210) to provide sufficient funding for three days training in respect of coppicing to be provided by Guy Tustin at a cost of £400 per day.**

2. **Grants Working Party**

   i. **That £200 be transferred from the Dropped Kerbs project to the Town Centre Public Realm (Sustainable Ledbury/Ledbury in Bloom) for the purchase of plants for autumn planting around the town.**

   ii. **That £3,058.79 be transferred from the Jubilee Picnic in the Park underspend for the cost of the supply and fixing of 4 replacement bins on the Town Trail.**

   iii. **That the remaining £1,800 from the dropped kerbs project, and £200 from the Jubilee Picnic in the Park underspend, a total of £2,000, be made available to purchase a weeding and urban cleaning system, to help prevent weeds and clean up pavements and other surfaces within the town.**

RESOLVED:

That the Finance, Policy, and General Purposes Committee approved the three recommendations from the Grants Working Party.

F513. THE SHELTER, RECREATION GROUND

Councillor Bradford informed the Members that whilst the work had taken place on the shelter it had created a lot of positive interest around the area. Attracting people to see the artwork and discussion had ensued around what a positive space this could be.

RESOLVED:

That Members of the Finance, Policy & General Purposes Committee approved the repainting of the inside of the shelter at a cost of £1,384.99 and that these works be carried out at the earliest opportunity.

F514. TO REVIEW THE FOLLOWING POLICIES

a. Concerns and Complaints Policy
b. CCTV Policy
c. Information, Communication, & Technology (ICT) Policy
d. Local Resolution Policy
e. Lone Working Policy

2775

Councillor Hughes asked the following questions of the Clerk:

1. Are these policies adequate?
2. Do you (the Clerk) have any proposed amendments.

The Clerk informed the members that she had brought these policies with her from her previous council. She advised that the policies are union approved and that she is satisfied with their contents. The Clerk suggested that Members may wish to review the ICT Policy for improvements.

Councillors debated how to alter the policy ICT Policy in order that it become adequate. It was felt that where it currently refers to "Officers and Employees" the wording may be altered to "Officers, Employees and Councillors."

Councillor Howells expressed his concern about the Lone Working Policy as he did not feel that it goes far enough to protect employees who are working alone on town business. Both Councillor Howells and Councillor Bradford suggested that a panic button may be a suitable solution for those working in the Church Lane offices alone. However, there was concern raised for the Groundsman who often works alone and has, recently, experienced abuse in the course of his duties at the Cemetery.

RESOLVED:

1. **That the Lone Working Policy be reviewed by the Clerk to bring that forward to the Committee at a future date, with reference to panic lanyards being used by lone workers alongside any other adjustments that can be made to ensure lone workers safety.**

2. **That the ICT Policy is reviewed and that the Clerk adjusts the wording to refer to Officers, Employees and Council Members within the Policy and that it be referred back to the next meeting of the Committee.**

GOVERNANCE

F515. GENERAL DATA PROTECTION REGULATIONS (GDPR)

The Clerk suggested that the GDPR policy is due for review and suggested that a Task and Finish group be created in order to carry out this work.

Councillors Sinclair, Howells and Hughes all agreed to membership of the Task and Finish group as they have experience with GDPR laws.

RESOLVED:

That the Members agreed that a Task and Finish group be set up in order to review the GDPR policy and that Councillors Hughes, Howells and Sinclair would form the core of this group due to their experience in the field.

F516. TO REVIEW RISK REGISTER PART 2 – EMPLOYERS LIABILITY

Councillor Hughes suggested that the Members should be concerned with the items listed in section 2 of the risk register that, following mitigation, were still showing a high risk.

Councillor Sinclair stated that in Section 3 of the Risk Register there were some items regarding contracts which he felt needed to be addressed. He stated that he had previously worked within a company which issued generic contracts and job descriptions which allowed for a much wider range of tasks to be assigned to staff members.

The Clerk stated that all Ledbury Town Council contracts are a standard format. She stated that the issue has arisen as one member of staff has had no updated contract for some time, which did not reflect their change in position.

Members discussed how best to provide training in relation to staffing matters and who should receive this training. It was felt that the Mayor and Clerk, as line managers, should receive this training along with members of the Resources Committee.

With regards to the Section 2 items:

Long Term unavailability of Clerk or loss of Clerk without a notice period - this is to be reviewed. It is also to be noted that there is a contingency in the budget for just such an occurrence which would be likely to reduce the risk following mitigation.

Lease Agreements – That this item is listed correctly as a 6 on the right-hand column due to the reliance on solicitors.

RESOLVED:

That the Members adopted the Risk Register subject to changes outlined above.

F517. TO RECEIVE THE NOTES OF A BUDGET MONITORING MEETING HELD ON 16 AUGUST 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RECOMMENDATION:

1. **That the Finance, Policy & General Purposes Committee recommend to Full Council the movements outlined within the report, from the general reserve to the relevant earmarked reserves as follows:**

NC	ACCOUNT	2021/22 ADDITION £	BALANCE £
320	Earmarked reserves		112.92
321	Play/skate park	15,000	50,330.00
322	Traffic Management		9,000.00
323	Charter Market Improvements		1,000.00

2777

324	Listed Building	TBC	110,000.00
325	Elections		10,000.00
326	Youth Support		5,000.00
328	War memorial	25,000	40,000.00
329	Paths, Bins and Benches		2,500.00
330	CCTV	5,000	10,000.00
331	Advertising		5,000.00
332	Climate change		2,000.00
333	Perimeter wall cemetery		15,000.00
334	Great Places to Visit		81,110.45
	TOTAL	**45,000**	**341,053.37**

2. **That the Finance, Policy & General Purposes Committee approved moving £10,000 from the general reserve to the Listed Building earmarked reserve in anticipation of potential costs for timber repairs to the Market House and Council Offices.**

3. **That £30,000 be placed in the 2023/24 budget for the play equipment, noting that the £30,000 in the 2022/23 budget will be used for the refurbishment of the skate park.**

4. **That it be noted that the decision to approve CCTV at the recreation ground being linked into the Hereford Council system had previously been approved at the extraordinary meeting of Council held on 18 August 2022.**

F518. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE GRANTS WORKING PARTY HELD ON 3 AUGUST 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of a meeting of the Grants Working Party held on 3 August 2022 be approved and signed as a correct record.

F519. LEDBURY WAR MEMORIAL – INTERNAL INVESTIGATION REPORT

Councillor Hughes provided an extensive record dating from May 2013 of Ledbury Town Council decisions and actions relating to the condition and renovation of the Ledbury War Memorial.

Members of the Finance, Policy & General Purposes Committee did not feel that they were equipped at this meeting to make recommendations with regard to the report which had been received but rather that the report be presented to the Meeting of Full Council on 6 October 2022.

Councillors wished to clarify that this was a public document, Councillor Hughes stated that the report was open and transparent and that under no circumstances should this report be confidential.

Councillor Sinclair requested that the report provided by Councillor Hughes and the Caroe report, which Ledbury Town Council have received, be placed onto the website in order that it be in the public domain.

Councillor Howells agreed and requested that suitable wording be provided with the report that Ledbury Town Council are still clarifying their course of action and that this shall be shared with the residents of Ledbury as soon as the actions have been settled upon.

RESOLVED:

1. **That the Members agreed that the report should be presented to Full Council at the meeting to be held on 6 October 2022.**

2. **That this report and the report from Caroe be shared on the Council's website as soon as possible.**

F520. DATE OF NEXT MEETING

The next meeting of the Finance, Policy & General Purposes Committee is scheduled to take place on Thursday. 24 November 2022,at 7.00 pm, and will take place in the Burgage Hall, Church Lane, Ledbury

RESOLVED:

To note that the date of the next meeting of the Finance, Policy & General Purposes Committee is scheduled for Thursday, 24 November 2022.

The meeting ended at 8:55pm.

Signed ..... Dated .....
(Chair)

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FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

29.09.2022

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
F507(2)	That the action take by the Clerk to publicise the External Auditors report and Public Notice of Conclusion of Audit be endorsed by members.	TC	**22.09.2022**		**completed**
F510	That the Clerk provide a draft "Scheme of Delegation" to a future meeting of the committee.	TC		Other clerks contacted for copies	in progress
F512(1)	That £1,000 be moved from "Closed Churchyard – Tree Works/Property Maintenance" (CC101 – NC 4250) to "Amenity Areas – Dog Hill Wood Maintenance Coppicing" (CC108 – NC 4210) to provide sufficient funding for three days training in respect of coppicing to be provided by Guy Tustin at a cost of £400 per day.	TC/ACCTS			in progress
F512(2)i	That £200 be transferred from the Dropped Kerbs project to the Town Centre Public Realm (Sustainable Ledbury/Ledbury in Bloom) for the purchase of plants for autumn planting around the town.	TC	05.10.2022	Email sent to Economy & Place 05.10.2022 - Further update on GPV funding to be provided within minutes of the WP on November agenda	In Progress
F512(2)ii	That £3,058.79 be transferred from the Jubilee Picnic in the Park underspend for the cost of the supply and fixing of 4 replacement bins on the Town Trail.	TC	05.10.2022	Email sent to Economy & Place 05.10.2022 - Further update on GPV funding to be provided within minutes of the WP on November agenda	In progress

F512(2)iii	That the remaining £1,800 from the dropped kerbs project, and £200 from the Jubilee Picnic in the Park underspend, a total of £2,000, be made available to purchase a weeding and urban cleaning system, to help prevent weeds and clean up pavements and other surfaces within the town.	TC	05.10.2022	Email sent to Economy & Place 05.10.2022 - Further update on GPV funding to be provided within minutes of the WP on November agenda	In progress
F513	That the repainting of the inside of the shelter at the Recreation Ground be carried out at the earliest opportunity at a cost of £1,384.99	DTC	05.10.2022	DTC contacting artists to advise - work carried out first week of November	completed
F514(1)	That the Clerk review the Lone Working Policy with reference to panic lanyards being used by lone workers alongside any other adjustments that can be made to ensure lone workers safety.	TC			In Progress
F514(2)	1. That the ICT Policy is reviewed and that the Clerk adjusts the wording to refer to Officers, Employees and Council Members within the Policy.	TC		Changes amended version to be up	Completed
F515	That a Task & Finish group is established to review the GDPR policy	TC		T & F Group to be set up - date to be identified	In progress
F516	That the Risk Register is amended in line with reference within minutes	TC			In progress
F517(1)	That the FP & GP committee recommend to FC movements as listed in the minute	TC	06.10.2022	To be considered at full council 06.10.2022	completed
F518(2)	That £10,000 is moved from general reserves to Listed Buildings fund	TC	06.10.2022	To be considered at full council 06.10.2022	Completed

F519(1)	That the War Memorial report be submitted fo Full Council meeting scheduled for 6 October 2022 for further consideraiton	TC	06.10.2022	Included on FC agenda for consideration on 06.10.2022 report considered at Full Council on 13.10.2022 - agreed that Internal Auditor be asked to review the processes and provide a report - Rfeport author has provided an updated report for further consideration at full council and is currently preparing a specification for IA	In progress
F519(2)	That this report and the report from Caroe be shared on the Council's website as soon as possible.	TC		MH Report included on FC agenda and placed on line as part of that agenda - Caroe contacted and asked if ok to share their report - confirmed that they are happy for this to now be shared - report available on council website	completed

INVOICES FOR PAYMENT November 2022

INVOICE DATE	INVOICE NO	BAC's/Chq	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT
21.10.2022	8525	BACS	Gleamclean	Window Cleaning at LTC	35.00	7.00	42.00
27.10.2022		BACS	J Lawrence	Expenses			62.75
10.10.2022	962	BACS	Scrpti	Transcription of Burial records	2933.32	586.66	3519.98
04.10.2022	6895278	BACS	Waterplus	LTC Used water drainage	14.58		14.58
		BACS	Clerk & Councils Direct	Subscription	14.00		14.00
23.10.2022		BACS	Rob Wilson	Plants for town tubs and entry boxes (Ledbury in Bloom)	216.00		216.00
31.10.2000		BACS	Fields in Trust	Annual Membership	65.00		65.00
24.10.2022	202020145	BACS	Citizens Advice (Worcester)	Agreed contribution	2500.00		2500.00
23.10.2022	NDP/LED/2022-23/1	BACS	Bill Bloxsome	Environmental & Planning Consultant (NDP)	800.00		800.00
01.11.2022	16641	BACS	Urban Hygeine	Anti Graffiti Coating on Shelter	180.58	30.10	180.58
01.11.2022	32710	BACS	MM Locksecure	Gain entry and replace locks	165.00	33.00	198.00
02.11.2022	22372	BACS	Grapevine Publications	Christmas advertising Ledbury Focus	125.00	25.00	150.00
Oct-22	32	BACS	Ledbury Hardware	Bin bags and cable ties	18.26	3.25	21.91
08.11.2022	5166823	BACS	Npower	Market stall electricity	34.41	1.72	36.13
07.11.2022	142	BACS	Tim Martin	Repainting inside of youth shelter	1275.71		1275.71
30.10.2022		BACS	D M Property Mainteance	Contract works	2391.50		2391.50
12.10.2022	2453	BACS	Point to Point Services Ltd	Emergency responder for October Fair	874.00	178.80	1048.80
31.10.2022	22095	BACS	Caroe & Partners	Timber investigation Market Hall and LTC offices	733.20	146.64	879.84
31.10.2022	22096	BACS	Caroe & Partners	Fees for advice on War Memorial	2415.00	483.00	2898.00
04.11.2022	208	BACS	B Phillips	Electrical works at the Heritate Centre	600.00		600.00
16.11.2022	35	BACS	GRConsultancy	Provide staff review for position of Deputy Clerk	250.00		250.00

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17.11.2022	3572	BACS	Sign Post	Advertsing Painted Room	170.00	34.00	205.00
				TOTAL	**15810.56**	**1529.17**	**17369.78**

2784

Lloyds A/c (235) (Bus Ext)

Receipts received between 01/09/2022 and 30/09/2022

				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
500468	Banked: **02/09/2022**	**338.00**						
500468	Max's Fish Sales	85.00			1090	301	85.00	Charter Market
500468	Dawe Brothers	253.00			1100	102	253.00	Interment of late Irene
INT	Banked: **09/09/2022**	**1.05**						
INT	Lloyds Bank	1.05			1870	220	1.05	Interest
500469	Banked: **14/09/2022**	**660.00**						
500469	Painted Room Sales	150.50			1451	105	150.50	Donations
500469	Painted Room Sales	99.50			1450	105	99.50	Painted Room VAT
500469	Painted Room Sales	64.00			1450	105	64.00	Painted Room non VAT
500469	Pauntley Petals	55.50			1090	301	55.50	Charter Market
500469	TJ Tools	55.50			1090	301	55.50	Charter Market
500469	Jacobean Room	185.00			1460	120	185.00	Wedding Payment
500469	Dog Bags	50.00			1471	127	50.00	Dog Bag Income
	Banked: **20/09/2022**	**30,000.00**						
20092022	Premier A/c (736) Comm Call	30,000.00			202		30,000.00	736-235
REFUND	Banked: **27/09/2022**	**1,235.21**						
REFUND	Screfix (B&Q)	1,235.21		205.87	4890	214	1,029.34	Refund of payment
	Banked: **29/09/2022**	**40,000.00**						
29092022	Premier A/c (736) Comm Call	40,000.00			202		40,000.00	736-235
BCARD	Banked: **30/09/2022**	**489.00**						
BCARD	Painted Room	32.00			1451	105	32.00	Donations
BCARD	Painted Room Sales	11.00			1450	105	11.00	Non Vat
BCARD	Painted Room Sales	26.50			1450	105	26.50	VAT Sales
BCARD	Mazanne	400.00			1090	301	400.00	Charter Market
BCARD	Charter Market	18.50			1090	301	18.50	Charter Marlet
BCARD	Dog Bags	1.00			1471	127	1.00	Dog Bags
	Total Receipts:	72,723.26	0.00	205.87			72,517.39	

2785

Premier A/c (736) Comm Call

Receipts received between 01/09/2022 and 30/09/2022

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	Nominal Ledger Analysis A/c	Centre	£ Amount	Transaction Detail
Faster Pay	Banked: 07/09/2022	60.00						
Faster Pay	Beefy Boys	60.00			1090	301	60.00	Charter Market
CHART	Banked: 07/09/2022	60.00						
CHART	Beefy Boys	60.00			1090	301	60.00	Charter Market
CHART	Banked: 07/09/2022	-60.00						
CHART	Beefy Boys	-60.00			1090	301	-60.00	Charter Market
INT	Banked: 09/09/2022	14.61						
INT	Lloyds Bank	14.61			1870	220	14.61	Interest
INT	Banked: 09/09/2022	14.61						
INT	Lloyds Bank	14.61			1870	220	14.61	interest
INT	Banked: 09/09/2022	-14.61						
INT	Lloyds Bank	-14.61			1870	220	-14.61	Bank Interest
1708	Banked: 09/09/2022	-110.00						
1708	T James	-110.00			1090	301	-110.00	Charter Market
Faster Pay	Banked: 14/09/2022	110.00						
Faster Pay	T James	110.00			1090	301	110.00	Charter Market
CHART	Banked: 14/09/2022	66.00						
CHART	T James	66.00			1090	301	66.00	Charter Market
1708	Banked: 14/09/2022	110.00						
1708	T James	110.00			1090	301	110.00	Charter Market
CHART	Banked: 14/09/2022	66.00						
CHART	T James	66.00			1090	301	66.00	Charter Market
1709	Banked: 14/09/2022	-66.00						
1709	T James	-66.00			1090	301	-66.00	Charter Market
1711	Banked: 15/09/2022	44.00						
1711	Suffolk Distillary	44.00			1090	301	44.00	Charter Market
1711	Banked: 15/09/2022	44.00						
1711	Suffolk Distillary	44.00			1090	301	44.00	Charter Market
1711	Banked: 15/09/2022	-44.00						
1711	Suffolk Distillary	44.00			1090	301	44.00	Charter Market
1711	Suffolk Distillary	-44.00			1090	301	-44.00	Charter Market
1711	Suffolk Distillary	-44.00			1090	301	-44.00	Charter Market
TAYN	Banked: 16/09/2022	179.00						
TAYN	Taynton Farm Sales	179.00			1090	301	179.00	Charter Market
Faster Pay	Banked: 16/09/2022	302,545.50						
Faster Pay	Herefordshire Council	302,545.50			1900	220	302,545.50	Precept
	Subtotal Carried Forward:	303,019.11	0.00	0.00			303,019.11	

2786

Premier A/c (736) Comm Call

Receipts received between 01/09/2022 and 30/09/2022

					Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
21143	Banked: **30/09/2022**	**166.67**						
21143	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
	Total Receipts:	303,185.78	0.00	0.00			303,185.78	

Public Sector Deposit Fund

Receipts received between 01/09/2022 and 30/09/2022

					Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
PAY	Banked: **01/09/2022**	**209.32**						
PAY	The Public Sector Deposit Fund	209.32			1870	220	209.32	Dividend
	Total Receipts:	209.32	0.00	0.00			209.32	

Lloyds A/c (235) (Bus Ext)

List of Payments made between 01/09/2022 and 30/09/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/09/2022	Phillip Howells	BACS	207.80	Civic	Mayor Expenses
01/09/2022	HMS	BACS	1,642.49	54615	Bye St Toilets
01/09/2022	E.on	BACS	214.21	0011	LTC Electricity Mth 5
01/09/2022	Scripti	BACS	3,520.02	949	Cemetery Transcription
01/09/2022	Sign It	BACS	12.00	Toursist Info	Adhesive Sticker TI
01/09/2022	Price, Mrs A	BACS	287.76	159841080	Zoom Subscription 2022-2023
01/09/2022	Lyreco UK Ltd	BACS	1,032.39	6250190538	Stationary
01/09/2022	Diamond Cleaning	BACS	216.00	JULY22	LTC Office Clean Mth 4
01/09/2022	Caroline Owen-Thomas	BACS	30.00	092	Update Mayors List
01/09/2022	Hutchinsons Ltd	BACS	58.32	CD970433733	Plant Feed for hanging Baskets
01/09/2022	Paperstation Ltd.	BACS	55.18	143393	Paper Towns
01/09/2022	Agrigem	BACS	579.72	46248	Weed killer and tank cleaner
01/09/2022	Displays Uk	BACS	258.00	111914/1	Leaflet Carousel TI
01/09/2022	Price, Mrs A	BACS	117.99	Reimburse AP	Internet Security (Bullguard)
01/09/2022	County Signpost	BACS	84.00	3529	Countypost Magazine
01/09/2022	D M Property Maintenance	BACS	2,323.50	30JULY	Contract Works Mth 4
01/09/2022	Ledbury Hardware Limited	BACS	3.79	1665/LH/SF	Putty
01/09/2022	Ledbury & District Society Tr.	BACS	42.00	NF/LTC/18/08/22	Hire of Burgage Hall
01/09/2022	Grapevine Publications Ltd	BACS	234.00	22089	Editorial in Ledbury Focus
01/09/2022	Sentinel Security Systems	BACS	151.20	115987	Engineer Call Out
01/09/2022	PJ Nicholls Ltd	BACS	217.53	0490	Fuel for van and mowers
01/09/2022	O'Brien & Price	BACS	600.60	C8197/22/01	Professional Services WM
01/09/2022	Printerbase	BACS	218.59	690515	Ink Cartridges
01/09/2022	Training at Work Group	BACS	662.40	TAWG0115652	Health & Safety Training
01/09/2022	Breakthrough Communications	BACS	36.00	20210521	Training
01/09/2022	TK play	BACS	2,649.60	11119	Works to Zip Wire at Rec
01/09/2022	Screwfix	BACS	1,235.21	117455	Sustainable Ledbury - Tools
01/09/2022	HMS	BACS	2,520.00	55016	Bye St Toilets
01/09/2022	Ledbury Poetry Festival	BACS	8,000.00	LTC01	Workshops in Poetry House
01/09/2022	Emblem Print Products	BACS	236.16	98622	Full Colour Bookmarks
01/09/2022	Emblem Print	BACS	47.23	98622	Bookmarks for Painted Room
01/09/2022	O2	BACS	150.11	15794304	LTC Mobile bill Mth 6
01/09/2022	PJ Nicholls Ltd	BACS	-217.53	0490	Fuel for Mowers
01/09/2022	Ledbury Garden Machinery	BACS	217.53	0490	Paid in error (P J Nichols)
05/09/2022	EE Limited	BACS	15.73	7513	Mobile Phone Wedding Mth 6
05/09/2022	takepayments	DD	30.00	PZ12553889	Terminal Rental Mth 6
06/09/2022	Herefordshire Council	BACS	100.00	WBF	Missing Payment amount
07/09/2022	Citation Limited	BACS	223.06	CT0063014	HR Services for LTC
08/09/2022	Welsh Water	DD	24.35	3008767376	LTC Water Mth 6
08/09/2022	Welsh Water	DD	15.79	LTC Water	Welsh Water
09/09/2022	Octopus Energy	DD	277.44	0021	LTC Electricity Mth 6
09/09/2022	Octopus Energy	DD	5.94	2647	Cemetery Electricity Mth 6
12/09/2022	British Gas	DD	24.47	19000	Barrett Browning Mth 6
13/09/2022	takepayments	DD	30.00	2553889	Card Terminal Mth 6
16/09/2022	Herefordshire Council	BACS	100.00	Jacobean	Wedding Refund
16/09/2022	Herefordshire Council	BACS	-100.00	Jacobean Room	Wedding Payment
16/09/2022	Herefordshire Council	BACS	100.00	Jacobean	Wedding Payment

Continued on Page 2

Lloyds A/c (235) (Bus Ext)

List of Payments made between 01/09/2022 and 30/09/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
16/09/2022	Herefordshire Council	BACS	-100.00	Jacobean	Wedding Refund
16/09/2022	Samantha Lock	BACS	100.00	Jacobean	Wedding Refund
16/09/2022	Fran White	BACS	63.40	0477	Fran Whhite
20/09/2022	E.on	DD	45.18	0010	Market House Electricity
20/09/2022	OMS UK Ltd	DD	774.72	116672	IT Managed Service
23/09/2022	Salary	BACS	666.22	04	Salary Mth 6
23/09/2022	Salary	BACS	168.63	27	Salary Mth 6
23/09/2022	Salary	BACS	123.87	37	Salry Mth 6
23/09/2022	Salary	BACS	1,731.94	47	Salry Mth 6
23/09/2022	Salary	BACS	3,676.27	49	Salary Mth 6
23/09/2022	Salary	BACS	655.62	50	Salary Mth 6
23/09/2022	Salary	BACS	1,891.82	53	Salary Mth 6
23/09/2022	Salary	BACS	1,334.38	54	Salary Mth 6
23/09/2022	Salary	BACS	1,768.01	58	Salary Mth 6
23/09/2022	Salary	BACS	1,607.19	59	Salary Mth 6
23/09/2022	Salary	BACS	1,610.39	60	Salry Mth 6
23/09/2022	Salary	BACS	908.99	61	Salary Mth 6
23/09/2022	Worcester County Council	BACS	5,750.66	PENSION	Pension Mth 6
23/09/2022	H M Revenue & Customs	BACS	4,784.57	PAYE & NI	Salary Mth 6
23/09/2022	Worcester County Council	BACS	0.20	Salary	LTC Pension Mth 6
23/09/2022	Lloyds Bank	DD	16.20	379044382	Service Charge
26/09/2022	Seton	BACS	93.76	9303514483	Signage for REC
26/09/2022	Bliss Cleaning Services	BACS	133.20	6374	Cleaning of Bye St Toilets
26/09/2022	TKplay	BACS	600.00	11131	Replacement ropes Paly Park
26/09/2022	SLCC Enterprises Ltd	BACS	564.80	BK207303-1	National Conference
26/09/2022	Vision Office Tech Services Lt	BACS	340.41	100169795	Photocopier Costs
26/09/2022	Lyreco UK Ltd	BACS	406.01	6250191267	Stationary and Housekeeping
26/09/2022	Spadwick Motors	BACS	376.78	15922	LTC Vehicle repair
26/09/2022	Shredall Ltd	BACS	77.05	8511	LTC Shredding
26/09/2022	ELAS Occupational Health	BACS	300.00	419686	OHP - Telephone call x 1
26/09/2022	Blachere Illumination UK Ltd	BACS	5,275.08	54838	Installation 2022
26/09/2022	Blachere Illumination UK Ltd	BACVS	3,655.62	54839	Installation of lights 2022
26/09/2022	Diamond Cleaning	BACS	243.00	AUG22	LTC office cleaning
26/09/2022	Hfd & Worc Earth Heritage Trus	BACS	250.00	22/1145	Artwork for Dog Hill Woods
26/09/2022	Ledbfury Town Council	BACS	51.57	25	Cutting Disc and Seed Boxes
26/09/2022	A Price	BACS	42.60	Painted Room	Re-imbursement Picture Frame
26/09/2022	Price, Mrs A	BACS	66.08	London Bridge	Expenses
26/09/2022	Ledbury in Bloom	BACS	95.82	GPV	Bulbs and Hose
26/09/2022	Chubb Electronic Security	BACS	275.98	9502621	Fire Alarm Service Agreement
26/09/2022	Training at Work	BACS	403.03	0115722	Emergency First Aid
26/09/2022	SETON	BACS	32.33	9303513491	Van signage
26/09/2022	Expenses	BACS	23.14	Training	Mileage for Training Course
26/09/2022	Datacenta Hosting	BACS	150.00	31478	Licence renewal
26/09/2022	The Sign Shed	BACS	12.75	740777	Sign for Deer Park
26/09/2022	NPower	BACS	40.07	4339011	Market Stall electricity
26/09/2022	Herefordshire Council	BACS	3,670.55	91503455	Town trail bin replacement
26/09/2022	Herefordshire Council	BACS	2,094.70	91504066	Contribution towards CCTV HFD

Continued on Page 3

Lloyds A/c (235) (Bus Ext)

List of Payments made between 01/09/2022 and 30/09/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
26/09/2022	Herefordshire Council	BACS	72.74	91504065	Waste Collection - St Michaels
26/09/2022	Herefordshire Council	BACS	106.54	91505627	LTC - recycling
26/09/2022	Herefordshire Council	DD	68.00	85806086	Market House Rates Mth 6
26/09/2022	Herefordshire Council	DD	86.00	8427557X	Mortuary Rates
26/09/2022	Herefordshire Council	DD	148.00	84275471	Cemetery Rates Mth 6
26/09/2022	Herefordshire Council	DD	603.00	85237264	LTC Rates
26/09/2022	Vision Office Tech Services Lt	BACS	340.41	100169795	Photocopier Costs
28/09/2022	BBI	BACS	750.00	Shop Front Grant	Shop Front Grant
28/09/2022	DTWaller & Sons	BACS	1,000.00	GPV	Shop Front Grant
28/09/2022	Betty & Flo	BACS	1,000.00	GPV	Shop Front Grant
28/09/2022	Pacific Dove	BACS	850.00	GPV	Shop Front Grant
28/09/2022	Pot & Page	BACS	750.00	GPV	Shop Front Grant
28/09/2022	St Michaels Hospice	BACS	1,000.00	GPV	Shop Front Grant
28/09/2022	Butler & Sweatman	BACS	800.00	GPV	Shop Front Grant
28/09/2022	D M Property Maintenance	BACS	2,323.50	LTC	Contract Works
28/09/2022	Lloyds Bank	DD	37.92	378098441	Bank Charges
30/09/2022	Onecom Limited	DD	407.47	677125	Telephone System Mth 6
		Total Payments	85,686.75		

Lloyds A/c (235) (Bus Ext)

Payments made between 01/09/2022 and 30/09/2022

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/09/2022	Phillip Howells	BACS	207.80			4501	210	207.80	Mayor Expenses
01/09/2022	HMS	BACS	1,642.49		273.75	4857	214	1,368.74	Bye St Toilets
01/09/2022	E.on	BACS	214.21		10.20	4122	202	204.01	LTC Electricity Mth 5
01/09/2022	Scripti	BACS	3,520.02		586.67	4594	102	2,933.35	Cemetery Transcription
01/09/2022	Sign It	BACS	12.00		2.00	4857	214	10.00	Adhesive Sticker TI
01/09/2022	Price, Mrs A	BACS	287.76		47.96	4460	220	239.80	Zoom Subscription 2022-2023
01/09/2022	Lyreco UK Ltd	BACS	1,032.39		168.12	4400	235	864.27	Stationary
01/09/2022	Diamond Cleaning	BACS	216.00			4150	202	216.00	LTC Office Clean Mth 4
01/09/2022	Caroline Owen-Thomas	BACS	30.00			4531	210	30.00	Update Mayors List
01/09/2022	Hutchinsons Ltd	BACS	58.32		9.72	4650	115	48.60	Plant Feed for hanging Baskets
01/09/2022	Paperstation Ltd.	BACS	55.18		9.20	4155	202	45.98	Paper Towns
01/09/2022	Agrigem	BACS	579.72		96.62	4170	102	483.10	Weed killer and tank cleaner
01/09/2022	Displays Uk	BACS	258.00		43.00	4857	214	215.00	Leaflet Carousel TI
01/09/2022	Price, Mrs A	BACS	117.99			4460	220	117.99	Internet Security (Bullguard)
01/09/2022	County Signpost	BACS	84.00			4430	105	84.00	Countypost Magazine
01/09/2022	D M Property Maintenance	BACS	2,323.50			4205	108	366.66	GM1
						4205	110	1,120.00	GM2
						4236	110	100.00	GM3
						4013	125	52.84	GM4
						4270	110	684.00	Contract Works Mth 4
01/09/2022	Ledbury Hardware Limited	BACS	3.79		0.63	4170	202	3.16	Putty
01/09/2022	Ledbury & District Society Tr.	BACS	42.00			4545	225	42.00	Hire of Burgage Hall
01/09/2022	Grapevine Publications Ltd	BACS	234.00		39.00	4857	214	195.00	Editorial in Ledbury Focus
01/09/2022	Sentinel Security Systems	BACS	151.20		25.20	4185	202	126.00	Engineer Call Out
01/09/2022	PJ Nicholls Ltd	BACS	217.53		36.26	4330	102	181.27	Fuel for van and mowers
01/09/2022	O'Brien & Price	BACS	600.60		100.10	4221	118	500.50	Professional Services WM
01/09/2022	Printerbase	BACS	218.59		36.43	4400	235	182.16	Ink Cartridges
01/09/2022	Training at Work Group	BACS	662.40		110.40	4050	230	552.00	Health & Safety Training
01/09/2022	Breakthrough Communications	BACS	36.00		6.00	4050	230	30.00	Training
01/09/2022	TK play	BACS	2,649.60		441.60	4235	110	2,208.00	Works to Zip Wire at Rec
01/09/2022	Screwfix	BACS	1,235.21		205.87	4890	214	1,029.34	Sustainable Ledbury - Tools
	Subtotal Carried Forward:		16,690.30	0.00	2,248.73			14,441.57	

Ledbury Town Council Current Year

Cashbook 1

Lloyds A/c (235) (Bus Ext)

Payments made between 01/09/2022 and 30/09/2022

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	Nominal Ledger Analysis A/c	Centre	£ Amount	Transaction Details
01/09/2022	HMS	BACS	2,520.00		420.00	4857	214	2,100.00	Bye St Toilets
01/09/2022	Ledbury Poetry Festival	BACS	8,000.00			4857	214	8,000.00	Workshops in Poetry House
01/09/2022	Emblem Print Products	BACS	236.16		39.36	4700	105	196.80	Full Colour Bookmarks
01/09/2022	Emblem Print	BACS	47.23		7.87	4700	105	39.36	Bookmarks for Painted Room
01/09/2022	O2	BACS	150.11		25.02	4481	401	125.09	LTC Mobile bill Mth 6
01/09/2022	PJ Nicholls Ltd	BACS	-217.53		-36.26	4330	102	-181.27	Fuel for Mowers
01/09/2022	Ledbury Garden Machinery	BACS	217.53		36.26	4200	102	181.27	Paid in error (P J Nichols)
05/09/2022	EE Limited	BACS	15.73		2.62	4481	401	13.11	Mobile Phone Wedding Mth 6
05/09/2022	takepayments	DD	30.00		5.00	4433	220	25.00	Terminal Rental Mth 6
06/09/2022	Herefordshire Council	BACS	100.00		16.67	4858	214	83.33	Missing Payment amount
07/09/2022	Citation Limited	BACS	223.06		37.18	4415	235	185.88	HR Services for LTC
08/09/2022	Welsh Water	DD	24.35			4115	202	24.35	LTC Water Mth 6
08/09/2022	Welsh Water	DD	15.79			4115	202	15.79	Welsh Water
09/09/2022	Octopus Energy	DD	277.44		46.24	4122	202	231.20	LTC Electricity Mth 6
09/09/2022	Octopus Energy	DD	5.94		0.28	4122	102	5.66	Cemetery Electricity Mth 6
12/09/2022	British Gas	DD	24.47		4.08	4800	214	20.39	Barrett Browning Mth 6
13/09/2022	takepayments	DD	30.00		5.00	4433	220	25.00	Card Terminal Mth 6
16/09/2022	Herefordshire Council	BACS	100.00			4009	120	100.00	Wedding Refund
16/09/2022	Herefordshire Council	BACS	-100.00			4009	120	-100.00	Wedding Payment
16/09/2022	Herefordshire Council	BACS	100.00		16.67	4857	214	83.33	Wedding Payment
16/09/2022	Herefordshire Council	BACS	-100.00		-16.67	4009	120	-83.33	Wedding Refund
16/09/2022	Samantha Lock	BACS	100.00			4009	120	100.00	Wedding Refund
16/09/2022	Fran White	BACS	63.40			4236	110	63.40	Fran Whhite
20/09/2022	E.on	DD	45.18		2.15	4122	201	43.03	Market House Electricity
20/09/2022	OMS UK Ltd	DD	774.72		129.12	4483	401	645.60	IT Managed Service
23/09/2022	Salary	BACS	666.22			4000	105	666.22	Salary Mth 6
23/09/2022	Salary	BACS	168.63			4000	105	168.63	Salary Mth 6
23/09/2022	Salary	BACS	123.87			4000	230	123.87	Salry Mth 6
23/09/2022	Salary	BACS	1,731.94			4000	102	1,731.94	Salry Mth 6
23/09/2022	Salary	BACS	3,676.27			4000	230	3,676.27	Salary Mth 6
23/09/2022	Salary	BACS	655.62			4000	230	655.62	Salary Mth 6
23/09/2022	Salary	BACS	1,891.82			4000	230	1,891.82	Salary Mth 6
23/09/2022	Salary	BACS	1,334.38			4000	230	1,334.38	Salary Mth 6
23/09/2022	Salary	BACS	1,768.01			4000	230	1,768.01	Salary Mth 6
	Subtotal Carried Forward:		41,390.64	0.00	2,989.32			38,401.32	

Lloyds A/c (235) (Bus Ext)

Payments made between 01/09/2022 and 30/09/2022

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
23/09/2022	Salary	BACS	1,607.19			4000	230	1,607.19	Salary Mth 6
23/09/2022	Salary	BACS	1,610.39			4000	230	1,610.39	Salry Mth 6
23/09/2022	Salary	BACS	908.99			4000	105	908.99	Salary Mth 6
23/09/2022	Worcester County Council	BACS	5,750.66			4019	230	5,750.66	Pension Mth 6
23/09/2022	H M Revenue & Customs	BACS	4,784.57			4018	230	4,784.57	Salary Mth 6
23/09/2022	Worcester County Council	BACS	0.20			4019	230	0.20	LTC Pension Mth 6
23/09/2022	Lloyds Bank	DD	16.20			4550	220	16.20	Service Charge
26/09/2022	Seton	BACS	93.76		15.63	4206	110	78.13	Signage for REC
26/09/2022	Bliss Cleaning Services	BACS	133.20		22.20	4857	214	111.00	Cleaning of Bye St Toilets
26/09/2022	TKplay	BACS	600.00		100.00	4236	110	500.00	Replacement ropes Paly Park
26/09/2022	SLCC Enterprises Ltd	BACS	564.80		65.80	4051	230	499.00	National Conference
26/09/2022	Vision Office Tech Services Lt	BACS	340.41		56.74	4410	235	283.67	Photocopier Costs
26/09/2022	Lyreco UK Ltd	BACS	406.01		67.67	4400	235	260.27	Stationary and Housekeeping
						4155	202	78.07	Stationary and Housekeeping
26/09/2022	Spadwick Motors	BACS	376.78		62.80	4300	102	313.98	LTC Vehicle repair
26/09/2022	Shredall Ltd	BACS	77.05		12.84	4415	235	64.21	LTC Shredding
26/09/2022	ELAS Occupational Health	BACS	300.00			4590	220	300.00	OHP - Telephone call x 1
26/09/2022	Blachere Illumination UK Ltd	BACS	5,275.08		879.18	4640	115	4,395.90	Installation 2022
26/09/2022	Diamond Cleaning	BACS	243.00		40.50	4150	202	202.50	LTC office cleaning
26/09/2022	Hfd & Worc Earth Heritage Trus	BACS	250.00		41.67	4209	108	208.33	Artwork for Dog Hill Woods
26/09/2022	Ledbfury Town Council	BACS	51.57		8.60	4206	108	38.34	Cutting Disc and Seed Boxes
						4857	214	4.63	Cutting Disc and Seed Boxes
26/09/2022	A Price	BACS	42.60			4430	105	42.60	Re-imbursement Picture Frame
26/09/2022	Price, Mrs A	BACS	66.08		11.01	4607	127	55.07	Expenses
26/09/2022	Ledbury in Bloom	BACS	95.82			4857	214	95.82	Bulbs and Hose
26/09/2022	Chubb Electronic Security	BACS	275.98		46.00	4415	235	229.98	Fire Alarm Service Agreement
26/09/2022	Training at Work	BACS	403.03		67.17	4050	230	335.86	Emergency First Aid
26/09/2022	SETON	BACS	32.33		5.39	4300	102	26.94	Van signage
26/09/2022	Expenses	BACS	23.14			4050	230	23.14	Mileage for Training Course
26/09/2022	Datacenta Hosting	BACS	150.00		25.00	4460	220	125.00	Licence renewal
26/09/2022	The Sign Shed	BACS	12.75		2.12	4252	108	10.63	Sign for Deer Park
26/09/2022	NPower	BACS	40.07		1.91	4276	118	38.16	Market Stall electricity
	Subtotal Carried Forward:		65,922.30	0.00	4,521.55			61,400.75	

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Lloyds A/c (235) (Bus Ext)

Payments made between 01/09/2022 and 30/09/2022

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
26/09/2022	Herefordshire Council	BACS	3,670.55		611.76	4857	214	3,058.79	Town trail bin replacement
26/09/2022	Herefordshire Council	BACS	2,094.70			4176	118	2,094.70	Contribution towards CCTV HFD
26/09/2022	Herefordshire Council	BACS	72.74			4224	101	72.74	Waste Collection - St Michaels
26/09/2022	Herefordshire Council	BACS	106.54			4021	202	106.54	LTC - recycling
26/09/2022	Vision Office Tech Services Lt	BACS	340.41		56.74	4410	235	283.67	Photocopier Costs
26/09/2022	Blachere Illumination UK Ltd	BACVS	3,655.62		609.27	4640	115	3,046.35	Installation of lights 2022
26/09/2022	Herefordshire Council	DD	68.00			4110	201	68.00	Market House Rates Mth 6
26/09/2022	Herefordshire Council	DD	86.00			4110	102	86.00	Mortuary Rates
26/09/2022	Herefordshire Council	DD	148.00			4110	102	148.00	Cemetery Rates Mth 6
26/09/2022	Herefordshire Council	DD	603.00			4110	202	603.00	LTC Rates
28/09/2022	BBI	BACS	750.00			4857	214	750.00	Shop Front Grant
28/09/2022	DTWaller & Sons	BACS	1,000.00			4857	214	1,000.00	Shop Front Grant
28/09/2022	Betty & Flo	BACS	1,000.00			4857	214	1,000.00	Shop Front Grant
28/09/2022	Pacific Dove	BACS	850.00			4857	214	850.00	Shop Front Grant
28/09/2022	Pot & Page	BACS	750.00			4857	214	750.00	Shop Front Grant
28/09/2022	St Michaels Hospice	BACS	1,000.00			4857	214	1,000.00	Shop Front Grant
28/09/2022	Butler & Sweatman	BACS	800.00			4857	214	800.00	Shop Front Grant
28/09/2022	D M Property Maintenance	BACS	2,323.50			4205	108	366.66	Contract Works
						4205	110	1,120.00	Contract Works
						4236	110	100.00	Contract Works
						4013	125	52.84	Contract Works
						4270	110	684.00	Contract Works
28/09/2022	Lloyds Bank	DD	37.92			4550	220	37.92	Bank Charges
30/09/2022	Onecom Limited	DD	407.47		67.91	4481	401	339.56	Telephone System Mth 6
		Total Payments:	85,686.75	0.00	5,867.23			79,819.52	

Cashbook 3

Premier A/c (736) Comm Call

Payments made between 01/09/2022 and 30/09/2022

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
20/09/2022	Lloyds A/c (235) (Bus Ext)	20092022	30,000.00			200		30,000.00	736-235
28/09/2022	Lloyds Bank	PAY	1.11			4550	220	1.11	Bank Charges Mth 6
29/09/2022	Lloyds A/c (235) (Bus Ext)	29092022	40,000.00			200		40,000.00	736-235
		Total Payments:	70,001.11	0.00	0.00			70,001.11	

Ledbury Town Council Current Year

Cashbook 6

Petty Cash

Payments made between 01/09/2022 and 30/09/2022

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
12/09/2022	Wellworthit	CASH	12.32		2.05	4444	235	10.27	Card and Armbands Royal funera
12/09/2022	Wellworthit	CASH	5.29		0.88	4444	235	4.41	Picture Frames Royal Funeral
20/09/2022	C Westbfury	CASH	19.98		3.33	4444	235	16.65	Key Cutting
		Total Payments:	37.59	0.00	6.26			31.33	

Petty Cash

List of Payments made between 01/09/2022 and 30/09/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
12/09/2022	Wellworthit	CASH	12.32	Petty Cash	Card and Armbands Royal funera
12/09/2022	Wellworthit	CASH	5.29	Petty Cash	Picture Frames Royal Funeral
20/09/2022	C Westbfury	CASH	19.98	Petty Cash	Key Cutting
		Total Payments	37.59		

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Time: 11:25

Ledbury Town Council Current Year

Premier A/c (736) Comm Call

List of Payments made between 01/09/2022 and 30/09/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
20/09/2022	Lloyds A/c (235) (Bus Ext)	20092022	30,000.00		736-235
28/09/2022	Lloyds Bank	PAY	1.11	60899	Bank Charges Mth 6
29/09/2022	Lloyds A/c (235) (Bus Ext)	29092022	40,000.00		736-235
		Total Payments	70,001.11		

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A/c Code	Account Name	Centre	Centre Name	Debit	Credit
120	Vat Due			11,907.03	
150	Stock			1,475.68	
200	Lloyds A/c (235) (Bus Ext)			25,706.57	
202	Premier A/c (736) Comm Call			558,457.79	
203	Public Sector Deposit Fund			152,701.54	
215	Petty Cash			47.53	
310	General Fund				158,987.62
320	Earmarked Reserves				112.92
321	EMR - Recreation Ground Equipm				10,830.00
322	EMR - Traffic Management				9,000.00
323	EMR - Charter Market Improveme				1,000.00
324	EMR - Listed Buildings				110,000.00
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				15,000.00
329	EMR - Paths, Bins, Benches				2,500.00
330	EMR - CCTV				5,000.00
331	EMR - Advertising				5,000.00
332	EMR - Climate Change				2,000.00
333	EMR - Perimeter Wall Cemetery				15,000.00
334	EMR Great Places to Visit				81,110.45
1090	Charter Market Income	301	Planning/Economic Development		3,621.00
1100	Cemetery Interment Income	102	Cemetery & Buildings		5,181.00
1101	Memorial Bench	102	Cemetery & Buildings		240.00
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		1,080.00
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		30.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		1,166.69
1161	Chapel Hire	102	Cemetery & Buildings		109.37
1450	Painted Room Sales Income	105	Painted Room		879.96
1451	Painted Room Donations Income	105	Painted Room		1,842.64
1460	Ceremony Room Income	120	Non-Statutory Services		1,540.00
1460	Ceremony Room Income	127	Services and Events		50.00
1460	Ceremony Room Income	202	Town Council Offices		185.00
1471	Dog Poop Bags	127	Services and Events		381.00
1870	Bank Interest Received Income	220	Finance and General Purposes		761.41
1900	Precept Income	220	Finance and General Purposes		605,091.00
1902	Western Power WayLeave	220	Finance and General Purposes		5.95
4000	Staff Salaries	102	Cemetery & Buildings	10,963.10	
4000	Staff Salaries	105	Painted Room		3,612.51
4000	Staff Salaries	230	Management and Payroll	74,284.40	
4001	Agency Cover	102	Cemetery & Buildings	735.75	

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4001	Agency Cover	230	Management and Payroll	1,203.20	
4009	Wedding Refunds	120	Non-Statutory Services	16.67	
4013	Devolved Services (grass cutti	125	Green Spaces Maintenance	264.20	
4014	Lengthsman Scheme/P3 Scheme	125	Green Spaces Maintenance	1,008.00	
4018	National Insurance	230	Management and Payroll	27,903.74	
4019	Pension	230	Management and Payroll	33,014.11	
4021	Rubbish Collection	202	Town Council Offices	213.08	
4050	Staff Training	230	Management and Payroll	1,364.00	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	518.80	
4110	Rates	102	Cemetery & Buildings	1,402.88	
4110	Rates	201	Market House	266.87	
4110	Rates	202	Town Council Offices	3,617.50	
4110	Rates	210	Civic Matters	136.00	
4115	Water	102	Cemetery & Buildings	48.45	
4115	Water	201	Market House	60.60	
4115	Water	202	Town Council Offices	307.90	
4122	Electricity	102	Cemetery & Buildings	527.46	
4122	Electricity	108	Amenity Areas	5,088.03	
4122	Electricity	115	Town Centre Decorations	611.05	
4122	Electricity	201	Market House	310.58	
4122	Electricity	202	Town Council Offices	1,526.36	
4150	Cleaning	202	Town Council Offices	1,443.50	
4155	Housekeeping	202	Town Council Offices	136.75	
4170	Maintenance	101	Closed Churchyard	110.00	
4170	Maintenance	102	Cemetery & Buildings	625.76	
4170	Maintenance	202	Town Council Offices	331.88	
4175	CCTV Maintenance	110	Recreation Ground		218.70
4176	CCTV Link to Hereford	118	Minor Infrastructure	4,408.10	
4185	Alarms	202	Town Council Offices	1,688.86	
4200	Tools and Materials	102	Cemetery & Buildings	988.62	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	1,833.30	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	5,593.00	
4206	Grounds Maintenance	101	Closed Churchyard		55.00
4206	Grounds Maintenance	102	Cemetery & Buildings	1,964.00	
4206	Grounds Maintenance	108	Amenity Areas	38.34	
4206	Grounds Maintenance	110	Recreation Ground	91.63	
4209	Dog Hill Wood Maintenance	108	Amenity Areas		881.67
4221	War Memorial refurbishment	118	Minor Infrastructure	1,055.50	
4224	Wheely Bins Refuse Collection	101	Closed Churchyard	145.48	
4224	Wheely Bins Refuse Collection	110	Recreation Ground	700.00	
4225	Skip Hire	102	Cemetery & Buildings	615.00	
4228	General Tree works	108	Amenity Areas	970.00	

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4235	Play Equipment-New	110	Recreation Ground	2,208.00	
4236	Play Equipment Maintenance	110	Recreation Ground	1,903.90	
4250	Tree Works/Property Maintenanc	102	Cemetery & Buildings	300.00	
4252	General Park Maintenance	108	Amenity Areas	10.63	
4270	Litter Bins & Benches	110	Recreation Ground	2,720.00	
4276	External power supply -High St	118	Minor Infrastructure	38.16	
4285	Defibrillator	118	Minor Infrastructure	84.95	
4300	Vehicle Repair	102	Cemetery & Buildings	340.92	
4330	Fuel	102	Cemetery & Buildings	154.28	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	868.38	
4400	Stationery	235	Office Facilities & Equipment	3,536.45	
4405	Photocopier Hire	235	Office Facilities & Equipment	406.00	
4410	Photocopier Costs	235	Office Facilities & Equipment	1,552.00	
4415	Office Support & Equipment	202	Town Council Offices	48.35	
4415	Office Support & Equipment	235	Office Facilities & Equipment	1,346.91	
4415	Office Support & Equipment	401	Full Council		79.00
4416	Equipment Maintenance	102	Cemetery & Buildings	307.95	
4430	Advertising	105	Painted Room	516.60	
4430	Advertising	220	Finance and General Purposes	273.95	
4433	Card Machine rental	220	Finance and General Purposes	50.00	
4444	Petty Cash	235	Office Facilities & Equipment		265.76
4455	Postage	401	Full Council	319.50	
4460	Subscriptions	220	Finance and General Purposes	4,251.76	
4481	Telephones	401	Full Council	2,175.09	
4482	Website	401	Full Council	840.00	
4483	ICT Services & Software Lease	401	Full Council	3,227.09	
4501	Mayor's Hospitality	210	Civic Matters	207.80	
4531	Roll of Honour	210	Civic Matters	30.00	
4532	Flag Pole	210	Civic Matters	120.00	
4535	Civic Hospitality	210	Civic Matters	361.60	
4543	Neighbourhood Plan	301	Planning/Economic Development	263.00	
4545	Annual & Other Meetings	225	Councillors/Newsletter	1,571.32	
4550	Bank Charges	220	Finance and General Purposes	329.55	
4579	Audit Internal	220	Finance and General Purposes	365.75	
4590	Professional Services	220	Finance and General Purposes	2,167.58	
4592	PPE/Health & Safety	102	Cemetery & Buildings	41.90	
4592	PPE/Health & Safety	220	Finance and General Purposes	14.36	
4594	Cemetery Mapping	102	Cemetery & Buildings	8,301.70	
4600	Town Crier/Fees & Subs	127	Services and Events	140.00	
4607	Events	127	Services and Events	158.40	
4640	Christmas Lights	115	Town Centre Decorations	16,480.16	
4650	Ledbury In Bloom	115	Town Centre Decorations	3,488.60	

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A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4700	Stock Movement	105	Painted Room	570.13	
4702	Tour Guides Salaries	105	Painted Room	8,500.00	
4800	Barrett Browning Clock	214	Grants with Powers	81.09	
4805	Citizens Advice Worcs	214	Grants with Powers	2,500.00	
4827	Community Action Ledbury	214	Grants with Powers	10,000.00	
4857	Great Places to Visit Funding	214	Grants with Powers	46,202.29	
4858	Welcome Back Fund	214	Grants with Powers	83.33	
4875	Distinguished Citizen Awards	214	Grants with Powers	100.63	
4890	Unspecified Grants	214	Grants with Powers	14,330.00	
			Trial Balance Totals :	**1,082,318.65**	**1,082,318.65**
			Difference	**0.00**	

Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 01/09/2022

A/c	Description	Actual	
	Current Assets		
120	Vat Due	11,907	
150	Stock	1,476	
200	Lloyds A/c (235) (Bus Ext)	25,707	
202	Premier A/c (736) Comm Call	558,458	
203	Public Sector Deposit Fund	152,702	
215	Petty Cash	48	
	Total Current Assets		**750,296**
	Represented by :-		
300	Current Year Fund	295,255	
310	General Fund	158,988	
320	Earmarked Reserves	113	
321	EMR - Recreation Ground Equipm	10,830	
322	EMR - Traffic Management	9,000	
323	EMR - Charter Market Improveme	1,000	
324	EMR - Listed Buildings	110,000	
325	EMR - Elections	10,000	
326	EMR - Youth Support	5,000	
327	EMR- Play/Skate Park	24,500	
328	EMR - War Memorial	15,000	
329	EMR - Paths, Bins, Benches	2,500	
330	EMR - CCTV	5,000	
331	EMR - Advertising	5,000	
332	EMR - Climate Change	2,000	
333	EMR - Perimeter Wall Cemetery	15,000	
334	EMR Great Places to Visit	81,110	
	Total Equity		**750,296**

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Ledbury Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 7)

		2021/2022		2022/2023						2023/2024		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
101	**Closed Churchyard**											
4021	Rubbish Collection	0	73	0	0	0	0	0	0	0	0	0
4170	Maintenance	0	0	0	0	0	0	0	110	0	0	0
4205	Grounds Maintenance (Contract)	3,000	129	0	0	1,500	0	1,500	0	0	0	0
4206	Grounds Maintenance	0	0	0	0	1,500	0	1,500	-55	0	0	0
4224	Wheely Bins Refuse Collection	350	213	0	0	300	0	300	145	0	0	0
4250	Tree Works/Property Maintenanc	2,000	1,523	0	-1,000	2,000	0	1,000	0	0	0	0
	Overhead Expenditure	5,350	1,937	0	-1,000	5,300	0	4,300	200	0	0	0
	Movement to/(from) Gen Reserve	(5,350)	(1,937)			(5,300)		(4,300)	(200)	0		
102	**Cemetery & Buildings**											
1100	Cemetery Interment Income	10,000	8,238	0	0	10,000	0	10,000	5,850	0	0	0
1101	Memorial Bench	0	0	0	0	0	0	0	240	0	0	0
1106	Exhumation Income	0	400	0	0	0	0	0	0	0	0	0
1110	Transfer Of Exclusive Right Of	360	1,008	0	0	0	0	0	0	0	0	0
1130	Cemetery Memorial Permit Incom	5,000	2,444	0	0	3,500	0	3,500	1,127	0	0	0
1131	Cemetery Deed Transfers Income	0	0	0	0	0	0	0	30	0	0	0
1160	Mortuary Rent Income	2,000	2,505	0	0	2,500	0	2,500	1,167	0	0	0
1161	Chapel Hire	150	175	0	0	150	0	150	109	0	0	0
	Total Income	17,510	14,770	0	0	16,150	0	16,150	8,523	0	0	0
4000	Staff Salaries	22,877	23,204	0	0	37,441	0	37,441	12,695	0	0	0
4001	Agency Cover	2,500	603	0	0	0	2,500	2,500	736	0	0	0
4110	Rates	2,600	3,410	0	0	2,700	0	2,700	1,403	0	0	0

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Ledbury Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 7)

		2021/2022		2022/2023						2023/2024		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4115	Water	210	90	0	0	200	0	200	48	0	0	0
4122	Electricity	2,000	942	0	0	2,000	0	2,000	527	0	0	0
4150	Cleaning	0	0	0	0	250	0	250	0	0	0	0
4155	Housekeeping	0	25	0	0	0	0	0	0	0	0	0
4160	Window Cleaning	60	0	0	0	0	0	0	0	0	0	0
4170	Maintenance	1,000	218	0	0	2,000	0	2,000	1,031	0	0	0
4172	Exhumation Costs	0	311	0	0	0	0	0	0	0	0	0
4200	Tools and Materials	1,000	704	0	0	1,000	0	1,000	989	0	0	0
4201	Equipment Hire	1,000	0	0	0	1,000	0	1,000	0	0	0	0
4206	Grounds Maintenance	2,000	2,512	0	0	2,000	0	2,000	1,964	0	0	0
4223	Perimeter Wall Repairs	2,500	0	0	0	0	2,500	2,500	0	0	0	0
4225	Skip Hire	1,500	1,950	0	0	1,500	0	1,500	820	0	0	0
4227	Memorial Testing	2,000	0	0	0	1,000	0	1,000	0	0	0	0
4250	Tree Works/Property Maintenanc	2,000	606	0	0	1,000	0	1,000	300	0	0	0
4300	Vehicle Repair	970	1,049	0	0	1,000	0	1,000	341	0	0	0
4330	Fuel	1,500	1,614	0	0	1,500	0	1,500	432	0	0	0
4340	Insurance, Tax & MOT	862	899	0	0	1,000	0	1,000	868	0	0	0
4416	Equipment Maintenance	1,000	688	0	0	1,000	0	1,000	308	0	0	0
4592	PPE/Health & Safety	500	491	0	0	500	0	500	42	0	0	0
4594	Cemetery Mapping	0	1,835	0	0	0	0	0	8,302	0	0	0
	Overhead Expenditure	48,079	41,151	0	0	57,091	5,000	62,091	30,806	0	0	0
	Movement to/(from) Gen Reserve	(30,569)	(26,381)			(40,941)		(45,941)	(22,283)	0		
103	**Grounds Maintenance**											

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Ledbury Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 7)

		2021/2022		2022/2023						2023/2024		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4016	Town Cleaner	19,132	3,777	0	0	27,092	0	27,092	0	0	0	0
	Overhead Expenditure	19,132	3,777	0	0	27,092	0	27,092	0	0	0	0
	Movement to/(from) Gen Reserve	(19,132)	(3,777)			(27,092)		(27,092)	0	0		
105	**Painted Room**											
1450	Painted Room Sales Income	500	782	0	0	750	0	750	912	0	0	0
1451	Painted Room Donations Income	1,000	2,200	0	0	1,000	0	1,000	2,257	0	0	0
	Total Income	1,500	2,981	0	0	1,750	0	1,750	3,170	0	0	0
4000	Staff Salaries	0	1,054	0	8,500	0	0	8,500	5,938	0	0	0
4170	Maintenance	1,000	0	0	0	1,000	0	1,000	0	0	0	0
4430	Advertising	460	160	0	0	500	0	500	542	0	0	0
4700	Stock Movement	510	500	0	0	500	0	500	570	0	0	0
4702	Tour Guides Salaries	6,550	7,693	0	-8,500	8,500	0	0	0	0	0	0
	Overhead Expenditure	8,520	9,407	0	0	10,500	0	10,500	7,050	0	0	0
	Movement to/(from) Gen Reserve	(7,020)	(6,426)			(8,750)		(8,750)	(3,880)	0		
107	**Town Promotion**											
4703	Promotional Material	4,000	2	0	0	4,000	0	4,000	75	0	0	0
4704	Tourism/ Town Plan Projects	5,000	65	0	0	5,000	0	5,000	0	0	0	0
4705	Signage	4,000	0	0	0	4,000	0	4,000	0	0	0	0
	Overhead Expenditure	13,000	67	0	0	13,000	0	13,000	75	0	0	0
	Movement to/(from) Gen Reserve	(13,000)	(67)			(13,000)		(13,000)	(75)	0		

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Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)

		2021/2022		2022/2023						2023/2024		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
108	**Amenity Areas**											
4122	Electricity	0	0	0	0	0	0	0	5,088	0	0	0
4174	CCTV New/ Security	0	0	0	0	1,000	0	1,000	0	0	0	0
4200	Tools and Materials	0	0	0	0	200	0	200	0	0	0	0
4204	Dog Hill Wood Management Plan/	1,000	367	0	0	0	0	0	0	0	0	0
4205	Grounds Maintenance (Contract)	4,040	5,850	0	0	4,040	0	4,040	1,833	0	0	0
4206	Grounds Maintenance	0	0	0	0	0	0	0	38	0	0	0
4209	Dog Hill Wood Maintenance	500	0	0	0	500	0	500	-882	0	0	0
4210	Dog Hill Wood Coppicing	1,000	0	0	1,000	1,000	0	2,000	0	0	0	0
4228	General Tree works	1,561	950	0	0	1,500	0	1,500	970	0	0	0
4252	General Park Maintenance	2,000	0	0	0	2,000	0	2,000	11	0	0	0
4253	General Park Verges	500	0	0	0	250	0	250	0	0	0	0
	Overhead Expenditure	10,601	7,167	0	1,000	10,490	0	11,490	7,059	0	0	0
	Movement to/(from) Gen Reserve	(10,601)	(7,167)			(10,490)		(11,490)	(7,059)	0		
110	**Recreation Ground**											
4170	Maintenance	0	0	0	0	0	0	0	220	0	0	0
4175	CCTV Maintenance	750	969	0	0	1,000	0	1,000	-219	0	0	0
4205	Grounds Maintenance (Contract)	7,854	11,955	0	0	7,854	0	7,854	5,593	0	0	0
4206	Grounds Maintenance	5,000	2,605	0	0	5,000	0	5,000	92	0	0	0
4224	Wheely Bins Refuse Collection	700	0	0	0	700	0	700	700	0	0	0
4229	Street Light Maintenance	500	0	0	0	500	0	500	0	0	0	0
4230	ROSPA Reports	60	63	0	0	0	65	65	0	0	0	0
4235	Play Equipment-New	5,000	0	0	0	30,000	0	30,000	2,300	0	0	0

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Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)

		2021/2022		2022/2023						2023/2024		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4236	Play Equipment Maintenance	5,000	1,405	0	0	5,000	0	5,000	1,904	0	0	0
4237	Skate Park	5,000	0	0	0	5,000	0	5,000	0	0	0	0
4238	Youth Shelter Maintenance	1,500	250	0	0	1,000	0	1,000	1,250	0	0	0
4270	Litter Bins & Benches	312	3,263	0	0	1,000	0	1,000	2,720	0	0	0
	Overhead Expenditure	31,676	20,509	0	0	57,054	65	57,119	14,560	0	0	0
	Movement to/(from) Gen Reserve	(31,676)	(20,509)			(57,054)		(57,119)	(14,560)	0		
115	**Town Centre Decorations**											
1270	Chritmas Lights Event	0	0	0	0	1,000	0	1,000	0	0	0	0
	Total Income	0	0	0	0	1,000	0	1,000	0	0	0	0
4122	Electricity	0	0	0	0	0	0	0	611	0	0	0
4640	Christmas Lights	13,260	18,367	0	0	13,260	0	13,260	16,480	0	0	0
4650	Ledbury In Bloom	4,000	2,641	0	0	4,000	0	4,000	3,489	0	0	0
	Overhead Expenditure	17,260	21,008	0	0	17,260	0	17,260	20,580	0	0	0
	Movement to/(from) Gen Reserve	(17,260)	(21,008)			(16,260)		(16,260)	(20,580)	0		
118	**Minor Infrastructure**											
1292	Bench Donation	0	250	0	0	0	0	0	0	0	0	0
	Total Income	0	250	0	0	0	0	0	0	0	0	0
4176	CCTV Link to Hereford	8,195	8,251	0	0	8,379	0	8,379	4,408	0	0	0
4212	Definitive Footpaths	510	53	0	0	510	0	510	0	0	0	0
4214	Gloucester Rd Seats Grass Cut	50	0	0	0	50	0	50	0	0	0	0

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Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)

		2021/2022		2022/2023						2023/2024		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4218	War Memorial Cleaning	450	0	0	0	450	0	450	0	0	0	0
4221	War Memorial refurbishment	1,000	955	0	0	0	0	0	1,056	0	0	0
4231	Bollard Refurb	0	100	0	0	0	0	0	0	0	0	0
4276	External power supply -High St	104	102	0	0	110	0	110	38	0	0	0
4285	Defibrillator	0	310	0	0	0	0	0	85	0	0	0
	Overhead Expenditure	10,309	9,771	0	0	9,499	0	9,499	5,587	0	0	0
	Movement to/(from) Gen Reserve	(10,309)	(9,521)			(9,499)		(9,499)	(5,587)	0		
120	**Non-Statutory Services**											
1460	Ceremony Room Income	1,500	3,250	0	0	0	0	0	1,540	0	0	0
	Total Income	1,500	3,250	0	0	0	0	0	1,540	0	0	0
4009	Wedding Refunds	0	181	0	0	0	0	0	17	0	0	0
4020	Cleaning	500	0	0	0	500	0	500	0	0	0	0
4430	Advertising	520	0	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	1,020	181	0	0	500	0	500	17	0	0	0
	Movement to/(from) Gen Reserve	480	3,069			(500)		(500)	1,523	0		
125	**Green Spaces Maintenance**											
1875	Miscellaneous Income	0	6	0	0	0	0	0	0	0	0	0
	Total Income	0	6	0	0	0	0	0	0	0	0	0
4013	Devolved Services (grass cutti	2,500	891	0	0	2,500	0	2,500	264	0	0	0
4014	Lengthsman Scheme/P3 Scheme	3,000	2,464	0	0	0	3,000	3,000	1,008	0	0	0

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Ledbury Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 7)

		2021/2022		2022/2023						2023/2024		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	5,500	3,355	0	0	2,500	3,000	5,500	1,272	0	0	0
	Movement to/(from) Gen Reserve	(5,500)	(3,349)			(2,500)		(5,500)	(1,272)	0		
127	**Services and Events**											
1460	Ceremony Room Income	0	0	0	0	0	0	0	50	0	0	0
1471	Dog Poop Bags	0	380	0	0	1,000	0	1,000	381	0	0	0
	Total Income	0	380	0	0	1,000	0	1,000	431	0	0	0
4271	Dog Bags	700	265	0	0	700	0	700	0	0	0	0
4600	Town Crier/Fees & Subs	800	120	0	0	500	0	500	140	0	0	0
4601	Town Crier/Uniforms	1,000	0	0	0	1,000	0	1,000	0	0	0	0
4605	Events Barriers	0	0	0	0	100	0	100	0	0	0	0
4607	Events	7,500	5,652	0	0	7,500	0	7,500	442	0	0	0
4850	Poppy Wreath	0	20	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	10,000	6,057	0	0	9,800	0	9,800	582	0	0	0
	Movement to/(from) Gen Reserve	(10,000)	(5,677)			(8,800)		(8,800)	(151)	0		
201	**Market House**											
1030	Market House Income	0	922	0	0	1,000	0	1,000	0	0	0	0
	Total Income	0	922	0	0	1,000	0	1,000	0	0	0	0
4110	Rates	1,737	414	0	0	1,500	0	1,500	267	0	0	0
4115	Water	0	0	0	0	0	0	0	61	0	0	0
4122	Electricity	1,500	1,401	0	0	1,000	0	1,000	311	0	0	0

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Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)

		2021/2022		2022/2023						2023/2024		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4150	Cleaning	124	0	0	0	100	0	100	0	0	0	0
4170	Maintenance	5,304	100	0	0	0	0	0	173	0	0	0
	Overhead Expenditure	8,665	1,915	0	0	2,600	0	2,600	811	0	0	0
	Movement to/(from) Gen Reserve	(8,665)	(993)			(1,600)		(1,600)	(811)	0		
202	**Town Council Offices**											
1460	Ceremony Room Income	0	275	0	0	0	0	0	185	0	0	0
	Total Income	0	275	0	0	0	0	0	185	0	0	0
4021	Rubbish Collection	0	893	0	0	1,000	0	1,000	213	0	0	0
4110	Rates	6,127	6,633	0	0	6,230	0	6,230	3,618	0	0	0
4115	Water	500	443	0	0	500	0	500	308	0	0	0
4122	Electricity	8,000	8,620	0	0	10,000	0	10,000	1,526	0	0	0
4130	Insurance	0	187	0	0	0	0	0	0	0	0	0
4150	Cleaning	0	2,431	0	0	0	0	0	1,444	0	0	0
4155	Housekeeping	0	445	0	0	500	0	500	143	0	0	0
4160	Window Cleaning	250	35	0	0	250	0	250	0	0	0	0
4170	Maintenance	2,000	2,810	0	0	3,000	0	3,000	332	0	0	0
4171	PAT Testing	0	0	0	0	250	0	250	225	0	0	0
4179	Quinquennial Works	0	0	0	0	2,000	0	2,000	0	0	0	0
4182	Repairs	2,040	1,133	0	0	0	0	0	0	0	0	0
4185	Alarms	4,151	2,967	0	0	4,200	0	4,200	1,689	0	0	0
4415	Office Support & Equipment	0	38	0	0	0	0	0	48	0	0	0
4592	PPE/Health & Safety	0	0	0	0	0	0	0	0	0	0	0

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Ledbury Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 7)

		2021/2022		2022/2023						2023/2024		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	23,068	26,635	0	0	27,930	0	27,930	9,546	0	0	0
	Movement to/(from) Gen Reserve	(23,068)	(26,360)			(27,930)		(27,930)	(9,361)	0		
210	**Civic Matters**											
4110	Rates	0	0	0	0	0	0	0	136	0	0	0
4501	Mayor's Hospitality	1,000	105	0	0	1,000	0	1,000	208	0	0	0
4529	Civic Insignia	400	0	0	0	400	0	400	0	0	0	0
4531	Roll of Honour	50	0	0	0	50	0	50	30	0	0	0
4532	Flag Pole	157	120	0	0	120	0	120	120	0	0	0
4535	Civic Hospitality	1,000	390	0	0	1,000	0	1,000	420	0	0	0
	Overhead Expenditure	2,607	615	0	0	2,570	0	2,570	914	0	0	0
	Movement to/(from) Gen Reserve	(2,607)	(615)			(2,570)		(2,570)	(914)	0		
214	**Grants with Powers**											
1717	Grant Great Places to Visit	0	90,000	0	0	0	0	0	0	0	0	0
1718	October Fair Donation Income	0	2,270	0	0	2,000	0	2,000	2,250	0	0	0
	Total Income	0	92,270	0	0	2,000	0	2,000	2,250	0	0	0
4122	Electricity	0	0	0	0	0	0	0	0	0	0	0
4800	Barrett Browning Clock	150	626	0	0	150	0	150	81	0	0	0
4805	Citizens Advice Worcs	0	0	0	0	5,000	0	5,000	2,500	0	0	0
4825	CAB	5,000	5,000	0	0	0	0	0	0	0	0	0
4826	Malvern Hilss AONB Partnership	500	0	0	0	500	0	500	0	0	0	0
4827	Community Action Ledbury	10,000	10,000	0	0	10,000	0	10,000	10,000	0	0	0

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Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)

		2021/2022		2022/2023						2023/2024		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4857	Great Places to Visit Funding	0	8,890	0	0	0	0	0	46,785	0	0	0
4858	Welcome Back Fund	0	11,005	0	0	0	0	0	83	0	0	0
4870	Youth Budget	5,000	0	0	0	5,000	0	5,000	0	0	0	0
4875	Distinguished Citizen Awards	250	121	0	0	250	0	250	101	0	0	0
4876	October Fair Expenditure	0	250	0	0	0	0	0	0	0	0	0
4890	Unspecified Grants	16,500	6,000	0	0	20,000	0	20,000	14,330	0	0	0
	Overhead Expenditure	37,400	41,891	0	0	40,900	0	40,900	73,880	0	0	0
	214 Net Income over Expenditure	-37,400	50,379	0	0	-38,900	0	-38,900	-71,630	0	0	0
6000	plus Transfers from EMR	0	8,890	0	0	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	90,000	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(37,400)	(30,731)			(38,900)		(38,900)	(71,630)	0		
220	**Finance and General Purposes**											
1870	Bank Interest Received Income	800	140	0	0	500	0	500	761	0	0	0
1900	Precept Income	571,081	571,081	0	0	0	0	0	605,091	0	0	0
1902	Western Power WayLeave	0	120	0	0	0	0	0	126	0	0	0
	Total Income	571,881	571,341	0	0	500	0	500	605,978	0	0	0
4130	Insurance	10,432	14,313	0	0	0	14,022	14,022	0	0	0	0
4430	Advertising	1,000	2,747	0	0	1,000	0	1,000	274	0	0	0
4433	Card Machine rental	0	0	0	0	0	0	0	50	0	0	0
4460	Subscriptions	2,500	3,992	0	0	2,500	0	2,500	4,830	0	0	0
4550	Bank Charges	350	619	0	0	0	350	350	330	0	0	0
4551	Data Protection	1,000	0	1,000	0	0	0	1,000	0	0	0	0

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Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)

		2021/2022		2022/2023						2023/2024		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4579	Audit Internal	2,000	400	2,000	0	0	0	2,000	366	0	0	0
4580	Audit External	5,462	4,385	0	0	5,000	0	5,000	0	0	0	0
4590	Professional Services	15,000	7,014	0	0	15,000	0	15,000	3,468	0	0	0
4592	PPE/Health & Safety	1,000	630	0	0	0	500	500	14	0	0	0
	Overhead Expenditure	38,744	34,099	3,000	0	23,500	14,872	41,372	9,331	0	0	0
	Movement to/(from) Gen Reserve	533,137	537,242			(23,000)		(40,872)	596,647	0		
225	**Councillors/Newsletter**											
4420	Newsletter	1,000	0	0	0	500	0	500	0	0	0	0
4500	Town Mayors Expenses	1,000	153	0	0	1,000	0	1,000	0	0	0	0
4502	Mayor's Advertising	510	0	0	0	500	0	500	0	0	0	0
4503	Mayor's Portrait/Caricature	500	0	0	0	500	0	500	0	0	0	0
4520	Councillors Expenses	500	307	0	0	500	0	500	0	0	0	0
4525	Councillors Training	2,000	450	0	0	2,000	0	2,000	0	0	0	0
4540	Election Expenses	0	60	0	0	500	0	500	0	0	0	0
4545	Annual & Other Meetings	1,000	882	1,000	0	0	0	1,000	1,571	0	0	0
	Overhead Expenditure	6,510	1,852	1,000	0	5,500	0	6,500	1,571	0	0	0
	Movement to/(from) Gen Reserve	(6,510)	(1,852)			(5,500)		(6,500)	(1,571)	0		
230	**Management and Payroll**											
4000	Staff Salaries	141,350	121,426	0	0	230,688	0	230,688	86,828	0	0	0
4001	Agency Cover	25,000	14,092	0	0	10,000	0	10,000	1,203	0	0	0
4018	National Insurance	41,647	58,455	0	0	0	0	0	32,655	0	0	0
4019	Pension	41,647	54,582	0	0	0	0	0	39,405	0	0	0

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Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)

		2021/2022		2022/2023						2023/2024		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4050	Staff Training	3,000	3,931	0	0	3,000	0	3,000	1,364	0	0	0
4051	Officers Travel/Conference/Sub	500	664	0	0	0	0	0	519	0	0	0
	Overhead Expenditure	253,144	253,149	0	0	243,688	0	243,688	161,975	0	0	0
	Movement to/(from) Gen Reserve	(253,144)	(253,149)			(243,688)		(243,688)	(161,975)	0		
235	**Office Facilities & Equipment**											
4170	Maintenance	0	0	0	0	0	0	0	0	0	0	0
4400	Stationery	2,550	3,619	0	0	2,750	0	2,750	3,830	0	0	0
4405	Photocopier Hire	762	901	0	0	800	0	800	406	0	0	0
4410	Photocopier Costs	2,500	3,025	0	0	2,750	0	2,750	1,872	0	0	0
4415	Office Support & Equipment	1,000	4,475	0	0	1,500	0	1,500	1,424	0	0	0
4444	Petty Cash	500	204	0	0	0	0	0	-266	0	0	0
	Overhead Expenditure	7,312	12,224	0	0	7,800	0	7,800	7,266	0	0	0
	Movement to/(from) Gen Reserve	(7,312)	(12,224)			(7,800)		(7,800)	(7,266)	0		
301	**Planning/Economic Development**											
1033	Localities Grant For NDP	0	4,954	0	0	0	0	0	0	0	0	0
1090	Charter Market Income	5,000	5,150	0	0	5,000	0	5,000	4,809	0	0	0
	Total Income	5,000	10,104	0	0	5,000	0	5,000	4,809	0	0	0
4542	Town Centre Facilities	0	0	0	0	5,000	0	5,000	0	0	0	0
4543	Neighbourhood Plan	6,000	13,131	0	0	0	0	0	263	0	0	0
4546	Traffic Management	10,000	2,175	0	0	0	2,000	2,000	0	0	0	0
4549	Charter Market improvements	5,000	0	2,500	0	0	0	2,500	0	0	0	0

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Ledbury Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 7)

		2021/2022		2022/2023						2023/2024		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4552	Localities Grant For NPD	0	755	0	0	0	0	0	0	0	0	0
4553	Tourist Information Centre	0	0	0	0	0	0	0	28	0	0	0
	Overhead Expenditure	21,000	16,061	2,500	0	5,000	2,000	9,500	291	0	0	0
	Movement to/(from) Gen Reserve	(16,000)	(5,957)			0		(4,500)	4,518	0		
302	**Special Projects**											
4117	CCTV Upgrade	0	0	0	0	5,000	0	5,000	0	0	0	0
4270	Litter Bins & Benches	0	675	0	0	0	0	0	0	0	0	0
4273	Scatter Garden & Memorial Tree	0	0	0	0	2,000	0	2,000	0	0	0	0
4432	Phone Box	0	50	0	0	1,500	0	1,500	0	0	0	0
4884	Smart Water	0	0	0	0	1,000	0	1,000	0	0	0	0
4885	Climate Change	0	2,000	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	2,725	0	0	9,500	0	9,500	0	0	0	0
6000	plus Transfers from EMR	0	370	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(2,355)			(9,500)		(9,500)	0	0		
401	**Full Council**											
4415	Office Support & Equipment	3,000	4,066	0	0	2,000	0	2,000	-79	0	0	0
4455	Postage	1,000	909	0	0	1,000	0	1,000	320	0	0	0
4480	ICT-Computers	2,000	3,043	0	0	1,000	0	1,000	0	0	0	0
4481	Telephones	4,500	4,864	0	0	4,500	0	4,500	2,175	0	0	0
4482	Website	4,000	910	0	0	0	1,500	1,500	840	0	0	0
4483	ICT Services & Software Lease	10,000	4,540	7,500	0	0	0	7,500	3,227	0	0	0
	Overhead Expenditure	24,500	18,331	7,500	0	8,500	1,500	17,500	6,483	0	0	0

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Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 7)

	2021/2022		2022/2023						2023/2024		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	(24,500)	(18,331)			(8,500)		(17,500)	(6,483)	0		
Total Budget Income	597,391	696,549	0	0	28,400	0	28,400	626,886	0	0	0
Expenditure	603,397	533,886	14,000	0	597,574	26,437	638,011	359,855	0	0	0
Net Income over Expenditure	-6,006	162,663	-14,000	0	-569,174	-26,437	-609,611	267,031	0	0	0
plus Transfers from EMR	0	9,260	0	0	0	0	0	0	0	0	0
less Transfer to EMR	0	90,000	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(6,006)	81,923			(569,174)		(609,611)	267,031	0		

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Ledbury Town Council Current Year

Detailed Income & Expenditure by Budget Heading 01/09/2022

Month No: 6

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								
4170	Maintenance	0	110	0	(110)		(110)	0.0%	
4205	Grounds Maintenance (Contract)	0	0	1,500	1,500		1,500	0.0%	
4206	Grounds Maintenance	0	(55)	1,500	1,555		1,555	(3.7%)	
4224	Wheely Bins Refuse Collection	73	145	300	155		155	48.5%	
4250	Tree Works/Property Maintenanc	0	0	2,000	2,000		2,000	0.0%	
	Closed Churchyard :- Indirect Expenditure	**73**	**200**	**5,300**	**5,100**	**0**	**5,100**	**3.8%**	**0**
	Net Expenditure	**(73)**	**(200)**	**(5,300)**	**(5,100)**				
102	Cemetery & Buildings								
1100	Cemetery Interment Income	396	5,181	10,000	4,819			51.8%	
1101	Memorial Bench	0	240	0	(240)			0.0%	
1105	Exclusive Right of Burial	(143)	0	0	0			0.0%	
1130	Cemetery Memorial Permit Incom	0	1,080	3,500	2,420			30.9%	
1131	Cemetery Deed Transfers Income	0	30	0	(30)			0.0%	
1160	Mortuary Rent Income	167	1,167	2,500	1,333			46.7%	
1161	Chapel Hire	0	109	150	41			72.9%	
	Cemetery & Buildings :- Income	**420**	**7,807**	**16,150**	**8,343**			**48.3%**	**0**
4000	Staff Salaries	1,732	10,963	37,441	26,478		26,478	29.3%	
4001	Agency Cover	0	736	2,500	1,764		1,764	29.4%	
4110	Rates	234	1,403	2,700	1,297		1,297	52.0%	
4115	Water	0	48	200	152		152	24.2%	
4122	Electricity	6	527	2,000	1,473		1,473	26.4%	
4150	Cleaning	0	0	250	250		250	0.0%	
4170	Maintenance	483	626	2,000	1,374		1,374	31.3%	
4200	Tools and Materials	181	989	1,000	11		11	98.9%	
4201	Equipment Hire	0	0	1,000	1,000		1,000	0.0%	
4206	Grounds Maintenance	0	1,964	2,000	36		36	98.2%	
4223	Perimeter Wall Repairs	0	0	2,500	2,500		2,500	0.0%	
4225	Skip Hire	0	615	1,500	885		885	41.0%	
4227	Memorial Testing	0	0	1,000	1,000		1,000	0.0%	
4250	Tree Works/Property Maintenanc	0	300	1,000	700		700	30.0%	
4300	Vehicle Repair	341	341	1,000	659		659	34.1%	
4330	Fuel	0	154	1,500	1,346		1,346	10.3%	
4340	Insurance, Tax & MOT	0	868	1,000	132		132	86.8%	
4416	Equipment Maintenance	0	308	1,000	692		692	30.8%	
4592	PPE/Health & Safety	0	42	500	458		458	8.4%	
4594	Cemetery Mapping	2,933	8,302	0	(8,302)		(8,302)	0.0%	
	Cemetery & Buildings :- Indirect Expenditure	**5,910**	**28,186**	**62,091**	**33,905**	**0**	**33,905**	**45.4%**	**0**
	Net Income over Expenditure	**(5,491)**	**(20,379)**	**(45,941)**	**(25,562)**				

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Ledbury Town Council Current Year

Detailed Income & Expenditure by Budget Heading 01/09/2022

Month No: 6

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
103	Grounds Maintenance								
4016	Town Cleaner	0	0	27,092	27,092		27,092	0.0%	
	Grounds Maintenance :- Indirect Expenditure	0	0	27,092	27,092	0	27,092	0.0%	0
	Net Expenditure	0	0	(27,092)	(27,092)				
105	Painted Room								
1450	Painted Room Sales Income	201	880	750	(130)			117.3%	
1451	Painted Room Donations Income	183	1,843	1,000	(843)			184.3%	
	Painted Room :- Income	384	2,723	1,750	(973)			155.6%	0
4000	Staff Salaries	1,744	(3,613)	0	3,613		3,613	0.0%	
4170	Maintenance	0	0	1,000	1,000		1,000	0.0%	
4430	Advertising	127	517	500	(17)		(17)	103.3%	
4700	Stock Movement	236	570	500	(70)		(70)	114.0%	
4702	Tour Guides Salaries	0	8,500	8,500	0		0	100.0%	
	Painted Room :- Indirect Expenditure	2,107	5,974	10,500	4,526	0	4,526	56.9%	0
	Net Income over Expenditure	(1,723)	(3,252)	(8,750)	(5,498)				
107	Town Promotion								
4703	Promotional Material	0	0	4,000	4,000		4,000	0.0%	
4704	Tourism/ Town Plan Projects	0	0	5,000	5,000		5,000	0.0%	
4705	Signage	0	0	4,000	4,000		4,000	0.0%	
	Town Promotion :- Indirect Expenditure	0	0	13,000	13,000	0	13,000	0.0%	0
	Net Expenditure	0	0	(13,000)	(13,000)				
108	Amenity Areas								
4122	Electricity	0	5,088	0	(5,088)		(5,088)	0.0%	
4174	CCTV New/ Security	0	0	1,000	1,000		1,000	0.0%	
4200	Tools and Materials	0	0	200	200		200	0.0%	
4205	Grounds Maintenance (Contract)	733	1,833	4,040	2,207		2,207	45.4%	
4206	Grounds Maintenance	38	38	0	(38)		(38)	0.0%	
4209	Dog Hill Wood Maintenance	208	(882)	500	1,382		1,382	(176.3%)	
4210	Dog Hill Wood Coppicing	0	0	1,000	1,000		1,000	0.0%	
4228	General Tree works	0	970	1,500	530		530	64.7%	
4252	General Park Maintenance	11	11	2,000	1,989		1,989	0.5%	
4253	General Park Verges	0	0	250	250		250	0.0%	
	Amenity Areas :- Indirect Expenditure	991	7,059	10,490	3,431	0	3,431	67.3%	0
	Net Expenditure	(991)	(7,059)	(10,490)	(3,431)				

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Ledbury Town Council Current Year

Detailed Income & Expenditure by Budget Heading 01/09/2022

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
110	Recreation Ground								
4175	CCTV Maintenance	(219)	(219)	1,000	1,219		1,219	(21.9%)	
4205	Grounds Maintenance (Contract)	2,240	5,593	7,854	2,261		2,261	71.2%	
4206	Grounds Maintenance	78	92	5,000	4,908		4,908	1.8%	
4224	Wheely Bins Refuse Collection	700	700	700	0		0	100.0%	
4229	Street Light Maintenance	0	0	500	500		500	0.0%	
4230	ROSPA Reports	0	0	65	65		65	0.0%	
4235	Play Equipment-New	2,208	2,208	30,000	27,792		27,792	7.4%	
4236	Play Equipment Maintenance	763	1,904	5,000	3,096		3,096	38.1%	
4237	Skate Park	0	0	5,000	5,000		5,000	0.0%	
4238	Youth Shelter Maintenance	0	0	1,000	1,000		1,000	0.0%	
4270	Litter Bins & Benches	668	2,720	1,000	(1,720)		(1,720)	272.0%	
	Recreation Ground :- Indirect Expenditure	**6,439**	**12,998**	**57,119**	**44,121**	**0**	**44,121**	**22.8%**	**0**
	Net Expenditure	**(6,439)**	**(12,998)**	**(57,119)**	**(44,121)**				
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	611	0	(611)		(611)	0.0%	
4640	Christmas Lights	7,442	16,480	13,260	(3,220)		(3,220)	124.3%	
4650	Ledbury In Bloom	49	3,489	4,000	511		511	87.2%	
	Town Centre Decorations :- Indirect Expenditure	**7,491**	**20,580**	**17,260**	**(3,320)**	**0**	**(3,320)**	**119.2%**	**0**
	Net Income over Expenditure	**(7,491)**	**(20,580)**	**(16,260)**	**4,320**				
118	Minor Infrastructure								
4176	CCTV Link to Hereford	2,313	4,408	8,379	3,971		3,971	52.6%	
4212	Definitive Footpaths	0	0	510	510		510	0.0%	
4214	Gloucester Rd Seats Grass Cut	0	0	50	50		50	0.0%	
4218	War Memorial Cleaning	0	0	450	450		450	0.0%	
4221	War Memorial refurbishment	501	1,056	0	(1,056)		(1,056)	0.0%	
4276	External power supply -High St	38	38	110	72		72	34.7%	
4285	Defibrillator	0	85	0	(85)		(85)	0.0%	
	Minor Infrastructure :- Indirect Expenditure	**2,852**	**5,587**	**9,499**	**3,912**	**0**	**3,912**	**58.8%**	**0**
	Net Expenditure	**(2,852)**	**(5,587)**	**(9,499)**	**(3,912)**				
120	Non-Statutory Services								
1460	Ceremony Room Income	185	1,540	0	(1,540)			0.0%	
	Non-Statutory Services :- Income	**185**	**1,540**	**0**	**(1,540)**				**0**

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4009 Wedding Refunds	17	17	0	(17)		(17)	0.0%	
4020 Cleaning	0	0	500	500		500	0.0%	
Non-Statutory Services :- Indirect Expenditure	**17**	**17**	**500**	**483**	**0**	**483**	**3.3%**	**0**
Net Income over Expenditure	**168**	**1,523**	**(500)**	**(2,023)**				
125 Green Spaces Maintenance								
4013 Devolved Services (grass cutti	106	264	2,500	2,236		2,236	10.6%	
4014 Lengthsman Scheme/P3 Scheme	0	1,008	3,000	1,992		1,992	33.6%	
Green Spaces Maintenance :- Indirect Expenditure	**106**	**1,272**	**5,500**	**4,228**	**0**	**4,228**	**23.1%**	**0**
Net Expenditure	**(106)**	**(1,272)**	**(5,500)**	**(4,228)**				
127 Services and Events								
1460 Ceremony Room Income	0	50	0	(50)			0.0%	
1471 Dog Poop Bags	51	381	1,000	619			38.1%	
Services and Events :- Income	**51**	**431**	**1,000**	**569**			**43.1%**	**0**
4271 Dog Bags	0	0	700	700		700	0.0%	
4600 Town Crier/Fees & Subs	0	140	500	360		360	28.0%	
4601 Town Crier/Uniforms	0	0	1,000	1,000		1,000	0.0%	
4605 Events Barriers	0	0	100	100		100	0.0%	
4607 Events	55	158	7,500	7,342		7,342	2.1%	
Services and Events :- Indirect Expenditure	**55**	**298**	**9,800**	**9,502**	**0**	**9,502**	**3.0%**	**0**
Net Income over Expenditure	**(4)**	**133**	**(8,800)**	**(8,933)**				
201 Market House								
1030 Market House Income	0	0	1,000	1,000			0.0%	
Market House :- Income	**0**	**0**	**1,000**	**1,000**			**0.0%**	**0**
4110 Rates	68	267	1,500	1,233		1,233	17.8%	
4115 Water	0	61	0	(61)		(61)	0.0%	
4122 Electricity	43	311	1,000	689		689	31.1%	
4150 Cleaning	0	0	100	100		100	0.0%	
Market House :- Indirect Expenditure	**111**	**638**	**2,600**	**1,962**	**0**	**1,962**	**24.5%**	**0**
Net Income over Expenditure	**(111)**	**(638)**	**(1,600)**	**(962)**				
202 Town Council Offices								
1460 Ceremony Room Income	0	185	0	(185)			0.0%	
Town Council Offices :- Income	**0**	**185**	**0**	**(185)**				**0**

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4021 Rubbish Collection	107	213	1,000	787		787	21.3%	
4110 Rates	603	3,618	6,230	2,613		2,613	58.1%	
4115 Water	40	308	500	192		192	61.6%	
4122 Electricity	435	1,526	10,000	8,474		8,474	15.3%	
4150 Cleaning	419	1,444	0	(1,444)		(1,444)	0.0%	
4155 Housekeeping	124	137	500	363		363	27.4%	
4160 Window Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	3	332	3,000	2,668		2,668	11.1%	
4171 PAT Testing	0	0	250	250		250	0.0%	
4179 Quinquennial Works	0	0	2,000	2,000		2,000	0.0%	
4185 Alarms	126	1,689	4,200	2,511		2,511	40.2%	
4415 Office Support & Equipment	0	48	0	(48)		(48)	0.0%	
Town Council Offices :- Indirect Expenditure	**1,857**	**9,314**	**27,930**	**18,616**	**0**	**18,616**	**33.3%**	**0**
Net Income over Expenditure	**(1,857)**	**(9,129)**	**(27,930)**	**(18,801)**				
210 Civic Matters								
4110 Rates	0	136	0	(136)		(136)	0.0%	
4501 Mayor's Hospitality	208	208	1,000	792		792	20.8%	
4529 Civic Insignia	0	0	400	400		400	0.0%	
4531 Roll of Honour	30	30	50	20		20	60.0%	
4532 Flag Pole	0	120	120	0		0	100.0%	
4535 Civic Hospitality	0	362	1,000	638		638	36.2%	
Civic Matters :- Indirect Expenditure	**238**	**855**	**2,570**	**1,715**	**0**	**1,715**	**33.3%**	**0**
Net Expenditure	**(238)**	**(855)**	**(2,570)**	**(1,715)**				
214 Grants with Powers								
1718 October Fair Donation Income	0	0	2,000	2,000			0.0%	
Grants with Powers :- Income	**0**	**0**	**2,000**	**2,000**			**0.0%**	**0**
4800 Barrett Browning Clock	20	81	150	69		69	54.1%	
4805 Citizens Advice Worcs	0	2,500	5,000	2,500		2,500	50.0%	
4826 Malvern Hilss AONB Partnership	0	0	500	500		500	0.0%	
4827 Community Action Ledbury	0	10,000	10,000	0		0	100.0%	
4857 Great Places to Visit Funding	21,392	46,202	0	(46,202)		(46,202)	0.0%	
4858 Welcome Back Fund	83	83	0	(83)		(83)	0.0%	
4870 Youth Budget	0	0	5,000	5,000		5,000	0.0%	
4875 Distinguished Citizen Awards	0	101	250	149		149	40.3%	
4890 Unspecified Grants	0	14,330	20,000	5,670		5,670	71.7%	
Grants with Powers :- Indirect Expenditure	**21,496**	**73,297**	**40,900**	**(32,397)**	**0**	**(32,397)**	**179.2%**	**0**
Net Income over Expenditure	**(21,496)**	**(73,297)**	**(38,900)**	**34,397**				

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Detailed Income & Expenditure by Budget Heading 01/09/2022

Month No: 6

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
220	Finance and General Purposes								
1870	Bank Interest Received Income	225	761	500	(261)			152.3%	
1900	Precept Income	302,546	605,091	0	(605,091)			0.0%	
1902	Western Power WayLeave	0	6	0	(6)			0.0%	
	Finance and General Purposes :- Income	**302,770**	**605,858**	**500**	**(605,358)**			**121171.**	**0**
4130	Insurance	0	0	14,022	14,022		14,022	0.0%	
4430	Advertising	0	274	1,000	726		726	27.4%	
4433	Card Machine rental	50	50	0	(50)		(50)	0.0%	
4460	Subscriptions	483	4,252	2,500	(1,752)		(1,752)	170.1%	
4550	Bank Charges	55	330	350	20		20	94.2%	
4551	Data Protection	0	0	1,000	1,000		1,000	0.0%	
4579	Audit Internal	0	366	2,000	1,634		1,634	18.3%	
4580	Audit External	0	0	5,000	5,000		5,000	0.0%	
4590	Professional Services	300	2,168	15,000	12,832		12,832	14.5%	
4592	PPE/Health & Safety	0	14	500	486		486	2.9%	
	Finance and General Purposes :- Indirect Expenditure	**888**	**7,453**	**41,372**	**33,919**	**0**	**33,919**	**18.0%**	**0**
	Net Income over Expenditure	**301,882**	**598,405**	**(40,872)**	**(639,277)**				
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%	
4503	Mayor's Portrait/Caricature	0	0	500	500		500	0.0%	
4520	Councillors Expenses	0	0	500	500		500	0.0%	
4525	Councillors Training	0	0	2,000	2,000		2,000	0.0%	
4540	Election Expenses	0	0	500	500		500	0.0%	
4545	Annual & Other Meetings	42	1,571	1,000	(571)		(571)	157.1%	
	Councillors/Newsletter :- Indirect Expenditure	**42**	**1,571**	**6,500**	**4,929**	**0**	**4,929**	**24.2%**	**0**
	Net Expenditure	**(42)**	**(1,571)**	**(6,500)**	**(4,929)**				
230	Management and Payroll								
4000	Staff Salaries	12,668	74,284	230,688	156,404		156,404	32.2%	
4001	Agency Cover	0	1,203	10,000	8,797		8,797	12.0%	
4018	National Insurance	4,785	27,904	0	(27,904)		(27,904)	0.0%	
4019	Pension	5,751	33,014	0	(33,014)		(33,014)	0.0%	
4050	Staff Training	941	1,364	3,000	1,636		1,636	45.5%	
4051	Officers Travel/Conference/Sub	499	519	0	(519)		(519)	0.0%	
	Management and Payroll :- Indirect Expenditure	**24,643**	**138,288**	**243,688**	**105,400**	**0**	**105,400**	**56.7%**	**0**
	Net Expenditure	**(24,643)**	**(138,288)**	**(243,688)**	**(105,400)**				

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
235 Office Facilities & Equipment								
4400 Stationery	1,307	3,536	2,750	(786)		(786)	128.6%	
4405 Photocopier Hire	0	406	800	394		394	50.8%	
4410 Photocopier Costs	567	1,552	2,750	1,198		1,198	56.4%	
4415 Office Support & Equipment	480	1,347	1,500	153		153	89.8%	
4444 Petty Cash	31	(266)	0	266		266	0.0%	
Office Facilities & Equipment :- Indirect Expenditure	**2,385**	**6,576**	**7,800**	**1,224**	**0**	**1,224**	**84.3%**	**0**
Net Expenditure	**(2,385)**	**(6,576)**	**(7,800)**	**(1,224)**				
301 Planning/Economic Development								
1090 Charter Market Income	1,074	3,621	5,000	1,379			72.4%	
Planning/Economic Development :- Income	**1,074**	**3,621**	**5,000**	**1,379**			**72.4%**	**0**
4542 Town Centre Facilities	0	0	5,000	5,000		5,000	0.0%	
4543 Neighbourhood Plan	0	263	0	(263)		(263)	0.0%	
4546 Traffic Management	0	0	2,000	2,000		2,000	0.0%	
4549 Charter Market improvements	0	0	2,500	2,500		2,500	0.0%	
Planning/Economic Development :- Indirect Expenditure	**0**	**263**	**9,500**	**9,237**	**0**	**9,237**	**2.8%**	**0**
Net Income over Expenditure	**1,074**	**3,358**	**(4,500)**	**(7,858)**				
302 Special Projects								
4117 CCTV Upgrade	0	0	5,000	5,000		5,000	0.0%	
4273 Scatter Garden & Memorial Tree	0	0	2,000	2,000		2,000	0.0%	
4432 Phone Box	0	0	1,500	1,500		1,500	0.0%	
4884 Smart Water	0	0	1,000	1,000		1,000	0.0%	
Special Projects :- Indirect Expenditure	**0**	**0**	**9,500**	**9,500**	**0**	**9,500**	**0.0%**	**0**
Net Expenditure	**0**	**0**	**(9,500)**	**(9,500)**				
401 Full Council								
4415 Office Support & Equipment	0	(79)	2,000	2,079		2,079	(4.0%)	
4455 Postage	0	320	1,000	681		681	31.9%	
4480 ICT-Computers	0	0	1,000	1,000		1,000	0.0%	
4481 Telephones	478	2,175	4,500	2,325		2,325	48.3%	
4482 Website	0	840	1,500	660		660	56.0%	
4483 ICT Services & Software Lease	646	3,227	7,500	4,273		4,273	43.0%	
Full Council :- Indirect Expenditure	**1,123**	**6,483**	**17,500**	**11,017**	**0**	**11,017**	**37.0%**	**0**
Net Expenditure	**(1,123)**	**(6,483)**	**(17,500)**	**(11,017)**				

Continued over page

Ledbury Town Council Current Year

Detailed Income & Expenditure by Budget Heading 01/09/2022

Month No: 6

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	304,883	622,165	28,400	(593,765)			2190.7%	
Expenditure	78,823	326,910	638,011	311,101	0	311,101	51.2%	
Net Income over Expenditure	226,061	295,255	(609,611)	(904,866)				
Movement to/(from) Gen Reserve	226,061	295,255						

Interim Internal Audit Summary Ledbury Town Council

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

Interim Audit Date: 4 October 2022

Internal Control Objective		Tested	Positive	Negative	Recommendations
Box A	*Appropriate accounting records have been properly kept throughout the financial year.*	6	6	0	0
Box B	*This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.*	21	15	6	7
Box C	*This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*	6	5	1	2
Box D	*The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*	11	10	1	1
Box E	*Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*	13	12	1	3
Box F	*Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.*	9	8	1	1
Box G	*Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*	0	0	0	0
Box H	*Asset and investments registers were complete and accurate and properly maintained.*	2	2	0	0
Box I	*Periodic bank account reconciliations were properly carried out during the year.*	7	7	0	0
Box J	*Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.*	2	2	0	0
Box K	*If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered"*	N/A	N/A	N/A	N/A
Box L	*If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.*	N/A	N/A	N/A	N/A
Box M	*The authority, during the previous year (2021/22) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*	5	4	1	1
Box N	*The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).*	7	4	3	3
Box O	*(For local councils only)* *Trust funds (including charitable) – The council met its responsibilities as a trustee*	N/A	N/A	N/A	N/A
	Totals	**89**	**75**	**14**	**18**

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Ledbury Town Council
Financial Year 2022-23

IAC Audit and Consultancy Ltd

Interim Internal Audit Observations — **Audit date:** 4 October 2022

B ***This authority complied with its financial regulations, payments were supported by invoices, all expenditure***

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Have Standing Orders been subject to regular review in accordance with paragraph 1.14 of The Practitioners Guide 2021?	*The version of the Council's Standing Orders on the website state that they were adopted in February 2019. The Council last Minuted a review of Standing Orders in May 2022.*	The Council to review the published version of Standing Orders and ensure that they are the current version. Standing Orders should clearly state that date that they were last subject to Council review and the relevent Minute Reference. Council to ensure that the documents published on its website are the latest version as approved by	High	Standing Orders front cover updated to include last review date and relevant minute number - 12 May 2022 (C598) - latest version uploaded to the Website
2	Are the regulations the current version of the Model Regulations?	*The version of Financial Regulations on the Council's website appears to be an old version of the NALC model regulations. It is unlcear whether these are the latest version of regulations adopted by Council.*	Council to review and update its Financial Regulations.	Medium	Financial Regulations front cover updated to include last review date and relevant minute number - 12 May 2022 (C599) - latest version uploaded to the Website
3	Have the Financial Regulations been subject to regular review in accordance with paragraph 1.14 of The Practitioners Guide 2021?	*The version of the Council's Financial Regulations on the website state that they were adopted in February 2019. The Council last Minuted a review of Financial Regulations in May 2022. It is unclear whether they are the latest version of Financial Regulations adopted by the Council.*	See above recommendation re Standing Orders.	High	See no. 2 Above

4	Have invoices been approved as required under Council Financial Regulations? (paragraph 5.3 of the NALC Model Financial Regulations)	*Invoices have not been "verified and certified by the RFO" as required under the Councils Financial Regulations.*	Council to ensure that invoices are approved in accordance with Financial Regulations.	Medium	verification/certification procedure created and made available to Clerk, Deputy Cler and Accts Clerk to ensure proper process followed (copy attached)
5	Have payments been approved as required under Council Financial Regulations?	*It was noted that the spreadsheet which lists the payments to be paid in September totalled £19,723.37 however the value of payments made was £27,493.69. The major reason for this difference was a grant of £8,000 paid in respect of the Poetry Festival. There were two other items which appeared on the listing which were not paid, and two items which were paid but did not appear on the listing.*	The Council, as a priority, to review how payments are being approved. In particular the Council should ensure that value of payments approved equals the value of payments made.	High	Accounts Clerk to ensure payment lists correspond with invoices being paid - Clerk to check before approving final payments
6	Have valid VAT invoices been obtained to support reclaim of VAT?	*It was noted that the Council has paid an invoice, value £1,235.21 which is not addressed to the Council but is addressed to a local community group. It is understood that this payment was made in error and that a refund has now been made by the supplier.*	The Council to note that an invoice, which was not addressed to the Council, has been paid in error. This raises concerns as to whether the council's payments controls are adequate (see above)	High	Accounts Clerk reported mistake to Clerk as soon as she had identified the error. Monies were received back into bank account - New verification process should identify and prevent such incidents in the future

7	Is the tender threshold set at £25,000 consistent with the Public Contract Regulations and NALC Model Financial Regulations?	*The version of Financial Regulations on the Council's website (which are stated as being amended in November 2019) refer to a tender limit of £60,000 rather than the £25,000 limit set in the Public Contract Regulations. They are also not consistent with the Standing Orders on the Councils website, which refer to a £25,000 limit. (It is understood that this limit has been changed by Council to £25,000)*	Council to note	Medium	Financial Regulations were amended in June 2021 to reflect the £25,000 threshold consistent with PCR.
C	***This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.***				
No.	**Audit Test**	**Observation**	**Recommendation**	**Priority**	**Comments**
1	A copy of the Financial Risk Register was provided to the auditor	*It was noted the the Risk Register published on the Councils website is dated 2019 (the underlying document is dated 2018). The Council last Minuted a review of the Risk Register in May 2022. The copy of this Risk Register provided at the time of the audit visit was not dated.*	The Council to review the Risk Register published on its website to ensure that it is the current version. The Council to amend the format of the Risk Register so that it records the date of review by Council and the Minute Reference.	High	Format amended to include date and minute and amended version uploaded to website - Clerk to ensure amended versions uploaded followig each annual council meeting

2	Minutes reviewed and no 'unusual activity' identified (interim - give date of last Minutes reviewed)	*The Council publishes Minutes on its website (these are included with the Agenda papers for the next meeting). It was noted that the website link for the Agenda for the 14th July meeting, which should include the Minutes of the 9th June meeting, returns a 'Page Not Found Error'. So the Minutes of the 9th June are not available.* *The meeting of 9th June was the meeting during which the Annual Governance Statement was to be reviewed by Council.* *It was further noted that a number of published documents on the website, such as Financial Regulations, Risk Register etc, appear to be out of date.*	The Council, as a priority, to review how it publishes information on its website. In particular the Council should consider how the current operation of the Council's website aids the Council in meeting Principles 4 and 5 of the Nolan Principles.	High	Members are aware of the issues in relation to the website - council to consider commissioning a new website via a company that works with other councils and has an understanding of the needs of a Parish Council website - Clerk to provide details of contract with current provider
D	***The precept or rates requirement resulted from an adequate budgetary process; progress against the budget***				
No.	**Audit Test**	**Observation**	**Recommendation**	**Priority**	**Comments**
1	Does the budget recorded in the Councils accounting system agree to the budget set by Council?	*The budget recorded in the Councils accounting system does not agree to the budget set by Council. There is a difference of £2,360 on income and £2,1260 of expenditure and a net difference of £4,520*	Council to review the budget recorded in the Councils accounting system to ensure that it agrees to the budget approved.	High	Clerk has reviewed budget input against budget approved where discrepancies found - discussion with Accts Clerk to rectify to take place as a matter of priority
E	***Expected income was fully received, based on correct prices, properly recorded and promptly banked; and***				
No.	**Audit Test**	**Observation**	**Recommendation**	**Priority**	**Comments**
1	Has the Investment Strategy been published on the Councils website?	*The Council has not published its Investment Strategy on the Councils website as required by the Statutory Guidance on Local Council Investments.*	Council to ensure that its Investment Strategy is published on its website in accordance with statutory guidance.	Medium	The Investment Policy is available on the council website

2	Is there an appropriately approved schedule of fees and charges?	*Not all of the Council's fees and charges are published on the Councils website.*	The Council to ensure that it publishes a full listing of its fees and charges on its website.	High	Fees and charges for all council services available on the website
F	***Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT***				
No.	**Audit Test**	**Observation**	**Recommendation**	**Priority**	**Comments**
1	Petty cash balances are regularly reconciled to cash in the petty cash tin.	*Petty cash is regularly reconciled to the Omega system and it is understood that the cash balance held is agreed to the reconciled balance each time this is done.* *It is not currently practice for the process of cash reconciliation to be confirmed by signature and date.*	Each time the petty cash balance is agreed to the Omega system the reconciliation report should be printed off, marked as 'verified to cash on hand' and signed and dated by the person who carried out the verification.	Medium	Accounts Clerk advised and requested to ensure this is undertaken going forward
M	***The authority, during the previous year (2021/22) correctly provided for the period for the exercise of public***				
No.	**Audit Test**	**Observation**	**Recommendation**	**Priority**	**Comments**
1	Council Minutes record the dates set for the Exercise of Public Rights	*Council Minutes do not record the dates set for the Exercise of Public Rights.*	In future the Council to ensure that the date set for the Period of Exercise of Public Rights is recorded in Council Minutes.	High	Clerk/Council to ensure this is undertaken going forward
N	***The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance***				
No.	**Audit Test**	**Observation**	**Recommendation**	**Priority**	**Comments**

1	The Council has published the unaudited Statement of Accounts (Section 2 of the Annual Return) in accordance with the requirements of Regulation 15 (2) of the Accounts and Audit Regulations	*It was not possible to verify that the Council had published the unaudited Statement of Accounts (Section 2 of the Annual Return) in accordance with the requirements of Regulation 15 (2) of the Accounts and Audit Regulations. (The Audited Statement of Accounts is now available on the Councils website).* *It is unclear whether the unaudited Statement of Accounts had not published or whether it was not visible on the Councils website.*	The Council MUST publish the unaudited Statement of Accounts (Section 2 of the Annual Return) in accordance with the requirements of Regulation 15 (2) of the Accounts and Audit Regulations	Non Compliance	The unaudited Statement of Accounts was available on the website, however it would appear there was an issue with the website when the auditor was reviewing this
2	The Council has published the Annual Governance Statement on its website in accordance with the requirements of Regulation 13 of the Accounts and Audit Regulations	*The Council has not published the Annual Governance Statement on its website in accordance with the requirements of Regulation 13 of the Accounts and Audit Regulations. (see above)*	The Council MUST publish the Annual Governance Statement on its website in accordance with the requirements of Regulation 13 of the Accounts and Audit Regulations	Non Compliance	This was on the website, unsure why the auditor was unable to find this

3	The Annual Accounting Statement was approved at a meeting of Full Council as required by Regulation 12 of the Accounts and Audit Regulations 2015	*The Annual Accounting Statement was not approved at a meeting of Full Council as required by Regulation 12 of the Accounts and Audit Regulations 2015.* *The Minutes of the meeting do refer to the approval of Section 1 (which is the Annual Governance Statement) and 'That the Annual Governance and Accountability Return by received and approved" but make no reference to Section 2, the Accounting Statements.*	The Council to note that it must approve Section 1 - The Annual Governance Statement followed by Section 2 The Accounting Statements at a meeting of full council. The Council also to note that its should not approve the "Annual Governance and Accountability Return", but should approve the Annual Governance Statement and Accounting Statements as individual documents. The Council will need to consider what response it may give in respect of Assertion 1 of the 2022/23 Annual Governance Statement.	Non Compliance	This is not made clear in any procedure or information provided to Clerks. Duly noted that this is required to be actioned going forward

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The Accounts and Audit Regulations 2015

UK Statutory Instruments 2015 No. 234 PART 4 Regulation 13

Status: This is the original version (as it was originally made).

Publication of statement of accounts and annual governance statement for Category 2 authorities

13.—(1) Subject to paragraph (3), a Category 2 authority must, after the conclusion of the period for the exercise of public rights but not later than 30th September of the financial year immediately following the end of the financial year to which the statement relates, publish (which must include publication on that authority's website)—

(a) the statement of accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and

(b) the annual governance statement approved in accordance with regulation 6(3).

(2) Where documents are published under paragraph (1), the authority must—

(a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and

(b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

(3) Paragraphs (1) and (2) do not apply to a Category 2 authority with exempt status.

(4) A Category 2 authority with exempt status must—

(a) keep copies of its statement of accounts for purchase by any person on payment of a reasonable sum; and

(b) after the conclusion of the period for the exercise of public rights in regulation 14, ensure that the statement of accounts that was published on the authority's website in accordance with regulation 15(2) remains available for public access for a period of not less than five years beginning with the date of such publication.

(5) In the case of a Category 2 authority which is a parish meeting, and where the authority has displayed its statement of accounts in a conspicuous place in accordance with regulation 2(5)(b)(ii), paragraph (4)(b) does not apply.

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INVOICE VERIFICATION PROCESS

Invoice received via online/offline channels

Invoice given to Town Clerk to verify by cross-checking against supporting documents (i.e. purchase orders, quotes, agreed contracts)

ACCEPT

Clerk to sign and date verified invoice
Forward invoice to Accounts Clerk for processing

PROCESSING

Accounts Clerk to process payment recognised methods, subject to approval Council via recognised methods

Accounts Clerk to attach all relevant documentation to invoice and request receipt

Payment to be entered onto electronic accounts system – month end reports to be provided to Finance Committee for recording

REJECT

Stop the process and revert back to service provider with relevant query

INVOICE CORRECTION

Request corrected invoice from service provider

On receipt of amended invoice restart verification process

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	24 NOVEMBER 2022	AGENDA ITEM: 13

Report prepared by Angela Price – Town Clerk

ANNUAL GRANTS APPLICATIONS

Purpose of Report

The purpose of this report is to ask Members of the Finance, Policy & General Purposes Committee to give consideration to the grant applications received from local organisations.

Detailed Information

Listed below are the grant applications received from local organisations and the suggested power that Ledbury Town Council can award the grants it they choose to do so:

Over £500

1. Ledbury Primary school – to purchase 6 x gazebos – Local Government Act 1972 -S137 Financial Assistance

2. Ledbury Swifts football club – to provide support to players and parents of the under 16's team to visit Strömstad in 2023 – Local Government Act (Misc Provision) Act 1976 – S19

Multi-year

1. Age UK Hereford & Localities – to provide support to the over 50's in Herefordshire (to include Ledbury) to live fulfilling independent lives for longer – Local Government Act 1972 – S137 Financial Assistance

   Year 1 - £4,000
   Year 2 - £4,000
   Year 3 - £4,000

2. Ledbury Places – Funding to support a part-time job opportunity to increase community awareness of our facilities and generating income for the Old Grammar School – Local Government Act 1972 – S144 Power to encourage Tourism

   Year 1 –£ 7,800
   Year 2 - £6,800
   Year 3 - £6,800

3. Dream Your Future Families – Funding to support free counselling sessions to children and parents - Local Government Act 1972 - S137 financial assistance

   Year 1 - £1,500
   Year 2 - £1,500
   Year 3 - £1,500

4. Ledbury Food Bank – To support the provision of emergency food aid to those without means to feed themselves and the provision of benefits advice and access to other agencies - Local Government Act 1972 - S137 financial assistance

   Year 1 - £2,500
   Year 2 - £2,500
   Year 3 - £2,500

5. Ledbury Methodist Church – On behalf of all "Warm Space" venues in Ledbury - Local Government Act 1972 - S137 financial assistance

   Year 1 - £1,200
   Year 2 - £1,350
   Year 3 - £1,500

At the Grants Working Party meeting held on 9 November 2022 the Chair sought clarification on the role of the Working Party, Finance, Policy & General Purposes Committee and Full Council in relation to the grans process. As a result of that discussion it was recognised that the process should be as follows:

Grants Working Party to receive applications and consider whether they meet the criteria, and with the assistance of the Clerk establish what power the council has to award each grant.

Finance, Policy & General Purposes Committee receive the applications with an accompanying report advising which application the Grants Working Party believe meet the criteria as laid out in the Council's Grans Policy and which power the council could use should they approve the application. The Finance, Policy & General Purposes Committee will then consider each application and make a recommendation to Full Council on what if any grant should be awarded to each applicant.

Full Council will receive the applications with a report from the Clerk with recommendations on which applications to support, how much to award, and the method of awarding the grant, i.e., a one-off payment of a three-year grant.

At that meeting the Clerk advised the Working Party that due to Ledbury Town Council not having two thirds of their Members "elected" the Council does not have General Power of Competence and therefore are unable to award grants via the Localism Act 2011, but that they would be required to identify which powers could be used to award the grants. These Powers are identified above accordingly.

The following recommendation was agreed at the Grants Working Party in respect of the applications received:

Minute no. 19(1)

That a report be submitted to the meeting of the Finance, Policy & General Purposes Committee advising that the Grants Working Party consider all applications for grant funding received meet the criteria and that should the Committee agree to award grants they be awarded in accordance with the powers listed above.

Recommendation

That Members of the Finance, Policy & General Purposes give consideration to the applications for grant funding received, noting that it is the opinion of the Grants Working Party that all applications meet the criteria in respect of the Powers suggested by the Clerk.

RECEIVED
28 OCT 2022

Funding Request of more than £500

Grant Application Form

1. Tell us about your organisation[2]

Contact Name:	RACHEL BOUGHEN	
Position:	CHAIR	
Organisation:	TEAM LPS (Ledbury Primary School PTA)	
Contact Address:	Ledbury Primary School, Longacres, HR8 2BE	
Telephone Number:	[redacted]	
E-mail:	[redacted]	
Status of Organisation: (delete as appropriate)	Profit / Not for Profit / Charity / Company Other (specify):	
Charity/Company No. (if applicable)		
How long has your organisation been in existence? (please ☑)	Less than 1 year	
	1-5 years	
	More than 5 years	✓
What does your organisation do?	Fundraising for the primary school	

2[1] Data will be held in accordance with Ledbury Town Council's data privacy policy a copy of which can be found on our website at the following link:
https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf

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future?	

3. Tell us how you plan to fund your project

What is the total cost of the project?	£ 5849.58
Amount requested from Ledbury Town Council.	£ ~~5840~~ 5849.58
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what? [redacted]	N/A [redacted]

[redacted]

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

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Hereford Lions	£2000	✓	

4. Further information provided in support of your application

Information	Enclosed (please tick)	Office Use Only (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement **(required)**	✓	
A copy of your constitution and list of appointed officers (or similar document showing the organisation's status)	AGM meeting showing most recent appointments - minutes enclosed.	
A copy of your organisation's latest set of accounting statements (if any exist)		
Copies of any letters of		

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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 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):	Rachel Bowgher
Date:	10/10/22

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

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Funding Request of £500 or less

Grant Application Form

1. **Tell us about your organisation**[1]

Contact Name:	Rachel Potter
Position:	Under 16's Team Manager
Organisation:	Ledbury Swifts Football Club
Contact Address:	
Telephone Number:	
E-mail:	
Status of Organisation: (delete as appropriate)	Profit / **Not for Profit** / Charity / Company Other (specify):
Charity/Company No. (if applicable)	
What does your organisation do?	Grassroots football for 5-16 year olds. Under 16's play in the Herefordshire Junior Football League.

[11] Data will be held in accordance with Ledbury Town Council's data privacy policy a copy of which can be found on our website at the following link: https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf

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2. Tell us what support you need

Project title:	Ledbury Swifts Under 16's Sweden Trip
Project duration (mm/yy):	Start: October 2022 End: July 2023.
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?	Ledbury Swifts F.C have the most long standing link with Stromstad, twinning town with Ledbury making them ambassadors for twinning and for their moto of 'friendship through sport.' As a club, since 2000 they've been going to Stromstad, playing in tournaments and have to date made 20 visits. This in turn plays an important part in cementing the continuing bond between the two towns as per the Ledbury Town Council Corporate plan and its objective of enhancing community participation in the arts, culture and heritage by adopting the key action of 'support the town twinning Ledbury with Stromstad.' Next year, it's the turn of my under 16's team to make the trip and fly the flag for Ledbury. This trip has to be self funded by players and fundraising hence my application for a grant. The team over the next 9 months will be organising and hosting numerous fundraising events including community bingos, quiz nights, stall at the Christmas light switch on, raffles, race nights and more to make the trip possible and viable for all players without putting additional financial costs onto the families. We've also approached local companies and organisations for sponsorship.

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	The following is a list of costs associated with the trip- (Players and parents pay flight costs). • UK airport transfers £1600 • Sweden airport transfers £1400 estimate • Cabins/ accommodation £3000 • Food costs for duration £2000 • Kit costs £500 • Banner cost £150
How will your project be helpful to Ledbury?	Increase the links and relationship of Ledbury and twinning town of Stromstad and meet the objective of the Ledbury Town Council Corporate Plan- enhance community participation in the arts, culture and heritage and the key action of supporting the town twinning. The visit will also meet the twinning associations main focus- to support cultural, educational and friendship links between the two towns especially around young people.
How will your organisation acknowledge the Town Council's funding support?	Through our social media platforms of the club- facebook and twitter. The plan is to take a banner to Stromstad with the organisations and local businesses that have provided sponsorship to the team by incorporating their logos. If our application was successful this would be where 'Ledbury Town Council' logo and name would be displayed linking it with the twinning association of the two towns. This will be displayed during the duration of the trip.

2847

3. **Tell us how you plan to fund your project**

What is the total cost of the project?	**£ 8,700**
Amount requested from Ledbury Town Council.	**£500**
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** (please tick)	**Office Use Only** (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		

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5. Declaration by the applicant

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

I/we accept the following:

(i) That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered.

(ii) That any grant offered will be used only for the purposes set out in this application.

(iii) That we will provide a grant closure letter 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:	**R. L. Potter**
Name (s):	**Rachel Potter**
Date:	**29th October 2022**

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

2849

Multi-Year Support

Grant Application Form

1. **Tell us about your organisation**[1]

Contact Name:	Sue Mosley	
Position:	CEO	
Organisation:	Age UK Hereford and Localities	
Contact Address:	[redacted]	
Telephone Number:		
E-mail:		
Status of Organisation: (delete as appropriate)	Charity	
Charity/Company No. (if applicable)	**1093512**	
How long has your organisation been in existence? (please ☑)	Less than 1 year	
	1-5 years	
	More than 5 years	√
What does your organisation do?	Supporting over 50's in Herefordshire to live fulfilling independent lives for longer by - • Delivering a comprehensive Information and Advice service to support service users to access benefits and wider support in the community. • Sheds Together Project to bring together like minded individuals to meet, socialise and share/learn new skills. • Health and Wellbeing sessions to provide social opportunities for those experiencing loneliness. • Gardening and Handyman services delivered by volunteers, offering affordable 'small jobs' eg fitting grab rails etc • Foot care sessions in 8 locations across the county to support mobility and greater independence	

[1] Data will be held in accordance with Ledbury Town Council's data privacy policy a copy of which can be found on our website at the following link: https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf

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	• Digital Inclusion sessions to improve access to information/services and family/friends. • Befriending services to those who are feeling lonely and/or isolated.

[redacted]

2. Tell us what support you need

Which one of the following five areas best fits your group's area of interest?	Sport ☐ Arts ☐ Health ☑ Environment ☐ Youth ☐
Who will benefit from your activities?? (please tell us what groups will benefit and approximately how many people will benefit in total)	People over 50 living in Ledbury and surrounding areas. In 2021, we supported 658 clients with benefits checks and applications and facilitated the drawdown of £112,710 in benefits in the Ledbury area. We recorded 2058 contacts across our services of service users living in Ledbury and the surrounding area. We expect our 2022 figures to show an increase as in the first six months we have seen a 20% increase in demand for our services across the county. Our new Sheds Together project aims to reach out to address the needs of older men in the area who may be living alone or have significant caring responsibilities and would benefit from a safe, welcoming environment to meet, socialise and share/learn new skills. Sheds Together Ledbury is one of four Sheds across the county, part funded by The Princes' Countryside Fund to set up the proejcts in the market towns.
What evidence do you have of local need/demand for your services? (This might be survey work or statistical evidence)	Age UK H&L provides a comprehensive range of services to advise, support and improve the lives of older people living in Herefordshire, enabling them to live fulfilled independent lives as valued members of the community. A 2016 Government report concluded that *'without significant improvements in health, UK population ageing will increase the amount of ill-health and disability'* As Herefordshire's population structure is already older than that of the UK as a whole, it is anticipated that these effects will be more pronounced. How these challenges are managed, now and in the future, will have important implications for the quality of life of the county's older residents. *Numbers in the older age groups have been growing at a disproportionately high rate in Herefordshire and people aged 65 and over currently account for around a quarter of the county's total population. This age group is expected to continue growing at a high rate with numbers*

Commented [SM1]:

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	aged 85+ rising even more rapidly (Understanding Herefordshire Ageing Well Report 2019) *11% of all people aged 60 or over in Herefordshire are living in income deprivation (*Ministry of Housing, Communities and Local Government) *In 2019, there were an estimated 84,000 households in Herefordshire, 16.5% of which were in fuel poverty (13,900); a higher proportion than in England as a whole (13.4%). The majority of households affected by fuel poverty live in rural areas* (Herefordshire Ageing Well Report 2019) Loneliness is associated with poor health and well-being outcomes including hypertension, coronary heart disease, stroke, depression and mortality. The rural nature of Herefordshire makes access to support and services more difficult, increasing the need for outreach into these rural communities to ensure that those in need have access to the support they need. Age UK H&L deliver a core Information and Advice (I&A) service which enables our service users to drawdown significant benefits to improve their quality of life, and with our Reaching You (RY), Foot Care (FC) and Health and Wellbeing (HWB) offer, we offer an holistic approach to ensure that the needs of our service users are identified and met. **The Demand** The impact of the pandemic on our service users has been profound. Loneliness, social isolation, the rise in low level mental health issues and the financial challenges linked to increases in the cost of living have seen an increase in demand for our services. Cases are more complex than before and we are seeing an increase in referrals from other agencies who are also experiencing increases in demand. Service users access our support because our team have a genuine understanding of the local area and issues facing people living there. We are a trusted brand and our regular quality assurance feedback returns a score of 9.8/10. Our service users often return when their circumstances change for additional support and value the face to face contact we offer. As part of the Household Support Fund (round 2) we distributed £18,500 in grocery vouchers to older people struggling with the cost of living, and HSF round 3 will enable us to deliver additional support to those struggling to maintain warm homes.

What support have you received ? (Please tell us about any expressions of support you have received from outside your organisation)	We currently rely heavily on grants and trusts to support our charity, with no funding from the local authority, Age UK National or through commissioned services. We are grateful for continued support from The Eveson Trust, The Princes Countryside Fund, Awards4All and Herefordshire Community Foundation but are under continued pressure to raise funds to be able to deliver our services.
How will your service be delivered and how will success be monitored?	We monitor all service delivery on CharityLog, our CRM and conduct regular Quality Assurance feedback with service users across the county, with the ability to draw down information/impact by postal districts.
How will your organisation acknowledge the Town Council's funding support?	We will share on our social media platforms and include the Town Council's logo on any printed literature relating to our services.
Do you work with other Ledbury groups or would you be open to doing so in future?	We currently work with Ledbury Foodbank, Local Authority services based in The Master's House, Ledbury Methodist Church, Shaw Healthcare, Platform Housing, Talk Community, Social Prescribers, Ledbury Repair Café, Alzheimer's Society and Dementia Matters Here either as to refer or support the delivery of their services. We are also keen to work with the Town Council to ensure the successful delivery of the next HSF round, and to further explore ways in which we could work with the other market town councils to submit joint funding bids to expand and develop services in response to the needs of older people in our communities.

3. Tell us how you plan to fund your project

Amount requested from Ledbury Town Council.	**Year 1 £4000** **Year 2 £4000** **Year 3 £4000**

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Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	**No**

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

Organisation	**Contribution Sought (£)**	**Applied** (please tick as appropriate)	**Granted** (please tick as appropriate)
Eveson Trust	*I&A Staff x 3 (1 to cover the Ledbury post)*	√	

4. Further information provided in support of your application

Information	**Enclosed** (please tick)	**Office Use Only** (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement **(required)**	√	
A copy of your constitution and list of appointed officers (or similar document showing the organisation's status)	√	
A copy of your organisation's committee and meeting structure	The board of elected trustees meet bi-monthly.	
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.

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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:	S Mosley
Name (s):	**Sue Mosley**
Date:	**25/10/22**

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

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Funding Request of more than £500

Grant Application Form

1. Tell us about your organisation[2]

Contact Name:		
Position:		
Organisation:		
Contact Address:		
Telephone Number:		
E-mail:		
Status of Organisation: (delete as appropriate)	Profit / Not for Profit / Charity / Company Other (specify):	
Charity/Company No. (if applicable)		
How long has your organisation been in existence? (please ☑)	Less than 1 year	
	1-5 years	
	More than 5 years	
What does your organisation do?		

[1] Data will be held in accordance with Ledbury Town Council's data privacy policy a copy of which can be found on our website at the following link: https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf

Multi-Year Support

Grant Application Form

1. Tell us about your organisation[1]

Contact Name:	Al Braithwaite	
Position:	Trustee	
Organisation:	Ledbury Places	
Contact Address:	[redacted]	
Telephone Number:	[redacted]	
E-mail:	[redacted]	
Status of Organisation: (delete as appropriate)	Charity / Company Other (specify):	
Charity/Company No. (if applicable)	Charity Number: 1162108 Company Number: 9079970	
How long has your organisation been in existence? (please ☑)	Less than 1 year	
	1-5 years	
	More than 5 years	X
What does your organisation do?	Responsible for the maintenance and development, for residents and visitors, of 3 heritage buildings within the town. – BBI, Burgage Hall and The Old Grammar School – housing the Heritage Centre and the Upper Floor.	

[1] Data will be held in accordance with Ledbury Town Council's data privacy policy a copy of which can be found on our website at the following link: https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf

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2. Tell us what support you need

Which one of the following five areas best fits your group's area of interest?	Sport ☐ Arts ☒ Health ☐ Environment ☐ Youth ☐
Who will benefit from your activities?? (please tell us what groups will benefit and approximately how many people will benefit in total)	This funding request is to provide a part-time job opportunity for an someone, preferably locally based and who may be wanting to get back into the world of work. As part of the role the individual will be increasing community awareness of our facilities and generating income for The Old Grammar School and The Upper Floor and potentially increasing the prosperity of the town. The community will benefit through greater awareness of the facilities that Ledbury Places offers businesses, schools and other organisations and how to make use of the Upper Floor and of the Grammar School.
What evidence do you have of local need/demand for your services? (This might be survey work or statistical evidence)	The Upper Floor of The Old Grammar School had for several years been let to various organisations. In 2020, the Trustees of Ledbury Places personally refurbished the space, and it is now starting to attract interest from local businesses to use the space for the benefit of the community. We have held several book launches, Craft and Art exhibitions and Annual General Meetings of local groups. We have also used the space for a successful Tudor-themed workshop for children. Request for using the space is increasing and this is coming from schools, businesses, and arranged holiday tours. We are being asked more often about using The Upper Floor and we want to use the space much more frequently for such events as setting up a Film Club, exhibitions to show-case local artists and crafts people, and more diverse events for younger people, as well being part of creating an educational programme for local primary schools. To do these things successfully we need to develop capacity and skills within Ledbury Places to market and organise all our events, using social media, website and other forms of communication. We see this role as very important to us going forward, after the impact of Covid over the past few years.

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	The growth from utilising this space, as well as effectively promoting exhibitions within the Heritage Centre, will lead to increased income to contribute to the day-to-day costs of operating The Old Grammar School, (for which no sustained source of income is available), as well as being able to demonstrate that we are exploring different income sources when seeking grant applications for major works in the future.
What support have you received? (Please tell us about any expressions of support you have received from outside your organisation)	The number of local organisations seeking to use the Upper Floor has increased during 2020. Three examples of support are: • The launch and subsequent regular monthly "Ledburied" book events have provided real evidence of the support by local traders, who share their positive experience with others across the town. • Tinsmiths rented the Upper Floor for September and had a very successful exhibition. (Letter of support attached). This attracted local residents who had not previously visited The Old Grammar School and were surprised by its offerings. • A local school visit made use of both the Heritage Centre and the Upper Floor. All of the above have indicated a willingness to continue to use the facilities in the future.
How will your service be delivered and how will success be monitored?	The appointment to the role will evidence Ledbury Places ability to deliver a greater marketing and PR role to the community, whilst increasing income. There will objectives set, against which success will be monitored. Examples of which are set out below: • Publicise current events & raise awareness of The Upper Floor through regular social media posts and articles in local press. • Set up engagement sessions with businesses and schools to increase their awareness of the facilities The Grammar School has to offer. • Gain financial support from 10 local businesses for events/displays/workshops.
How will your organisation acknowledge the Town Council's funding support?	Our website will contain information (and links) about who and how organisations have supported Ledbury Places.
Do you work with other Ledbury groups or would	We work in partnership with a number of organisations including: Ledbury Poetry Festival; the Scouts and Guides;

you be open to doing so in future?	the civic society, the traders, and local primary schools. We believe that working together is the best way to support the town and its residents.

3. Tell us how you plan to fund your project

Amount requested from Ledbury Town Council.	**Year 1 £7,800** **Year 2 £6,800** **Year 3 £6,800** **Total over 3 years £21,400**
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	£1,000 - 2019 £750 – shop front grant for BBI 2022 £3,000 - 2022

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

Organisation	**Contribution Sought (£)**	**Applied** (please tick as appropriate)	**Granted** (please tick as appropriate)
The Fore	*£29,825 (over 3 yrs)*	*X*	*n/a*

4. Further information provided in support of your application

Information	**Enclosed** (please tick)	**Office Use Only** (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement **(required)**	X	
A copy of your constitution and list of appointed officers (or similar document showing the organisation's status)	X	
A copy of your organisation's committee and meeting structure	Structure= Chair supported by 5 trustees and a p/t business support.	

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	Meetings: Month board meetings and AGM.	
A copy of your organisation's latest set of accounting statements (if any exist)	Approved Accounts for 2020-21	
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:	**A Braithwaite**
Name (s):	**A Braithwaite**
Date:	**30th October 2022**

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

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Multi-Year Support

Grant Application Form

1. Tell us about your organisation[1]

Contact Name:	Marie Gill	
Position:	Co-Director	
Organisation:	Dream Your Future Families CIC	
Contact Address:		
Telephone Number:		
E-mail:		
Status of Organisation: (delete as appropriate)	Not for Profit	
Charity/Company No. (if applicable)	CIC no. 11882255	
How long has your organisation been in existence? (please ☑)	Less than 1 year	
	1-5 years	√
	More than 5 years	
What does your organisation do?	Our primary aim is to improve the quality of families' lives by offering a range of services to support both parents and children with their mental health and emotional well-being. To this end, for parents, we continue to offer individual counselling, as well as drop-in sessions to help them develop the skills to enhance their own emotional well-being and providing the space in which they can be heard, express themselves and work through their parenting and life challenges. For children, we offer a selection of guided meditations accessible through our website and we deliver mindfulness workshops and role-play based performing arts sessions to equip them with the tools they need to manage their own worries and emotions and to expose them to potentially challenging	

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	and other members of the community such as healthcare professionals.
How will your organisation acknowledge the Town Council's funding support?	We have a growing social media following on Facebook, Instagram and YouTube, and will post updates recognising and showing gratitude for Ledbury Town Council's funding support via these channels. We will also, with the Town Council's permission, also use their logo to acknowledge their support on our website and on any literary or advertising material that we produce and use during our period of funding.
Do you work with other Ledbury groups or would you be open to doing so in future?	As mentioned above, we work closely with Ledbury Children's Centre, as well as several local schools and nurseries and are always open to working with new groups in the local area. We have also this year become part of Herefordshire Council's Talk Community family and have forged strong links with the other Ledbury Hubs as a result. We meet regularly with the Methodist Church Minister as well as volunteers from the Food Bank and Rugby Club to share progress and ideas.

3. **Tell us how you plan to fund your project**

Amount requested from Ledbury Town Council.	**Year 1 £1500** **Year 2 £1500** **Year 3 £1500**
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	**Yes, in June 2020, we were awarded a multi-year grant of £500 for 3 years. Our final year is due to end in June 2023.**

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

Organisation	**Contribution Sought (£)**	**Applied** (please tick as appropriate)	**Granted** (please tick as appropriate)
Eastnor Lodge Charitable Trust	*£500*	√	
National Lottery Awards For All	*£10,000*	√	√

Tesco BOH	*£1500*	√	
Co-op Community Fund	*£3000*	√	*√ (Contribution subject to members' support)*

4. Further information provided in support of your application

Information	**Enclosed** (please tick)	**Office Use Only** (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement **(required)**	√	
A copy of your constitution and list of appointed officers (or similar document showing the organisation's status)	√	
A copy of your organisation's committee and meeting structure	√ *Included a part of our constitution*	
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:	MGill
Name (s):	**Marie Gill**
Date:	28/10/2022

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

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Multi-Year Support

Grant Application Form

1. Tell us about your organisation[1]

Contact Name:	Mark Lister	
Position:	Chair of Lead Team/Trustee	
Organisation:	Ledbury Food Bank	
Contact Address:	**Unit 1 Homend Industrial Estate Ledbury HR8 1AR**	
Telephone Number:		
E-mail:		
Status of Organisation: (delete as appropriate)	~~Profit / Not for Profit~~ / Charity / ~~Company~~ ~~Other (specify):~~	
Charity/Company No. (if applicable)	**1159727**	
How long has your organisation been in existence? (please ☑)	Less than 1 year	
	1-5 years	
	More than 5 years	/
What does your organisation do?	Provides emergency food aid to those without means to feed themselves. We also provide benefits advice and access to other agencies.	

[1] Data will be held in accordance with Ledbury Town Council's data privacy policy a copy of which can be found on our website at the following link: https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf

2. Tell us what support you need

Which one of the following five areas best fits your group's area of interest?	Sport ☐ Arts ☐ Health ☐ ◆ Environment ☐ Youth ☐
Who will benefit from your activities?? (please tell us what groups will benefit and approximately how many people will benefit in total)	We currently support in excess of 110 households comprising single people, adult only households, families and pensioners. The grant is sought to assist us to pay for the Universal Credit advice service that we offer to clients via South Worcestershire Citizens Advice. Over 40 people accessed the service in our first year (2021/2022) and demand continues to grow. A copy of our Service level agreement with SWCA is attached. The grant is requested to assist in funding the agreement with SWCA for the years 2023/24, 2024/25 and 2025/26.
What evidence do you have of local need/demand for your services? (This might be survey work or statistical evidence)	Ledbury Food Bank began in 2012. In 2022 (up until the end of September) we have provided emergency food support and other services to in excess of 150 households. We have already exceeded the total number of visitors and food parcels provided in 2021. We have provided benefits advice to in excess of 60 people in the last 18 months.
What support have you received ? (Please tell us about any expressions of support you have received from outside your organisation)	We have support from South Worcestershire Citizens Advice through whom we deliver our advice service.
How will your service be delivered and how will success be monitored?	The Universal Credit advice service is delivered by a trained advisor employed by SWCA who is based at the Food Bank. The advisor is supervised by SWCA
How will your organisation acknowledge the Town Council's funding support?	We will ensure that appropriate publicity is obtained via our Facebook page and will write an article for the Ledbury Reporter. We will ensure that anyone accessing the service will also be made aware of the support of LTC.

Do you work with other Ledbury groups or would you be open to doing so in future?	We already work within a network of organisations and are a talk Community Hub. We are happy to work with any other groups to support the least well off in our community.

3. Tell us how you plan to fund your project

Amount requested from Ledbury Town Council.	**Year 1 £2,500** **Year 2 £2,500** **Year 3 £2,500**
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	**No**

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

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

4. Further information provided in support of your application

Information	**Enclosed** (please tick)	**Office Use Only** (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement **(required)**	/	

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

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:	*Mark Lister*
Name (s):	Mark Lister
Date:	**27/10/22**

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

Multi-Year Support

Grant Application Form

1. Tell us about your organisation[1]

Contact Name:	Phillip Warrey (Revd)	
Position:	Superintendent Minister – Methodist Church – Herefordshire South & East	
Organisation:	Ledbury Methodist Church on behalf of all the Warm Spaces in Ledbury.	
Contact Address:		
Telephone Number:		
E-mail:	phil.warrey@methodist.org.uk	
Status of Organisation: (delete as appropriate)	Profit / **Not for Profit** / Charity / Company Other (specify): Church	
Charity/Company No. (if applicable)	Charity Tax Registration Number X63318	
How long has your organisation been in existence? (please ☑)	Less than 1 year	
	1-5 years	
	More than 5 years	☑
What does your organisation do?	Ledbury Methodist is a church, providing worship, care and teaching to its members, and service to the community. The Church exists to be a good neighbour to people in need and to challenge injustice. Ledbury Methodist Church (LMC) operates as a Place of Welcome part of the (Talk Community Hub network), as part of its service to the community. As a hub we work with other church and community organisations, the foodbank, the town and county council and other agencies to be a good neighbour, to listen, to fellowship with the isolated, to support and help folk, and to sign post to where other help can be found. LMC is operating as the lead funding applicant in the Ledbury Warm Spaces initiative, and will distribute the grant to each warm space, as per each space's opening durations.	

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2. Tell us what support you need

Which one of the following five areas best fits your group's area of interest?	Sport ☐ Arts ☐ Health ☑ Environment ☐ Youth ☐
Who will benefit from your activities?? (please tell us what groups will benefit and approximately how many people will benefit in total)	Concerned about the cost-of-living crisis in the UK resulting in unprecedented pressures on people already in poverty, community organisations in Ledbury are working together to offer warm spaces this winter for people in our local area who will be forced to make tough decisions about when and what they eat, what they can do in life, and when they can afford to heat their homes. Each of our venues will offer warm spaces at defined times and days between 1st November and 31st March each year. Offering a warm safe space, with refreshments at a minimum, with some spaces also offering simple food, free Wi-Fi, access to computers or tablets and mobile phone charging. This is offered to anybody and everybody in our community as a service free of charge at point of welcome.
What evidence do you have of local need/demand for your services? (This might be survey work or statistical evidence)	LMC Talk Community Hub is seeing growing numbers of people attending week by week. In September Ledbury Foodbank have seen 17 new clients, recording 274 visits and feeding 712 people. This is growing month on month, and September's figures are more than the totals for the first 3 months of the year. Nine per cent of the locality's population are living in income deprived households, ten per cent of people in Ledbury town are living in income deprived households. 12 per cent of children and 13 per cent of older people in Ledbury town live in income deprived households. 7 per cent of the locality's working age population are living in employment deprivation. Ledbury is also described as having deprived housing condition, availability of central heating and access to services, largely affected by its rural surroundings.[2] Faith groups, charities, trade unions and front-line organisations have seen the cost of living emergency escalating not only in the statistics but in the lives of people we meet day to day, in foodbanks, debt centres

[2] Indices of Deprivation for Herefordshire Ledbury Locality profile. https://understanding.herefordshire.gov.uk/media/1229/id2015_locality_profile_ledbury_v11.pdf

	and in our places of worship. The least well off in our communities are facing the sharpest end of this crisis, and without substantial support will be dragged into destitution. Spiralling costs are affecting everyone, but for those who were already fighting to keep their heads above water this winter's challenges will be a matter of life and death. Analysis published by the Joint Public Issues team of 4 major churches indicates that the average family of four receiving Universal Credit will still need an additional £1,391 over the next six months to stay warm and fed. It is unlikely that the current government will provide such a support, so families in Ledbury will have to chose between heat or food. Our hubs offer a place to warm up, to have something to eat, and may very well save lives.
What support have you received ? (Please tell us about any expressions of support you have received from outside your organisation)	Herefordshire County Council are assisting with the co-ordination of the Warm Spaces by recording the details of opening hours on the TCH Directory and advertising via the Council's Websites and Social Media. The council TCH network have also produced a Warm Welcome Charter. TCHs within the network can also apply for a £500 grant for equipment. Aimee Williams is offering support to Ledbury. Emma Jackson of Ledbury Town Council has been providing co-ordination work specifically for the Ledbury Warm Spaces and has brokered meetings and offered support. In Ledbury we are setting up a network of warm spaces in partnership between Ledbury Foodbank, LEAF Ledbury and LMC, we will support each other and signpost to each other and other agencies that can offer support. In particular the Foodbank also offers a Citizen's Advice Bureau, and LEAF offers chaplaincy, counselling and Ledbury Debt Centre. LMC signposts via the TCH directory. The 4 organisations in Ledbury that are offering Warm Spaces will meet together regularly and communicate regularly Warm Welcome UK (warmwelcome.uk) are providing support in the way of paperwork and a national directory of Warm Hubs. The Methodist Church nationally has facilitated webinars and training sessions, and is providing templates for risk assessments and safeguarding policies.
How will your service be delivered and how will success be monitored?	Each warm space will provide volunteer staff for their own spaces and be open at the published times and days. Offering a warm space according to the Herefordshire County Council Warm Spaces Charter.

	At a minimum this will be a warm room with seating, access to toilets and refreshments. Some warm spaces will also offer simple food, computer/WiFi access, phone charging, games, puzzles, entertainment and assistance with homework. We will gather the weekly data needed to complete the required monitoring forms. Success will be simply helping keep people safe, warm, and fed this winter. Warm Spaces will be advertised via Town and County Council Websites, Social Media, local flyers and posters and banners at each site.
How will your organisation acknowledge the Town Council's funding support?	Local printed flyers and posters will acknowledge the financial support of Ledbury Town Council.
Do you work with other Ledbury groups or would you be open to doing so in future?	This is a Partnership Bid – with LMC as lead organisation completing the paperwork and acting as the banker. LMC will be working together with Ledbury Foodbank, LEAF Ledbury (Ledbury Baptist Church, St Michael & All Angels, and the Church of the most Holy Trinity), and any other warm spaces that come online in Ledbury. The warm spaces will each receive an allocation of each year of the grant in proportion to each space's weekly opening hours as a percentage of a total week's operating hours. For example if Ledbury Baptist Church is open for 6 hours of the 40 hours, that would be 15% of the grant which would be £180.

3. Tell us how you plan to fund your project

Amount requested from Ledbury Town Council.	**Year 1 £1200** **Year 2 £1350** **Year 3 £1500**
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	**No**

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

Organisation	**Contribution Sought (£)**	**Applied** (please tick as appropriate)	**Granted** (please tick as appropriate)
Herefordshire CC	£500	☑	Not yet known

4. Further information provided in support of your application

Information	**Enclosed** (please tick)	**Office Use Only** (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement **(required)**		
A copy of your constitution and list of appointed officers (or similar document showing the organisation's status)	Constitution. See below for list of officers	
A copy of your organisation's committee and meeting structure	See below	
A copy of your organisation's latest set of accounting statements (if any exist)		
Copies of any letters of support for your project		

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5. Declaration by the applicant

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

I/we accept the following:

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

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

Signed:	P. J. Warrey
Name (s):	**Phillip John Warrey**
Date:	**19/10/22**

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

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Ledbury Methodist Church - List of appointed officers

Church Council – Managing Trustees

Circuit Appointed

Revd. Phillip Warrey	Minister
Jane Morriss	Circuit Stewards

Local Church Officers

Church Council Minute Secretary:	Janet Searle
Treasurer:	Philip Brough

Church Stewards

Sandra Clements
Janet Searle
Pat Perks
Caroline Warrey
Margaret Jones

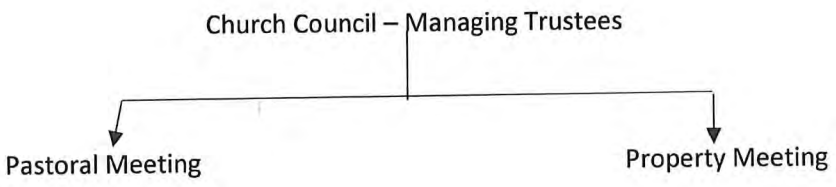
Elected Representatives

Christine Bebbington
Lorna Bebbington
Stephen Chowns
Gillian Chowns
Brian Hudson
Cheryl Hudson
Beryl Lloyd Williams

Ex-officio representatives:

Pastoral Committee	Hilary Beggs
Lettings Officer	Caroline Warrey
Property Officer	Mary Jolly (Revd)
Safeguarding Officer	Janet Searle
Communion Stewards	Sandra Clements and Heather Davies
Churches Together representatives:	Gillian Chowns, Stephen Chowns, Brian Hudson

Meeting Structure



FINANCE, POLICY & GENEARL PURPOSES COMMITTEE	24 NOVEMBER 2022	AGENDA ITEM: 14

Report prepared by Angela Price

PARISH COUNCIL ELECTION 2023 – ESTIMATED COSTS

Purpose of Report

The purpose of this report is to provide Members of the Finance, Policy & General Purposes Committee with information received from Electoral Services in respect of estimated costs to be incurred by Parish Councils as a result of the Parish Council Elections on Thursday, 4 May 2023.

Detailed Information

Attached is a letter received from Electoral Services, Herefordshire Council, advising of the estimated costs to be re-charged to Parishes for the Parish Council Elections scheduled for 4 May 2023.

This has been provided to assist Parish Council with the setting of their annual precept.

Financial Implications

In 2019, due to their being less candidate than seats on Ledbury Town Council, the Council received a re-charge invoice from Herefordshire Council for an uncontested election. If there are less candidates than seats in 2023 the re-charge is estimated to be £120-£200.

However, if there are sufficient candidates to necessitate an election the re-charge will be considerably higher.

Currently Ledbury Town Council has total of £10,000 in an Elections Earmarked Reserve. This is potentially sufficient to cover the costs for a contested election in May 2023, however, Members may wish to consider increasing this from the General Reserve at the end of the 2022/23 financial year.

Recommendation

That Members received the information received from Electoral Services and give consideration as to whether the Elections Earmarked Reserve should be increased from the General Reserve at the end of the 2022/23 financial year.

Herefordshire Council

Electoral Services
Paul Walker – Returning Officer

Your Ref:
Our Ref:
Please ask for: Mrs C Maund
Direct Line / Extension: 01432 260107
E-mail: elections@herefordshire.gov.uk
Website: www.herefordshire.gov.uk/elections

Parish/Town Clerk

26 October 2022

Dear Parish/Town Clerk

Parish Council Election – Thursday 4 May 2023 – Estimated costs to be re-charged to Parishes

On Thursday 4 May 2022 Herefordshire will be having full term Combined Local Government Elections for Wards and Parishes.

As you are aware it is the Council's policy pursuant to Section 36(5) of the Representation of the People Act 1983, as amended by the Local Government Finance (Repeals and Consequential Amendments) Order 1991, to recharge any election costs incurred on behalf of parish councils.

The full term costs provided are based on previous contested elections and do take account of the fact that the elections are combined. Therefore, at combined elections, some of the costs i.e. polling stations, polling staff, count venue etc. will be shared and only a proportion of the costs will be recharged. Please note the figures provided are an estimate of the costs at this stage in the election cycle based on an electorate for each parish.

The council only re-charges additional costs that are incurred in running the election and does not re-charge any staffing or management costs of the electoral services office.

If a casual vacancy arises after the full term elections in May and an election is called the Parish will pay 100% of the cost. Again, this is an estimate of the election costs to be re-charged to parishes. These figures include printing and postage of poll cards, which at local by-elections the, Parish Council are asked if they are required.

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This information is provided as a guide only to Parish Councils.

Electorate	Cost for 2023	By-Election Cost from 2023
Uncontested Election	£120.00 - £200.00	£120.00 - £200.00
0 to 100	£1500.00	£2100.00
101 to 200	£1600.00	£2200.00
201 to 300	£1700.00	£2300.00
301 to 400	£1800.00	£2400.00
401 to 500	£1900.00	£2500.00
501 to 600	£2000.00	£2600.00
601 to 700	£2100.00	£2700.00
701 to 800	£2200.00	£2800.00
801 to 900	£2300.00	£2900.00
901 to 1000	£2400.00	£3000.00
1001 to 2000	£3400.00	£4000.00
2001 to 3000	£4400.00	£5000.00
3001 to 4000	£5400.00	£6000.00
4001 to 5000	£6400.00	£7000.00

If you have any queries regarding the above information, then please contact Electoral Services on the above telephone number or email during normal office hours.

Yours sincerely

COLETTE MAUND (AEA CERT.)
ELECTORAL SERVICES MANAGER/DEPUTY RETURNING OFFICER

Herefordshire Council

Economy and Environment
Corporate Director Ross Cook

Your Ref:
Our Ref: DJT/CCTV/LETTERS
Please ask for: Debbie Turner
Direct line / Extension: 01432 261713
Fax:
E-mail: Debbie.turner@herefordshire.gov.uk

Angie Price
Town Clerk
Ledbury Town Council
Ledbury Town Council Offices
Church Street
Ledbury
Herefordshire
HR8 1DH

15 November 2022

Dear Angie

CCTV REVENUE FUNDING 2023 - 2024

The requested contribution from Ledbury Town Council towards CCTV in Ledbury for next year, 2023-24, is £9,434.53.

This amount has been calculated using this year's figure with a percentage increase of 12.6% being the RPI rate announced for September 2022.

As always, I would like to extend an invitation to you and your council to visit the CCTV control room, based in Hereford so that I can show you how we operate. The visit can be accommodated as a group or individually.

If you require any further information please do not hesitate to contact me.

Yours sincerely

D Turner

DEBBIE TURNER
CCTV COMPLIANCE MANAGER

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TOWN AND PARISH COUNCILS (502)

Worcestershire Pension Fund

31 MARCH 2022 ACTUARIAL
VALUATION RESULTS

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2022 ACTUARIAL VALUATION SUMMARY
Worcestershire Pension Fund - TOWN AND PARISH COUNCILS (502)

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EMPLOYER RESULTS SUMMARY

VALUATION BALANCE SHEET

Assets	£11,897,090
Liabilities	£11,802,170
Surplus / (Deficit)	£94,920
Funding Level	100.8%

EMPLOYER CONTRIBUTION REQUIREMENTS

Contributions requirements	Future Service Rate	(Surplus) / Deficit Contributions
2023/24	20.2%	-0.3%
2024/25	20.2%	-0.3%
2025/26	20.2%	-0.3%

SUPPORTING INFORMATION

Employer Information	
Employer Type	Scheme Employer
Open / Closed	Open
Ill Health Insurance	No
Funding Basis	Growth Pot

Guarantor in Fund	n/a
Deficit Contribution Prepayment Selected	None
Recovery Period from 1 April 2023	15 years

It is not possible to prepay as deficit contributions are not being paid to the Fund.

McCloud Costs	
Increase in Liabilities (% of liabilities)	1.7%
Increase in Liabilities	£197,280

The figures above include an allowance for short term pay of 4% p.a. for the three years to 31 March 2026.

The results include the impact of the McCloud judgment. Further information of the impact is shown in the table above.

This schedule should be read in conjunction with the Funding Strategy Statement 2022. The contributions will be reassessed as part of the 2025 Actuarial Valuation and new contributions will be payable from 1 April 2026.

Whilst reasonableness checks on the data provided by employers and the Fund have been carried out, they do not guarantee the completeness or the accuracy of the data. Consequently, we do not accept any liability in respect of our advice where we have relied on data which is incomplete or inaccurate.

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2022 ACTUARIAL VALUATION CONTRIBUTION PROJECTIONS
Worcestershire Pension Fund - TOWN AND PARISH COUNCILS (502)

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DETAILED RESULTS

	Final results at 31 March 2019		Actuarial Valuation Results at 31 March 2022 (including McCloud Impact)	
Assets	£8,067,030		£11,897,090	
Liabilities	£9,104,490		£11,802,170	
Surplus / (Deficit)	(£1,037,460)		£94,920	
Funding Level	88.6%		100.8%	
Employer Future Service Rate (% of pay)	20.1%		20.2%	
2023/24 Projected Payroll	£2,242,170		£2,242,170	
Recovery Period	15 years		15 years	
2022/23 Total Contributions Amount *	25.3%	£545,450	25.3%	£545,450
2023/24 Total Contributions Amount (% and £)	25.3%	£567,270	19.9%	£446,190
2024/25 Total Contributions Amount (% and £)	25.3%	£589,960	19.9%	£464,040
2025/26 Total Contributions Amount (% and £)	25.3%	£613,560	19.9%	£482,600

* before any relevant pre-payment discount at the2019 valuation

Total 2023/26 Projected Contributions	£1,770,790	£1,392,830

Deficit Prepayment Options:	Each April	April 2023
2023/24 Deficit Recovery Amount	n/a	n/a
2024/25 Deficit Recovery Amount	n/a	n/a
2025/26 Deficit Recovery Amount	n/a	n/a
Saving	n/a	n/a

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2022 ACTUARIAL VALUATION FURTHER INFORMATION

Worcestershire Pension Fund - TOWN AND PARISH COUNCILS (502)

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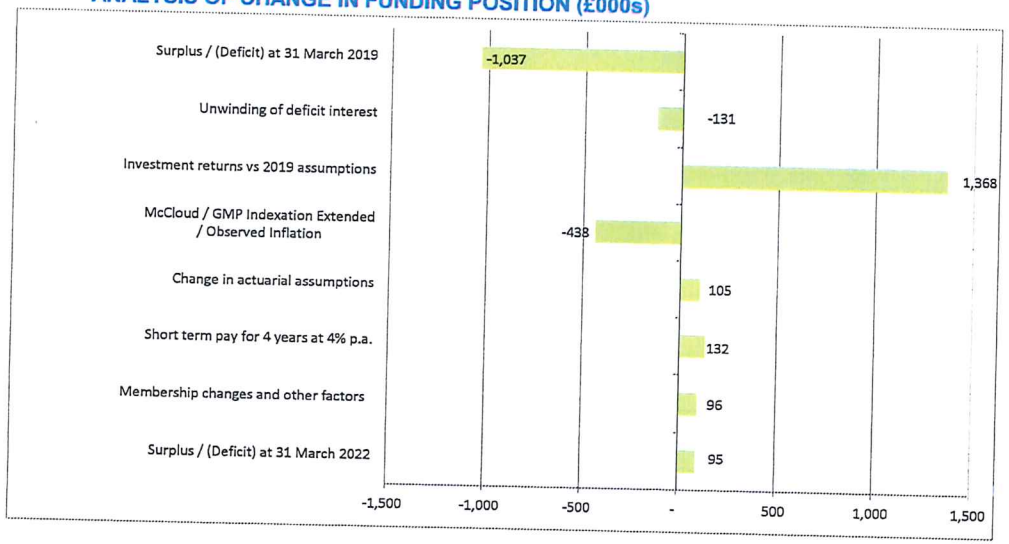
ANALYSIS OF CHANGE IN FUNDING POSITION (£000s)



ANALYSIS OF CHANGE IN FUTURE SERVICE RATE

	% of Pay
2019 Future service rate	20.1%
Removal of 2019 McCloud allowance	-0.9%
Change in employee contribution rate	-0.2%
Change in profile of membership / other	+0.1%
Change in actuarial assumptions	+1.1%
2022 Future service rate	20.2%

KEY MEMBERSHIP EXPERIENCE - 2019 TO 2022

	Actual	Actual vs Expected
Pensioner Deaths	4	142%
Ill-health Retirements	0	0%
Implied Salary Growth (weighted by liability)	12%	
Implied Salary Growth (unweighted)	19%	

SUMMARY OF MEMBERSHIP DETAILS

	31 March 2019	31 March 2022
Number of Active members	73	93
Total Post 2014 Actual Salaries (£ p.a.)	1,352,870	2,061,120
Total Pre 2014 FTE Salaries for those in both valuations (£ p.a.)	1,418,060	1,692,550
Total Liabilities (£)	2,901,300	4,863,690
Average Age (weighted by CARE pay)	50.2	49.5
Average Employee Rate (% of pensionable pay)	6.2%	6.4%
Number of Deferred Pensioners	45	59
Total Liabilities (£)	1,524,070	1,768,190
Total Deferred Pensions at the Valuation Date (£ p.a.)	86,390	97,360
Number of Current Pensioners and Dependants	56	67
Total Liabilities (£)	4,679,110	5,170,280
Total Pensions Payable at the Valuation Date (£ p.a.)	282,570	322,050

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2022 ACTUARIAL VALUATION EMPLOYER CONTRIBUTION PLAN
Worcestershire Pension Fund - TOWN AND PARISH COUNCILS (502)

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Year	Contribution Plan Total Contribution Rate (% of pay)
2023/24	19.9%
2024/25	19.9%
2025/26	19.9%
2026/27	19.9%
2027/28	19.9%
2028/29	19.9%
2029/30	19.9%
2030/31	19.9%
2031/32	19.9%
2032/33	19.9%
2033/34	19.9%
2034/35	19.9%
2035/36	19.9%
2036/37	19.9%
2037/38	19.9%
2038/39	19.9%
2039/40	19.9%
2040/41	19.9%
2041/42	19.9%
2042/43	19.9%
2043/44	19.9%
2044/45	19.9%
2045/46	19.9%
2046/47	19.9%
2047/48	19.9%
2048/49	19.9%
2049/50	19.9%
2050/51	19.9%

Please note that the future service contributions are payable for as long as your organisation has active members in the Fund. In addition, employer contributions are subject to a minimum of zero. Your contributions will be reassessed as part of the next actuarial valuation.

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2022 ACTUARIAL VALUATION NOTES
Worcestershire Pension Fund - TOWN AND PARISH COUNCILS (502)

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Notes to accompany the 2022 Valuation Individual Employer Schedules

The schedules above include more detailed information about the 2022 valuation outcome. There are many factors that will influence the results at an employer level, including the changes in the financial and demographic assumptions and also the actual experience of the membership.

For smaller employers in the Fund (in terms of membership size), "experience" can potentially have a significant impact on the funding position, more so than for the larger employers where positive/negative experience is likely to be less material because of averaging effects over the larger membership.

1. Whole Fund Outcome

The initial outcome at the overall Fund level as at 31 March 2022 (and 31 March 2019 for comparison) along with the financial assumptions adopted is as follows:

	31 March 2019	31 March 2022
Assets	£2,795m	£3,584m
Liabilities	£3,090m	£3,570m
Surplus / (Deficit)	(£295m)	£14m
Funding Level	90%	100%
Future Service Rate	17.5%	18.8%

	31 March 2019	31 March 2022
Discount Rate:		
Past Service	4.05%	4.60%
Future Service	4.65%	5.10%
Salary Increases	3.90%	4.60%
CPI Inflation	2.40%	3.10%

**Growth Pot assumptions shown in the table above*

The 2022 valuation takes into account changes in financial markets, demographic assumptions and the membership profile of the Fund and its employers. This addendum explains the overall outcome for the Fund in detail.

2. Notes on change in funding position since last valuation (reflecting experience over the three year period)

Interest - this reflects the expected increase in the deficit / surplus over the 3 year valuation period using the discount rate applicable at the 2019 valuation (based on each employer's strategy). Those employing bodies which had a surplus in 2019 will have interest credited instead of debited.

Actual vs. expected investment return – the actuary assumes an investment return equal to the discount rate at the last valuation. Any investment return in excess of the assumption is positive for the funding position; any return below the assumption is negative for the funding position.

Impact of salary increases – the actuary assumed salary inflation of 3.9% in the 2019 valuation (however short term pay restraint applied to certain employers). Salary growth lower than the assumed growth is positive for the funding level; salary growth higher than the assumed growth is negative for the funding position.

Net effect of membership changes and other factors – this reflects the changes to the membership profile. The most significant changes in terms of the impact on an employer's funding position are withdrawals from the scheme (a positive if greater than expected), ill health retirements for those not in the captive (a negative if greater than expected) and post retirement deaths (a positive if greater than expected).

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2022 ACTUARIAL VALUATION NOTES
Worcestershire Pension Fund - TOWN AND PARISH COUNCILS (502)

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Changes to assumptions – this includes the changes to (i) the financial assumptions including the discount rate and inflation which are derived from market information prices at the time of the valuation and (ii) to the demographic assumptions including anticipated rates of mortality, early (ill-health) and normal retirements, other withdrawals and the probability level of take up of commutation of pension for additional lump sum.

Experience over period gives more detail on salary growth and some membership changes:

- **Salary growth** – shows the actual salary growth (either weighted by the liabilities or unweighted based on the data provided) which then relates to the impact of salary increases in the analysis of change in funding position
- **Withdrawals and post retirement deaths** – shows the actual number compared to the number assumed by the actuary – if these are >100%, then the effect on the funding position is positive; if <100% then the impact is negative.
- **Ill-health retirements** – shows the number of early retirements due to ill-health compared to the number assumed by the actuary – if this is >100% the effect on the funding position is negative; if <100% the effect on the funding position is positive. Equally if more members than expected fall into tier 1 or tier 2 ill health category's this will be a negative impact on the funding position.

3. Notes on changes to the Future Service Rate (FSR)

Changes in the membership profile - includes the proportions of males and females and the average age of the membership; for example if the average age increases, the future service rate increases as a % of pay.

Change in assumptions - this includes the changes to the financial assumptions including the discount rate and inflation which are derived from market prices at the time of the valuation; the demographic assumptions including anticipated rates of mortality and any other changes such as moving from an open to closed scheme or from the ongoing valuation basis to a lower risk funding basis.

4. McCloud costs

The Government confirmed that a remedy is required for the LGPS in relation to the McCloud judgment. The Regulations have not been finalised at this stage and so, in line with guidance, a reasonable estimate for the potential cost of McCloud has been included within the liabilities calculated. The relevant estimated costs have been assessed and included within the schedule in the table headed "McCloud Costs". McCloud no longer impacts on the future service contributions payable.

5. Funding Basis

The Growth pot reflects a predominantly growth based investment strategy targeting long term additional outperformance above CPI inflation. The Medium pot represents an alternate investment strategy available to employers who wish to reduce investment risk to some extent compared to the Growth pot, but still target long-term additional outperformance above CPI inflation. Further information is available in the Investment Strategy Statement and the Fund's 'Investment Pot Risk Management Policy'.

Worcestershire Pension Fund
November 2022

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2022 Actuarial Valuation and FSS consultation

Worcestershire Pension Fund

November 2022

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Back to basics

Funding Strategy Statement

2022 Valuation results

Questions and 1:1 discussions

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Back to basics

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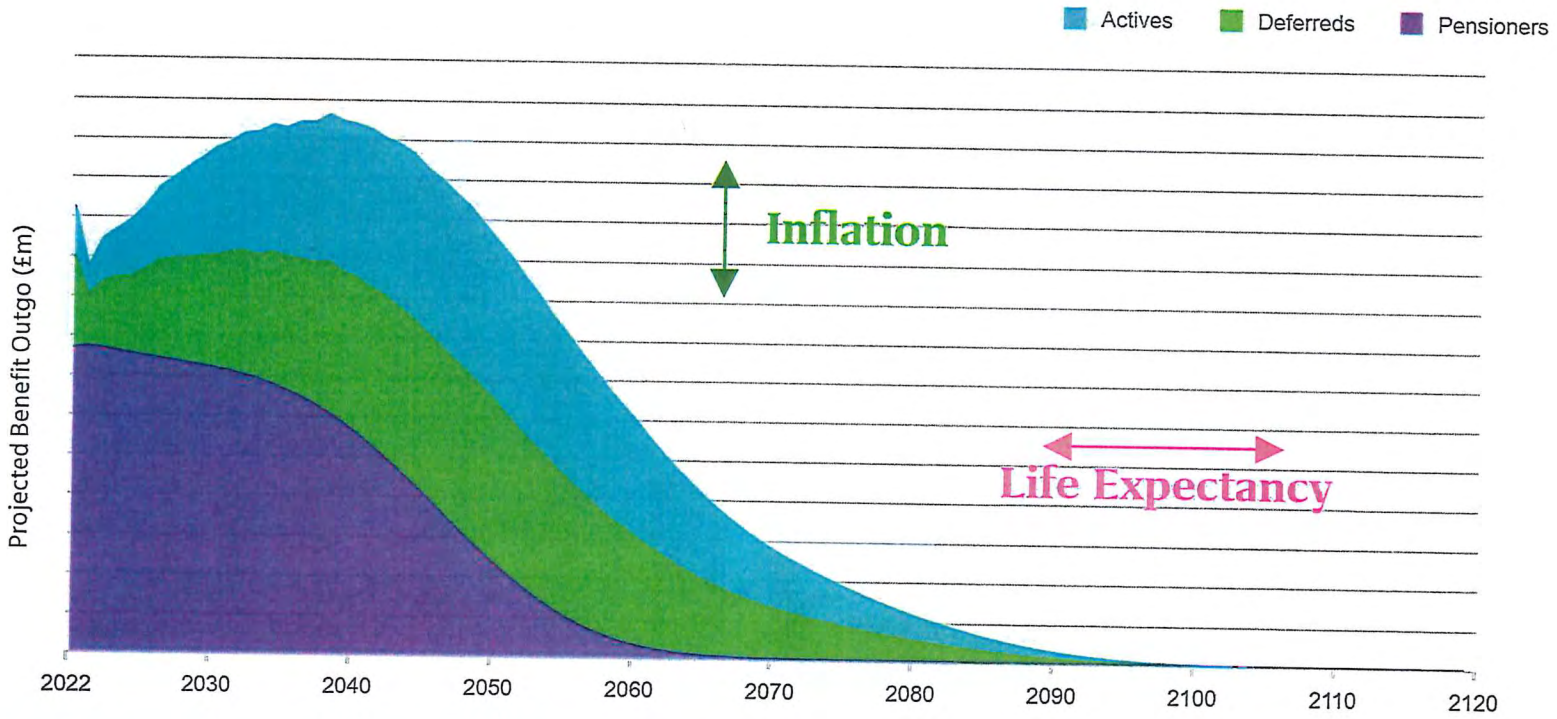
Liabilities...it's all about the cashflows

The primary responsibility is... To ensure correct member benefits are paid as they fall due



The biggest risk is therefore... Running out of assets before the last member is paid

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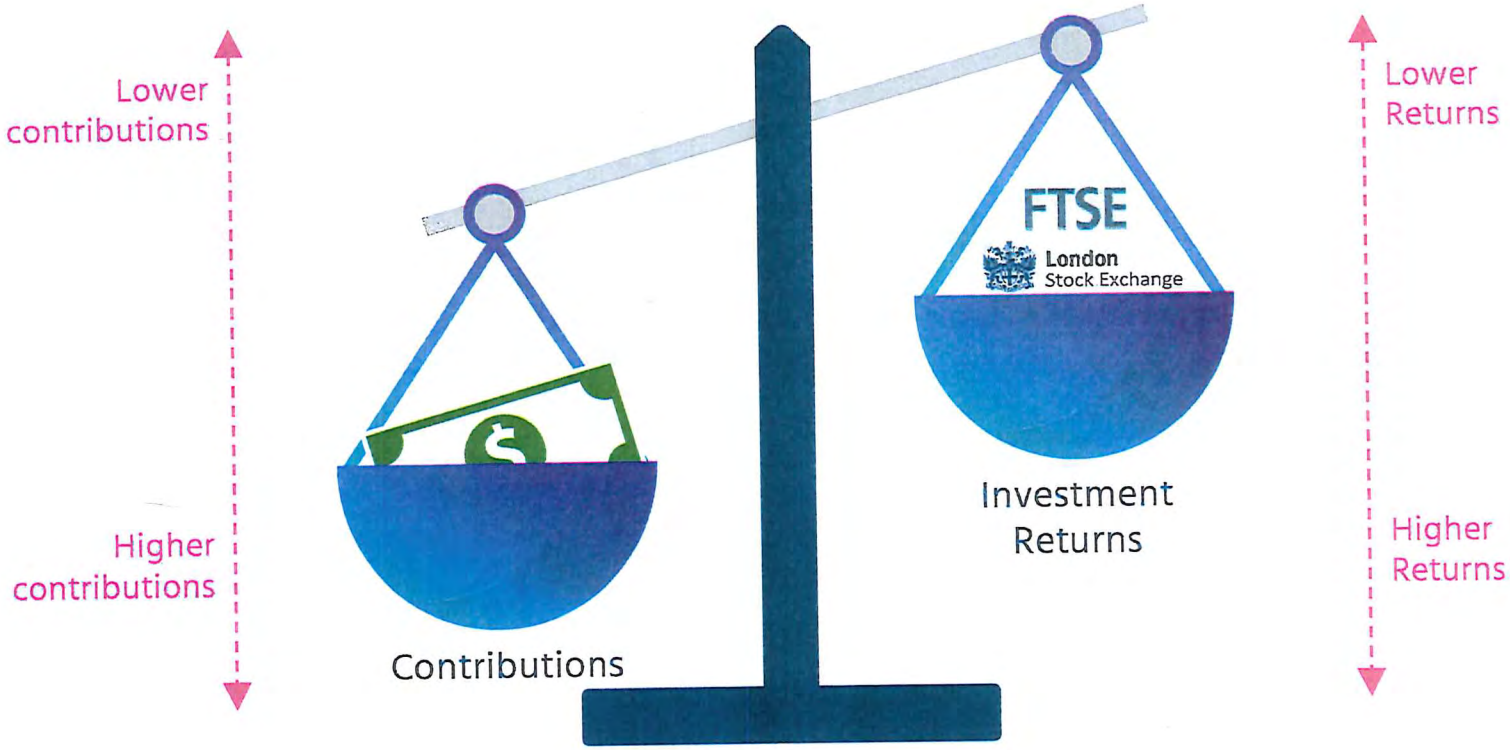
Financing the Benefits



Objective is to have sufficient assets to pay benefits as and when they fall due.

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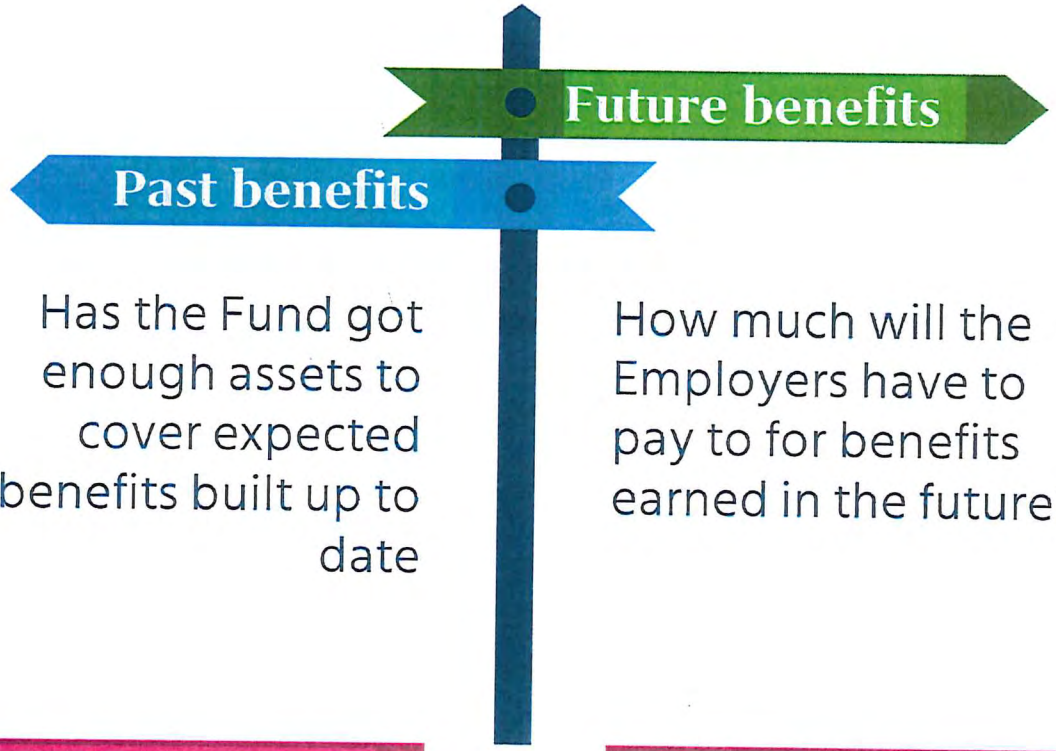
Back to basics

In Simple Terms



Has the Fund got enough assets to cover expected benefits built up to date

How much will the Employers have to pay to for benefits earned in the future?

Depends on history of the employer, investment returns achieved and experience to date

Depends on the profile of the active membership and any benefit changes

Calculated for the Fund, but also at employer level – each employer is responsible for their own members

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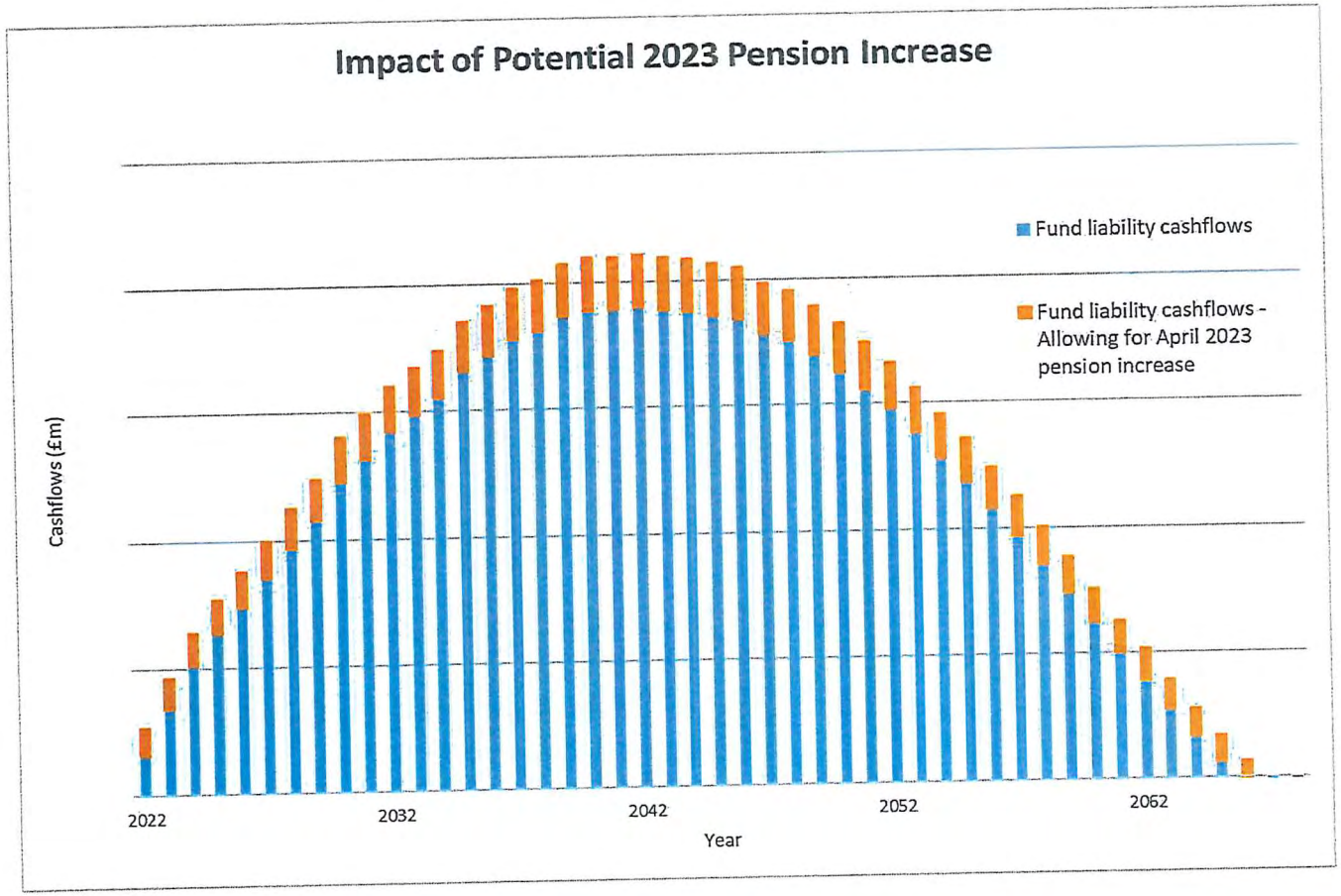
Inflation Risk – 2023 Pension Increase



- The Bank of England's inflation outlook has change materially since the interim valuation last year.
- The 2023 pension increase is currently expected to be 10%.
- If we compare it to the total pension increases over the preceding 5 years of c11%, its clear that the higher inflation will have a material impact on the Fund.
- Even if a "one-off", the inflation spike will impact on all future years pay outs for current members .

This spike has added c£200m to the Fund liabilities (all else being equal) versus the 2019 average assumption of 2.4%.

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Funding Strategy Statement (FSS)

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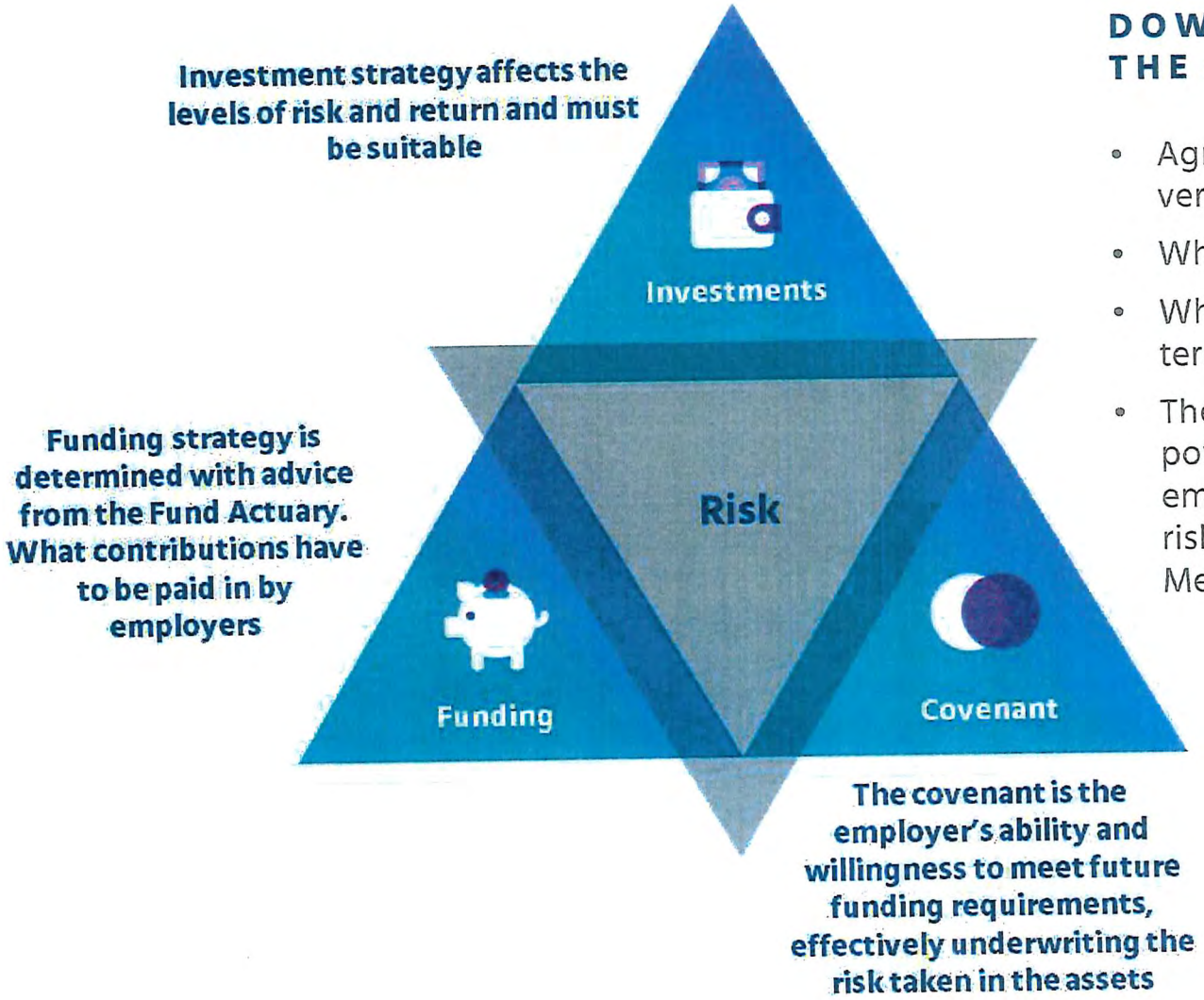
Funding Strategy Statement

A strategy not a snapshot...



THE FUNDING PLAN COMES DOWN TO MANAGING RISK IN THE SHORT AND LONG TERM

- Agree a plan to balance affordability versus long term sustainability
- What level of risk is acceptable?
- What is the ultimate objective e.g. termination?
- The fund implemented three investment pots as part of the 2019 valuation to help employers control the level of investment risk they are exposed to (Growth, Medium and Cautious)

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Funding Strategy Statement

LGPS Regulatory Requirements

LGPS Regulations

Reg. 62(6)(b)
"The actuary must have regard ..... to the desirability of maintaining as nearly constant a primary rate as possible".

Reg. 62(6)(d)
"The actuary must have regard to the requirement to secure the solvency of the pension fund and the long term cost efficiency of the Scheme..."

Reg. 64(2)
"(2) When a person becomes an exiting employer, the appropriate administering authority must obtain-
(a) an actuarial valuation as at the exit date...; **and**
(b) a revised... certificate showing the exit payment due...

Public Service Pensions Act 2013

Section 13(4)(c)
"A person appointed... is to report on whether... the rate of employer contributions is set... at an appropriate level to ensure
(a) the solvency of the pension fund, **and**
(b) the long-term cost efficiency of the Scheme..."

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Funding Strategy Statement

Guidance

CIPFA / DLUCH

- Support the desirability of maintaining as nearly constant a primary contribution rate as possible
- Encourage administering authorities to take a prudent longer-term view of funding their liabilities

Purpose of the FSS

Clear and transparent fund-specific strategy to meet employers' pension liabilities:

- Support the desirability of stability in contribution rates as far as possible
- Prudent approach in funding the liabilities

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Funding Strategy Statement

Main Areas

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Funding Strategy Statement

Fund Policies

The Fund will be issuing the draft 2022 Funding Strategy Statement to employers as part of the consultation process. This will include the details of the funding strategy used for the initial results and the Fund's key polices. The key sections are:

- Actuarial Method and Assumptions UPDATED
- Employer Deficit Recovery and Surplus Offset Plans UPDATED
- Admission Policy
- Termination Policy, Flexibilities for Exit Payments and Deferred Debt Agreements
- Covenant Assessment and Monitoring Policy
- Investment Pot Risk Management Policy
- Review of Employer Contributions Between Valuations

Employers will be invited to review the draft and provide feedback to the Administering Authority. The window for comments will be confirmed in the covering correspondence.

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Funding Strategy Statement

Key assumption changes since 2019 (Growth Pot)

Assumption	2019	2022	Comments
Discount Rate	4.05% p.a. (past) 4.65% p.a. (future)	4.60% p.a. (past) 5.10% p.a. (future)	Higher than in 2019 in nominal terms but ***reduction*** in real return above inflation for past (0.15% p.a.) and future (0.25% p.a.)
Future Inflation	2.40% p.a.	3.10% p.a.	The 2022 assumption ***increased*** by 0.7% p.a. takes account of both market expectations and Bank of England targets.
Observed CPI Inflation	No allowance	Allowance for the 6 month period to 31 March 2022	Experience after March will be incorporated into the 2025 actuarial valuation or earlier updates
Life Expectancy	CMI 2018 with 1.75% long term improvements – base table as per 2019 actuarial valuation report	CMI 2021 with 1.75% long term improvements – base table will be detailed in draft FSS	The overall liability impact is a small reduction but varies by employer
Short Term Pay	2% or none for the period to 2023	4% or none for the period to 2026	This will vary by employer based on their own expectations so employers should feed back.
McCloud	Not included in the balance sheet but in rate (for some employers)	Included in the balance sheet	Regulations aren't finalised yet but allowance has been included in the 2022 figures as per DLUCH instruction. This reduces funding levels (all other things being equal)
Other demographics	As per 2019 actuarial valuation report	Updated (will be detailed in draft FSS)	Full demographic analysis showed some adjustments required.

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Funding Strategy Statement

2022 Key changes

1. Where in deficit, existing recovery period target reduced by 3 years or change in average future working lifetime for closed employers, subject to a minimum of 3 years. Where in surplus, the recovery period will remain unchanged from 2019 for most employers. There are exceptions to this and, where applicable, this will be detailed in the individual employer schedules

2. Non guaranteed /non tax raising employers will have a bespoke plan and may also need to supply a bond to support their covenant

3. The FSS is structured to provide flexibility so employers can manage the balance between affordability and sustainability of contributions and determines the **minimum** contributions payable. Employers should consider making overpayments where affordable to support future contribution rate sustainability

4. Employers will be given the option to prepay **deficit** contributions. In limited circumstances employers can also prepay employer future service contributions (net of surplus offsets if applicable) but the Fund **will not** allow employers to prepay employee contributions

5. The notifiable events policy will be developed further as part of the FSS consultation. Also Climate Change scenario analysis will be incorporated as part of risk considerations

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Preliminary
2022 Valuation Results

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Updated Demographic Assumptions

Impact analysis

Assumption	% of Liabilities	Future service rate (% of pay)
Mortality post retirement	↓	↓
Commutation at retirement	↑	↑
Withdrawal from service	↑	→
Proportions married/partner	↑	↑
Mortality pre retirement	↓	→
Ill-health (no change proposed)	→	→
Total	↓	↓

Impact on individual employers depends on the maturity and profile. In particular for employers with more active/deferred member liabilities the bigger the commutation impact.

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Whole Fund Results

Provisional results and sensitivities

	31 March 2019	31 March 2022 (including McCloud costs)		
	2019 Valuation	Reduced discount rate	Reduced discount rate plus extended short term pay (4% p.a. for 3 years)	Moderate Stagflation
Past Service Discount Rate	CPI+1.65%	CPI+1.50%	CPI+1.50%	CPI+1.25%
Future Service Discount Rate	CPI+2.25%	CPI+2.00%	CPI+2.00%	CPI+1.75%
Surplus / Deficit	-£324m	-£12m	£14m	-£168m
Funding Level	90%	100%	100%	96%
Future Service Rate (% of pay)	17.5%	18.8%	18.8%	20.3%
Short Term Pay	Varies by employer	None	4% for 3 years	None

Based on assets from draft accounts as at 31 March 2022

Past Service position includes McCloud costs but Future Service contributions exclude McCloud costs at 2019 and 2022 for consistency purposes.

The final declared whole Fund results will be based on the sum of each individual employers results after all parameters are finalised.

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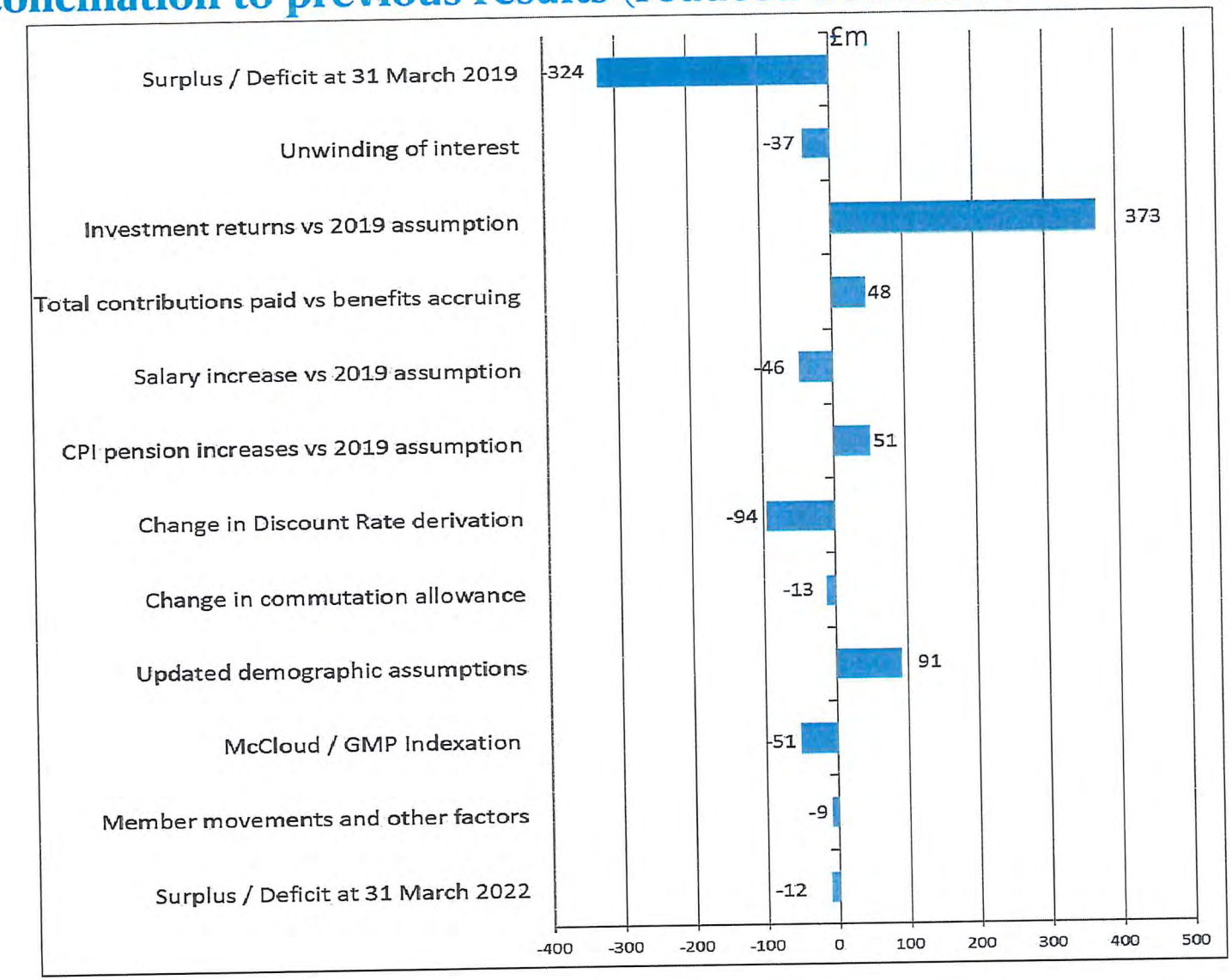
Whole Fund Results

Reconciliation to previous results (reduced discount rate scenario)



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Employer Contributions Outcomes
What might we expect?

At the total Fund level you would expect the overall theoretical contribution requirements to reduce. This is due to a combination of an increased future service rate but reduced secondary contributions.

The contribution outcome for each employer will depend on a number of factors:

- The 2019 valuation funding position
- The maturity profile versus the whole Fund
- The contributions that have been paid including if prepaid
- Changes in membership profile since 2019 (e.g. leavers, new joiners, retirements etc)
- The pay growth that has been granted (versus assumptions) and the expected pay growth going forward
- The investment pot the employer is allocated to

The combination of these factors can mean a very different outcome for individual employers compared with the Fund as a whole. Given the experience since 2019 and the future outlook, the variance in employer positions could also be much wider than seen in previous valuations.

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Employer Contributions Outcomes

Individual Schedules

2022 ACTUARIAL VALUATION SUMMARY

Worcestershire Pension Fund - ABC EMPLOYER (2000)

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EMPLOYER RESULTS SUMMARY

VALUATION BALANCE SHEET

Assets	£500,000,000
Liabilities	£490,000,000
Surplus / (Deficit)	£10,000,000
Funding Level	102.0%

EMPLOYER CONTRIBUTION REQUIREMENTS

Contributions requirements	Future Service Rate	(Surplus) / Deficit Contributions
2023/24	19.0%	(£115,600)
2024/25	19.0%	(£120,900)
2025/26	19.0%	(£126,500)

SUPPORTING INFORMATION

Employer Information	
Employer Type	Scheme Employer
Open / Closed	Open
Ill Health Insurance	No
Funding Basis	Growth Pot

Guarantor in Fund	n/a
Deficit Contribution Prepayment Selected	None
Recovery Period from 1 April 2023	15 years

It is not possible to prepay as deficit contributions are not being paid to the Fund.

McCloud Costs	
Increase in Liabilities (% of liabilities)	1.0%
Increase in Liabilities	£4,851,490

The figures above include an allowance for short term pay of 4% p.a. for the three years to 31 March 2026.

The results include the impact of the McCloud judgment. Further information of the impact is shown in the table above.

This schedule should be read in conjunction with the Funding Strategy Statement 2022. The contributions will be reassessed as part of the 2025 Actuarial Valuation and new contributions will be payable from 1 April 2026.

Whilst reasonableness checks on the data provided by employers and the Fund have been carried out, they do not guarantee the completeness or the accuracy of the data. Consequently, we do not accept any liability in respect of our advice where we have relied on data which is incomplete or inaccurate.

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Employer Contributions Outcomes

Individual Schedules

2022 ACTUARIAL VALUATION CONTRIBUTION PROJECTIONS

Worcestershire Pension Fund - ABC EMPLOYER (2000)

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DETAILED RESULTS

	Final results at 31 March 2019		Actuarial Valuation Results at 31 March 2022 (including McCloud Impact)	
Assets	£450,000,000		£500,000,000	
Liabilities	£475,000,000		£490,000,000	
Surplus / (Deficit)	(£25,000,000)		£10,000,000	
Funding Level	94.7%		102.0%	
Employer Future Service Rate (% of pay)	18.5%		19.0%	
2023/24 Projected Payroll	£90,000,000		£90,000,000	
Recovery Period	15 years		15 years	
2022/23 Future Service Amount *	18.5%	£16,009,620	18.5%	£16,009,620
2022/23 Deficit Recovery Amount *	£1,750,000		£1,750,000	
2023/24 Future Service Amount (% and £)	18.5%	£16,650,000	19.0%	£17,100,000
2024/25 Future Service Amount (% and £)	18.5%	£17,316,000	19.0%	£17,784,000
2025/26 Future Service Amount (% and £)	18.5%	£18,008,640	19.0%	£18,495,360
2023/24 Deficit Recovery / Surplus Offset Amount	£1,818,250		(£115,600)	
2024/25 Deficit Recovery / Surplus Offset Amount	£1,889,200		(£120,900)	
2025/26 Deficit Recovery / Surplus Offset Amount	£1,962,800		(£126,500)	
Total 2023/26 Projected Contributions	£57,644,890		£53,016,360	

* before any relevant pre-payment discount at the2019 valuation

Deficit Prepayment Options:	Each April	April 2023
2023/24 Deficit Recovery Amount	n/a	n/a
2024/25 Deficit Recovery Amount	n/a	n/a
2025/26 Deficit Recovery Amount	n/a	n/a
Saving	n/a	n/a

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Employer Contributions Outcomes

Individual Schedules

2022 ACTUARIAL VALUATION FURTHER INFORMATION

Worcestershire Pension Fund - ABC EMPLOYER (2000)

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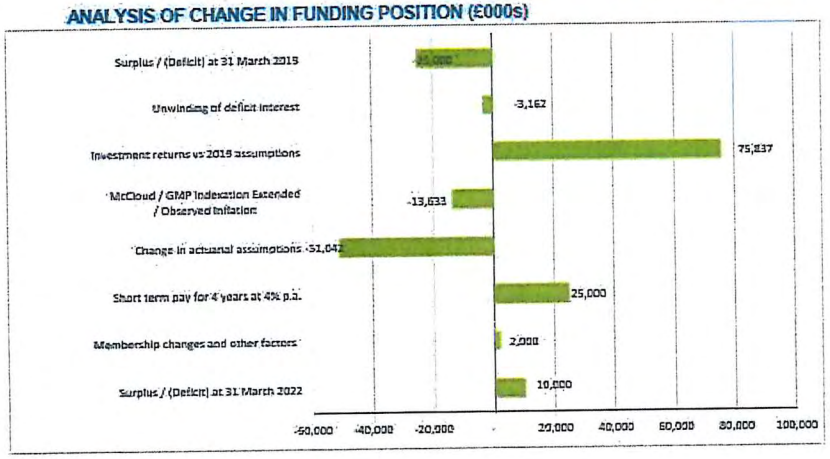
ANALYSIS OF CHANGE IN FUNDING POSITION (£000s)



ANALYSIS OF CHANGE IN FUTURE SERVICE RATE

	% of Pay
2019 Future service rate	18.5%
Removal of 2019 McCloud allowance	+0.0%
Change in employee contribution rate	+0.0%
Change in profile of membership / other	-0.6%
Change in actuarial assumptions	+1.1%
2022 Future service rate	19.0%

KEY MEMBERSHIP EXPERIENCE - 2019 TO 2022

	Actual	Actual vs Expected
Pensioner Deaths	153	128%
Ill-health Retirements	23	78%
Implied Salary Growth (weighted by liability)	15%	
Implied Salary Growth (unweighted)	18%	

SUMMARY OF MEMBERSHIP DETAILS

	31 March 2019	31 March 2022
Number of Active members	3,500	3,000
Total Post 2014 Actual Salaries (£ p.a.)	50,000,000	45,000,000
Total Pre 2014 FTE Salaries for those in both valuations (£ p.a.)	40,000,000	47,000,000
Total Liabilities (£)	135,000,000	115,000,000
Average Age (weighted by CARE pay)	47.5	47.0
Average Employee Rate (% of pensionable pay)	6.5%	6.5%
Number of Deferred Pensioners	5,000	5,000
Total Liabilities (£)	100,000,000	125,000,000
Total Deferred Pensions at the Valuation Date (£ p.a.)	5,000,000	7,500,000
Number of Current Pensioners and Dependants	2,500	3,000
Total Liabilities (£)	240,000,000	250,000,000
Total Pensions Payable at the Valuation Date (£ p.a.)	12,500,000	15,000,000

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Questions and 1:1 sessions?

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Supporting information

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Data Summary

Whole Fund

	31 March 2019	31 March 2022
Active members		
Number	22,485	22,398
Total Pensionable Salaries (£000s p.a.)	362,000	401,835
Average Pensionable Salary (£ p.a.)	16,100	17,941
Average age (weighted by pension)	50.5	51.1

Deferred pensioners (including undecideds)		
Number	24,049	26,910
Total deferred pensions revalued to valuation date (£000s p.a.)	36,629	44,902
Average deferred pension (£ p.a.)	1,523	1,669
Average age (weighted by pension)	49.7	50.7

Current Pensioners and Dependants		
Number	18,094	20,306
Total pensions payable (£000s p.a.)	87,355	98,591
Average Pension	4,828	4,855
Average age (weighted by pension)	71.4	72.2

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Actuarial Advice

- We have prepared this document for the Administering Authority for the purpose of assisting employers with planning ahead of the 2022 valuation of the Fund
- "Technical Actuarial Standard 100: Principles for Technical Actuarial Work" issued by the Financial Reporting Council applies to this presentation and the associated work, and we confirm compliance with this standard. This presentation should be read in conjunction with our report on the actuarial valuation of the Fund as at 31 March 2019.
- Unless otherwise stated, we have relied on the information and 2022 member data plus other data supplied to us in preparing the information, without independent verification. We will not be responsible for any inaccuracy in the advice that is a result of any incorrect information provided to us.
- Mercer does not accept any liability or responsibility to any third party in respect of this report.
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- Mercer retains all copyright and other intellectual property rights in this presentation.
- We are not lawyers, tax specialists or accountants. We are unable to give legal/tax/accountancy advice. If you think such advice is appropriate, you are responsible for obtaining your own professional advice.
- This presentation is correct as at November 2022. It will not be updated unless requested.

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The Public Sector Deposit Fund

UK domiciled short-term LVNAV Qualifying Money Market Fund rated AAAmmf
Fact Sheet – 31 October 2022

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 and correspondingly strong long term rating.

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 local authorities and public sector investors seeking a high level of capital security and a competitive rate of interest for their short-term investments.

Who can invest?

Any public sector organisation can invest in the Fund.

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 Ethical and Responsible Investment Team.

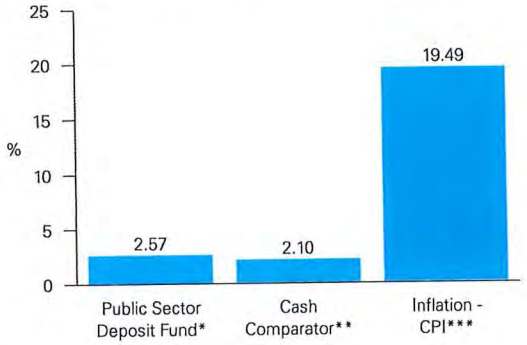
Key risks

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 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 further details.

Share class 4 yield as at 31 October 2022

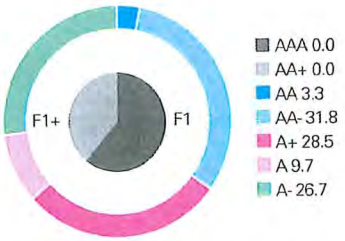
2.1368%

5 years cumulative performance



Asset type (%)

Credit rating† (%)



Top 10 counterparty exposures (%)

9.4%	Bank of Montreal
9.4%	Landesbank Baden-Wuerttemberg
9.4%	Yorkshire Building Society
7.5%	DBS Bank Limited
5.0%	Nationwide Building Society
3.8%	Santander UK plc
3.8%	BNP Paribas
3.8%	Landesbank Hessen-Thueringen Girozentrale
3.8%	SMBC Bank International plc
3.8%	United Overseas Bank Limited

Top 10 country exposures (%)

28.1%	United Kingdom
13.6%	Germany
12.0%	Canada
11.4%	France
11.3%	Singapore
9.8%	Japan
5.2%	Sweden
3.3%	Finland
1.4%	Switzerland
1.4%	United States

*Source: CCLA - Net performance shown after management fees and other expenses with gross income reinvested. The yield on the Fund will fluctuate and past performance is not a reliable indicator of future results. **Comparator Benchmark - Sterling Overnight Index Average (SONIA) from 1 January 2021. Prior to that, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate (7-Day LIBID). ***Consumer Price Index (CPI) is lagged one month. †Using Fitch Ratings methodology.

Income - period to end October

Average yield over the month	2.0280%
Yield at the month end	2.1368%

Discrete year total return performance

12 months to 31 October	2022	2021	2020	2019	2018
The Public Sector Deposit Fund	+0.84%	+0.03%	+0.42%	+0.75%	+0.50%
Comparator Benchmark	+0.91%	+0.03%	+0.15%	+0.58%	+0.42%
Relative	-0.07%	+0.00%	+0.27%	+0.17%	+0.08%

Annualised total return performance

Performance to 31 October	1 year	3 years	5 years
The Public Sector Deposit Fund	+0.84%	+0.43%	+0.51%
Comparator Benchmark	+0.91%	+0.36%	+0.42%
Relative	-0.07%	+0.07%	+0.09%

Net performance shown after management fees and other expenses with gross income reinvested. Comparator Benchmark - SONIA from 1 January 2021. Prior to that, the comparator benchmark was 7-Day LIBID. Past performance is not a reliable indicator of future results. Source: CCLA

Market update

Fiscal policy moves in the UK featured heavily in the headlines. The sharp spike up in bond yields prompted by September's 'mini budget' was reversed after the Bank of England intervened to correct dysfunction in the bond markets and subsequently as new political leadership was installed. The new prime minister and chancellor, promising a more responsible approach to the national finances, substantially withdrew the measures which had so alarmed markets. The reduction in yields, for example with the benchmark 10-year government bond ending the month at around 3.5% - down from a recent peak of 4.5% - brought positive returns for sterling bond markets because prices move inversely to yields. UK government bonds ('gilts') as a whole delivered +3.3% over the month, although this represented a relatively minor relief from the savage losses experienced (in common with most global bond markets) since the early days of 2022. For the year to date, gilts have lost -24%.

Key facts

Fund size	£1,066m
Credit quality and sensitivity rating by Fitch	AAAmmf
Weighted average maturity (Maximum 60 days)	26.43 days
Launch date	May 2011
Minimum initial investment	£25,000.00
Minimum subsequent investment	£5,000.00
Dealing day	Each business day*
Withdrawals	On demand
Domicile	United Kingdom
ISIN Share Class 4	GB00B3LDFH01
Interest payment dates	End of each month
Ongoing charges figure (OCF)**	0.08%***

*Dealing instructions (including cleared funds for purchases) must be received by 11.30 am. **The OCF is based on the annual management charge ("AMC") but excludes portfolio transaction costs. The AMC for the Fund is 0.10% and is inclusive of all other costs and expenses of operating and administering the Fund such as depositary, custody, audit and regulatory fees. The AMC was reduced to 0.08% on a temporary basis in November 2015 to improve the income distribution, due to low interest rates. In May 2021, the AMC was temporarily reduced further to 0.06%. ***With effect from 1 April 2022 and until further notice, the AMC applied to the Fund reverted to the previously discounted rate of 0.08%.

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Risk warning and disclosures

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FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	24 NOVEMBER 2022	AGENDA ITEM: 18

Report prepared by Julia Lawrence, Deputy Town Clerk

RECOMMENDATION FROM OTHER COMMITTEES

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE - SKATEPARK RESURFACING

Purpose of Report

The purpose of this report is to request Members of the Finance, Policy & General Purposes Committee to approve proposals that were submitted to the Environment and Leisure Committee meeting on 17 November 2022.

Detailed Information

At the Environment and Leisure Committee meeting held on 17 November 2022, members considered quotations that had been presented for the resurfacing works at the Skatepark.

Five resurfacing companies had been approached, all of whom are established and reputable resurfacing companies, and the laying of surfacing materials are all undertaken in compliance with the relevant British Standards.

The Environment and Leisure Committee reviewed the options put before them and unanimously agreed to accept Company C. This company would be machine laying to a thickness of 35mm, would remove the existing asphalt off site and provide a warranty to cover a two-year period covering workmanship and material defects at a cost of £9,590.00 + VAT.

Recommendation

That Members of the Finance, Policy & General Purposes Committee agree to the recommendation for Ledbury Town Council to proceed with Company C at a cost of £9,590.00 + VAT to resurface the skatepark at the earliest opportunity, subject to funding being identified from within the 2022/23 budget.

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FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	24 NOVEMBER 2022	AGENDA ITEM: 19

Report prepared by Julia Lawrence, Deputy Town Clerk

COUNCIL OFFICE LIGHTS

Purpose of Report

The purpose of this report is to request Members of the Finance, Policy & General Purposes Committee to consider proposals received for the supply and installation of eight new light fittings in the Council Offices.

Detailed Information

In the main corridor of the Council offices, leading from the rear entrance to the fire exit out to the back yard, are eight old circular ceiling light fittings, some of which do not work. Replacement tubes have been obtained to replace the old light tubes but because the actual brackets to fit new tubes are so brittle, when a new tube is inserted, the brackets snap. Therefore, it is proposed that the eight light fittings be replaced with new LED energy efficient circular light fittings. From a safety aspect, it is essential that these lights are replaced since the corridors can be quite dark especially now that the winter months are upon us.

Five local electricians were approached and were given the opportunity to put forward a quotation to remove the existing light fittings and then supply and install eight new 18 watt light fittings.

Three companies expressed an interest to quote initially but one of the electricians whilst confirming his interest and wishing to attend the offices, did not show up, so quotations have only been received from two companies. They are:

Company A	£660.00 + VAT
Company B	£732.00 + VAT

Both companies have supplied copies of their Employer's Liability Insurance/Public Liability Insurance and whoever is hopefully appointed is already aware that they will need to provide their risk assessment and method statement prior to commencement of work.

Recommendation

That Members give consideration to the two proposals presented, approve and select one of these companies in order that the works can be undertaken as soon as possible.

LEDBURY TOWN COUNCIL

RISK REGISTER

Ledbury Town Council recognise that the greatest risk to a local authority is not being able to deliver the activity or services expected of the Council.

Management of risk is an essential part of the Council's work - it ensures that those who use our facilities are safe, giving the staff the protection to get on with their work, and protecting the assets that the Council hold. Risk assessment is a systematic examination of working conditions, workplace activities and environmental factors that enable the Council to identify any and all potential inherent risks. Ledbury Town Council will take all practical steps to reduce or eliminate the risks insofar as is reasonably practicable and making sure that all employees are made aware of the contents of this Risk Register and any related risk assessments.

		Actual					Residual		
Subject	Possible Risks	Likelihood	Severity	Risk	Management & Controls	Review/Assess/ Revise	Likelihood	Severity	Risk
1) FINANCIAL									
Business Continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	1	3	3	Daily back-ups of council files made and stored to cloud storage	Appropriate back up measures in place.	1	2	2
	Loss of Clerk	1	3	3	In the event the Clerk is unable to work Deputy Clerk to act up	Appropriate back up measures in place.	1	2	2
Precept	Adequacy of precept	2	2	4	Regular budget updates provided throughout the year to check the adequacy of the precept which is fixed by council.	Existing procedures adequate	1	1	1
	Council budget overspend	1	4	4	Payment procedures in place to ensure all receipts and payments are reported to councillors at each finance meeting. All cheques to be signed by two councillors and counter-signed by Clerk or Deputy Clerk.	Appropriate back up measures in place.	1	3	3
	Failure to set a precept by HC deadline	1	3	3	Set a project plan for the budget development plan and agree this at the first meeting of the Finance, Policy & General Purposes Committee after September. Clerk ensures decision made before HC deadline, if not made on time HC would impose precept based on previous year	Review process regularly	1	3	3

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Bank & Banking	Inadequate Checks	2	3	6	The Council has adopted the model Financial Regulations which set out the requirements for financial reporting to the council.	Review financial regulations annually	1	1	1
Bank & Banking	Bank error/failure/fraud	1	4	4	Council use a major clearing bank and a portfolio approach to reserves - Bank accounts reconciled monthly by RFO and chair of Finance	Review banking arrangements regularly	1	1	1
	Internal Fraud	2	4	8	Cheques require 3 signatories (2 x Cllr and either TC or DTC), internal audit, Cllr reconciliations, Committee approval of payments	Review and update processes regularly	2	1	2
Year End	Bank reconciliations not signed and dated as evidence of independent review	2	2	4	Bank reconciliations to be signed monthly and prior to approval of the Annual Accounting Statements by cash custodian	To be signed monthy by Chair of Finance Committee	1	1	2
Cash/Cheques	Cheque book or cash theft or dishonesty	2	2	4	Cheque books kept in a locked draw and the office is locked at night. Financial Regulations provide limit on cash withdrawal value and minimum cash on premises. Cash held in locked tin and kept in locked safe at all times. Cash balances held to be supported with a cash statement stating the denomination and value of cash held. this should be signed and dated by the cash custodian, and an independent person. the balance held shoud be agreed to the balance stated in the Council's accounting system. Appropriate controls in place when receiving money from Mayor.	Review financial regulations annually	2	1	2
VAT	Re-claiming/charging	3	3	6	The Council's Financial Regulations sets out the required processes and is checked annually by the Internal Auditor	Review financial regulations annually	2	2	4
Payroll	Failure to pay staff on time	2	3	6	The payroll is managed by Autella Payroll Ltd - details to be provided by dates set by them, with email confirmation once prepared - Diarise monthly dates for sending details of hours worked and expected date of confirmation from Autella	Review process regularly	2	2	4

	Inland revenue returns and regulations	2	4	8	Required information (P32) generated by Autella Ltd as part of the payroll process - Rfo makes payment monthly upon payment of salaries - salaries reported to FP& GP Committee as part of income and expenditure	Review process regularly	2	2	4
Election Costs	Financial risk to the council of election	2	2	4	Risk is higher in an election year. An earmarked reserve is held to cover anticipated as well as unanticipated election costs	Review earmarked reserve annually and increase/decrease input accordingly	2	1	2
Reporting & Auditing	Provision of monitoring information	1	2	2	Monthly budget reports provided to FP & GP Committee which includes Bank reconciliations, breakdown or receipts and payments,balance sheet, and trial balance.	Review processes Regularly	1	1	1
	Compliance	2	2	4	Annual Internal and External audits undertaken in line with Accounts and Audit Regulations 2015	Ensure Clerk/RFO aware of amendments to Accounts and Audit	1	1	1
Annual Return	Submit within time limits	2	2	4	Annual Return is completed and approved by Council and submitted to the External Auditor on time - Internal auditor completes relevant paperwork following year end close down Diarise annual end of year close down and internal audit visit	Review process regularly	2	1	2
Direct Costs	Goods billed but not supplied	2	3	6	Council has financial regulations that set out underlying requirements	Review Financial Regulations annually	2	1	2
Orders and Invoices	Incorrect Invoicing	2	2	4	Council to ensure that invoices are approved in accordance with Financial Regulationns. (This could be either throuogh signature on each individual invoice, or by signature on each batch of invoices). Invoice for payment provided to either Finance or Full Council meetings for Cllr consideration and approval	Review Financial Regulations annually	2	1	2

Debts	Loss of Stock	1	2	2	The council carries minimal stocks which are checked and monitored regularly by the Clerk	Review Financial Regulations annually	1	1	2
	Unpaid invoices	2	1	2	Unpaid invoices to the council are pursued and where possible payment is obtained in advance	Review Financial Regulations annually	2	1	2
Council budget	Budget Overspend	1	4	4	Payment procedures in place to ensure all receipts and payments are reported to monthly finance meeting.	Review Financial Regulations annually	1	2	2
	Committee budget/line item overspend	1	4	4	Financial Regulations provide procedures to be followed - finance committee to review committee budgets quarterly and agree any necessary in-year virements	Review Financial Regulations annually	1	2	2
Investment Policy	No investment policy in place to provide clear guidance on how to manage council investments	3	4	12	Council to comply with Statutory Guidance on Local Government Investments - paragraph 14 and ensure that they have in place an investment strategy	Review Annually	2	2	4
Petty Cash	Petty Cash not replenished to an agreed amount	3	3	9	Petty cash to be replenished on a top up basis to a limit of £250. Reimbursements to be supported by receipts of cash paymments made.		1	2	3
2) EMPLOYER'S LIABILITIES									
Employment Law	Failure to comply with employment law	3	4	12	Professional bodies are available for advice, support and regular review. Staff/councillors are encouraged to identify and attend appropriate training. Council policies and procedures to be put in place, with copies provided to staff and requested to confirm receipt and reading of said policies and procedures. Budget is in place for staff and councillor training.		2	3	6

Long term unavailability of Clerk or loss of Clerk without a period of notice		1	4	4	The appointment of a Deputy Clerk ameliorates this situation in the short term and backfill with longer term replacement if necessary. The Deputy Clerk will be supported in their studies to become CiLCA qualified. Contingency to be considered in the annual budget toi cover any associated costs to employ a locum clerk		1	2	2
Long term unavailability of the staff other than the Clerk		2	3	6	The Council will employ short term contract or agency staff.		2	2	4
Health & Safety	Failure to maintain a safe working environment	2	4	8	Health and Safety Policy - adopt and practice		1	3	3
Staff Safety from Members of Public	Protection of office based staff from visitors	2	3	6	When Council offics are open, two staff (staff can include a Councillor) must be on the premises. When closed, an electronic door lock and speaker system is fitted (and must be used). Lone working policy in place; staff receive appropriate training. CCTV installed.		1	2	2
Lease agreements	Lease agreements not renewed or reviewed at specified times	3	4	12	Council to review and update lease agreements regularly	Review annually	2	3	6
3. OTHER LIABILITIES									
The Town Council expends funds on an activity outside its legal powers	Council is acting with ultra vires	1	4	4	Clerk checks the legal position with professional bodies prior to expenditure. Internal auditor reviews expenditure annually. Financial Rgulations in place. Regularly review financial regulations and procedures.		1	3	3
Document Control	Failure to maintain full document control	3	3	9	Primary copies of unsigned documents are held electronically offsite and secured to backup media within one day of creation or amendment. Stored at appropriate off-site location. A file retnetion protocol is in place..		1	3	3
Employee contracts	Contracts do not reflect employee roles and salaries correctly	3	3	9	Employee contracts to be reviewed regularly. New contracts to be issued when job role or rates of pay change due	Annually and when job role or rates of pay change	1	2	2

General Data Protection Regulations	Failure to keep records in accordance with the GDPR	3	3	9	A Council policy is in place to ensure compliance with the GDPR or FOI, as appropriate. The Policy is administered by the Clerk, who will report failings to Councillors on operation of the record keeping of the Council as soon as possible.	Reviewed if there is a change in law or every three years, whichever is the sooner. Clerk attends appropriate training.	1	3	3
	Failure to respond to Data Protection/FOI disclosure requests as required by law	3	4	12	A Council policy is in place to ensure compliance with the DPA or FOIA, as appropriate. The Policy is administered by the Clerk, who will report failings to Councillors on operation of the record keeping of the Council as soon as possible.		1	3	3
GDPR	Rule changes	3	3	9	Reported to Council at the earliest opportunity. Staff and Councillors receive available training		1	3	3
Insurance Cover	Insufficient insurance cover for any aspect of Council responsibilities	2	4	8	All appropriate insurances are in place. List is maintained in the Council offices covering policies, types and amounts.	Annual review in FP&GP. Up to date valuations to be sought regularly	1	2	2
Register of Interests for Councillors	Failure to maintain accurate Register of Interests	2	1	2	Register of Interest forms are provided to Councillors by the Clerk upon appointment to the Council. Completed forms are returned to the Clerk and forwarded on to Herefordshire Council.	Councillors reminded annually by the Clerk of the duty of Councillors to update. It is a criminal offence with the impact on the Councillor and not the Council. Council would have to elect new Councillor in worst case.	1	1	1
Slander (Councillors)	Slander and/or libel by a Councillor	3	1	3	Councillors are personally responsible for their own actions and are covered by Code of Conduct and Nolan Principles		3	1	3

Slander (Staff)	Slander and/or libel by a member of staff	2	3	6	Staff covered by TC's liability insurance and employment conditions. Staff to be provided with relevant training and to read Council policies including the media and ICT policy. Only designated staff will have access to social media accounts and LTC website. All publications on social media and press release to be approved by Clerk or Deputy Clerk in their absence prior to publication		1	2	2
4. COUNCIL PROPERTY									
Weather conditions affecting Council Offices	Impact of flooding or other similar occurrences	2	3	6	Adequate insurance cover in place. Disaster recovery plan in place.		1	2	2
Weather conditions affecting Parish	Impact of flooding within Parish	2	3	6	Sandbags/HC weather alerts/processes and pesonnel in place	Regular monitoring of weather conditions	1	2	2
	Impact of snow/ice within Parish	2	3	6	HC gritting routes, grit bins and adequate supplies of salt		2	2	4
Cemetary	Backlog of bodies to be buried	1	4	4	Bodies would be stored by local undertakers. In the event of a more significant backlog, under-takers from further afield could be approached and in the event of major epedemic, National Government would assist		1	2	2
	Collapse of grave memorial or boundary wall at the closed churchyard and cemetery.	2	3	6	Memorial testing programme is enacted every 10 years. Visual inspection by Grounds officer to identify risks as part of general duties. Programme of inspection and repair in place for boundary walls. Grave Digger to use shoring when excavating		1	3	3

General Building Safety	Health and safety in buildings	2	4	8	All appropriate H&S legislation is complied with and a record of any events which compromise building safety of all Town Council buildings are kept and acted on by Town Clerk in conjunction with Town Councillors. This includes regular fire inspections and any action that is necessary. Appropriate liability insurance is in place.		2	2	4
Asbestos	Contractors working in areas with asbestos	2	2	4	Clerk to check Contractors are approved to work with asbestos and all safety precautions are adhered to. Asabestos survey reviewed prior to ay works being undertaken		1	1	1
Play Equipment	Damaged play equipment	3	4	12	It is a key task for our Groundsman to monitor the condition of all Council play equipment on a weekly basis. Play equipment insured.	All Council play equipment has an annual inspection byappropriately qualifeid person	2	2	4
Trees	Falling tree or branch hits person	2	3	6	Groundsman/Contractor to monitor the state of trees in all Council grounds for any signs of damage or other weakness particularly in the event of any storm or other extreme weather conditions. Reports received by residents are acted upon where applicable.	Regular tree surveys are undertaken by tree warden and regular maintenance performed.	1	2	2
Street furniture	Damage caused to street furniture	1	2	2	All signs of damage/safety issues to be reported immediately to the Clerk. Intentional damage is reported to the Police and an incident number obtained.		1	2	2
Forced entry to Council property	Theft and damage	2	2	4	The buildings rather than the contents are the main assets. Doors are kept locked when not in use and intruder alarms fitted andset when buildings unoccupied. Council data is stored offsite; only paper copies are stored onsite. Security alarms managed by CHUBB		1	2	2
5. OTHER ASSETS									

Asset register	Failure to maintain a full and accurate Asset Register	4	3	12	The Asset Register is administered by the Clerk.	Register revised annualy and Clerk prepares a report to FP&GP and FC.	1	1	1
6. CONTRACTUAL									
Tender rules	Incorrect application of tender rules	3	3	9	The Clerk checks the legal position wth professional bodies, either when requested by Councillors or in his/her judgement if there is a risk to Council.		1	3	3
Teder Threshold	Incorrect tender threshold set	2	2	4	Council to review its Financial Regulations annually and set tender threshold in line with the limit set out in the Public Contracts Regulations.		1	2	3
CIC Confidentiality	Failure to maintain privacy of CIC information	4	3	12	The Clerk checks the legal position wth professional bodies, either when requested by Councillors or in his/her judgement if there is a risk to Council.		1	4	4
Contracts	A member of staff and/or a Councillor commit to a contract without proper authority	2	3	6	The authority for the commitment to all contracts rests solely with Councillors at a properly convened meeting of Ledbury Town Council except when the Clerk commits to a contract for daily operation of the Council. All commitments made outside the conditions above will be considered a misrepresentation by Council and will be reported to the Police and may result in court action in either the criminal or civil court. Councillor training ensures they are aware that any contract entered into outside of these provisions is invalid and would render them personally liable.		1	2	2
Year End	Dates for Exercise of Pubic Rights not approved by Council	2	2	4	Council to ensure that the date set for the Period of Public Rights is recorded in Council Minutes	Annually	1	1	2

7. COUNCIL ACTIVITIES									
Failure to provide reports for any Council, Committee or Working Party Meeting	Failure to follow legal requirements and provide councillors with information on projects and council business	4	2	8	All minutes of meetings are prepared within agreed timescales and agreed by Councillors at the next meeting. All minutes are made available for public access on the Town Council website at the time of publishing the next agenda for each committee.		2	2	4
Allocation of grant monies	Failure to follow proper procedures during the allocation of grant monies.	1	2	2	Councillors have a personal duty to ensure that their decisions regarding the allocation of grant monies is in accordance wth the Financial Regulations and Grant criteria. If the Clerk or any Councillor believes or becomes aware of any infringement of procedures in the allocation of grant monies, they must raise the matter as a point of order immediately if part of the meeting where the subject is under discussion. Councillors will consider their own position as to whether any breach of procedures warrants a code of conduct report to the monitoring officer. Grant applications are recorded on appropriate forms and final reports are produced to ensure monies are spent correctly. Approved by F&GP and ratified by FC.		1	2	2
Consultation invitations from senior authorities	Failure to respond to consultation invitations from senior authorities or other public bodies within the allotted time. This risk has little financial consequence; the primary risk is reputational damage to LTC.	2	2	4	The Clerk is responsible for notifying LTC of deadlines. Where consultation deadlines are unreasonably short, the Council will make strong representations to the relevant authority to gain an acceptable period.		2	1	2
Long term consultation processes	Failure to complete consultations on long term plans, eg Neighbourhood Development Plan	3	3	9	Hold proper consultations, involving appropriately qualified personnel. Take expert advice at the correct stages of the project. Manage the project correctly and ensure all provisions of the Localism Act are followed.		2	2	4

8. NEW WEBSITE									
Specification	Website not delivered to specification	3	4	12	Requirements document developed before tendering process and ratified by LTC and FC.	All tenders evaluated to the specification	1	2	2
	Specificiation is not what is actually required	2	4	8	Requirements document evaluated extensively by the ITC and ratified by FC		1	1	1
	Tenderer does not understand the nature of the requirement	2	4	8	Development of a requirement document and measurement of each tender against that document		1	1	1
Budget	Website not delivered to budget.	3	4	12	LTC will favour a fixed price contract which places risk on the contractor and not on LTC.		1	1	1
Timescales	Website not delivered to time	2	2	4	Prince 2 Project Management principles will be followed by LTC in its dealings with the contractors. Relevant staff to be trained in PRINCE accordingly.	Regular project reviews will take place to ensure that there are no over-runs which can be prevented by LTC.	1	2	2
Selection Process	Tendering rules not followed correctly	3	3	9	Consultation with clerk/deputy clerk and consultation with suitably qualified legal professionals		1	2	2
Appointment of website provider	Unsuitable tenderer chosen	3	4	12	Evaluation of the tenderer against the requirements document. Evaluation of the tenderer's project plan and contract require-ments.		1	2	2
Lack of suitable bids	No contractor produces a suitable bid	2	2	4	LTC reserves the right not to aware the tender at all.		1	1	1

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE GRANTS FUNDING WORKING PARTY HELD ON 9 NOVEMBER 2022

PRESENT: Councillor Howells, Hughes, and Morris

ALSO PRESENT: Angela Price – Town Clerk

15. **APOLOGIES FOR ABSENCE**

None received

16. **DECLARATIONS OF INTEREST**

Councillor Morris declared a pecuniary interest in anything relating to Bye Street Toilets.

17. **TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE GRANTS FUNDING WORKING PARTY HELD ON 28 SEPTEMBER 2022**

RESOLVED:

That the minutes of the meeting of the Grants Working Party held on 28 September 2022 be approved and signed as a correct record.

18. **UPDATE ON GREAT PLACES TO VISIT GRANT FUNDING**

Members had been provided with information in respect of the current and anticipated Great Places to Visit expenditure, noting that currently there is an anticipated underspend of £17,480.18.

The Chair asked Members to suggest how the underspend could be spent and following discussion it was agreed that officers be instructed to investigate two feasible options.

Members were advised that the Clerk had had a conversation with a Herefordshire Council officer earlier in the day, who had advised that David Fall (HC Officer) had requested an extension to March 2023 to allow the funds allocated to the Master's House to be used.

RECOMMENDATION:

1. **That officers be instructed to obtain testimonials in respect of the weeding machine previously proposed by Councillor Morris.**

2. **That officers be instructed to investigate the possibility of having a permanent catenary wire in place at two points on Homend (Specsavers and Carey Gun Makers) in order to allow the Council to have banners displaying up coming events in situ through each year.**

3. **That the Clerk provide an update on whether or not there will be a further extension to the funding at the next meeting of the Working Party.**

19. **ANNUAL GRANT APPLICATIONS RECEIVED**

The Chair queried what the role of the Grants Working Party was in relation to grant applications received and the role of the Finance, Policy & General Purposes Committee and Full Council in relation to this process.

The Chair suggested that the process should be as follows:

Grants Working Party to receive applications and consider whether they meet the criteria, and with the assistance of the Clerk establish what power the council has to award each grant.

Finance, Policy & General Purposes Committee receive the applications with an accompanying report advising which application the Grants Working Party believe meet the criteria as laid out in the Council's Grans Policy and which power the council could use should they approve the application. The Finance, Policy & General Purposes Committee will then consider each application and make a recommendation to Full Council on what if any grant should be awarded to each applicant.

Full Council will receive the applications with a report from the Clerk with recommendations on which applications to support, how much to award, and the method of awarding the grant, i.e., a one-off payment of a three-year grant.

Members were in agreement with the suggestion from the Chair and proceeded to consider the grant applications received.

The Clerk advised Members that due to the Council not having two thirds of their Members "elected" the Council therefore does not have General Power of Competence and therefore are unable to award grants via the Localism Act 2011, but that they would be required to identify which powers could be used to award the grants.

It was agreed that all applications received met the criteria, and the Clerk had prior to the meeting identified which powers could be used to award the grants should the Finance, Policy & General Purposes wish to recommend them for awards as follows:

Over £500

i. Ledbury Primary School – the purchase of gazebos (Clerk to confirm how many) Power – Local Government Act 1972 - S137 financial assistance

ii. Ledbury Swifts football Club – to provide support to players and parents of the under 16's team to visit Strômstad in 2023 – Local Government (Misc. Provision) Act 1976 – S19

Multi-Year

i. Age UK Hereford & Localities – to provide support to the over 50's in Herefordshire to live fulfilling independent lives for longer - Local Government Act 1972 - S137 financial assistance

Year 1 - £4,000
Year 2 - £4,000
Year 3 - £4,000

ii. Ledbury Places – Funding to support a part-time job opportunity to increase community awareness of our facilities and generating income for the Old Grammar School – Local Government Act 1972 – S144 Power to encourage Tourism

Year 1 –£ 7,800
Year 2 - £6,800
Year 3 - £6,800

iii. Dream Your Future Families – Funding to support free counselling sessions to children and parents - Local Government Act 1972 - S137 financial assistance

Year 1 - £1,500
Year 2 - £1,500
Year 3 - £1,500

iv. Ledbury Food Bank – To support the provision of emergency food aid to those without means to feed themselves and the provision of benefits advice and access to other agencies - Local Government Act 1972 - S137 financial assistance

Year 1 - £2,500
Year 2 - £2,500
Year 3 - £2,500

v. Ledbury Methodist Church – On behalf of all "Warm Space" venues in Ledbury - Local Government Act 1972 - S137 financial assistance

Year 1 - £1,200

Year 2 - £1,350
Year 3 - £1,500

RECOMMENDATION

1. **That a report be submitted to the meeting of the Finance, Policy & General Purposes Committee advising that the Grants Working Party consider all applications for grant funding received meet the criteria and that should the Committee agree to award grants they be awarded in accordance with the powers listed above.**

2. **That the multi-year application form be amended to provide a section for applicants to provide specific detail of what the funding will be used for.**

20. **DATE OF NEXT MEETING**

RESOLVED:

To note that the next meeting of the Grants Working Party is scheduled for 23 November 2023 at 3.00 pm.

The meeting ended at 3.45 pm

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