



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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19 July 2024

TO: Councillors Bradford, Eakin, Harvey, Howells, Hughes, and Newsham (Vice chair)

Dear Member

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in the **Committee Room, Church Lane, Ledbury on Thursday, 25 July 2024 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** [\(Link\)](#)
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 the Finance, Policy & General Purposes Committee held on 23 May 2024
(Pages 1192 - 1199)
6. To review the action sheet (Pages 1200 - 1207)

PRESENTATION

7. To receive a presentation from Community Action Ledbury in respect of grant feedback

FINANCIAL MATTERS

8. Invoices for approval payment (Pages 1208 - 1209)
9. To receive the record of Receipts and Payments for May and June 2024
(Pages 1210 - 1233)
10. To receive the Balance Sheet and Trial Balance for months 2 and 3
(Pages 1234 - 1242)
11. Budget Monitoring Reports 1 – 30 June 2024 (Pages 1243 - 1250)
12. To confirm verification of bank statements and reconciliations for May and June 2024
13. Audit Reports (If any)
14. Grant Applications (Pages 1251 - 1266)
 - i. John Masfield High School
 - ii. Ledbury Places
 - iii. Ledbury Primary School PTA
15. Christmas Lights Hire Agreement- confirmation of payment terms
(Pages 1267 – 1268)
16. Annual Christmas Event (Pages 1269 – 1295)

GOVERNANCE

17. New model Finance Regulations (NALC) (Pages 1296 – 1314)

POLICIES

18. Draft Training & Development Policy (Pages 1315 – 1318)

19. Date of next meeting

To note that the date of the next meeting of the Finance, Policy & General Purposes Committee is scheduled for 25 July 2024

20. Exclusion of Press and Public

In accordance with Section 12(2) of the Public Bodies Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting

21. Fee Proposals for Architectural Services (Pages 1319 – 1338)

Distribution: Full agenda to: - Committee members (9)

Agenda excluding confidential papers to:
The Press
Library

Agenda front pages to all non-committee members (4)

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES
COMMITTEE
HELD ON 23 MAY 2024

PRESENT: Councillors Harvey, Howells and Newsham.

ALSO PRESENT: Angela Price – Town Clerk
Sophie Jarvis – Minute Taker

F152. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Hughes.

F153. DECLARATIONS OF INTERESTS

None received.

F154. NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

F155. PUBLIC PARTICIPATION

No members of the public were present.

**F156. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF AN
EXTRAORDINARY MEETING OF THE FINANCE, POLICY & GENERAL
PURPOSES COMMITTEE HELD ON 21 MARCH 2024**

RESOLVED:

That the minutes of an Extraordinary Meeting of the Finance, Policy & General Purposes Committee held on 21 March 2024 be approved and signed as a correct record.

F157. TO REVIEW THE ACTION SHEET

RESOLVED:

1. That the action sheet be received and noted.
2. That minute no. F109.3 be removed from the action sheet, noting the explanation provided by Councillor Harvey in respect of the issues that had been experienced by the Registry Office in past years.

F158. INVOICES FOR PAYMENT

RESOLVED:

1. That the invoices for payment in the sum of £6,867.56 (plus VAT) be approved.
2. That the Market Stall electricity be monitored due to increasing prices to ensure that the Council are charging the appropriate amount to traders.

F159. TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR MARCH AND APRIL 2024

Members attention was brought to the following error within the receipts and payments:

Page 1071 – first item listed – it was noted that the card machine rental cost for the month had been posted to the wrong nominal code.

RESOLVED:

1. That the receipts and payments for March and April 2024 be received and noted.
2. That the Accounts Clerk be asked to make the necessary amendments as listed above.

F160. TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTHS 1 AND 2

RESOLVED:

1. That the balance sheet and trial balance for months 1 and 2 be received and noted.
2. That the Clerk speak to the Tour Guide Leader about recording stock in the Painted Room and that this be provided to the next meeting of Finance, Policy & General Purposes Committee.

F161. BUDGET MONITORING REPORTS 1 – 30 APRIL 2024

RESOLVED:

1. That the Budget Monitoring Reports 1 – 30 April 2024 be received and noted.
2. That the Clerk investigate whether 108/4122 Electricity is for a 3-month period.

3. That the Clerk check whether the payment made in respect of '4014 Lengthsman Scheme/P3 Scheme' under '125 Green Spaces Maintenance' is for works completed the 2024/25 financial year.
4. Members requested that Ledbury in Bloom (115/4650) be moved within the budgets to 214/4650 Grants with Powers.
5. That the Clerk be instructed to write to Community Action Ledbury to request a grant feedback report.
6. That the Clerk investigate whether the payment to Buses 4us has been coded incorrectly, due to the unspecified grants budget showing an overspend.
7. That Members be provided with a breakdown of 401/4482 website.
8. That the Grants report needs fully checking and recoded accordingly.
9. That the Clerk contact Rialtas to determine whether reports could be downloaded into Excel.

F162. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR MARCH AND APRIL 2024

RESOLVED:

That it be noted that the bank statements and reconciliations for March and April 2024 had been signed by the Chairman of the Finance, Policy & General Purposes Committee in accordance with the Council's Financial Regulations.

F163. TO RECEIVE YEAR END REPORTS TO 31 MARCH 2024

RESOLVED:

That the Year End Reports for the period 1 April 2023 to 31 March 2024 be received and noted.

F164. TO REVIEW COUNCIL RESERVES FOR 2024/25

Members were advised that concerns had been raised by Rialtas at the year-end that the Council's General Reserve is currently very low, and that the Council should consider movements from the Earmarked Reserves to the General Reserve.

RESOLVED:

That the Council Reserves for 2024/25 report be received and noted.

RECOMMENDATION:

That the following recommendations be submitted to Full Council for approval:

1. That £37,442.92 be moved from Earmarked Reserves to General Reserve as detailed below:

From Earmarked Reserve	To General Reserve
320 – EMR General	112.92
321 and 327 – Recreation ground equipment and Play/Skate Park	20,330
325 – Elections	5,000
332 – Climate Change	2,000
328 – War Memorial	10,000
Total Movement From EMR To General Reserve	37,442.92

2. That the following earmarked reserves be amalgamate:

Listed Buildings incorporate

- War Memorial
- Perimeter Wall Cemetery

Amenity and Public Spaces

- Recreation Ground/Play/Skate Park
- Charter Market Improvements
- Paths, Bins and Benches
- CCTV

Community Projects

- Traffic Management
- Elections
- Youth Support

3. That the £5,000 underspend for the Youth Drop-in support (CC214/NC4870) be moved to 326 Youth Support.
4. That the Internal Auditor be asked whether the Council is making reasonable and sufficient provision to their earmarked reserves year on year.

F165. AUDIT REPORTS

Members were requested to give consideration to the 2023/24 Audit Reports provided as a result of the year end close down, and Internal Auditor year-end visit.

As part of the consideration of these reports Members considered whether the Council had put in place and maintained a system of internal control throughout

the 2023/24 financial year, following which they recommended the Statement of Control for approval by Full Council at their meeting on 6 June 2024.

Councillor Harvey asked whether the additional report that Council had requested the Internal Auditor had been received, it was noted that this had been received and reported to council and system put in place were appropriate.

Members asked whether there were internal control systems in place in respect of procurement of goods and services. The Clerk advised that there is a control system in place that all staff are aware of and that is being followed, which provides a method for checking invoices received against purchase orders and goods/services provided, which both the Clerk/RFO and Deputy Clerk are following.

RECOMMENDATIONS:

- 1. That all relevant documents be submitted to a meeting of Council scheduled for 6 June 2024.**
- 2. That the Negative Response from the Internal Auditor and the reasons for this given within the letter be noted and included in the letter from Ledbury Town Council to the External Auditor accordingly.**
- 3. That the draft letter provided by the Clerk, to be sent to the External Auditor when submitting the 2023/24 documents be approved.**
- 4. That Members of the Finance, Policy & General Purposes Committee consider the Internal Auditor Observations, noting that the Clerk has provided a Draft Investment Strategy for consideration and approval.**
- 5. That Members note the explanation of significant variations from between the 31 March 2023 and 31 March 2024 in Section 2 "The Statement of Accounts".**
- 6. That the Town Mayor be authorised to sign the Statement of Control, as provided by the Clerk/Responsible Finance Officer.**
- 7. That Section 1 – Annual Governance Statement for 2023/24 be approved and signed, noting the comment from the Internal Auditor that they should return a negative response in respect of Assertion 3, noting the responses as below:**
 - 1. We have put in place arrangements for the effective financial management during the year, and for the preparation of the accounting statements - YES**
 - 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness – YES**

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances – NO
4. We provided proper opportunity during the year for the exercise of elector's rights in accordance with the requirements of the Accounts and Audit Regulations – YES
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems – YES
7. We took appropriate action on all matters raised in reports from internal and external auditors – YES
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Parish Meeting and, where appropriate, have included them in our accounting statements – YES
8. That Section 2 – Accounting Statements for 2023/24 be approved and signed.
9. That the Draft Investment Strategy be approved.

F166. SUSPENSION OF STANDING ORDER 3(x)

RESOLVED

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

F167. GRANT APPLICATIONS

RECOMMENDATION:

That a recommendation be submitted to the next Full Council meeting scheduled to take place on Thursday, 6 June 2024 that the following grants be awarded from the 2024/25 budget.

LEAF – Ledbury Youth Survey - £500.00

F168. GRANT FEEDBACK REPORT – LEDBURY PLACES

RESOLVED:

1. That the Grant Feedback Report from Ledbury Places be received and noted with thanks.
2. That the Clerk contact Ledbury Places to ask for permission to publish this in the next issue of the Town Council Newsletter.

F169. RESPONSE FROM MALVERN HILLS AONB PARTNERSHIP

RESOLVED:

That Malvern Hills AONB Partnership be advised that in order to receive grant funding from Ledbury Town Council they must submit a Grant Application Form, which will be considered via the same process of all other grant applications.

F170. NEW MODEL FINANCIAL REGULATIONS (NALC)

RESOLVED:

That the New Model of Financial Regulations (NALC) be deferred to the next Finance, Policy & General Purposes Committee Meeting schedule for Thursday, 25 July 2024.

F171. REQUEST FROM LEDBURY FOODBANK

RESOLVED:

1. That the request from Ledbury Food Bank for the provision on dog poo bags be granted and that they be given 25% of stock ordered.
2. That this be included in the next issue of the Town Council Newsletter.

F172. DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next meeting of the Finance, Policy & General Purposes Committee is scheduled for Thursday, 25 July 2024.

The meeting ended at 9:13pm

Signed Date.....
(Chairman)

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE					
Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
16-Nov-23					
F94.2	That a work schedule be provided by officers in respect of the required improvement from the Fire Risk Assessment Report.	TC/DTC	Jan-24	Officers undertaking review of report	Report received from Caroe to be provided at July 2024 meeting
18-Jan-24					
F131	That the Clerk engage Raven Tools to install crawler software onto the Ledbury Town Council website.	AP		TC To correspond with Advansys	In progress
21-Mar-24					
F149.2	That the introduction of an additional calendar for 'Events' and renaming the current calendar to 'Meetings' at a cost of £1295.00 plus VAT be progressed. (Please note that Ledbury Town Council do NOT approve the introduction of WhatsApp facilities and services on the Council website).	AP	15.04.2024	Confirmation provided to Advansys to proceed with changes to website4	Awaiting drafts from Advansys
23-May-24					
F158(2)	That the Market stall electricity be monitored due to increasing prices to ensure that the Council are charging the appropriate amount to traders.	AP/SE	28.05.2024	SE Advised and asked to create spreadsheet for income/expenditure in relation to Market House electricity	Available to print directly from accounts software copy attached for information
F159(2)	Accounts Clerk asked to amend assignment of card machine rental accordingly	AP/SE	28.05.2024	SE Advised and asked to make amendment	waiting on confirmation
F160(2)	Tour Guide be asked to undertake stocktake	AP/BH	28.05.2024	BH advised and agreed to do stocktake	Awaiting report

F161(2)	TC investigate whether 108/4122 electricity is for three months	AP/SE	28.05.2024	SE advised and asked to provide information	waiting on confirmation
F161(3)	TC to check whether payment made in respect of 124/4014 relates to 2024/25 invoices	AP	28.05.2024	SE advised and asked to provide information	Relates to 2023/24 work but paid in 2024/25- due to late invoices - funds also now received from HC in respect of this work - completed
F161(4)	Ledbury in Bloom (115/4650 be moved within the budgets to 214/4650)	AP/SE	28.05.2024	SE advised and asked to provide information	Awaiting confirmation
F161(5)	TC to write to CAL to request grant feedback report	AN			In Progress
F161(6)	TGC to investigate whether buses 4us payment had been made from wrong budget line - if not investigate why unspecified grants expenditure is so high.	AN	28.05.2024	SE advised and asked to provide information	Grant payments to LEAF, Food Bank and Buses 4us coded to wrong cost centre now corrected and confirmation that these have been paid from individual budget lines
F161(7)	That Members be provided with a breakdown of 401/4482 website	AP/SE	28.05.2024	Information requested from Accounts Clerk	Breakdown information attached
F161(9)	That officer contact Rialtas to determine whether it is possible to download reports into excel	AP/SE			
F164(1)	That £37,442.92 be moved from the earmarked reserves to the general reserve as per listed in minutes	AP/SE		SE advised	awaiting confirmation
F164(2)	That earmarked reserves be amalgamated as per the list within the minutes	AP/SE		SE advised	awaiting confirmation
F164(3)	That £5,000 underspend for Youth support be moved to ear marked reserves	AP/Se		SE advised	awaiting confirmation
F164(4)	That the IA be asked whether the Council is making reasonable and sufficient provision to their earmarked reserves yearly	AP	18.07.2024	Email sent to IA	Completed - awaiting response

F165	Recommendations 1-9 as listed in the minutes be submitted to meeting of full council	AP	06.06.2024	Included on FC agenda	Completed
F167	That the grant of £500 to LEAF be recommended for approval by full council	AP	06.06.2024	Included on FC agenda	Completed
F168(2)	That Ledbury Places be thanked for their report and their permission sought to include in councils next newsletter	AP	28.05.2024	Email sent with request	Completed
F170	That the new model FR's be deferred to the next FP & GP Meeting	AP	25.07.2024	To be included on agenda for July meeting	On agenda - completed
F171(1)	That Ledbury Food Bank be offered 25% of dog poo bag purchase going forward	AP	28.05.2024	Email sent to Food Bank advising	Completed
F171(2)	That information on donation of dog poo bags to FB be included in next TC newsletter	AP/OT	Aug-24	OT advised and to be included in August edition	In progress

30/05/2024

Ledbury Town Council Current Year

Page 1

10:35

Nominal Ledger Report by ACCOUNT

User :SAE

A/c Code	4276	External power supply -High St			Annual Budget	120
Centre	118	Minor Infrastructure			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
1	02/04/2024	BACS	Cashbook	Market Street Electricity		67.36
1	02/04/2024	BACS	Cashbook	Market Street Electricity	73.40	
1	02/04/2024	BACS	Cashbook	Market stall elec 2x £77.07		146.80
1	06/04/2024	BACS	Cashbook	Market Stall Electricity	71.21	
1	23/04/2024	BACS	Cashbook	Market House Electricity		71.21
2	17/05/2024	BACS	Cashbook	Market Stall Electricity	278.34	
Account External power supply -High St				Account Totals	422.95	285.37
Centre Minor Infrastructure				Net Balance Month 3	137.58	

30/05/2024

Ledbury Town Council Current Year

Page 1

10:01

Nominal Ledger Report by ACCOUNT

User :SAE

A/c Code	4482 Website				Annual Budget	3,000
Centre	401 Full Council				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
1	01/03/2024	DD	Cashbook	Web hosting & Support	98.00	
1	02/04/2024	BACS	Cashbook	Guest Post Enhancements	1,295.00	
1	02/04/2024	BACS	Cashbook	Website finance page	1,695.00	
		Account Website		Account Totals	3,088.00	0.00
		Centre Full Council		Net Balance Month 3	3,088.00	

Invoices for July 24

INVOICE DATE	INVOICE NO	BAC's	COST CENTRE/ NOMINAL CODE	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT
18.07.2024	Expenses	BACS	4051-230	Sophie Jarvis	Travel to First Aid Training	28.80	0.00	28.80
17.07.2024	H1930.2/24016	BACS	4590-220	Caroe & Partners	CCTV - preparation and submission for Listed Building Consent	1125.00	200.00	1325.00
01.08.2024	66845528	BACS	4001/230	Hoople Group	Temporary Administrator	784.91	156.98	941.89
30.06.2024		BACS	4205/108-4205/110-4236/110-4013/125	D M Property Maintenance	Contract Works	1608.74	0.00	1608.74
19.06.2024	20	BACS	4595-127	Ledbury Places	River Film for Great Big Green Week	105.99	0.00	105.99
16.07.2024		BACS	4595-127	Olivia Trueman	Hosting for Great Big Green Week	14.00	0.00	14.00
09.07.2024	17093	BACS	4300-102	Spadwick Motors	Renew offside bulb on van	15.80	3.16	18.96
09.07.2024	11381/2024/25	BACS	4460-220	ICCM	Cemetery Management Subscription	95.00	0.00	95.00
12.07.2024	324	BACS	4590-220	CDI Facilities	Legionella Sample Bye St Toilets	95.00	19.00	114.00
14.06.2024	2744508	BACS	4607-127	PPL PRD Ltd	Licence for events with music	166.71	33.34	200.05
24.06.2024	1076	BACS	4805-214	South Herefordshire	Contribution towards Citizens Advice	2500.00	0.00	2500.00
05.07.2024	11021472	BACS	4276-118	npower	Market Stall Electricity	65.42	3.27	68.69
08.07.2024	K1-DA9D9877-0019	BACS	4122-202	e.on	LTC Electricity	174.95	8.75	183.70
04.07.2024	66845415	BACS	4001/230	Hoople Group	Temporary Administrator	497.48	99.50	596.98
04.07.2024	66845464	BACS	4001-230	Hoople Group	Temporary Administrator	497.48	99.50	596.98
19.06.2024	70700	BACS	4116-202	Shredall	Confidential Waste	82.72	16.55	99.27
27.06.2024	19054	BACS	4410-235	Dolphin Tec	Photocopier Readings	266.83	53.37	320.20
01.07.2024	27178	BACS	4271-127	JRB Enterprise Ltd	Dog Bags	245.52	49.10	294.62
18.07.2024	Expenses	BACS	4051-230	Olivia Trueman	Travel to First Aid Training	14.40	0.00	14.40
18.07.2024	GOVUK	BACS	4340-102	A Price	Reimburse - Tax for cemetery van	335.00	0.00	335.00
18.07.2024	66845679	BACS	4001/230	Hoople Group	Temporary Administrator	663.30	132.66	795.96
16.07.2024	10517229	BACS	4185/202	Chubb	Fire alarm service and replacement part	423.15	84.63	507.78
					TOTALS	9,806.20	959.81	10,766.01

Signed

Signatory 1

date

Signatory 2

date

Clerk

date

Lloyds A/c (235) (Bus Ext)

Receipts received between 01/05/2024 and 31/05/2024

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
PAY	Banked: 01/05/2024	3.05						
PAY	HMRC	3.05			120		3.05	VAT
PAY	Banked: 01/05/2024	277.78						
PAY	The Stone Workshop	277.78			1289	118	277.78	War Memorial Refund
50022082	Banked: 03/05/2024	164.00						
50022082	The Co-operative Group (CGP)	164.00			1160	102	164.00	Mortuary Rent
INT	Banked: 09/05/2024	30.46						
INT	Lloyds Bank	30.46			1870	220	30.46	Interest
206521	Banked: 15/05/2024	299.98						
206521	OMSUK LTD	299.98		50.00	4480	401	249.98	Overcharge on invoice
	Banked: 22/05/2024	50,000.00						
736-235	Premier A/c (736) Comm Call	50,000.00			202		50,000.00	Inter acc transfer
INV2175	Banked: 29/05/2024	221.50						
INTER	The Co-operative Group (CGP)	221.50			1131	102	32.50	Internment and Transfer
					1100	102	189.00	Internment and Transfer
BCARD	Banked: 31/05/2024	117.00						
BCARD	Barclaycard	117.00			1271	127	117.00	LGT Payments
BCARD	Banked: 31/05/2024	7.00						
BCARD	Barclaycard	7.00			1471	301	7.00	Dog Bags
BCARD	Banked: 31/05/2024	2.00						
BCARD	Barclaycard	2.00			1034	301	2.00	Tourist Information
BCARD	Banked: 31/05/2024	620.00						
BCARD	Barclaycard	620.00			1460	202	620.00	Ceremony Room Income
BCARD	Banked: 31/05/2024	32.50						
BCARD	Barclaycard	32.50			1131	102	32.50	Deed Transfer
Bcard	Banked: 31/05/2024	64.20						
Bcard	Barclaycard	64.20			1450	105	64.20	Painted Room Sales
BCARD	Banked: 31/05/2024	141.70						
BCARD	Barclaycard	141.70			1451	105	141.70	Painted Room Donations
CARD	Banked: 31/05/2024	19.50						
CARD	Barclaycard	19.50			1090	301	19.50	Charter Market
BCARD	Banked: 31/05/2024	0.10						
BCARD	Barclaycard	0.10			1090	301	0.10	Charter Market
Total Receipts:		52,000.77	0.00	50.00			51,950.77	

Premier A/c (736) Comm Call

Receipts received between 01/05/2024 and 31/05/2024

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Rent	Banked: 01/05/2024	166.67						
Rent	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
2178	Banked: 01/05/2024	189.00						
2178	Ledbury Funeral Services	189.00			1100	102	189.00	Interment Income
2170	Banked: 07/05/2024	74.00						
2170	Le Delice	74.00			1090	301	74.00	Charter Market
2167	Banked: 09/05/2024	100.00						
2167	Kelly Dilley	100.00			1090	301	100.00	Charter Market
Interest	Banked: 09/05/2024	281.07						
Interest	Lloyds Bank	281.07			1870	220	281.07	Interest
2135	Banked: 13/05/2024	22.00						
2135	Caroline Workshop	22.00			1090	301	22.00	Charter Market
2179	Banked: 13/05/2024	44.00						
2179	Vivient Brandt	44.00			1090	301	44.00	Charter Market
2182	Banked: 14/05/2024	74.00						
2182	S Alexis	74.00			1090	301	74.00	Charter Market
2180	Banked: 15/05/2024	37.00						
2180	Als BBQ	37.00			1090	301	37.00	Charter Market
FP	Banked: 20/05/2024	17.00						
FP	G Williams	17.00			1130	102	17.00	Cemetery
2186	Banked: 20/05/2024	190.00						
2186	D A Roberts	190.00			1460	202	190.00	Ceremony Room
FP	Banked: 20/05/2024	50.00						
FP	D Webb	50.00			1460	202	50.00	Wedding Deposit
FP	Banked: 21/05/2024	240.00						
FP	Ledbury Country Market	240.00			1090	301	240.00	Charter Market
FP	Banked: 23/05/2024	101.50						
FP	Taynton Farm Sales	101.50			1090	301	101.50	Charter Market
FP	Banked: 28/05/2024	240.00						
FP	B Tooley	240.00			1460	202	240.00	Ceremony Room
370	Banked: 28/05/2024	370.00						
370	Sarah Ayling	370.00			1100	102	370.00	EROB & Interment
PAY	Banked: 28/05/2024	166.67						
PAY	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
PAY	Banked: 31/05/2024	264.00						
PAY	R Wilson	264.00			1090	301	264.00	Charter Market
Subtotal Carried Forward:		2,626.91	0.00	0.00			2,626.91	

Nominal Ledger Analysis								
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
PAY	Banked: 31/05/2024	330.00						
PAY	R Wilson	330.00			1090	301	330.00	Charter Market
Total Receipts:		2,956.91	0.00	0.00			2,956.91	

Lloyds A/c (235) (Bus Ext)

Payments made between 01/05/2024 and 31/05/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/05/2024	Advansys Ltd	DD	117.60		19.60	4482	401	98.00	Web Hosting
01/05/2024	O2	DD	1,345.58		224.26	4480	401	1,121.32	LTC Mobile phones Mth 2
02/05/2024	E.on	BACS	231.56		11.03	4122	202	220.53	Electricity LTC
02/05/2024	Take Payments	DD	30.00		5.00	4433	105	25.00	Card Machine Renta
03/05/2024	Octopus Energy	DD	231.56		11.03	4122	102	220.53	Cemetery Electricity
03/05/2024	E.on	DD	-231.56		-11.03	4122	202	-220.53	LTC Electricity
07/05/2024	Petty Cash	CHQ	193.78			4444	235	193.78	Petty Cash
07/05/2024	EE Limited	DD	14.23		2.37	4481	401	11.86	Mobile phone LTC
07/05/2024	Citation Limited	DD	270.13		45.02	4415	235	225.11	LTC Employee HR
08/05/2024	Welsh Water	DD	15.38			4115	202	15.38	LTC Water
08/05/2024	Welsh Water	DD	24.47			4115	202	24.47	LTC Water
09/05/2024	Hoople LTD.	BACS	742.90		123.82	4001	230	619.08	Temporary Administrator
10/05/2024	Barclaycard	DD	10.00			4433	220	10.00	Credit Card Macine
10/05/2024	Barclaycard	DD	15.76		0.96	4433	105	14.80	Credit Card Machine
10/05/2024	Water Plus	DD	9.39			4115	202	9.39	LTCWater drainage
10/05/2024	Water Plus	DD	12.80			4115	202	12.80	LTC Water
10/05/2024	NPower	DD	292.26		13.92	4122	202	278.34	LTC Electricity
14/05/2024	Viking Raja	BACS	462.73		74.20	4400	235	370.99	Stationery & Housekeeping
						4155	202	17.54	Housekeeping
14/05/2024	J Lacey Steeplejacks	BACS	384.30		64.05	4170	102	320.25	Lightening Protection Test
14/05/2024	Olicia Trueman	BACS	9.05			4051	230	9.05	Refreshments for Meeting
14/05/2024	Quickskip Hereford Ltd	BACS	264.00		44.00	4225	102	220.00	Cemetery Skip exchange
14/05/2024	Hoople LTD.	BACS	596.98		99.50	4001	230	497.48	Temporary Administrator
14/05/2024	Francotyp Postalia	BACS	36.00		6.00	4455	401	30.00	Postage Agreement
14/05/2024	Waterplus	BACS	28.62			4115	202	28.62	Us3d water and drainage LTC
14/05/2024	Ledbury Garden Machinery	BACS	344.26		57.38	4416	102	286.88	Mower Service
14/05/2024	John Walsh Tree Surgery	BACS	120.00			4228	108	120.00	John Walsh Tree Surgery
14/05/2024	Printerbase	BACS	230.55		38.42	4400	235	192.13	Ink Cartridges
14/05/2024	Chubb Electronic Security	BACS	327.78		54.63	4185	202	273.15	Service Agreement Fire Alarm
14/05/2024	Radbournes	BACS	280.80		46.80	4170	102	234.00	Topsoil for Cemetery
14/05/2024	J B Gaynham	BACS	65.75		10.96	4875	214	54.79	Citizen of the Year 23/24
14/05/2024	HMS	BACS	294.00		49.00	4170	102	245.00	Maintenance in Chapel
14/05/2024	Rialtas Business Solutions Ltd	BACS	990.00		165.00	4590	220	825.00	Year End

Subtotal Carried Forward:

7,760.66

0.00

1,155.92

5,779.74

Lloyds A/c (235) (Bus Ext)

Payments made between 01/05/2024 and 31/05/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
24/05/2024	D M Property Maintenance	BACS	1,608.74			4205	108	336.66	Contract Works
						4208	108	1,120.00	Contract Works
						4236	110	100.00	Contract Works
						4013	125	52.08	Contract Works
24/05/2024	Bliss Cleaning Services	BACS	379.20		63.20	4150	202	316.00	LTC Office Cleaning
24/05/2024	Ledbury Town Council	BACS	100.00			4607	127	100.00	Funds for LGT Sponsorship
24/05/2024	Hoople LTD.	BACS	1,207.21		201.20	4001	230	1,006.01	Temporary Administrator
24/05/2024	P J Nichols	BACS	211.71		35.28	4330	102	176.43	Fuel for Van & Mowers
24/05/2024	Ledbury Hardware Limited	BACS	0.60		0.10	4170	102	0.50	DIY goods
24/05/2024	Octopus Energy	DD	413.66		19.70	4122	202	393.96	Electricity LTC
28/05/2024	Lloyds Bank	DD	41.84			4550	220	41.84	Service Charges
28/05/2024	Lloyds Bank	DD	17.40			4550	220	17.40	Service Charge
28/05/2024	Herefordshire Council	DD	171.00			4110	102	171.00	Cemetery Rates
28/05/2024	Herefordshire Council	DD	696.00			4110	202	696.00	LTC Rates
28/05/2024	Herefordshire Council	DD	56.00			4110	201	56.00	Market House Rates
28/05/2024	Herefordshire Council	DD	100.00			4110	102	100.00	Mortuary Rates
29/05/2024	Emblem Print	BACS	461.38		76.90	4700	105	384.48	Natural Cotton Shopping Bags
29/05/2024	Spadwick Motors	BACS	350.00		49.19	4340	102	300.81	MOT & Service for Van
29/05/2024	Total Merchandise	BACS	999.44		166.57	4700	105	832.87	Bone China Mugs
29/05/2024	Tilley Printing	BACS	355.00			4400	235	355.00	LTC Stationery
29/05/2024	NPower	BACS	71.14		3.39	4276	118	67.75	Market Stall Electricity
29/05/2024	LOCALiQ	BACS	687.62		114.60	4502	225	573.02	Mayors Advertising
29/05/2024	HMS Ltd	BACS	306.00		51.00	4170	202	255.00	Install & repair Panel Heaters
29/05/2024	HMS	BACS	1,911.60		318.60	4170	202	1,593.00	Replace & Repair electric LTC
29/05/2024	Ledbury Memorials	BACS	346.80			4183	102	346.80	Memorial Plaque
29/05/2024	Amazon	BACS	11.66		1.94	4155	202	9.72	Cable Ties
29/05/2024	Amazon	BACS	42.41		7.07	4400	235	35.34	Stationery
29/05/2024	Amazon	BACS	11.81		1.97	4400	235	9.84	Stationery
29/05/2024	H&WGT	BACS	1,950.00			4050	230	1,950.00	ILM Training A Price
29/05/2024	Amazon	BACS	-42.41		-7.07	4400	235	-35.34	Purchase Order Books
29/05/2024	Amazon	BACS	15.52		2.59	4400	235	12.93	Purchase Order Books
29/05/2024	E.on	DD	25.40		1.21	4122	201	24.19	Electricity Market House
31/05/2024	Shredall Ltd	BACS	144.00		24.00	4116	202	120.00	Confidential Waste
31/05/2024	Thompson & Co	DD	55.20		9.20	4590	220	46.00	Employee Salaries Mth 2

Subtotal Carried Forward:

58,386.05

0.00

2,945.86

55,440.19

Premier A/c (736) Comm Call

Payments made between 01/05/2024 and 31/05/2024

Nominal Ledger Analysis							
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount Transaction Details</u>
22/05/2024	Lloyds A/c (235) (Bus Ext)	736-235	50,000.00			200	50,000.00 Inter acc transfer
Total Payments:			50,000.00	0.00	0.00		50,000.00

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
09/05/2024	JMart	PCASH	12.99			4444	235	12.99	Clock for Offices
22/05/2024	One Stop	PCASH	4.95			4444	235	4.95	Toilet Roll for LTC offices
Total Payments:			17.94	0.00	0.00			17.94	

List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2024	Advansys Ltd	DD	117.60	46553	Web Hosting
01/05/2024	O2	DD	1,345.58	29932056	LTC Mobile phones Mth 2
02/05/2024	E.on	BACS	231.56	KI-DA9DD9877	Electricity LTC
02/05/2024	Take Payments	DD	30.00	PZi4333154	Card Machine Rental
03/05/2024	Octopus Energy	DD	231.56	KI-DA9D9877-0018	Cemetery Electricity
03/05/2024	E.on	DD	-231.56	KI-DA9D9877-018	LTC Electricity
07/05/2024	Petty Cash	CHQ	193.78	012358	Petty Cash
07/05/2024	EE Limited	DD	14.23	4911	Mobile phone LTC
07/05/2024	Citation Limited	DD	270.13	CT0041037	LTC Employee HR
08/05/2024	Welsh Water	DD	15.38	5062237999	LTC Water
08/05/2024	Welsh Water	DD	24.47	5062237999	LTC Water
09/05/2024	Hoople LTD.	BACS	742.90	66844628	Temporary Administrator
10/05/2024	Barclaycard	DD	10.00	016436890424	Credit Card Macine
10/05/2024	Barclaycard	DD	15.76	016436880424	Credit Card Machine
10/05/2024	Water Plus	DD	9.39	05079278	LTCWater drainage
10/05/2024	Water Plus	DD	12.80	050792778	LTC Water
10/05/2024	NPower	DD	292.26	1117032829	LTC Electricity
14/05/2024	Viking Raja	BACS	462.73	4134046	Stationery & Housekeeping
14/05/2024	J Lacey Steeplejacks	BACS	384.30	22348	Lightening Protection Test
14/05/2024	Olicia Trueman	BACS	9.05	Expenses	Refreshments for Meeting
14/05/2024	Quickskip Hereford Ltd	BACS	264.00	6871	Cemetery Skip exchange
14/05/2024	Hoople LTD.	BACS	596.98	66844574	Temporary Administrator
14/05/2024	Francotyp Postalia	BACS	36.00	339307	Postage Agreement
14/05/2024	Waterplus	BACS	28.62	05465614	Us3d water and drainage LTC
14/05/2024	Ledbury Garden Machinery	BACS	344.26	19491	Mower Service
14/05/2024	John Walsh Tree Surgery	BACS	120.00	9475	John Walsh Tree Surgery
14/05/2024	Printerbase	BACS	230.55	746672	Ink Cartridges
14/05/2024	Chubb Electronic Security	BACS	327.78	10370808	Service Agreement Fire Alarm
14/05/2024	Radbournes	BACS	280.80	282075	Topsoil for Cemetery
14/05/2024	J B Gaynham	BACS	65.75	0011	Citizen of the Year 23/24
14/05/2024	HMS	BACS	294.00	65397	Maintenance in Chapel
14/05/2024	Rialtas Business Solutions Ltd	BACS	990.00	31535	Year End Closedown
14/05/2024	poptents.eu	BACS	96.00	20314	Replacement Gazebo Legs
14/05/2024	Shredall Ltd	BACS	99.27	62082	LTC Confidential Waste
14/05/2024	NPower	BACS	873.18	10321477	Christmas Illuminations Electr
14/05/2024	Stephen Chowns	BACS	25.47	Deputy Mayor Expense	Stephen Chowns
14/05/2024	Hoople LTD.	BACS	981.68	66844748	Temporary Administrator
14/05/2024	Tree Warden Network	BACS	30.00	2023-2024	Tree Councils Expert Services
14/05/2024	Screwfix	BACS	39.01	1491137177	Tap & Torch for LTC
14/05/2024	Sign Post	BACS	168.00	3941	Painted Room Advertising
14/05/2024	A Lovell	BACS	99.35	JMMS	Train Fare
14/05/2024	ACAS	BACS	420.00	16/12365	Staff Training
14/05/2024	HMS	BACS	141.00	65546	Replace Light Fitting at LTC
14/05/2024	Screwfix	BACS	39.99	1490609008	PPE for LTC
14/05/2024	Herefordshire Council	BACS	2,568.50	91623766	Contribution to CCTV

List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/05/2024	Amazon	BACS	15.52	164269841- 2024-25207	Purchase Order Books
31/05/2024	Shredall Ltd	BACS	144.00	64771	Confidential Waste
31/05/2024	Thompson & Co	DD	55.20	L18341	Employee Salaries Mth 2
31/05/2024	Vision Office Tech Services Lt	DD	171.26	100221128	Photocopier costs
31/05/2024	Onecom Limited	DD	403.56	7079905	LTC Telephones
Total Payments			<u>58,960.87</u>		

Date: 11/06/2024

Ledbury Town Council Current Year

Page 1

Time: 12:21

Premier A/c (736) Comm Call

List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/05/2024	Lloyds A/c (235) (Bus Ext)	736-235	50,000.00		Inter acc transfer
Total Payments			<u>50,000.00</u>		

Petty Cash

List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/05/2024	JMart	PCASH	12.99	Petty Cash	Clock for Offices
22/05/2024	One Stop	PCASH	4.95	Petty Cash	Toilet Roll for LTC offices
Total Payments			17.94		

Lloyds A/c (235) (Bus Ext)

Receipts received between 01/06/2024 and 30/06/2024

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Charter	Banked: 03/06/2024	74.00						
Charter	Le Delice	74.00			1090	301	74.00	Charter Market
2194	Banked: 03/06/2024	-74.00						
2194	Taynton Farm Sales	-74.00			1090	301	-74.00	Charter Market
Barber HD	Banked: 03/06/2024	-175.00						
Barber HD	H D Barber	-175.00			1460	120	-175.00	Jacobean Room
Interest	Banked: 03/06/2024	-331.15						
Interest	Lloyds Bank	-331.15			1870	220	-331.15	Bank Interest
500505	Banked: 04/06/2024	277.78						
500505	Ledbury TC	277.78			1289	118	277.78	War Memorial Refund
500505	Banked: 04/06/2024	666.00						
500505	Ledbury TC	666.00			1450	105	104.70	Painted Room Sales
					1451	105	489.80	Painted Room Donations
					1034	301	41.50	Tourist Information
					1471	127	30.00	Dog Bags
500506	Banked: 04/06/2024	379.00						
500506	Various	379.00			1090	301	74.00	Max's Fish Sales Charter
					1130	102	305.00	Memorials
Wedding	Banked: 10/06/2024	175.00						
Wedding	Barber HD	175.00			1460	120	175.00	Jacobean Room
INT	Banked: 10/06/2024	331.15						
INT	Lloyds Bank	331.15			1870	220	331.15	Bank Interest
INT	Banked: 10/06/2024	18.96						
INT	Lloyds Bank	18.96			1870	220	18.96	Bank Interest
	Banked: 10/06/2024	15,000.00						
736-235	Premier A/c (736) Comm Call	15,000.00			202		15,000.00	Inter Transfer
	Banked: 19/06/2024	35,000.00						
736-235	Premier A/c (736) Comm Call	35,000.00			202		35,000.00	Inter Transfer
500509	Banked: 21/06/2024	699.50						
500509	Various	699.50			1451	105	435.60	Cash Payments
					1450	105	89.10	Cash Payments
					1471	127	108.50	Cash Payments
					1034	301	66.30	Cash Payments
500508	Banked: 24/06/2024	74.00						
500508	Max's Fish Sales	74.00			1090	301	74.00	Charter Market
	Banked: 25/06/2024	29,000.00						
736-235	Premier A/c (736) Comm Call	29,000.00			202		29,000.00	Internal Trans
CARD	Banked: 30/06/2024	86.00						
Subtotal Carried Forward:		81,201.24	0.00	0.00			81,115.24	

Lloyds A/c (235) (Bus Ext)

Receipts received between 01/06/2024 and 30/06/2024

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
CARD	Barclaycard	86.00			1451	105	86.00	Painted Room Donations
CARD	Banked: 30/06/2024	82.40						
CARD	Barclaycard	82.40			1450	105	82.40	Painted Room Sales
CARD	Banked: 30/06/2024	3.00						
CARD	Barclaycard	3.00			1034	301	3.00	Tourist Information
CARD	Banked: 30/06/2024	6.00						
CARD	Barclaycard	6.00			1471	127	6.00	Dog Bags
CARD	Banked: 30/06/2024	50.00						
CARD	Barclaycard	50.00			1460	120	50.00	Wedding Deposit
CARD	Banked: 30/06/2024	65.00						
CARD	Barclaycard	65.00			1272	127	65.00	Willow Workshop Climate
CARD	Banked: 30/06/2024	47.00						
CARD	Barclaycard	47.00			1130	102	47.00	Memorials
Total Receipts:		81,454.64	0.00	0.00			81,454.64	

Premier A/c (736) Comm Call

Receipts received between 01/06/2024 and 30/06/2024

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2194	Banked: 03/06/2024	74.00						
2194	Le Delice	74.00			1090	301	74.00	Charter Market
Barber H D	Banked: 03/06/2024	175.00						
Barber H D	H D Barber	175.00			1460	120	175.00	Wedding Ceremony
Interest	Banked: 03/06/2024	331.15						
Interest	Lloyds Bank	331.15			1870	220	331.15	Bank Interest
2180	Banked: 03/06/2024	44.00						
2180	Wye Wicks	44.00			1090	301	44.00	Charter Market
PAY	Banked: 03/06/2024	277.78						
PAY	The Stone Workshop	277.78			1289	118	277.78	War Memorial Refund
500505	Banked: 03/06/2024	666.00						
500505	Ledbury TC	666.00			1451	105	489.80	Painted Room Donation
					1450	105	104.70	Painted Room Sales
					1471	127	31.00	Dog Bags
					1034	301	40.50	Tourist Information
500505	Banked: 04/06/2024	-666.00						
500505	Ledbury TC	-666.00			1450	105	-489.80	Painted Room Donations
					1451	105	-104.70	Painted Room Sales
					1471	127	-40.00	Dog Bags
					1034	301	-31.50	Tourist Information
PAY	Banked: 04/06/2024	-277.78						
PAY	The Stoneworkshop	-277.78			1289	118	-277.78	War Memorial Refund
HC105279	Banked: 07/06/2024	4,074.65						
HC105279	Herefordshire Council	4,074.65			1710	125	2,112.00	World Book Day &
					1273	127	1,962.65	World Book Day &
2122	Banked: 18/06/2024	65.00						
2122	Barber Hearne	65.00			1460	120	65.00	Wedding Payment
2129	Banked: 18/06/2024	190.00						
2129	Eleanor McCann	190.00			1460	120	190.00	Wedding Payment
2212	Banked: 20/06/2024	22.00						
2212	Andrew King Chocolates	22.00			1090	301	22.00	Charter Market
2213	Banked: 20/06/2024	22.00						
2213	Caroline Bousfield Pottery	22.00			1090	301	22.00	Charter Market
2211	Banked: 20/06/2024	44.00						
2211	Wye Wicks	44.00			1090	301	44.00	Charter Market
2210	Banked: 24/06/2024	22.00						
2210	Wye Wicks	22.00			1090	301	22.00	Charter Market
2209	Banked: 24/06/2024	22.00						
Subtotal Carried Forward:		5,085.80	0.00	0.00			5,063.80	

Premier A/c (736) Comm Call

Receipts received between 01/06/2024 and 30/06/2024

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
2209	Young & Green	22.00			1090	301	22.00	Charter Market
2222	Banked: 26/06/2024	22.00						
2222	Natural Handmade	22.00			1090	301	22.00	Charter Market
Total Receipts:		5,107.80	0.00	0.00			5,107.80	

18/07/2024

Ledbury Town Council Current Year

Page 1

09:29

Cashbook 4

User: SAE

Public Sector Deposit Fund

Receipts received between 01/06/2024 and 30/06/2024

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
DIVIDND	Banked: 30/06/2024	725.83						
DIVIDND	CCLA Investment Management	725.83			1870	220	725.83	Dividend
Total Receipts:		725.83	0.00	0.00			725.83	

Lloyds A/c (235) (Bus Ext)

Payments made between 01/06/2024 and 30/06/2024

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
03/06/2024	EE Limited	DD	14.23		2.37	4480	401	11.86	EE Limited
03/06/2024	Take Payments	DD	30.00		5.00	4433	105	25.00	Card Machine Rental PR
03/06/2024	Take Payments	DD	30.00		5.00	4430	220	25.00	Credit Card Machine
03/06/2024	Advansys Ltd	DD	117.60		19.60	4482	401	98.00	Website Hosting
07/06/2024	Chubb Electronic Security	BACS	-327.78		-54.63	4185	202	-273.15	Fire Alarm Service
07/06/2024	Citation Limited	DD	270.13		45.02	4415	235	225.11	Employee HR
10/06/2024	LEAF	BACS	500.00			4890	214	500.00	LTC Grant
10/06/2024	Waterplus	DD	9.39			4115	202	9.39	Waterplus
10/06/2024	Barclaycard	DD	10.00			4433	220	10.00	Card Machine Renta
10/06/2024	Barclaycard	DD	15.76		0.96	4433	105	14.80	Credit Card Machine
10/06/2024	Waterplus	DD	12.80			4155	202	12.80	LTC Water Drainage
10/06/2024	Welsh Water	DD	15.38			4115	202	15.38	LTC Water
10/06/2024	Welsh Water	DD	24.47			4115	202	24.47	LTC Water
11/06/2024	THEOC Conservation Ltd	BACS	6,000.00		1,000.00	4170	201	5,000.00	Repairs to Market House
						324		-5,000.00	Repairs to Market House
						6000	201	5,000.00	Repairs to Market House
11/06/2024	NABMA	BACS	420.00		70.00	4415	230	350.00	AGM 2024 O Trueman
11/06/2024	Amazon	BACS	7.89		1.32	4400	235	6.57	Office Equipment
11/06/2024	Amazon	BACS	22.89		3.82	4155	235	19.07	LTC equipment
11/06/2024	Amazon	BACS	51.97		8.66	4170	202	43.31	Stair Treads LTC
11/06/2024	Amazon	BACS	17.97		3.00	4415	235	14.97	Adjustable Lap Top Riser
11/06/2024	SLCC Enterprises Ltd	BACS	78.00		13.00	4051	230	65.00	Themed Summit Planning
11/06/2024	IAC	BACS	450.30		75.05	4579	220	375.25	Internal Audit
11/06/2024	Total Merchandise	BACS	999.44		166.57	4700	105	832.87	Bone China Mugs PR
11/06/2024	Ledbury Garden Machinery	BACS	58.70		9.78	4416	102	48.92	Stimmer line and oil
11/06/2024	Printerbase	BACS	230.56		38.43	4400	235	192.13	Ink Cartridges
11/06/2024	Viking Raja	BACS	118.03		19.67	4415	235	43.98	Stationery
						4400	235	54.38	Stationery
11/06/2024	Signworx	BACS	206.40		34.40	4549	301	172.00	Signage for Charter Market
11/06/2024	Hoople LTD.	BACS	583.70		97.28	4001	230	486.42	Temporary Administrator
11/06/2024	Hoople LTD.	BACS	981.68		163.61	4001	230	818.07	Temporary Administrator
11/06/2024	LOCALiQ	BACS	147.61		24.60	4502	225	123.01	Advertising
11/06/2024	Manutan	BACS	29.10		4.85	4400	235	24.25	Key Fobs
11/06/2024	A Price	BACS	180.90		30.15	4155	202	26.98	Housekeeping for Town Cleaner
Subtotal Carried Forward:			11,307.12	0.00	1,787.51			9,395.84	

Lloyds A/c (235) (Bus Ext)

Payments made between 01/06/2024 and 30/06/2024

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
						4549	301	59.99	Housekeeping for Town Cleaner
						4607	127	63.78	Housekeeping for Town Cleaner
11/06/2024	Caroe & Partners Architects	BACS	3,600.00		600.00	4590	220	3,000.00	Feasibility Study MHouse
14/06/2024	Hoople LTD.	BACS	782.70		130.45	4001	230	652.25	Temporary Administrator
14/06/2024	Hoople LTD.	BACS	955.15		159.19	4001	230	795.96	Temporary Administrator
14/06/2024	Octopus Energy	DD	22.40		1.07	4122	102	21.33	Ledbury Cemetery Elec
14/06/2024	Octopus Energy	DD	273.87		13.04	4122	202	260.83	LTC Electricity
17/06/2024	Ledbury Community Association	BACS	300.00			4890	214	300.00	LTC Grant
17/06/2024	Voucher Express	BACS	305.95			4595	127	305.95	Curry Gift Card
17/06/2024	OMS UK Ltd	DD	915.06		152.51	4480	401	762.55	IT Services
18/06/2024	E.on	DD	20.25		0.96	4122	201	19.29	Market House Electricity
20/06/2024	West Mercia Energy	DD	32.74		1.56	4800	214	31.18	Electricity
24/06/2024	Francotyp Postalia	DD	80.00			4455	401	80.00	Postage
25/06/2024	Staff Salaries	BACS	1,980.03			4000	102	1,980.03	Staff Salaries Mth 3
25/06/2024	Staff Salaries	BACS	1,619.55			4000	103	1,619.55	Staff Salaries Mth 3
25/06/2024	Staff Salaries	BACS	1,228.93			4000	105	1,228.93	Staff Salaries mth 3
25/06/2024	Staff Salaries	BACS	12,247.63			4000	230	12,247.63	Staff Salaries Mth 3
25/06/2024	H M Revenue & Customs	BACS	6,114.67			4018	230	6,114.67	Staff Salaries Mth 3
25/06/2024	Worcester County Council	BACS	5,853.40			4019	230	5,853.40	Payroll Mth 3
25/06/2024	Lloyds Bank	DD	19.50			4550	220	19.50	Bank Charges
26/06/2024	Herefordshire Council	DD	171.00			4110	102	171.00	Cemetery Rates
26/06/2024	Herefordshire Council	DD	696.00			4110	202	696.00	LTC Rates
26/06/2024	Herefordshire Council	DD	56.00			4110	201	56.00	Market House Rates
26/06/2024	Herefordshire Council	DD	100.00			4110	102	100.00	Mortuary Rates
28/06/2024	Thompson & Co	DD	55.20		9.20	4590	220	46.00	Payrol Mth 3
28/06/2024	Onecom Limited	DD	404.21		67.37	4481	401	336.84	Telephone LTC
28/06/2024	Lloyds Bank	DD	43.03			4550	220	43.03	Bank Charges
Total Payments:			49,184.39	0.00	2,922.86			46,261.53	

Date: 18/07/2024

Ledbury Town Council Current Year

Page 1

Time: 09:29

Cashbook 3

User: SAE

Premier A/c (736) Comm Call

Payments made between 01/06/2024 and 30/06/2024

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
10/06/2024	Lloyds A/c (235) (Bus Ext)	736-235	15,000.00			200		15,000.00	Inter Transfer
14/06/2024	Hoople Ltd	BACS	782.70		130.45	4001	230	652.25	Temporary Administrator
14/06/2024	Hoople LTD.	BACS	-782.70		-130.45	4001	230	-652.25	Temporary Administrator
19/06/2024	Lloyds A/c (235) (Bus Ext)	736-235	35,000.00			200		35,000.00	Inter Transfer
25/06/2024	Lloyds A/c (235) (Bus Ext)	736-235	29,000.00			200		29,000.00	Internal Trans
Total Payments:			79,000.00	0.00	0.00			79,000.00	

Petty Cash

Payments made between 01/06/2024 and 30/06/2024

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
04/06/2024	Ledbury Reporter	PCASH	26.40			4444	235	26.40	Petty Cash
05/06/2024	Wellworth It	PCASH	1.00			4607	127	1.00	Felt for Community Day
10/06/2024	Ledbury News	PCASH	1.80			4607	127	1.80	Milk for event
10/06/2024	Wellworth It	PCASH	4.47			4155	202	4.47	Handsoap for LTC
24/06/2024	Ledbury News	PCASH	1.80			4444	235	1.80	Milk
24/06/2024	Petty Cash	PCASH	6.05			4444	235	6.05	Bolts for Mudflaps on van
Total Payments:			41.52	0.00	0.00			41.52	

Time: 09:30

Lloyds A/c (235) (Bus Ext)

List of Payments made between 01/06/2024 and 30/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/06/2024	EE Limited	DD	14.23	Wedding Mobile	EE Limited
03/06/2024	Take Payments	DD	30.00	14440750	Card Machine Rental PR
03/06/2024	Take Payments	DD	30.00	i4440749	Credit Card Machine
03/06/2024	Advansys Ltd	DD	117.60	46926	Website Hosting
07/06/2024	Citation Limited	DD	270.13	CT0041037	Employee HR
07/06/2024	Chubb Electronic Security	BACS	-327.78	10370808	Fire Alarm Service
10/06/2024	Waterplus	DD	9.39	Drainage for MHouse	Waterplus
10/06/2024	Barclaycard	DD	10.00	016436890524	Card Machine Rental
10/06/2024	Barclaycard	DD	15.76	016436880524	Credit Card Machine
10/06/2024	Waterplus	DD	12.80	05079278	LTC Water Drainage
10/06/2024	Welsh Water	DD	15.38	3237910304	LTC Water
10/06/2024	Welsh Water	DD	24.47	3237910305	LTC Water
10/06/2024	LEAF	BACS	500.00	Grant	LTC Grant
11/06/2024	THEOC Conservation Ltd	BACS	6,000.00	003	Repairs to Market House
11/06/2024	NABMA	BACS	420.00	243	AGM 2024 O Trueman
11/06/2024	Amazon	BACS	7.89	124335631-2024-10509	Office Equipment
11/06/2024	Amazon	BACS	22.89	43FFISXAEUI	LTC equipment
11/06/2024	Amazon	BACS	51.97	909672246-2024-271	Stair Treads LTC
11/06/2024	Amazon	BACS	17.97	2021503175-2024-788	Adjustable Lap Top Riser
11/06/2024	SLCC Enterprises Ltd	BACS	78.00	216141-1	Themed Summit Planning
11/06/2024	IAC	BACS	450.30	1807	Internal Audit
11/06/2024	Total Merchandise	BACS	999.44	379565	Bone China Mugs PR
11/06/2024	Ledbury Garden Machinery	BACS	58.70	19628	Stimmer line and oil
11/06/2024	Printerbase	BACS	230.56	748533	Ink Cartridges
11/06/2024	Viking Raja	BACS	118.03	4235026	Stationery
11/06/2024	Signworx	BACS	206.40	6553	Signage for Charter Market
11/06/2024	Hoople LTD.	BACS	583.70	66844951	Temporary Administrator
11/06/2024	Hoople LTD.	BACS	981.68	66845006	Temporary Administrator
11/06/2024	LOCALiQ	BACS	147.61	45127173	Advertising
11/06/2024	Manutan	BACS	29.10	00349433	Key Fobs
11/06/2024	A Price	BACS	180.90	Costco	Housekeeping for Town Cleaner
11/06/2024	Caroe & Partners Architects	BACS	3,600.00	H1930.3/24024	Feasibility Study MHouse
14/06/2024	Octopus Energy	DD	22.40	KI-B092647B	Ledbury Cemetery Elec
14/06/2024	Octopus Energy	DD	273.87	KI-30D6C022-0040	LTC Electricity
14/06/2024	Hoople LTD.	BACS	782.70	66845101	Temporary Administrator
14/06/2024	Hoople LTD.	BACS	955.15	66845050	Temporary Administrator
17/06/2024	OMS UK Ltd	DD	915.06	126745	IT Services
17/06/2024	Ledbury Community Association	BACS	300.00	Ledbury Community Day	LTC Grant
17/06/2024	Voucher Express	BACS	305.95	Photography Comp	Curry Gift Card
18/06/2024	E.on	DD	20.25	K1-1DBC1576	Market House Electricity
20/06/2024	West Mercia Energy	DD	32.74	Barrat Browning	Electricity
24/06/2024	Francotyp Postalia	DD	80.00	0128687	Postage

List of Payments made between 01/06/2024 and 30/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/06/2024	Staff Salaries	BACS	1,980.03	Payroll Mth 3	Staff Salaries Mth 3
25/06/2024	Staff Salaries	BACS	1,619.55	Payroll Mth 3	Staff Salaries Mth 3
25/06/2024	Staff Salaries	BACS	1,228.93	Payroll Mth 3	Staff Salaries mth 3
25/06/2024	Staff Salaries	BACS	12,247.63	Payroll Mth 3	Staff Salaries Mth 3
25/06/2024	H M Revenue & Customs	BACS	6,114.67	PAYE & NI	Staff Salaries Mth 3
25/06/2024	Worcester County Council	BACS	5,853.40	Pensions Mth 3	Payroll Mth 3
25/06/2024	Lloyds Bank	DD	19.50	429771098	Bank Charges
26/06/2024	Herefordshire Council	DD	171.00	84275471	Cemetery Rates
26/06/2024	Herefordshire Council	DD	696.00	85237264	LTC Rates
26/06/2024	Herefordshire Council	DD	56.00	85806086	Market House Rates
26/06/2024	Herefordshire Council	DD	100.00	8427557x	Mortuary Rates
28/06/2024	Thompson & Co	DD	55.20	L18559	Payrol Mth 3
28/06/2024	Onecom Limited	DD	404.21	7217005	Telephone LTC
28/06/2024	Lloyds Bank	DD	43.03	428534714	Bank Charges
Total Payments			49,184.39		

List of Payments made between 01/06/2024 and 30/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/06/2024	Lloyds A/c (235) (Bus Ext)	736-235	15,000.00		Inter Transfer
14/06/2024	Hoople Ltd	BACS	782.70	66845101	Temporary Administrator
14/06/2024	Hoople LTD.	BACS	-782.70	66845101	Temporary Administrator
19/06/2024	Lloyds A/c (235) (Bus Ext)	736-235	35,000.00		Inter Transfer
25/06/2024	Lloyds A/c (235) (Bus Ext)	736-235	29,000.00		Internal Trans
Total Payments			79,000.00		

Petty Cash

List of Payments made between 01/06/2024 and 30/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/06/2024	Ledbury Reporter	PCASH	26.40	Advertising	Petty Cash
05/06/2024	Wellworth It	PCASH	1.00	Community Day	Felt for Community Day
10/06/2024	Ledbury News	PCASH	1.80	Community Day	Milk for event
10/06/2024	Wellworth It	PCASH	4.47	Housekeeping	Handsoap for LTC
24/06/2024	Ledbury News	PCASH	1.80	Armed Forces Event	Milk
24/06/2024	Petty Cash	PCASH	6.05	LTC Van	Bolts for Mudflaps on van
Total Payments			41.52		

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
120	Vat Due			4,733.56	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			13,120.14	
202	Premier A/c (736) Comm Call			272,808.41	
203	Public Sector Deposit Fund			164,002.32	
215	Petty Cash			190.42	
310	General Fund				41,820.13
320	Earmarked Reserves				112.92
321	EMR - Recreation Ground Equipm				25,830.00
322	EMR - Traffic Management				9,000.00
323	EMR - Charter Market Improveme				1,000.00
324	EMR - Listed Buildings				93,022.40
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				15,656.07
329	EMR - Paths, Bins, Benches				2,500.00
330	EMR - CCTV				7,355.00
331	EMR - Advertising				5,000.00
332	EMR - Climate Change				2,000.00
333	EMR - Perimeter Wall Cemetery				15,000.00
1034	Tourist Information Centre	301	Planning/Economic Development		100.30
1090	Charter Market Income	301	Planning/Economic Development		3,235.10
1100	Cemetery Interment Income	102	Cemetery & Buildings		1,368.00
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		202.00
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		65.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		730.34
1161	Chapel Hire	102	Cemetery & Buildings		100.00
1271	Event Sponsorship	127	Services and Events		117.00
1289	War Memorial Refund	118	Minor Infrastructure		555.56
1450	Painted Room Sales Income	105	Painted Room		217.40
1451	Painted Room Donations Income	105	Painted Room		459.00
1460	Ceremony Room Income	120	Non-Statutory Services		620.00
1460	Ceremony Room Income	202	Town Council Offices		1,100.00
1471	Dog Poop Bags	127	Services and Events		25.00
1471	Dog Poop Bags	301	Planning/Economic Development		7.00
1724	Shop Front Contribution	214	Grants with Powers		4,068.34
1870	Bank Interest Received Income	220	Finance and General Purposes		1,852.31
1900	Precept Income	220	Finance and General Purposes		341,200.00
4000	Staff Salaries	102	Cemetery & Buildings	7,205.57	
4000	Staff Salaries	103	Grounds Maintenance	3,282.86	
4000	Staff Salaries	105	Painted Room	1,975.32	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4000	Staff Salaries	230	Management and Payroll	24,168.97	
4001	Agency Cover	230	Management and Payroll	3,803.71	
4013	Devolved Services (grass cutti	125	Green Spaces Maintenance	52.08	
4014	Lengthsman Scheme/P3 Scheme	125	Green Spaces Maintenance	528.00	
4018	National Insurance	230	Management and Payroll	12,919.55	
4019	Pension	230	Management and Payroll	11,938.53	
4050	Staff Training	230	Management and Payroll	2,286.67	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	9.05	
4110	Rates	102	Cemetery & Buildings	531.94	
4110	Rates	201	Market House	112.96	
4110	Rates	202	Town Council Offices	1,397.01	
4115	Water	102	Cemetery & Buildings	9.39	
4115	Water	202	Town Council Offices	143.28	
4116	Confidential Waste - Shredding	202	Town Council Offices	202.73	
4122	Electricity	102	Cemetery & Buildings	264.77	
4122	Electricity	108	Amenity Areas	354.64	
4122	Electricity	115	Town Centre Decorations	831.60	
4122	Electricity	201	Market House	49.42	
4122	Electricity	202	Town Council Offices	393.96	
4150	Cleaning	202	Town Council Offices	612.00	
4155	Housekeeping	202	Town Council Offices	65.48	
4170	Maintenance	102	Cemetery & Buildings	817.74	
4170	Maintenance	202	Town Council Offices	1,960.51	
4170	Maintenance	235	Office Facilities & Equipment	190.48	
4176	CCTV Link to Hereford	118	Minor Infrastructure	2,568.50	
4183	Memorial Board	102	Cemetery & Buildings	346.80	
4185	Alarms	202	Town Council Offices	273.15	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	336.66	
4206	Grounds Maintenance	110	Recreation Ground		0.01
4208	Dog Hill Wood Maintenance	108	Amenity Areas	1,120.00	
4225	Skip Hire	102	Cemetery & Buildings	220.00	
4228	General Tree works	108	Amenity Areas	120.00	
4233	Gazebos	118	Minor Infrastructure	80.00	
4236	Play Equipment Maintenance	110	Recreation Ground	100.00	
4276	External power supply -High St	118	Minor Infrastructure	205.33	
4330	Fuel	102	Cemetery & Buildings	244.09	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	300.81	
4400	Stationery	235	Office Facilities & Equipment	1,003.59	
4400	Stationery	401	Full Council	6.87	
4405	Photocopier Hire	235	Office Facilities & Equipment	141.70	
4410	Photocopier Costs	235	Office Facilities & Equipment	411.65	
4415	Office Support & Equipment	235	Office Facilities & Equipment	448.60	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4416	Equipment Maintenance	102	Cemetery & Buildings	286.88	
4430	Advertising	105	Painted Room	140.00	
4433	Card Machine rental	105	Painted Room	79.60	
4433	Card Machine rental	220	Finance and General Purposes	60.00	
4435	Card Machine Transactions	220	Finance and General Purposes	10.00	
4444	Petty Cash	235	Office Facilities & Equipment	53.91	
4455	Postage	401	Full Council	110.00	
4460	Subscriptions	220	Finance and General Purposes	1,639.82	
4480	ICT-Computers	401	Full Council	1,932.18	
4481	Telephones	401	Full Council	782.14	
4482	Website	401	Full Council	3,186.00	
4483	ICT Services & Software Lease	401	Full Council	1,262.51	
4500	Town Mayors Expenses	225	Councillors/Newsletter	99.28	
4502	Mayor's Advertising	225	Councillors/Newsletter	663.48	
4535	Civic Hospitality	210	Civic Matters	58.05	
4550	Bank Charges	220	Finance and General Purposes	125.47	
4590	Professional Services	220	Finance and General Purposes	947.00	
4592	PPE/Health & Safety	102	Cemetery & Buildings	33.33	
4607	Events	127	Services and Events	398.50	
4700	Stock Purchase	105	Painted Room	1,217.35	
4800	Barrett Browning Clock	214	Grants with Powers	74.21	
4827	Community Action Ledbury	214	Grants with Powers	12,000.00	
4875	Distinguished Citizen Awards	214	Grants with Powers	54.79	
4876	October Fair Expenditure	214	Grants with Powers		813.96
4890	Unspecified Grants	214	Grants with Powers	7,410.48	
4891	Age Uk Hereford Localities	214	Grants with Powers	4,000.00	
4892	Dream Your Future	214	Grants with Powers	1,500.00	
4893	Ledbury Food Bank	214	Grants with Powers	6,500.00	
4894	Ledbury Methodist Church	214	Grants with Powers	1,350.00	
4896	Winter of Well Being	214	Grants with Powers	1,500.00	
4897	LEAF	214	Grants with Powers	10,440.00	
4900	Buses 4 Us	214	Grants with Powers	16,000.00	
4901	John Masefield Memorial Projec	214	Grants with Powers	99.35	
Trial Balance Totals :				614,632.84	614,632.84
Difference				0.00	

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
120	Vat Due	4,734	
150	Stock	1,728	
200	Lloyds A/c (235) (Bus Ext)	13,120	
202	Premier A/c (736) Comm Call	272,808	
203	Public Sector Deposit Fund	164,002	
215	Petty Cash	190	
	Total Current Assets		456,583
	<u>Represented by :-</u>		
300	Current Year Fund	198,786	
310	General Fund	41,820	
320	Earmarked Reserves	113	
321	EMR - Recreation Ground Equipm	25,830	
322	EMR - Traffic Management	9,000	
323	EMR - Charter Market Improveme	1,000	
324	EMR - Listed Buildings	93,022	
325	EMR - Elections	10,000	
326	EMR - Youth Support	5,000	
327	EMR- Play/Skate Park	24,500	
328	EMR - War Memorial	15,656	
329	EMR - Paths, Bins, Benches	2,500	
330	EMR - CCTV	7,355	
331	EMR - Advertising	5,000	
332	EMR - Climate Change	2,000	
333	EMR - Perimeter Wall Cemetery	15,000	
	Total Equity		456,583

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
120	Vat Due			7,656.42	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			45,390.39	
202	Premier A/c (736) Comm Call			198,916.21	
203	Public Sector Deposit Fund			164,728.15	
215	Petty Cash			148.90	
310	General Fund				41,820.13
320	Earmarked Reserves				112.92
321	EMR - Recreation Ground Equipm				25,830.00
322	EMR - Traffic Management				9,000.00
323	EMR - Charter Market Improveme				1,000.00
324	EMR - Listed Buildings				88,022.40
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				15,656.07
329	EMR - Paths, Bins, Benches				2,500.00
330	EMR - CCTV				7,355.00
331	EMR - Advertising				5,000.00
332	EMR - Climate Change				2,000.00
333	EMR - Perimeter Wall Cemetery				15,000.00
1034	Tourist Information Centre	301	Planning/Economic Development		220.10
1090	Charter Market Income	301	Planning/Economic Development		3,655.10
1100	Cemetery Interment Income	102	Cemetery & Buildings		1,368.00
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		554.00
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		65.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		730.34
1161	Chapel Hire	102	Cemetery & Buildings		100.00
1271	Event Sponsorship	127	Services and Events		117.00
1272	Climate Change Income	127	Services and Events		65.00
1273	Event Income	127	Services and Events		1,962.65
1289	War Memorial Refund	118	Minor Infrastructure		833.34
1450	Painted Room Sales Income	105	Painted Room		108.50
1451	Painted Room Donations Income	105	Painted Room		1,855.50
1460	Ceremony Room Income	120	Non-Statutory Services		1,100.00
1460	Ceremony Room Income	202	Town Council Offices		1,100.00
1471	Dog Poop Bags	127	Services and Events		160.50
1471	Dog Poop Bags	301	Planning/Economic Development		7.00
1710	Lengthsman (basic) Income	125	Green Spaces Maintenance		2,112.00
1724	Shop Front Contribution	214	Grants with Powers		4,068.34
1870	Bank Interest Received Income	220	Finance and General Purposes		2,928.25
1900	Precept Income	220	Finance and General Purposes		341,200.00

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4000	Staff Salaries	102	Cemetery & Buildings	9,185.60	
4000	Staff Salaries	103	Grounds Maintenance	4,902.41	
4000	Staff Salaries	105	Painted Room	3,204.25	
4000	Staff Salaries	230	Management and Payroll	36,416.60	
4001	Agency Cover	230	Management and Payroll	6,556.41	
4013	Devolved Services (grass cutti	125	Green Spaces Maintenance	52.08	
4014	Lengthsman Scheme/P3 Scheme	125	Green Spaces Maintenance	528.00	
4018	National Insurance	230	Management and Payroll	19,034.22	
4019	Pension	230	Management and Payroll	17,791.93	
4050	Staff Training	230	Management and Payroll	2,286.67	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	74.05	
4110	Rates	102	Cemetery & Buildings	802.94	
4110	Rates	201	Market House	168.96	
4110	Rates	202	Town Council Offices	2,093.01	
4115	Water	102	Cemetery & Buildings	9.39	
4115	Water	202	Town Council Offices	192.52	
4116	Confidential Waste - Shredding	202	Town Council Offices	202.73	
4122	Electricity	102	Cemetery & Buildings	286.10	
4122	Electricity	108	Amenity Areas	354.64	
4122	Electricity	115	Town Centre Decorations	831.60	
4122	Electricity	201	Market House	68.71	
4122	Electricity	202	Town Council Offices	654.79	
4150	Cleaning	202	Town Council Offices	612.00	
4155	Housekeeping	202	Town Council Offices	109.73	
4155	Housekeeping	235	Office Facilities & Equipment	19.07	
4170	Maintenance	102	Cemetery & Buildings	817.74	
4170	Maintenance	201	Market House	5,000.00	
4170	Maintenance	202	Town Council Offices	2,003.82	
4170	Maintenance	235	Office Facilities & Equipment	190.48	
4176	CCTV Link to Hereford	118	Minor Infrastructure	2,568.50	
4183	Memorial Board	102	Cemetery & Buildings	346.80	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	336.66	
4206	Grounds Maintenance	110	Recreation Ground		0.01
4208	Dog Hill Wood Maintenance	108	Amenity Areas	1,120.00	
4225	Skip Hire	102	Cemetery & Buildings	220.00	
4228	General Tree works	108	Amenity Areas	120.00	
4233	Gazebos	118	Minor Infrastructure	80.00	
4236	Play Equipment Maintenance	110	Recreation Ground	100.00	
4276	External power supply -High St	118	Minor Infrastructure	205.33	
4330	Fuel	102	Cemetery & Buildings	244.09	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	300.81	
4400	Stationery	235	Office Facilities & Equipment	1,280.92	

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4400	Stationery	401	Full Council	6.87	
4405	Photocopier Hire	235	Office Facilities & Equipment	141.70	
4410	Photocopier Costs	235	Office Facilities & Equipment	411.65	
4415	Office Support & Equipment	230	Management and Payroll	350.00	
4415	Office Support & Equipment	235	Office Facilities & Equipment	732.66	
4416	Equipment Maintenance	102	Cemetery & Buildings	335.80	
4430	Advertising	105	Painted Room	140.00	
4430	Advertising	220	Finance and General Purposes	25.00	
4433	Card Machine rental	105	Painted Room	119.40	
4433	Card Machine rental	220	Finance and General Purposes	70.00	
4435	Card Machine Transactions	220	Finance and General Purposes	10.00	
4444	Petty Cash	235	Office Facilities & Equipment	88.16	
4455	Postage	401	Full Council	190.00	
4460	Subscriptions	220	Finance and General Purposes	1,639.82	
4480	ICT-Computers	401	Full Council	2,706.59	
4481	Telephones	401	Full Council	1,118.98	
4482	Website	401	Full Council	3,284.00	
4483	ICT Services & Software Lease	401	Full Council	1,262.51	
4500	Town Mayors Expenses	225	Councillors/Newsletter	99.28	
4502	Mayor's Advertising	225	Councillors/Newsletter	786.49	
4535	Civic Hospitality	210	Civic Matters	58.05	
4549	Charter Market improvements	301	Planning/Economic Development	231.99	
4550	Bank Charges	220	Finance and General Purposes	188.00	
4579	Audit Internal	220	Finance and General Purposes	375.25	
4590	Professional Services	220	Finance and General Purposes	3,993.00	
4592	PPE/Health & Safety	102	Cemetery & Buildings	33.33	
4595	Climate Change	127	Services and Events	305.95	
4607	Events	127	Services and Events	465.08	
4700	Stock Purchase	105	Painted Room	2,050.22	
4800	Barrett Browning Clock	214	Grants with Powers	105.39	
4827	Community Action Ledbury	214	Grants with Powers	12,000.00	
4875	Distinguished Citizen Awards	214	Grants with Powers	54.79	
4876	October Fair Expenditure	214	Grants with Powers		813.96
4890	Unspecified Grants	214	Grants with Powers	8,210.48	
4891	Age Uk Hereford Localities	214	Grants with Powers	4,000.00	
4892	Dream Your Future	214	Grants with Powers	1,500.00	
4893	Ledbury Food Bank	214	Grants with Powers	6,500.00	
4894	Ledbury Methodist Church	214	Grants with Powers	1,350.00	
4896	Winter of Well Being	214	Grants with Powers	1,500.00	
4897	LEAF	214	Grants with Powers	10,440.00	
4900	Buses 4 Us	214	Grants with Powers	16,000.00	
4901	John Masefield Memorial Projec	214	Grants with Powers	99.35	

Date : 17/07/2024

Ledbury Town Council Current Year

Page 4

Time: 16:34

Trial Balance for Month No: 3

User : SAE

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
6000	Transfers from EMR	201	Market House		5,000.00
Trial Balance Totals :				622,921.11	622,921.11
Difference				0.00	

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
120	Vat Due	7,656	
150	Stock	1,728	
200	Lloyds A/c (235) (Bus Ext)	45,390	
202	Premier A/c (736) Comm Call	198,916	
203	Public Sector Deposit Fund	164,728	
215	Petty Cash	149	
	Total Current Assets		418,568
	<u>Represented by :-</u>		
300	Current Year Fund	160,771	
310	General Fund	46,820	
320	Earmarked Reserves	113	
321	EMR - Recreation Ground Equipm	25,830	
322	EMR - Traffic Management	9,000	
323	EMR - Charter Market Improveme	1,000	
324	EMR - Listed Buildings	88,022	
325	EMR - Elections	10,000	
326	EMR - Youth Support	5,000	
327	EMR- Play/Skate Park	24,500	
328	EMR - War Memorial	15,656	
329	EMR - Paths, Bins, Benches	2,500	
330	EMR - CCTV	7,355	
331	EMR - Advertising	5,000	
332	EMR - Climate Change	2,000	
333	EMR - Perimeter Wall Cemetery	15,000	
	Total Equity		418,568

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Closed Churchyard								
4205 Grounds Maintenance (Contract)	0	0	1,500	1,500		1,500	0.0%	
4206 Grounds Maintenance	0	0	1,000	1,000		1,000	0.0%	
4224 Wheely Bins Refuse Collection	0	0	250	250		250	0.0%	
4227 Memorial Testing	0	0	1,000	1,000		1,000	0.0%	
4250 Tree Works/Property Maintenanc	0	0	1,000	1,000		1,000	0.0%	
Closed Churchyard :- Indirect Expenditure	0	0	4,750	4,750	0	4,750	0.0%	0
Net Expenditure	0	0	(4,750)	(4,750)				
102 Cemetery & Buildings								
1100 Cemetery Interment Income	0	1,368	11,000	9,632			12.4%	
1130 Cemetery Memorial Permit Incom	352	554	2,500	1,946			22.2%	
1131 Cemetery Deed Transfers Income	0	65	360	295			18.1%	
1160 Mortuary Rent Income	0	730	2,500	1,770			29.2%	
1161 Chapel Hire	0	100	150	50			66.7%	
Cemetery & Buildings :- Income	352	2,817	16,510	13,693			17.1%	0
4000 Staff Salaries	1,980	9,186	40,980	31,794		31,794	22.4%	
4001 Agency Cover	0	0	2,000	2,000		2,000	0.0%	
4110 Rates	271	803	3,169	2,366		2,366	25.3%	
4115 Water	0	9	100	91		91	9.4%	
4122 Electricity	21	286	1,000	714		714	28.6%	
4150 Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	0	818	2,100	1,282		1,282	38.9%	
4181 CCTV Maintenance Contract	0	0	95	95		95	0.0%	
4183 Memorial Board	0	347	1,000	653		653	34.7%	
4184 New Scatter Garden	0	0	2,000	2,000		2,000	0.0%	
4200 New Equipment	0	0	1,100	1,100		1,100	0.0%	
4201 Equipment Hire	0	0	500	500		500	0.0%	
4206 Grounds Maintenance	0	0	2,200	2,200		2,200	0.0%	
4223 Perimeter Wall Repairs	0	0	2,000	2,000		2,000	0.0%	
4225 Skip Hire	0	220	1,760	1,540		1,540	12.5%	
4227 Memorial Testing	0	0	1,000	1,000		1,000	0.0%	
4250 Tree Works/Property Maintenanc	0	0	1,000	1,000		1,000	0.0%	
4300 Vehicle Repair	0	0	1,000	1,000		1,000	0.0%	
4330 Fuel	0	244	1,000	756		756	24.4%	
4340 Insurance, Tax & MOT	0	301	1,000	699		699	30.1%	
4416 Equipment Maintenance	49	336	2,000	1,664		1,664	16.8%	
4592 PPE/Health & Safety	0	33	500	467		467	6.7%	
4594 Cemetery Mapping	0	0	375	375		375	0.0%	
Cemetery & Buildings :- Indirect Expenditure	2,321	12,583	68,129	55,546	0	55,546	18.5%	0
Net Income over Expenditure	(1,969)	(9,765)	(51,619)	(41,854)				

	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								
4000 Staff Salaries	1,620	4,902	32,030	27,128		27,128	15.3%	
Grounds Maintenance :- Indirect Expenditure	1,620	4,902	32,030	27,128	0	27,128	15.3%	0
Net Expenditure	(1,620)	(4,902)	(32,030)	(27,128)				
105 Painted Room								
1450 Painted Room Sales Income	(109)	109	1,000	892			10.8%	
1451 Painted Room Donations Income	1,397	1,856	3,000	1,145			61.9%	
Painted Room :- Income	1,288	1,964	4,000	2,036			49.1%	0
4000 Staff Salaries	1,229	3,204	8,500	5,296		5,296	37.7%	
4170 Maintenance	0	0	1,100	1,100		1,100	0.0%	
4430 Advertising	0	140	800	660		660	17.5%	
4433 Card Machine rental	40	119	600	481		481	19.9%	
4434 Music Licence	0	0	500	500		500	0.0%	
4700 Stock Purchase	833	2,050	550	(1,500)		(1,500)	372.8%	
Painted Room :- Indirect Expenditure	2,102	5,514	12,050	6,536	0	6,536	45.8%	0
Net Income over Expenditure	(814)	(3,550)	(8,050)	(4,500)				
107 Town Promotion								
4703 Promotional Material	0	0	3,000	3,000		3,000	0.0%	
4704 Tourism/ Town Plan Projects	0	0	5,000	5,000		5,000	0.0%	
4705 Signage	0	0	3,000	3,000		3,000	0.0%	
Town Promotion :- Indirect Expenditure	0	0	11,000	11,000	0	11,000	0.0%	0
Net Expenditure	0	0	(11,000)	(11,000)				
108 Amenity Areas								
4122 Electricity	0	355	1,200	845		845	29.6%	
4200 New Equipment	0	0	200	200		200	0.0%	
4204 Dog Hill Wood Management Plan/	0	0	1,000	1,000		1,000	0.0%	
4205 Grounds Maintenance (Contract)	0	337	4,540	4,203		4,203	7.4%	
4208 Dog Hill Wood Maintenance	0	1,120	0	(1,120)		(1,120)	0.0%	
4210 Dog Hill Wood Coppicing	0	0	1,000	1,000		1,000	0.0%	
4228 General Tree works	0	120	2,000	1,880		1,880	6.0%	
4252 General Park Maintenance	0	0	1,000	1,000		1,000	0.0%	
Amenity Areas :- Indirect Expenditure	0	1,931	10,940	9,009	0	9,009	17.7%	0
Net Expenditure	0	(1,931)	(10,940)	(9,009)				

	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								
4205 Grounds Maintenance (Contract)	0	0	9,354	9,354		9,354	0.0%	
4206 Grounds Maintenance	0	(0)	0	0		0	0.0%	
4224 Wheely Bins Refuse Collection	0	0	1,000	1,000		1,000	0.0%	
4229 Street Light Maintenance	0	0	500	500		500	0.0%	
4230 ROSPA Reports	0	0	75	75		75	0.0%	
4235 Play Equipment-New	0	0	10,000	10,000		10,000	0.0%	
4236 Play Equipment Maintenance	0	100	5,000	4,900		4,900	2.0%	
4237 Skate Park Maintenance	0	0	1,500	1,500		1,500	0.0%	
4238 Youth Shelter Maintenance	0	0	1,000	1,000		1,000	0.0%	
Recreation Ground :- Indirect Expenditure	0	100	28,429	28,329	0	28,329	0.4%	0
Net Expenditure	0	(100)	(28,429)	(28,329)				
115 Town Centre Decorations								
1270 Christmas 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	832	0	(832)		(832)	0.0%	
4640 Christmas Lights & Install	0	0	15,000	15,000		15,000	0.0%	
4650 Ledbury In Bloom	0	0	4,000	4,000		4,000	0.0%	
Town Centre Decorations :- Indirect Expenditure	0	832	19,000	18,168	0	18,168	4.4%	0
Net Income over Expenditure	0	(832)	(18,000)	(17,168)				
118 Minor Infrastructure								
1289 War Memorial Refund	278	833	3,333	2,500			25.0%	
Minor Infrastructure :- Income	278	833	3,333	2,500			25.0%	0
4176 CCTV Link to Hereford	0	2,569	11,275	8,707		8,707	22.8%	
4218 War Memorial Cleaning	0	0	1,000	1,000		1,000	0.0%	
4233 Gazebos	0	80	0	(80)		(80)	0.0%	
4276 External power supply -High St	0	205	120	(85)		(85)	171.1%	
4280 Station Telephone Kiosk	0	0	500	500		500	0.0%	
4285 Defibrillator Maintenance	0	0	350	350		350	0.0%	
Minor Infrastructure :- Indirect Expenditure	0	2,854	13,245	10,391	0	10,391	21.5%	0
Net Income over Expenditure	278	(2,020)	(9,912)	(7,892)				
120 Non-Statutory Services								
1460 Ceremony Room Income	480	1,100	2,200	1,100			50.0%	
Non-Statutory Services :- Income	480	1,100	2,200	1,100			50.0%	0

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4020 Cleaning	0	0	500	500		500	0.0%	
4430 Advertising	0	0	500	500		500	0.0%	
Non-Statutory Services :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%	0
Net Income over Expenditure	480	1,100	1,200	100				
<u>125 Green Spaces Maintenance</u>								
1710 Lengthsman (basic) Income	2,112	2,112	0	(2,112)			0.0%	
Green Spaces Maintenance :- Income	2,112	2,112	0	(2,112)				0
4013 Devolved Services (grass cutti	0	52	1,000	948		948	5.2%	
4014 Lengthsman Scheme/P3 Scheme	0	528	3,000	2,472		2,472	17.6%	
Green Spaces Maintenance :- Indirect Expenditure	0	580	4,000	3,420	0	3,420	14.5%	0
Net Income over Expenditure	2,112	1,532	(4,000)	(5,532)				
<u>127 Services and Events</u>								
1271 Event Sponsorship	0	117	0	(117)			0.0%	
1272 Climate Change Income	65	65	0	(65)			0.0%	
1273 Event Income	1,963	1,963	0	(1,963)			0.0%	
1471 Dog Poop Bags	136	161	500	340			32.1%	
Services and Events :- Income	2,163	2,305	500	(1,805)			461.0%	0
4271 Dog Bags	0	0	700	700		700	0.0%	
4595 Climate Change	306	306	2,000	1,694		1,694	15.3%	
4600 Town Crier/Fees & Subs	0	0	500	500		500	0.0%	
4601 Town Crier/Uniforms	0	0	500	500		500	0.0%	
4605 Events Barriers	0	0	100	100		100	0.0%	
4607 Events	67	465	8,000	7,535		7,535	5.8%	
4850 Poppy Wreath	0	0	20	20		20	0.0%	
Services and Events :- Indirect Expenditure	373	771	11,820	11,049	0	11,049	6.5%	0
Net Income over Expenditure	1,791	1,534	(11,320)	(12,854)				
<u>201 Market House</u>								
1030 Market House Income	0	0	1,100	1,100			0.0%	
Market House :- Income	0	0	1,100	1,100			0.0%	0
4110 Rates	56	169	1,760	1,591		1,591	9.6%	
4115 Water	0	0	100	100		100	0.0%	
4122 Electricity	19	69	1,600	1,531		1,531	4.3%	
4150 Cleaning	0	0	100	100		100	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4170 Maintenance	5,000	5,000	5,000	0		0	100.0%	5,000
Market House :- Indirect Expenditure	5,075	5,238	8,560	3,322	0	3,322	61.2%	5,000
Net Income over Expenditure	(5,075)	(5,238)	(7,460)	(2,222)				
6000 plus Transfers from EMR	5,000	5,000						
Movement to/(from) Gen Reserve	(75)	(238)						
<u>202 Town Council Offices</u>								
1460 Ceremony Room Income	0	1,100	0	(1,100)			0.0%	
Town Council Offices :- Income	0	1,100	0	(1,100)				0
4021 Rubbish Collection	0	0	1,000	1,000		1,000	0.0%	
4110 Rates	696	2,093	7,277	5,184		5,184	28.8%	
4115 Water	49	193	590	397		397	32.6%	
4116 Confidential Waste - Shredding	0	203	780	577		577	26.0%	
4122 Electricity	261	655	10,000	9,345		9,345	6.5%	
4150 Cleaning	0	612	2,500	1,888		1,888	24.5%	
4155 Housekeeping	44	110	500	390		390	21.9%	
4160 Window Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	43	2,004	3,300	1,296		1,296	60.7%	
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	(273)	0	4,620	4,620		4,620	0.0%	
Town Council Offices :- Indirect Expenditure	820	5,869	33,067	27,198	0	27,198	17.7%	0
Net Income over Expenditure	(820)	(4,769)	(33,067)	(28,298)				
<u>210 Civic Matters</u>								
4501 Mayor's Hospitality	0	0	1,100	1,100		1,100	0.0%	
4529 Civic Insignia	0	0	400	400		400	0.0%	
4531 Roll of Honour	0	0	50	50		50	0.0%	
4532 Flag Pole	0	0	132	132		132	0.0%	
4535 Civic Hospitality	0	58	1,100	1,042		1,042	5.3%	
Civic Matters :- Indirect Expenditure	0	58	2,782	2,724	0	2,724	2.1%	0
Net Expenditure	0	(58)	(2,782)	(2,724)				
<u>214 Grants with Powers</u>								
1718 October Fair Donation Income	0	0	2,250	2,250			0.0%	
1724 Shop Front Contribution	0	4,068	0	(4,068)			0.0%	
Grants with Powers :- Income	0	4,068	2,250	(1,818)			180.8%	0

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4800 Barrett Browning Clock	31	105	500	395		395	21.1%	
4827 Community Action Ledbury	0	12,000	12,000	0		0	100.0%	
4875 Distinguished Citizen Awards	0	55	250	195		195	21.9%	
4876 October Fair Expenditure	0	(814)	500	1,314		1,314	(162.8%)	
4890 Unspecified Grants	800	8,210	20,000	11,790		11,790	41.1%	
4891 Age Uk Hereford Localities	0	4,000	4,000	0		0	100.0%	
4892 Dream Your Future	0	1,500	1,500	0		0	100.0%	
4893 Ledbury Food Bank	0	6,500	2,500	(4,000)		(4,000)	260.0%	
4894 Ledbury Methodist Church	0	1,350	1,350	0		0	100.0%	
4896 Winter of Well Being	0	1,500	0	(1,500)		(1,500)	0.0%	
4897 LEAF	0	10,440	10,440	0		0	100.0%	
4898 Ledbury Carnival	0	0	3,500	3,500		3,500	0.0%	
4900 Buses 4 Us	0	16,000	16,000	0		0	100.0%	
4901 John Masfield Memorial Projec	0	99	10,850	10,751		10,751	0.9%	
Grants with Powers :- Indirect Expenditure	831	60,946	83,390	22,444	0	22,444	73.1%	0
Net Income over Expenditure	(831)	(56,878)	(81,140)	(24,262)				
220 Finance and General Purposes								
1870 Bank Interest Received Income	1,076	2,928	6,000	3,072			48.8%	
1900 Precept Income	0	341,200	682,400	341,200			50.0%	
1902 Western Power WayLeave	0	0	220	220			0.0%	
Finance and General Purposes :- Income	1,076	344,128	688,620	344,492			50.0%	0
4130 Insurance	0	0	19,000	19,000		19,000	0.0%	
4430 Advertising	25	25	1,000	975		975	2.5%	
4433 Card Machine rental	10	70	600	530		530	11.7%	
4435 Card Machine Transactions	0	10	0	(10)		(10)	0.0%	
4460 Subscriptions	0	1,640	5,000	3,360		3,360	32.8%	
4550 Bank Charges	63	188	500	312		312	37.6%	
4551 Data Protection	0	0	500	500		500	0.0%	
4579 Audit Internal	375	375	2,500	2,125		2,125	15.0%	
4580 Audit External	0	0	3,000	3,000		3,000	0.0%	
4590 Professional Services	3,046	3,993	10,000	6,007		6,007	39.9%	
4592 PPE/Health & Safety	0	0	500	500		500	0.0%	
Finance and General Purposes :- Indirect Expenditure	3,519	6,301	42,600	36,299	0	36,299	14.8%	0
Net Income over Expenditure	(2,443)	337,827	646,020	308,193				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
225 Councillors/Newsletter								
4420 Newsletter	0	0	500	500		500	0.0%	
4500 Town Mayors Expenses	0	99	1,000	901		901	9.9%	
4502 Mayor's Advertising	123	786	500	(286)		(286)	157.3%	
4520 Councillors Expenses	0	0	500	500		500	0.0%	
4525 Councillors Training	0	0	1,500	1,500		1,500	0.0%	
4545 Annual & Other Meetings	0	0	1,000	1,000		1,000	0.0%	
Councillors/Newsletter :- Indirect Expenditure	123	886	5,000	4,114	0	4,114	17.7%	0
Net Expenditure	(123)	(886)	(5,000)	(4,114)				
230 Management and Payroll								
4000 Staff Salaries	12,248	36,417	283,447	247,030		247,030	12.8%	
4001 Agency Cover	2,753	6,556	8,000	1,444		1,444	82.0%	
4018 National Insurance	6,115	19,034	0	(19,034)		(19,034)	0.0%	
4019 Pension	5,853	17,792	0	(17,792)		(17,792)	0.0%	
4050 Staff Training	0	2,287	4,000	1,713		1,713	57.2%	
4051 Officers Travel/Conference/Sub	65	74	1,500	1,426		1,426	4.9%	
4415 Office Support & Equipment	350	350	0	(350)		(350)	0.0%	
Management and Payroll :- Indirect Expenditure	27,383	82,510	296,947	214,437	0	214,437	27.8%	0
Net Expenditure	(27,383)	(82,510)	(296,947)	(214,437)				
235 Office Facilities & Equipment								
4155 Housekeeping	19	19	0	(19)		(19)	0.0%	
4170 Maintenance	0	190	1,650	1,460		1,460	11.5%	
4400 Stationery	277	1,281	3,800	2,519		2,519	33.7%	
4405 Photocopier Hire	0	142	3,280	3,138		3,138	4.3%	
4410 Photocopier Costs	0	412	0	(412)		(412)	0.0%	
4415 Office Support & Equipment	284	733	2,500	1,767		1,767	29.3%	
4444 Petty Cash	34	88	0	(88)		(88)	0.0%	
Office Facilities & Equipment :- Indirect Expenditure	615	2,865	11,230	8,365	0	8,365	25.5%	0
Net Expenditure	(615)	(2,865)	(11,230)	(8,365)				
301 Planning/Economic Development								
1034 Tourist Information Centre	120	220	100	(120)			220.1%	
1090 Charter Market Income	420	3,655	5,500	1,845			66.5%	
1471 Dog Poop Bags	0	7	0	(7)			0.0%	
Planning/Economic Development :- Income	540	3,882	5,600	1,718			69.3%	0

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4543 Neighbourhood Plan	0	0	1,000	1,000		1,000	0.0%	
4546 Traffic Management	0	0	2,000	2,000		2,000	0.0%	
4549 Charter Market improvements	232	232	2,000	1,768		1,768	11.6%	
4553 Tourist Information Centre	0	0	1,000	1,000		1,000	0.0%	
4554 Charter Market Strategy	0	0	5,500	5,500		5,500	0.0%	
Planning/Economic Development :- Indirect Expenditure	232	232	11,500	11,268	0	11,268	2.0%	0
Net Income over Expenditure	308	3,650	(5,900)	(9,550)				
<u>401 Full Council</u>								
4400 Stationery	0	7	0	(7)		(7)	0.0%	
4455 Postage	80	190	300	110		110	63.3%	
4480 ICT-Computers	774	2,707	1,000	(1,707)		(1,707)	270.7%	
4481 Telephones	337	1,119	5,400	4,281		4,281	20.7%	
4482 Website	98	3,284	3,000	(284)		(284)	109.5%	
4483 ICT Services & Software Lease	0	1,263	5,350	4,087		4,087	23.6%	
Full Council :- Indirect Expenditure	1,289	8,569	15,050	6,481	0	6,481	56.9%	0
Net Expenditure	(1,289)	(8,569)	(15,050)	(6,481)				
Grand Totals:- Income	8,288	364,311	725,113	360,802			50.2%	
Expenditure	46,303	203,539	726,519	522,980	0	522,980	28.0%	
Net Income over Expenditure	(38,015)	160,771	(1,406)	(162,177)				
plus Transfers from EMR	5,000	5,000						
Movement to/(from) Gen Reserve	(33,015)	165,771						

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	25 JULY 2024	AGENDA ITEM: 14
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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 grant applications received from local organisations as part of the Council's Annual Grants Giving process and to make a recommendation to Full Council on what, if any, grants should be awarded and via what statute as provided by the Clerk.

Equality Duty

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

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

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

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

Detailed Information

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:

Under £500

1. John Masefield High School – To fund the Book Trusts Book Buzz Scheme 2024 - Local Government Act 1972 - S137 financial assistance – Amount requested £400.00

2. Ledbury Places – To create a new display featuring images of a recently acquired 17th Century indenture concerning manorial rights to the town - Local Government Act 1972 – S144 Power to attract tourists and visitors (village signs/Christmas lights) – Amount requested £500.00
3. Ledbury Primary School PTA – Funding in support of fireworks display - Local Government Act 1976 - Section 19, Local Government (Miscellaneous)

Members are reminded that Ledbury Town Council does not have two thirds of Members “elected” and therefore as a result of this does not have General Power of Competence. Subsequently, this Council is unable to award grants via the Localism Act 2011 and are required to identify which powers could be used to award the grants. These Powers have been identified above by the Clerk accordingly.

Recommendation

That Members of the Finance, Policy & General Purposes give consideration to the applications received for grant funding, noting the suggested power to which each application could be awarded.

Funding Request of £500 or less

Grant Application Form

1. Tell us about your organisation³

Contact Name:	JESSICA LOCKE
Position:	LIBRARIAN
Organisation:	JOHN MASTFIELD HIGH SCHOOL
Contact Address:	MABLES FURLONG LEOBURTH, HR8 2HF
Telephone Number:	01531 631012
E-mail:	jessica.locke@jmhs. nechford.sch.uk
Status of Organisation: (delete as appropriate)	Profit / Not for Profit / Charity / Company Other (specify): SCHOOL
Charity/Company No. (if applicable)	07631985
What does your organisation do?	EDUCATION 11-18 YEARS

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

Project title:	BOOKBUZZ 2024
Project duration (mm/yy):	Start: SEP 24 End: DEC 24
Which one of the following five areas <u>best</u> fits your group's area of interest?	Sport <input type="checkbox"/> Arts <input type="checkbox"/> Health <input type="checkbox"/> Environment <input type="checkbox"/> Youth <input checked="" type="checkbox"/>
What do you want to do, and why?	WE WOULD LOVE TO BE ABLE TO FIND THE BOOK TRUSTS BOOK BUZZ SCHEME AT JMHs THIS AUTUMN. THIS SCHEME ENABLES US TO PUT A BOOK INTO THE HANDS OF EVERY Y7 + Y8 STUDENT FOR £3 PER CHILD. MANY STUDENTS COME TO US WITH POOR LITERACY SKILLS + SOME HAVE NO BOOKS IN THEIR OWN HOMES. THIS IS A FANTASTIC OPPORTUNITY FOR US TO PROMOTE READING FOR PLEASURE + THEREFORE IMPROVE LITERACY IN OUR YOUNG PEOPLE
How will your project be helpful to Ledbury?	IMPROVING LITERACY + WELL BEING IN THE YOUTH OF LEDBURY.
How will your organisation acknowledge the Town Council's funding support?	NEWS ARTICLES - LEDBURY READER - SCHOOL WEB SITE + SCHOOL MAGAZINE

3. Tell us how you plan to fund your project

What is the total cost of the project?	£ 1104-00
Amount requested from Ledbury Town Council.	£ 400-00
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and what for?	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)	<input checked="" type="checkbox"/>	
Copies of any letters of support for your project	<input type="checkbox"/>	


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:	
Name (s):	JESSICA LOCKE
Date:	17/7/2024

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

THE DIRECTORS
JOHN MASEFIELDHIGH SCHOOL AND
SIXTH FORM CENTRE
MABELS FURLONG
LEDBURY
HEREFORDSHIRE
HR8 2HF

28 JUN 2024

Your Business Current Account

At a glance

14 - 20 Jun 2024

Date	Description	Money out £	Money in £	Balance £
14 Jun	Start Balance			5,000.00
	DD Direct Debit to BX24061109586374 Ref: 20240610 BACS			
	Giro Direct Credit From Stripe Payments UK Ref: Stripe			
	Giro Direct Credit From Uni Clos Ref: Uog 52958			
	Giro Transfer From Account			5,000.00
17 Jun	DD Direct Debit to John Masefield Ref: BACS			
	Giro Direct Credit From Stripe Payments UK Ref: Stripe			
	Giro Direct Credit From W Thomas Ref: Ledbury Penguins			
	Giro Transfer From Account			5,000.00
18 Jun	Giro Transfer to Account 25019226			
	Giro Direct Credit From Stripe Payments UK Ref: Stripe			
	Giro Direct Credit From Wood Street Hil Ref: BUKB WFTT-001			
	Giro Direct Credit From Wood Street Ref: BUKB WFTT-001			5,000.00
19 Jun	Giro Transfer to Account			
	Giro Direct Credit From Wood Street Ref: Xwv126000108047			5,000.00

Start balance £5,000.00

Money out

▶ Commission charges £0.00

▶ Interest paid £0.00

Money in

End balance £5,000.00

Your deposit is eligible for protection
by the Financial Services
Compensation Scheme.

Continued

Funding Request of £500 or less

Grant Application Form

1. Tell us about your organisation¹


Contact Name:	Alison Braithwaite
Position:	Trustee
Organisation:	Ledbury Places
Contact Address:	Kilbury House, Westhill, Ledbury HR8 1JF
Telephone Number:	07904471418
E-mail:	alison_braithwaite24@aol.com
Status of Organisation: (delete as appropriate)	Charity / Company Other (specify):
Charity/Company No. (if applicable)	Registered Company No: 9079970 Registered Charity No: 1162108
What does your organisation do?	Responsible for the maintenance and creative use, 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.

2. Tell us what support you need

Project title:	New exhibition for a historic Indenture document
Project duration (mm/yy):	Start: ...08/24 End: 08/24
Which one of the following five areas <u>best</u> fits your group's area of interest?	Sport <input type="checkbox"/> Arts <input checked="" type="checkbox"/> Health <input type="checkbox"/> Environment <input type="checkbox"/>

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https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf

	Youth <input type="checkbox"/>
What do you want to do, and why?	<p>Ledbury Places has recently acquired a 17th century Indenture concerning manorial rights to the town. We plan to create a new display featuring images of this document, which will be mounted in The Upper Floor of the Old Grammar School and open to the public for the first time as part of the national Heritage Open Days (HODS) in September this year. This will extend the visitor experience beyond just the ground floor of the Old Grammar School and will then be a permanent feature of the museum. The original document will then be placed with Herefordshire Archive and Records Centre for safe keeping, where it will be available to the public.</p> <p>The document is an important multiple sheet vellum indenture dated 11th April 1665 from the reign of Charles II. It grants the rights to the Lordship and Manor of Ledbury together with all its rights as granted by Letters Patent under the great seal of Charles I. The document details the lands of the Manor – largely the present-day town, as well as granting rights to rents and profits from tenants, rights to take flour from tenants owning mills and also the rights to hold markets and to take profits from them.</p> <p>The new display will comprise of mounted gallery quality photographic images together with printed extracts to help visitors interpret the text.</p> <p>Below is photo of the document.</p> 
How will your project be helpful to Ledbury?	<p>This exhibition will show more detailed history of business and legal actions in this town and the importance of trading.</p>
How will your organisation acknowledge the Town Council's funding support?	<p>The Town Council will be detailed on our website.</p>

3. Tell us how you plan to fund your project

What is the total cost of the project?	£600
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?	Yes 2022 = £3,000 2023 = £750 2024 = £1,900

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 (attached to email)	
Copies of any letters of support for your project		

5. Declaration by the applicant

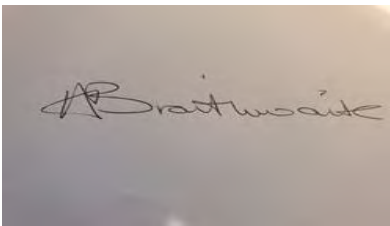
I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

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 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:	
Name (s):	A Braithwaite
Date:	17/7/24

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

18 JUL 2024

under £500

Multi-Year Support**Grant Application Form****1. Tell us about your organisation¹**

Contact Name:	Lauren James	
Position:	Vice chair	
Organisation:	Ledbury Primary school parent teacher association (PTA)	
Contact Address:	Ledbury primary school	
Telephone Number:		
E-mail:	TEAMLPSPATA@outlook.co.uk	
Status of Organisation: (delete as appropriate)	Profit / Not for Profit / <u>Charity</u> / Company Other (specify):	
Charity/Company No. (if applicable)	1031226	
How long has your organisation been in existence? (please <input checked="" type="checkbox"/>)	Less than 1 year	
	1-5 years	
	More than 5 years	x
What does your organisation do?	Ledbury Primary School PTA are a group of dedicated teachers, parents and staff who strive to raise money for the school in order to put the money back into school/reduce fees for parents. Most of our events are open to the wider community – we strive to keep prices as low as possible as we are very aware of the cost of living and how this impacts what our wider community can afford/bring their family too.	

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https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf

2. Tell us what support you need

<p>Which one of the following five areas <u>best</u> fits your group's area of interest?</p>	<p>Sport <input type="checkbox"/></p> <p>Arts <input type="checkbox"/></p> <p>Health <input type="checkbox"/></p> <p>Environment <input type="checkbox"/></p> <p>Youth <input type="checkbox"/> <input checked="" type="checkbox"/></p>
<p>Who will benefit from your activities?? (please tell us what groups will benefit and approximately how many people will benefit in total)</p>	<p>All children at Ledbury Primary School, along with the wider community. We have given a significant amount of money in refunds to parents for school trips whilst hosting affordable family events.</p>
<p>What evidence do you have of local need/demand for your services? (This might be survey work or statistical evidence)</p>	
<p>What support have you received ? (Please tell us about any expressions of support you have received from outside your organisation)</p>	<p>We are seeking funding for our Fireworks evening. We are very aware that many of the children in our school are unable to attend firework shows due to the high cost associated with it. By seeking funding we are able to further reduce the cost to all attendees.</p>
<p>How will your service be delivered and how will success be monitored?</p>	<p>As above</p>
<p>How will your organisation acknowledge the Town Council's funding support?</p>	<p>Yes if Ledbury town council support us, we will have the LTC logo on the bottom of every ticket sold.</p>
<p>Do you work with other Ledbury groups or would you be open to doing so in future?</p>	<p>We would be open to this.</p>

3. Tell us how you plan to fund your project

Amount requested from Ledbury Town Council.	Year 1 £500 Year 2 £ Year 3 £
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	Yes, £2000 this was used towards school trips during this current school year and is being used to reduce the cost of swimming lessons for our Year 3 pupils in the next school year.

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		
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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:	<i>James</i>
Name (s):	<i>Lauren James</i>
Date:	<i>17/7/24</i>

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

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	25 JULY 2024	AGENDA ITEM: 15
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Report prepared by Angela Price – Town Clerk

CHRISTMAS LIGHTS HIRE AGREEMENT- CONFIRMATION OF PAYMENT TERMS

Purpose of Report

The purpose of this report is to provide Members with the details of the payment terms in respect of the hire charges for the Christmas Lights to be supplied by The Festive Lighting Company for the period 15 July 2024 – 31 January 2027.

Equality Duty

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

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

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

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

Detailed Information

Following a meeting of the Christmas Lights Task & Finish Group three companies were considered, all of whom had provided quotes within the annual sum of £15,000 as agreed at the 2024/25 budget setting process. As a consequence of this meeting a recommendation was submitted to the Environment & Leisure Committee that Festive Lighting be awarded the contract.

Unfortunately, due to unforeseen circumstances the Environment & Leisure Committee was unable to take place on 11 July 2024, and therefore this was rescheduled for 18 July. Due to concerns on timescales for the production of the Christmas Lights and securing a contract with the preferred company it was agreed that a decision needed to be taken via Chairman’s actions in respect of the awarding of the contract for the Christmas Lights. This decision was taken by the Clerk in

consultation with the Chairs of the Environment & Leisure and Finance, Policy & General Purposes Committee and it was agreed that Festive Lighting be awarded the contract to provide Christmas Lights for Ledbury Town Council for the period 15 July 2024 – 31 January 2027 and the Clerk instructed to confirm this with Festive Lighting as a matter of urgency.

This action was endorsed by the Environment & Leisure Committee at the meeting on 18 July 2024.

The Clerk subsequently informed Festive Lighting and signed the hire agreement on behalf of the Council.

The hire agreement provided a schedule of payment terms which is detailed below for Members information:

Payment Terms:

- 40% of the full 3-year value (detailed in Part A) to be invoiced, on order/hire for year 1 and on May 1st for subsequent years.
- 40% of the full 3-year value (detailed in Part A) to be invoiced, on dispatch for year 1 and on September 1st for subsequent years.
- 20% of the full 3-year value (detailed in Part A) to be invoiced, each applicable year, on install.
- All invoices are payable within 30-days.

Recommendation

Members are requested to receive and note the above information.

FINANCE POLICY AND GENERAL PURPOSES	23 JULY 2024	AGENDA ITEM: 16
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Report prepared by Olivia Trueman – Community Engagement Officer

Ledbury's Annual Christmas Event

Purpose of Report

The purpose of this report is to provide Members with an update on the progress Officers are making with the organisation of the Christmas Light Switch on Event.

Equity Duty

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

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

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

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

Detailed Information

UKSPF

The Community Engagement Officer has successfully secured funding from the UK Shared Prosperity Fund to support the Christmas Light Switch-On Event. In alignment with the funding requirements, the Council agreed to a match-funding arrangement. Consequently, the Town Clerk and CEO applied for £2,500 from the fund, resulting in a total budget of £5,000 for the event.

£5,000 has already been allocated to the event to cover advertising, craft workshops, an array of entertainment, bands/music and the road closure.

Financial Implications

Music and Entertainment

While searching for bands and music for the Light Switch-On Event, Officers discovered a band called 'Mr. Wilson's Second Liners.' This lively six-piece New Orleans street band performs in full costume, offering two 45-minute sets of 90s club classics. Known for their global performances at events and festivals, Mr. Wilson's Second Liners also engage audiences with mobile performances, creating an exciting parade atmosphere that everyone can join.

Officers believe this band would be a unique and special addition to the event, offering an experience the town may not have seen before.

To hire Mr. Wilson's Second Liners, it is suggested that the council consider approving an additional expenditure of £800.

A possible budget for this extra spend could come from Cost Centre 127 Services and Events (nominal code 4607)

Follow this link to find more information on the band: <https://www.mrwilsons.org.uk/mr-wilsons-second-liners>

Christmas Market

Following the grant's approval, discussions arose regarding the potential to outsource the organisation and management of the Christmas market. Given the event's continuous growth over the years, it was widely agreed among officer's that outsourcing would significantly reduce the administrative load and pressure, and enable Officers to focus on the event itself. The proposal also includes provisions for marshalling, which would be beneficial as the Town Council has traditionally relied on volunteers for this role, in particular the Maritime cadets who aren't always available.

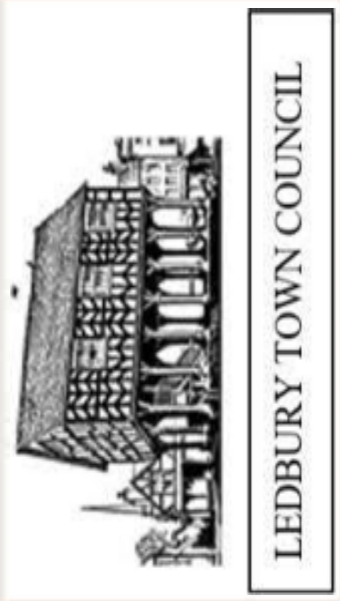
The Council invited quotes from potential contractors. Despite reaching out to three companies, only one local company responded with a quote. This quote is attached to this report for review and consideration.

The total quote for this event management company is £11,410. Possible budget lines include Cost Centre 107 Town Promotion (nominal code 4704) and General Reserves.

RECOMMENDATIONS

- 1. That Members of the Finance Policy and General Purposes committee consider hiring a local events company to manage the Christmas Market for this year's Light Switch on Event. Noting that this quote includes a full Event Management Plan, First Aid, Marshalling and sourcing local traders.**

2. **That Members of the Finance, Policy and General Purposes Committee consider increasing the Christmas Light Switch on Budget by £800, in order to hire Mr Wilson's Second Liners for entertainment at the Light Switch on Event.**



Christmas Light Switch On & Market

November 2024

Creating spectacular, bespoke events across the globe is what we do. No matter the size, location or budget, it's so important to us that we get it just right for you. With HQ in the West Midlands, the team is made up of an experienced team of event managers, producers, audio visual technicians and exhibition planners.



Our Ethos

Our ethos is the backbone to everything we do; working with the right people, those who we can grow with together and who mirror our culture, is vital to a successful outcome. The fact that most of our clients have been with us for over five years - and some nearer to 70 - is a testament to this.

Our team is a varied and diverse group from many different professional backgrounds. We all approach projects from different angles and this works well for creating a culture of innovation, creativity and a 'no idea is a bad idea' ethos.



Who we work with



What our clients say about us

"The Events Team astounds me with their calm maturing in every situation. Nothing istoo much trouble. Challenges are dealt with calmly and quickly. They are attentive and responsive. I have nothing but praise for them. Not only are they brilliant event managers they are a pleasure to work with; and are capable of communicating at all levels and enjoying some downtime with their customers (whilst still being professional!!). I would have no hesitation in recommending them for any event."

"I've worked with Events on a number of our events. Most recently they have stepped in as a member of the team and facilitated our events. Thrown in at the deep end very last minute they excelled. There was simply no issues at all and in fact we've used their expertise to improve our delivery and service to our advisers. They truly are a pleasure to work with. Nothing is too much trouble and the expertise they have gained over the years is hard to find under one roof."

Our Approach – How we do it

All of the events that we are asked to support are as individual as our clients therefore we like to work as an extension of your team, and we can tailor how we manage a project to suit your requirements. Many of our clients have been with us for over 5 years, and 50% of our client base has been working with us for over 10 years. Our 95% retention rate is testament to the way we work and the relationships we build with our clients. Our Approach to running an event is therefore flexible and can incorporate many areas however a project timeline would typically include:

- Planning the Timeline
- Assessment of venues, infrastructure, accessibility, travel requirements
- Site Inspections
- Re-negotiation of initial rates in accordance with relevant cost reduction strategies
- Pre-event briefings with all operations staff and suppliers
- Creation of website and event app for delegate engagement
- Creation of working documentation
- Management of all payments and deposits
- Full co-ordination and operation of programme events and functions
- All supplier liaison
- Speaker and compere sourcing
- Advancing all Event functions – to ensure correct set up, signage and flawless delivery
- Budgetary responsibility and on-site cost control
- Post event evaluation of suppliers, services and any cost reduction negotiations
- Final itemised billing, reconciliation and commission retrieval
- Delivery of ROI and KPI's

Our Approach - what we do

Project Management

On award of contract, our first step would be to arrange a face to face meeting with key stakeholders in order to ascertain the key objectives and milestones of the project. It would involve producing a detailed list covering all components and elements of the conference, with their key milestones agreed, and stakeholders identified. Once this meeting has happened a critical path or project plan, in the form of a Gantt chart would be produced and shared with all stakeholders. These are live working documents and will evolve with the project.

Supplier Liaison

We will liaise with the chosen venue and suppliers throughout the planning stages of the event, right through to the final reconciliation. We can provide you with central billing for the event to include venue costs and external supplier costs to ensure payment deadlines are met and you only have to deal with one payment schedule, unless you prefer to pay each supplier separately and directly.

Our Approach - sustainability

Carbon Neutral

We are proud to be a carbon neutral company, not only do we do all we can to reduce our impact, we offset any residual emissions and are audited annually by Carbon Neutral Britain (ISO 74064 and GHG Emissions Protocol Accounting Standards). We believe this pro-active approach not only reduces our emissions but also reverses our impact on climate change now.

Sustainable Events

As well as our own active approach to reducing our carbon footprint, we can help you reduce yours. We have process driven methods to reduce, recycle and re-use at all events as well as making sure all choices we make are sustainable. This can be coupled with the measuring of emissions, and the events footprint in general so that we can calculate the carbon and advise on the offsetting options from planting trees in British woodland to global projects across the globe.

The Brief

Event: Ledbury Christmas Market & Light Switch On

Date: 24th November 2024

Location: Ledbury High Street & St Katherine's Square

We have been asked to quote for assisting with the organisation of the Christmas Market ahead of the Christmas Lights switch on. We understand that this was a hugely successful and popular event in 2023 and you are looking to grow on that for 2024. You are looking to attract 50 Christmas gift stall holders for the High Street and create a food court in St Katherine's Square. Emphasis needs to be on local and sustainable suppliers for all aspects.

Market Stall Sales

The plan is to have 50 market stalls, all local suppliers and selling Christmas gifts, along the High Street. The road will be closed from 10am - 7pm enabling stall holders to set up and pack away, before and after the live event.

We will be responsible for the sign up of the market stall holders, as discussed we will use your list of previous suppliers initially and then will reach out to other prospects. The aim would be for us to have all spaces sold by mid-October.

We will use a mixture of telephone, email and social media marketing for the campaign. We will build a fully branded registration website that all potential suppliers will be directed to. The website will have all of the information about the day, it will enable the stall holder to select a preferred pitch, register all of their information, upload their insurance/ risk assessment documents, make payments and so on.

Market Stall Sales

We will work with you to create the pricing packages as discussed it may be sensible to provide added value items such as gazebos to the pitches with the lowest footfall.

Alljoining instructions, car parking passes and so on will also be sent from the platform. Hard copies of passes/ IDbadges can be printed inhouse too. The data is collected and secured safely and is easily collated to provide all of the live reports and operational documents that we need to deliver a safe and successful event.

As part of the pre-event planning, we will create an accurate CAD plan of the site, with the potential pitches clearly marked. This document will also be used throughout the operational planning and will be part of the main risk assessment. We will use a simplified version on the website to show the location of the pitches.

Market Stalls - Live Event

On the day of the event, we will provide traffic marshals and event staff who will oversee the safe set up and de-rig of the stalls. Once the road has been closed, the marshals will allow access to the pitches in a controlled manner, they will manage the flow through one entrance and exit point and allow a maximum number of vehicles in at any time. Once stalls have been set up, vehicles will need to be moved to the car park, where additional attendants will be on hand to support.

We will also have team members at St Katherine's Square to manage the food quarter, where suppliers will need to bring their own power and water, and manage their own waste.

Once the market is set up the the marshal ls will be on hand to monitor traffic, crowds and flow of public. They will then over see the de-rig in much the same way as the set up.

Market Stalls - Live Event

As part of our delivery on the day our Event Director will oversee the safe setting up of each pitch and make sure that all health and safety requirements are met and any hazards are dealt with swiftly. They will continue to monitor this throughout the day.

Our event team will be on hand throughout to support the event and your team with any additional requirements that may be needed, and to deliver a safe, fun and successful event.

At the end of the event they will ensure all suppliers have removed their waste and recycling. We can provide additional bins for collection if required.

First Aid

We have provided a quote for using St John Ambulance event services, for this type of event they prefer to have an indoor space where they can set up, with tables and chairs.

However, we also use a private event medical service who will come with their own ambulance and set up a station. If you would prefer this level of service we can provide you with a quote.

Entertainment & Additional Services

We understand that you already have a great portfolio of entertainers and so on to enhance the event, however if you do require any additional ideas we have a rather large "black book" of suppliers who we would be happy to reach out to.

Gazebos - we do have branded gazebos that we can make available to anyone who requires one in addition to the 12 that you have already.

Our Approach - our fee

..... Events operate a transparent open book policy. We calculate the cost of running an event on an individual basis. Rather than looking at a percentage based profit, we utilize a formula which considers the amount of time spent working on the event both in the office and on-site. This is broken down further by the level of staffing both in terms of numbers and experience that are required.

Consequently, we cost our projects in terms of days. It is our responsibility to stay within these projected days. If we do not then the cost is not passed on unless the project has changed in terms of size, scale, logistics and so on. If we have overestimated the amount of time it will take to deliver an event we will of course credit the final account with any 'unused' days.

Our Approach – our fee

Service	Net Unit Cost	Units	Cost	VAT
Website Build & Market Stall Registrations				
Fully branded and bespoke website for registration of the market stall holders to include: - option to choose pitch; upload all relevant H&S and insurance documents; payments; car pass printing; joining instructions; email campaign; full reporting etc.	£1,445.00	1	£1,445.00	£289.00
CAD plan of the site, with stall locations etc.	£300.00	1	£300.00	£60.00
OS Data - if not already owned	£100.00	1	£100.00	£20.00
Event Management				
Full Event Management to include: unlimited site visits and meetings pre-event, all pre-event management including liaison with suppliers and stakeholders; market stall sales and registrations; collection and management of risk assessment; radios hire for marshalls & event staff; full briefing and operational pack. Onsite Event Staff to oversee set up/de-rig of the stalls and be on hand to ensure smooth event	£8,265.00	1	£8,265.00	£1,653.00
First Aiders - St John Ambulance Volunteers`	£110.00	2	£220.00	£44.00
Traffic Marshalls - to be on hand at either end of the road during set up / de-rig and in the middle to direct; for set up of vehicles in St Katherine's Square and also on car parking duty; - based on 8 hours	£180.00	6	£1,080.00	£216.00
Total			£11,410.00	£2,282.00

Our Services – Registration Website

Events believe that first impressions count, therefore the identity of the invitation and registration microsite is really important. It is often the first opportunity for the attendee to see the brand and theme of the forthcoming event, and for the messages to start being delivered. The site, whilst being branded correctly, needs to be informative without being difficult to navigate or use. This is particularly important when the audience is large and diverse.

Our registration websites are secured with an SSL certificate, they are also fully compliant with General Data Protection Regulations (GDPR) with data stored on servers in the EU/UK. After 6 months all data collected is deleted.

We are able to offer our sites in multiple languages and provide a telephone registration service for anyone unable to use or access the internet. We can also create sites for those who may require additional support for neuro-diversity, for instance large font, great spacing or different background colours.

Our Services – Registration Website

Your registration site offers a seamless, easy to use, intuitive and accessible method of registering and staying up to date with changes. The site will be a combination of key information and entry points. To engage with the website delegates can either receive a personalised e-vite inviting them to confirm their attendance or we can provide a unique link / QR code for you to use internally.

The site will all include all relevant information, including options for welcome videos from your key stakeholders and all of the pertinent generic details such as location, venue, agenda, workshop descriptions, speaker bios, exhibition floorplans and exhibitor details and so on.

Our registration portal allows delegates to advise dietary requirements; detail any adjustments they may need to help them attend the event, book accommodation & travel; book onto different sessions and answer any pre-event/ session questions that will help support the content for the day. Should any pre-work be required this can be downloaded and uploaded as necessary.

All sessions, accommodations and packages can be set to limited attendance if necessary and waitlists can be automatically set up and operated.

Our Services – Registration Website

To engage with the website delegates can either receive a personalised e-vite to join or we can provide a unique link / QR code for you to use internally. We can also create multiple registration pathways for speakers/presenters/ exhibitors, to gather any specific requests for requirements for their presentation, stands and so forth. This provides a truly personalised level of customisation and increases engagement. If we are sending out the e-vites we are able to create email marketing campaigns which we can segment and target accordingly so that you have the most positive results in terms of attendance and the delegates have a completely personal experience. Chasers to attend can be automated to all those who have not registered.

Once registered, delegates will receive an automated confirmation to thank them for completing their registration, and can include a link to be enable modification of their booking if required.They can then receive regular communications and final details from the system ahead of the event to confirm final joining instructions and any other information you wish to include.

Our Services – Registration Website

Using the registration site, we're able to produce all of the operational data needed for a successful event including attendee reports, rooming lists, special requirements and even table plans to reduce manual reporting and therefore saving time. Your stakeholders will have a unique log in to the system to see the data they need in real-time.

Post-event we can create a tailored survey to suit your needs and requirements that can provide a rich source of data that can be used to enhance and shape your next event. The survey can be accessed via the microsite, the event app or via email that can be sent directly to delegates as they depart which is always beneficial to get the best response.

The survey questions are fully customisable and a presentation report as well as the full raw data will be provided to you once the survey closes.

The capabilities of our system are immense, and we would of course be happy to demonstrate it to you.

Our Services – Delegate Registration On the Day

- Our smart onsite badging solution provides a seamless integration with the registration platform. Guests will arrive at the venue to be greeted by our team of friendly staff, invariably these will be the staff that have assisted them throughout the registration process
- Upon check in a sustainable badge is printed that is fully recyclable, these can include bar codes if you choose to utilize scanners for access to sessions or lead retrieval for exhibitors
- We will ensure that everything is in place for the event, so that you have nothing to worry about! We are also on hand to help delegates with anything they may need throughout the day.



Our Services – Event App

A bespoke event app is a great way to enhance the experience of your delegates, exhibitors and speakers as well an opportunity to increase engagement and provide a rich data stream. Key benefits:

- Personalised Experience
- Live Engagement encourages attendees to react
- Enhances delegate experience keeping them engaged
- Customised & bespoke to really promote your brand and objectives
- Environmental – reduce your carbon footprint & financial costs by removing the need for printed collateral
- Links to social channels for increased coverage and engagement
- Single rich data stream optimises the event and drives ROI
- Fully integrated with registration microsite
- Interact with the audience in real time
 - Gamification
 - Live Polling, Q&A
 - Surveys
 - Social





Herefordshire
& Worcester
Chamber of Commerce



Report prepared by Angela Price – Town Clerk

NEW MODEL FINANCIAL REGULATIONS

Purpose of Report

The purpose of this report is to provide Members of the Finance, Policy & General Purposes Committee with a copy of the new Model Finance Regulations as prepared by the National Association of Local Councils (NALC).

Detailed Information

Attached is a copy of the new Model Finance Regulations prepared by the NALC, which are being presented for consideration and recommendation to Full Council that these be adopted subject to amendments as highlighted that reflect the current status of Ledbury Town Council's Financial Regulations as adopted at the Annual Meeting on 9 May 1024.

Members will note NALC have included a sheet of notes in relation to various changes within the NEW Model Financial Regulations and the RFO has reviewed the Regulations and identified a number of amendments to take into account Ledbury specific additions which have previously been agreed by the Council. The RFO has also provided some comments where Members need to consider whether what is provided within the new Model Finance Regulations is appropriate to Ledbury Town Council.

Members are requested to give consideration to the attached new Model Financial Regulations and provide any feedback at the meeting on 23 May in relation to potential amendments/additions, prior to an adapted version relevant to Ledbury Town Council is recommended to Full Council for final approval and adoption.

Recommendation

That Members give consideration to the attached new Model Financial Regulations, noting the proposed amendments from the RFO and any further suggestions for amendments/additions from Members of the Committee, prior to them being recommended to Full Council for approval and adoption.

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

- 1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
 - a) In 1.5 – is the Clerk the RFO?
 - b) In 3.3 and 3.4, the words “Governance and Accountability” do not apply in Wales
 - c) In section 4, does the council have committees and how many years are forecast?
 - d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
 - e) In 5.9, are online prices acceptable evidence?
 - f) In 5.13, 5.15 and 5.17, does the council have committees?
 - g) In 5.16, will a councillor ever be instructed to place an order?
 - h) In 5.20, is there a minimum level for official orders?
 - i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
 - j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
 - k) Section 10 gives two alternatives, with or without petty cash.
 - l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
 - m) 13.7 and 13.8 are removable if they don't apply to the council.

- n) Much of Section 16 can be deleted if not applicable.
 - o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.
- a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
 - b) In Section 4, the council needs to determine the timescale for its budget setting.
- 7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.
- 8) Key limits to set:
- a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.
 - b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?
 - c) In 5.9, at what level can smaller purchases be made without competition?
 - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
 - e) In 5.18, how much can the clerk commit to spending in an emergency?
 - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
 - g) In Section 9, what are the limits for card payments?
 - h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?
- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying “update table” appears at the top of the list.
- 10) Once this model has been tailored to fit the council’s needs, the resulting Financial Regulations (with the insertion of the council’s name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.
- 11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.
- 12) Please ensure that the latest approved version is published on the council’s website.

[ENTER COUNCIL NAME] FINANCIAL REGULATIONS

Contents

1. General.....	4
2. Risk management and internal control.....	5
3. Accounts and audit.....	6
4. Budget and precept.....	7
5. Procurement.....	8
6. Banking and payments.....	10
7. Electronic payments.....	12 ¹¹
8. Cheque payments.....	13
9. Payment cards.....	13
10. Petty Cash.....	14 ¹³
11. Payment of salaries and allowances.....	14
12. Loans and investments.....	14
13. Income.....	15
14. Payments under contracts for building or other construction works.....	16 ¹⁵
15. Stores and equipment.....	16
16. Assets, properties and estates.....	16
17. Insurance.....	17 ¹⁶
18. [Charities].....	17
19. Suspension and revision of Financial Regulations.....	17
Appendix 1 - Tender process.....	18

These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. [The Clerk has been appointed as RFO and these regulations apply accordingly.] The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of [£5,000]; and

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk [with the RFO] shall prepare, for approval by [the council], a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least [once in each quarter], and at each financial year end, a member other than the Chair ~~(or a cheque signatory)~~ shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence

of this. This activity, including any exceptions, shall be reported to and noted by the council {Finance Committee}.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual {Governance and Accountability} Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by [the council] and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its [council tax (England)/budget (Wales)] requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by [the council] at least annually in [October] for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the [Chair of the Council or relevant committee]. {The RFO will inform committees of any salary implications before they consider their draft their budgets.}

4.3. No later than ~~{month}~~December each year, the RFO shall prepare a draft budget with detailed estimates of all ~~{receipts and payments/income and expenditure}~~ for the following financial year ~~{along with a forecast for the following [three financial years]}~~, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. ~~{Unspent funds for partially completed projects may only be carried forward {by placing them in an earmarked reserve} with the formal approval of the full council.}~~

Commented [LC1]: To be considered by Members

- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council ~~{finance committee}~~ not later than the end of ~~{November}~~ each year.
- 4.6. The draft budget ~~{with any committee proposals and [three-year] forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the {finance committee and a recommendation made to the} council.~~
- 4.7. Having considered the proposed budget and ~~[three-year] forecast,~~ the council shall determine its [council tax (England)/budget (Wales)] requirement by setting a budget. The council shall set a precept for this amount no later than ~~{the end of January}~~ for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council by way of recommendation from the Finance Committee. ~~{for relevant committee}~~.

Commented [LC2]: See 4.3 above

Commented [LC3]: As above

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations, and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed ~~[£60,000]~~ including VAT, the Clerk shall ~~{seek formal tenders from at least [three] suppliers agreed by [the council]} OR {advertise~~

Commented [LC4]: This has increased from £25,000

an open invitation for tenders in compliance with any relevant provisions of the Legislation}. Tenders shall be invited in accordance with Appendix 1.

- 5.7. **For contracts estimated to be over ~~£30,000~~ including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

Commented [LC5]: Previously £25,000

- 5.8. For contracts greater than ~~£3,000~~ excluding VAT the Clerk/~~or RFO~~ shall seek at least ~~3~~ fixed-price quotes;

- 5.9. where the value is between ~~£500~~ and ~~£3,000~~ excluding VAT, the Clerk/~~or RFO~~ shall try to obtain 3 estimates ~~{which might include evidence of online prices, or recent prices from regular suppliers.}~~

- 5.10. For smaller purchases, ~~{the clerk}~~ shall seek to achieve value for money.

- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.

- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- ~~{the Clerk}~~, under delegated authority, for any items below ~~£500~~ 1,000 excluding VAT.
- the Clerk, in consultation with the Chair of the Council ~~{or Chair of the appropriate committee}~~, for any items below [£2,000] excluding VAT.
- ~~{a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000}~~ excluding VAT}

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- ~~{in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}~~
- the council for all items over ~~{£5,000}~~;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order ~~{unless instructed to do so in advance by a resolution of the council}~~ or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council ~~{or a duly delegated committee acting within its Terms of Reference}~~ except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to ~~{£2,000}~~ excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to ~~{the council}~~ as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into, or tender accepted in relation to any major project, unless ~~{the council}~~ is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services ~~{above £250}~~ excluding VAT, unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by ~~{the RFO}~~.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with ~~{name bank}~~ Lloyds Bank. The arrangements shall be reviewed ~~{annually}~~ for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised

- by the council before being certified by ~~the RFO~~. ~~{Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO}~~.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
 - 6.5. All payments shall be made by ~~online banking~~ or ~~cheque~~, in accordance with a resolution of the council ~~{or duly delegated committee}~~, ~~{or a delegated decision by an officer}~~, unless ~~{the council}~~ resolves to use a different payment method.
 - 6.6. ~~{For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.~~
 - 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
 - 6.8. A list of such payments shall be reported to the next appropriate meeting of the Finance Committee for information only.
 - 6.9. The Clerk/RFO shall have delegated authority to authorise payments ~~{only}~~ in the following circumstances:
 - i. ~~{any payments of up to £500-1,000 excluding VAT, within an agreed budget}~~.
 - ii. payments of up to ~~£2,000~~ excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 ~~{or to comply with contractual terms}~~, where the due date for payment is before the next scheduled meeting of ~~{the council/Finance Committee}~~, where the ~~{Clerk /and- RFO}~~ certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of ~~council {or finance committee}~~.
 - iv. Fund transfers within the councils banking arrangements up to the sum of ~~£10,000~~ provided that a list of such payments shall be submitted to the next appropriate meeting of ~~council {or the finance committee}~~.
 - 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council and/or finance committee}. The council ~~{or committee}~~ shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

Commented [LC6]: Consideration needs to be given to increasing this to take into account salary payments and some monthly payments which regularly exceed £10,000

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, ~~{the RFO}~~ shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify ~~{a number of}~~ councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. {The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.}
- 7.2. ~~All authorised signatories shall have access to view the council's bank accounts online by attending the council offices.~~
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be ~~sent provided{by email}~~ to ~~{two}~~ authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator ~~{an authorised signatory}~~ the Deputy Clerk shall set up any payments due before the return of the Service Administrator.
- 7.6. Two ~~{councillors and the Clerk}~~ who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online ~~{and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}~~.
- 7.8. A full list of all payments made in a month shall be provided to the next ~~{council/committee}~~ meeting ~~{and appended to the minutes}~~.
- 7.9. With the approval of ~~{the council}~~ in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are ~~{signed/approved online}~~ by ~~{two authorised members and the Clerk}~~. The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of ~~{the council/Finance Committee}~~ provided that each payment is approved online by ~~{two authorised Councillor}~~ bank signatories and the Clerk, evidence is retained and any payments are reported to ~~{the council/Finance Committee}~~ at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed {or approved online} by ~~{two members}~~ and the Clerk, evidence of this is retained and any

Commented [LC7]: Arrangements need to be made with Lloyds Bank to change how payments are approved online to include cllrs - Chair of Finance and Clerk arranging a meeting with Lloyds to discuss various issues in relation to bank account

payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by ~~{the council}~~ at least every two years.

- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by ~~{two of}~~ the Clerk/RFO and ~~{the RFO}~~ ~~{a member}~~. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every ~~{two years}~~.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance ~~in accordance~~ with a resolution or delegated decision shall be signed by ~~{two members}~~ and countersigned by the Clerk~~}~~.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. ~~{Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council {or committee} meeting}~~. Any signatures obtained away from council meetings shall be reported to the council ~~{or Finance Committee}~~ at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to ~~{the Clerk/RFO -and the RFO}~~ the Deputy Clerk and will also be restricted to a single transaction maximum value of [£1,0500] unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by ~~{the council}~~. Transactions and purchases made will be reported to ~~{the council}~~ and authority for topping-up shall be at the discretion of ~~{the council}~~.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/RFO and Deputy Clerk ~~{and RFO}~~ ~~{specify other officers}~~ and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used ~~{under any circumstances}~~ ~~OR~~ {except for expenses of up to [£250] including VAT, incurred in accordance with council policy.}

Commented [LC8]: To be agreed

10. Petty Cash

- 10.1. ~~{The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.}~~ **OR** {The RFO shall maintain a petty cash [float/imprest account] of {£250} and may provide petty cash to officers for the purpose of defraying operational and other expenses.
- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council {or relevant committee}.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the

minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

- 12.2. Any financial arrangement which does not require formal borrowing approval from the [Secretary of State/Welsh Assembly Government] (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must ~~be~~ written ~~be~~ in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. ~~{The RFO}~~ shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by ~~{the RFO}~~ and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. ~~{The RFO shall ensure that VAT is correctly recorded in the council's accounting software ~~software~~ and that any VAT Return required is submitted from the software by the due date}. OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}~~
- 13.7. ~~{Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket~~

issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}

- 13.8. {Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.}

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Council or relevant committee and {the Clerk} to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. {The officer in charge of each section} shall be responsible for the care and custody of stores and equipment {in that section}.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. {Stocks shall be kept at the minimum levels consistent with operational requirements.}
- 15.4. {The RFO shall be responsible for periodic checks of stocks and stores, at least annually.}

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case

(including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk/RFO shall give prompt notification to ~~the RFO~~ Council or relevant committee of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers. ~~(in consultation with the Clerk).~~
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined ~~annually~~ by the council, or duly delegated committee.

18. [Charities]

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document. }

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations ~~annually~~ and following any change of ~~Clerk~~ RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- ~~19.2.~~
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order ~~[insert reference of the council's relevant standing order]~~18c and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



LEDBURY TOWN COUNCIL

TRAINING AND DEVELOPMENT POLICY

This Policy is to be read in conjunction with the following policies:

- *Equal Opportunities Policy*
- *Agile Working Policy*

Ledbury Town Council aims to operate effective and efficient high standards of service to the residents of and visitors to Ledbury. To achieve this aim, the Council recognises that training and development plays an integral part in both employee and councillor development, based on equality of opportunity to all.

According to the Chartered Institute of Personnel and Development (2007), Training can be defined as a “planned process to develop the abilities of the individual to satisfy current and future needs of the organisation”.

Ledbury Town Council recognises that its most important resource is its employees and councillors, and is committed to encouraging both to enhance their knowledge and qualifications through further training.

Training courses, which will benefit the Council, provide relevant development opportunities and enable employees and councillors to perform their duties and responsibilities efficiently and effectively will be prioritised.

The Council will look proactively at offering financial assistance to support appropriate training and development programmes.

Councillors will be provided with opportunities at induction and throughout their term of office to become familiar with changes to legislation, their roles and responsibilities as councillors and to develop themselves in order to better support the community they serve.

Employee training may be identified through formal and informal discussions, when reviewing job descriptions, at supervision and appraisals and agreed via line managers in liaisons with the Chief Officer.

Equality

In putting this procedure into practice, no aspect of this procedure will discriminate on the grounds of race, sex, sexual orientation, gender reassignment, age, religion, politics, marital status, disability and/or union membership or any other grounds likely to place anyone at a disadvantage, in accordance with the Equality Act 2010.

PROCEDURE

Training Categories

Statutory – Statutory training is that which is required under legislation to ensure that all employees and councillors are trained to the level required by statute.

Occupational – Occupational training is that which is required in order to acquire and refresh the skills needed to carry out particular roles which form part of the employee's job profile or a role which they will undertake in the near future. There may be some occupational training required for councillors who undertake specific duties, such as appraisal training, chairing skills, understanding planning legislation or other requirements that the council needs to comply with in its role as employer.

Vocational – Vocational training is that which is not necessarily required for the role, but may be deemed useful as the skills, knowledge and qualifications obtained will add to the development of the employee or councillors if not covered by statutory or occupational training.

Training Facilities

The Council will make available facilities to employees to enable them to:-

- Attend approved daytime training courses or courses held wholly or partly outside office hours
- Study by way of distance learning courses
- Have provision of a study area at the Council offices for agreed study during working hours
- Support staff studying from home during working hours via its Agile Working Policy

The Clerk will arrange for Councillors to be booked onto relevant training as agreed through their induction programme or requested throughout their term of office.

Training Budgets

The Clerk is responsible for managing the training budget for both staff and councillors. Requests to increase the training budget in year MUST be made to the Resources Committee, who will make recommendation to either the Finance, Policy & General Purposes Committee or Full Council.

In an election year the Councillor training budget will be increased by 75% in order to arrange a training package for new/returning councillors. This will include Code of Conduct and any other courses councillors may consider appropriate.

Costs

The Council will meet the cost of reasonable expenses for:

- Staff salary and other contractual benefits
- Course and examination fees (noting that failure to attend a pre-booked course may result in the employee paying towards the cost of the course)
- Travel costs, either by public transport or use of own transport in line with the terms and conditions set out in the National Joint Council Local Government Services Pay and Conditions of Service. It is expected that wherever possible, all employees and councillors will use the cheapest form of transport available.

Study Material

- Any essential reading material purchased by the Council will remain the property of the Council and must be returned to the Council at the end of the training course. Failure to do so will result in the employee being charged full replacement costs.

Examinations

Staff will be given suitable study leave ahead of examinations.

Requesting Training

All staff have the right to request training and each case will be considered on its own merit.

- The Deputy Clerk is responsible for ensuring that all staff receive statutory training and attend all the appropriate refresher courses
- Requests must be made in writing to the employee's line manager who will forward them to the Town Clerk for consideration
- Requests for vocational training **MUST** be approved by the Resources Committee

Appeals

If a request for training is declined any appeal **MUST** be made in writing to the Town Clerk within 5 working days of the refusal giving reasons why the training is required.

If this is not successful an appeal may be made, again within 5 working days of the Clerk's refusal, to the Resources Committee whose decision will be final.

Repayment of Training Costs

Failure to complete a training course may result in the Council reclaiming the cost of the training and any other costs involved i.e. travel and overtime.

Failure to complete statutory and/or occupational training may result in disciplinary action being taken.

Evaluation

Records of all training undertaken by employees and councillors will be kept on a training database, and hard copies of certificates will be kept in staff personnel files.

Staff will be asked to provide feedback to their line manager on the quality of the training they undertake, if they have any best practice or learning to highlight the overall value and effectiveness of the training. Councillors will be asked to provide feedback to the Town Clerk.

The Town Clerk will report annually to the Resources Committee on progress detailing employee and councillor training attended throughout the year.

Date Adopted: 18.01.2024

Reviewed: 04.07.2024

Next Review: 03.07.2026

Adopted:

Review Date: