



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY
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20 January 2023

TO: Councillors Bradford, Eakin, Harvey, Howells, Hughes, and Sinclair

Dear Member

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in **the Committee Room, Church Lane, Ledbury on Thursday, 26 January 2023 at 7.00 pm** for the purpose of transacting the business set out below.

Yours faithfully

Angela Price PSLCC
Town Clerk

A G E N D A

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

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

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

3. **Nolan Principles** **(Page 2939)**
4. **Public Participation**

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

Speak for more than five minutes. Questions/comments shall be directed to the Chairman.

Minutes

5. To approve and sign as a correct record the minutes of a meeting of Finance, Policy & General Purposes Committee held on 24 November 2022 (Pages 2940-2946)
6. To review the action sheet (Page 2947)

Financial Matters

7. To approve invoices for payment for October, November and December 2022 (Pages 2948-2949)
8. To receive the record of Receipts and Payments for October, November and December 2022 (Pages 2950-2998)
9. To receive the Balance Sheet and Trial Balance for month 7, 8 and 9 (Pages 2999-3014)
10. 2022/23 Budget Monitoring (Pages 3015-3022)
11. To confirm verification of bank statements and reconciliations for October, November and December 2022
12. 2023/24 Fees & Charges (Pages 3023-3025)
13. 2023/24 Draft budget (Pages 3026-3046)
 - a. Draft Budget 2023/24
 - b. 2022/23 Movements from General and Earmarked Reserves
14. Banking Charge Comparison (Pages 3047-3049)
15. Recommendations from other committees (If any) (To follow)
16. DSE Assessments for office staff (Pages 3050-3051)
17. Local Government Pension Scheme - V2 Agreement to the Proposed contributions Outcome of the 2022 Actuarial Valuation (Pages 3052-3063)
18. Public Sector Deposit Fund Fact Sheet 30 November and 31 December 2023 (For Information only) (Pages 3064-3067)

Funding Opportunities

19. Marches Energy Grant (Pages 3068-3070)

Policies

20. Social Media Policy (Pages 3071-3074)

Governance

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

22. To review risk register Part 4 – Council Properties (Pages 3075-3076)

Working Parties

23. To receive and note the minutes of a meeting of the Grants Working Party held on 30 November and 21 December 2022 and to give consideration to any recommendations therein (Pages 3077-3080)

24. Date of next meeting

The next meeting of the Finance, Policy & General Purposes Committee is scheduled to take place on Thursday, 23 March 2023 at 7.00 pm, and will take place in the Ledbury Town Council Office, Church Lane

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

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

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

LEDBURY TOWN COUNCIL

The Seven Principles of Public Life

(Nolan Principles)

1. Selflessness

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

2. Integrity

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

3. Objectivity

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

4. Accountability

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

5. Openness

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

6. Honesty

Holders of public office should be truthful.

7. Leadership

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

LEDBURY TOWN COUNCIL

**MINUTES OF A FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD
ON
24 NOVEMBER 2022**

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

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

F521 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Harvey.

F522 Declarations of Interests

No declarations of interest were received.

F523 Nolan Principles

RESOLVED:

That the Nolan Principles be received and noted.

F524 Public Participation

No members of the public were present.

Minutes

F525 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 29 SEPTEMBER 2022

RESOLVED:

That the minutes of a meeting of the Finance, Policy and General-Purpose Committee held on 29 September 2022 be approved and signed as a correct record.

F526 TO REVIEW THE ACTION SHEET

F512 The Clerk advised that she had received notification that the dropped kerb at Horselane Orchard will not be included this financial year by Herefordshire Council.

RESOLVED:

That the action sheet be received and noted.

F527 TO APPROVE INVOICES FOR PAYMENT FOR NOVEMBER 2022

RESOLVED:

- i. **That the list of invoices for payment included in the agenda pack in the sum of £15,810.56 plus VAT be approved.**
- ii. **That the tabled list of invoices for payment in the sum of £2,413.99 plus VAT be approved.**

F528 TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR SEPTEMBER 2022

RESOLVED:

That the receipts and payments for September 2022 be received and noted.

F529 TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTH 6

RESOLVED:

That the balance sheet and trial balance for month 6 be received and noted.

F530 2022/23 BUDGET MONITORING

The Chair queried the following lines:

107/4206 – The Clerk will investigate why this budget line is almost spent and return the answer accordingly.

107/4594 – The Clerk stated that it had previously agreed that the cemetery mapping would be funded from the General Reserves

108/4209 – Dog Hill Woods Maintenance the Chair enquired why this figure is a minus. The Clerk will investigate.

108/4210 – Councillor Sinclair asked why this total was shown as two entries on this line, the Clerk advised that it had been agreed at the Environment & Leisure Committee to vire £1,000 towards training of volunteer to work in Dog Hill Woods.

202/4122 – The Chair stated that the electricity figure looks low for the office. The Clerk informed Members that this figure will now rise as the office heating has been turned on.

214/1718 – October Fair Income - the budget was £2,000 but the actual figure was £2,250. Members feel that there should be full discussion regarding the fee which the fair pays to Ledbury Town Council as this has not risen for some time.

230/4000 – Not used as much of the Salary as expected. The Clerk stated that some of the agreed figure on this line should be in lines 230/4018 and 4230/4019 to take into account Pensions and National Insurance.

2817 – Stationary is overbudget. The Clerk advised that she had asked the

accounts clerk to check that this was all stationery items and not equipment or housekeeping items.

301/4542 – Town Centre Facilities, £5,000 which has not been spent. The Clerk stated that this was money which had been earmarked for the Bye Street toilets when the Council was considering taking these on. Members asked that this be remove from the 2023/24 budget line..

There followed a discussion about the high bank charges which are being charged to Ledbury Town Council. The Clerk stated that she had looked into this, and Lloyds Bank had informed her that this was due to Ledbury Town Council having an international bank account, which is not the correct account for this type of business.

Members agreed that it would be in Ledbury Town Councils best interest to investigate bank accounts and to find one which best suited the Council. Councillor Sinclair agreed that he would undertake this task with guidance from the Clerk regarding the needs of the Council.

RESOLVED:

- 1. That the 2022/23 Budget Monitoring be received and noted.**
- 2. That Councillor Sinclair undertake an investigation into the most suitable bank account for Ledbury Town Council, with guidance from the Clerk and provide a report to the next meeting of the Committee.**

F531 TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR SEPTEMBER 2022

RESOLVED:

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

F532 TO RECEIVE INTERIM EXTERNAL AUDIT REPORT 2022/23

Councillors concentrated on the areas which held the most recommendations within the report.

Box B

B1 – very important as the financial regulations which were used for the War Memorial report were not up to date.

B2/B3 – as above

B4 This is marked as medium importance. From the Clerks notes within the agenda, it does appear that there is now a proper process in place.

B5 – The Clerk stated that there have been occasions when the payment reports have been generated but whilst awaiting the approval of invoices at meetings, someone has chased payment for their invoice, and this has been paid via consultation with the Chair and Vice Chair prior to the meeting. The issue is that this payment should then be removed from the initial report and listed separately so that the lists and the banks payment reports are a match.

B6 – The Accounts Clerk reported the error to the Clerk as soon as it was realised. The committee noted that it was human error and accepted that this does on occasion happen.

C2 – The Chair stated that there were Members who were not aware that there are issues with the website. This is the third, possibly fourth, website that has been created for Ledbury Town Council. Rather than commissioning a new website can this one be fixed. Members discussed the website navigation being unsuitable for the Council noting that the company who created it have not made it user friendly for users or for updating information by officer. Councillor Howells stated that a website which is fit for purpose, a content management site, should be commissioned for use by LTC as this will eliminate the issues which have arisen. Councillor Sinclair recommended that Members view Cheltenham Town Council website as this is what the Council should aspire to.

RESOLVED:

- 1. That the External Audit Report be received and noted.**
- 2. That a recommendation be put to Full Council that Ledbury Town Council put together a specification of the requirements for a website and invite tenders from companies that are used to working with Town and Parish Councils with a view to commissioning a new website.**

F533 TO CONSIDER ANNUAL GRANT APPLICATIONS

RECOMMENDATION

Grants over £500:

- 1. Ledbury Primary School - That the application be declined but that the school be offered a permanent loan of 6 of the Ledbury Town Council Gazebos to Ledbury Primary School, on the proviso that the Council can collect them for use on their events when required.**
- 2. Ledbury Swifts Football Club – That Members offer an increased grant in of £1,500.**

Multi-year grants

- 1. Age UK Hereford & Localities – That Members approve this grant and that officers work with AGE UK to help publicise the location of their office in Ledbury.**

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

2. Ledbury Places – That the grant application be declined.

It was also proposed that Ledbury Town Council discuss the amalgamation of the Tour Guides work at both sites in order to provide better service.

3. Dream Your Future Families – That the Members approved this application for the sums of

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

4. Ledbury Food Bank – That Members approve the grant for £2,500 for years 1, 2 & 3 with an additional sum of £2,500 for year 0.

5. Ledbury Methodist Church – on behalf of “Warm Spaces” – That the Members approved this grant subject to the equitable distribution of funds.

Year 0 - £1,200
Year 1 - £1,350
Year 2 - £1,350
Year 3 - £1,500

F534 PARISH COUNCIL ELECTION 2023 – ESTIMATED COSTS TO BE RE-CHARGED

RESOLVED:

That the estimated costs information for the Parish Council Election 2023 be received and noted.

F535 CCTV REVENUE FUNDING 2023-2024

Members discussed the CCTV which is currently used by Ledbury Town Council within the town. It was noted that the cost had increased whilst the level of service and details offered have decreased, such as a detailed report with crime figures used to be received and this is no longer the case.

The Clerk stated that Ross on Wye has recently withdrawn from the service which as it felt that it was not the best way forward for their town. They have approached Ledbury about jointly funding an Enforcement Officer for the towns. She informed Members that there will be a report issued for Full Council in respect of partnership working between the market towns.

The Members requested that the Clerk review the terms of the current CCTV contract.

Councillor Eakin proposed that Ledbury Town Council commit to assessing the feasibility of changing CCTV provider once the Clerk had reviewed the terms of the current contract.

RESOLVED:

That the Members agreed that Ledbury Town Council would commit to assessing the feasibility of changing CCTV provider once the Clerk has reviewed the terms of the current contract.

F536 WORCESTERSHIRE PENSIONS FUND

(For information only)

- i. Actuarial Valuation Results 31 March 2022
- ii. 2022 Actuarial Valuation and FSS Consultation

RESOLVED:

That the Worcestershire Pensions Fund information be received and noted.

F537 PUBLIC SECTOR DEPOSIT FUND FACT SHEET – OCTOBER 2022

RESOLVED:

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

F538 RECOMMENDATIONS FROM OTHER COMMITTEES

Councillor Bradford posed the question to the Clerk as to why the Skatepark Resurfacing report had come to the Finance, Policy and General Purposes Committee as there is already a budget set for this project.

The Clerk informed the Members that, the total for the resurfacing was £9,590, which exceeded the amount available within the 2022/23 budget and therefore it was required to be reported to the Finance Committee.

RESOLVED:

That the Members of the Finance, Policy & General Purposes Committee agreed to the recommendation for Ledbury Town Council to proceed with Company C at a cost of £9590.00 +VAT to resurface the skatepark at the earliest opportunity, subject to funding being identified from within the 2022/23 budget.

F539 TO CONSIDER QUOTES RECEIVED IN RESPECT OF ELECTRICAL WORKS REQUIRED IN COUNCIL OFFICES

RESOLVED:

That the Members approved and selected Company A to carry out the electrical works at Ledbury Town Council Offices as soon as possible at a cost of £660 plus VAT.

F540 At this point the Members agreed that due to Health & Safety considerations, (the temperature in the room had become too cold to continue) the remaining items be deferred to other meetings.

RESOLVED:

That due to the Burgage Hall being cold and the winter months approaching, that future meeting of the Finance, Policy & General Purposes Committee be held in the Committee Room in the Council Offices.

F541 DATE OF NEXT MEETING

The next meeting of the Finance, Policy & General Purposes Committee is scheduled to take place on Thursday, 26 January 2023 at 7.00 pm, and will take place in the Burgage Hall, Church Lane, Ledbury

RESOLVED:

To note that the date of the next meeting of the Finance, Policy & General Purposes Committee is scheduled for Thursday, 26 January 2023.

The meeting ended at 8.45pm.

Signed Dated
(Chair)

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

24.11.2022

| Minute No. | Action | To be Actioned by | Date Actioned | Comments | Status |
|------------|--|-------------------|---------------|--|-------------|
| F530(2) | That Councillor Sinclair undertake an investigation into the most suitable bank account for Ledbury Town Council, with guidance from the Clerk and provide a report to the next meeting of the Committee. | ES | Jan-23 | Information provided on agenda for consideration | In progress |
| F532(2) | That a recommendation be put to Full Council that Ledbury Town Council put together a specification of the requirements for a website and invite tenders from companies that are used to working with Town and Parish Councils with a view to commissioning a new website. | AP | 2023 | Administrator currently undertaking work on council website to improve - report to be submitted to a future meeting of Finance detailing problems that cannot be resolved in-house | In progress |
| F533 | That the recommendations contained within the minute in respect of grant applications be submitted to a meeting of council on 01.12.2022 | AP | 01.12.2022 | Grants recommendations approved at full council on 01.12.2022 | Completed |
| F535 | That the Members agreed that Ledbury Town Council would commit to assessing the feasibility of changing CCTV provider once the Clerk has reviewed the terms of the current contract. | AP | 2023 | Relevant documents to be considered at a future meeting of FP&GP | In progress |
| F538 | That the Members of the Finance, Policy & General Purposes Committee agreed to the recommendation for Ledbury Town Council to proceed with Company C at a cost of £9,590.00 +VAT to resurface the skatepark at the earliest opportunity, subject to funding being identified from within the 2022/23 budget. | JL | Jan-23 | Works carried out week commencing 16.01.2023 | Completed |
| F539 | That the Members approved and selected Company A to carry out the electrical works at Ledbury Town Council Offices as soon as possible at a cost of £660 plus VAT. | JL | Jan-23 | Works carried out January 2022 | Completed |

INVOICES FOR PAYMENT January 2023

| INVOICE DATE | INVOICE NO | BAC's/Chq | COMPANY | DESCRIPTION | NET AMOUNT | VAT AMOUNT | GROSS AMOUNT |
|--------------|-----------------|-----------|----------------------------------|---|------------|------------|--------------|
| 23.12.2022 | 6820 | BACS | Bliss Cleaning Services | LTC Cleaning Services | 222.00 | 44.40 | 266.40 |
| 31.12.2022 | 6190351537 | BACS | Lyreco | Stationary | 77.92 | 15.58 | 93.50 |
| 23.12.2022 | CCT22/10 | BACS | Coddington Christmas Trees | Christmas Tree | 300.00 | | 300.00 |
| 31.12.2022 | 41 | BACS | Ledbury Hardware Ltd | Electrical Lead, door hooks and tea lights | 18.60 | 3.72 | 22.32 |
| 03.01.2023 | 794089 | BACS | Waterplus | Water Drainage | 14.58 | | 14.58 |
| 31.12.2022 | 523 | BACS | P J Nichols | Fuel for Van | 84.06 | 16.81 | 100.87 |
| 31.12.2022 | | BACS | D M Property Maintenance | Contract groundworks | 2323.50 | | 2323.50 |
| 09.01.2023 | 57784 | BACS | HMS | Install light fittings throughout LTC building | 755.00 | 151.00 | 906.00 |
| 28.11.2022 | Expenses | BACS | Phillip Howells | Mayors expenses claim | 133.21 | | 133.21 |
| 03.01.2023 | 9303565758 | BACS | SETON | 200 Lite Grit Bin | 125.94 | 25.19 | 151.13 |
| 09.01.2023 | 090123/5 | BACS | Face in the Crowd | Face Painter | 250.00 | 50.00 | 300.00 |
| 07.01.2023 | 5881705 | BACS | npower | Market Stall Electricity | 35.54 | 1.78 | 37.32 |
| 15.12.2022 | 39807 | BACS | Worknest | Administration Fee for HR | 86.50 | 11.00 | 97.50 |
| 10.01.2023 | 118589 | BACS | Oms | Monthly IT fee | 661.50 | 132.32 | 793.92 |
| 11.01.2023 | A Price | BACS | A Price (Re-imbursment) | No parking sign | 8.66 | 1.73 | 10.39 |
| 13.01.2023 | LTC/Q4/311222 | BACS | Ledbury Community Association | Supply of Electricity for CCTV at Recreation ground | 225.56 | 8.02 | 233.58 |
| 28.11.2023 | 146624 | BACS | Paperstation | Stationary | 8.99 | 1.80 | 10.79 |
| 11.01.2023 | 3623512 | BACS | Eureka | First Aid Equipment | 11.70 | 2.34 | 14.04 |
| 13.01.2023 | NF/LTC/13.01.23 | BACS | Ledbury & District Civic Society | Hire of Burgence Hall | 60.00 | | 60.00 |
| 17.01.2023 | 2023/HT213 | BACS | Ledbury & District Civic Society | Ledbury Heritage Trail Map | 14.00 | 0.00 | 14.00 |
| 16.01.2023 | A Price | BACS | A Price (Re-imbursment) The Dots | Job Advertisement PM John Masfield | 195.00 | 39.00 | 234.00 |
| 17.01.2023 | Expenses | BACS | T Dold (Re-imbursment) | Penalty Charge for Parking | 25.00 | | 25.00 |
| 17.01.2023 | 103512 | BACS | arts jobs online | Job Advertisement PM John Masfield | 150.00 | 30.00 | 180.00 |

| | | | | | | | |
|------------|----------|------|-------|------------------------------|----------------|---------------|----------------|
| 11.01.2023 | 96969656 | BACS | Chubb | Fire Safety Service Contract | 960.93 | 192.19 | 1153.12 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | TOTAL | 6748.19 | 726.88 | 7475.17 |

Lloyds A/c (235) (Bus Ext)

Receipts received between 01/10/2022 and 31/10/2022

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|-------------|--------------------------------------|------------------|-------------|--------------|------|--------|------------------|----------------------|
| | FPI Banked: 03/10/2022 | 277.78 | | | | | | |
| | FPI The Stone Workshop | 277.78 | | | 1289 | 118 | 277.78 | War Memorial Refund |
| | INT Banked: 10/10/2022 | 0.84 | | | | | | |
| | INT Lloyds Bank | 0.84 | | | 1870 | 220 | 0.84 | Interest |
| | 1028 Banked: 10/10/2022 | 50.00 | | | | | | |
| | 1028 BCard | 50.00 | | | 1460 | 120 | 50.00 | Ceremony Room Income |
| | BCard Banked: 10/10/2022 | 8.00 | | | | | | |
| | BCard Painted Room | 8.00 | | | 1451 | 105 | 8.00 | Donations |
| | 500470 Banked: 12/10/2022 | 1,916.00 | | | | | | |
| | 500470 R Wilson | 1,080.00 | | | 1090 | 301 | 1,080.00 | Charter Market |
| | 500470 Dignity Funerals | 428.00 | | | 1100 | 102 | 428.00 | Interment |
| | 500470 Dawes Brothers | 47.00 | | | 1130 | 102 | 47.00 | Memorial |
| | 500470 Weston Power | 120.00 | | | 1902 | 220 | 120.00 | Wayleave |
| | 500470 Dawes Brothers | 241.00 | | | 1100 | 102 | 241.00 | Interment |
| | 500471 Banked: 12/10/2022 | 2,805.00 | | | | | | |
| | 500471 TJ Tools | 18.50 | | | 1090 | 301 | 18.50 | Charter Market |
| | 500471 Pauntley Petals | 37.00 | | | 1090 | 301 | 37.00 | Charter Market |
| | 500471 Charter Market | 30.00 | | | 1090 | 301 | 30.00 | Charter Market |
| | 500471 Orchard Grove | 22.50 | | | 1090 | 301 | 22.50 | Charter Market |
| | 500471 Painted Room Sales | 414.60 | | | 1451 | 105 | 414.60 | Donations |
| | 500471 Painted Room Sales | 9.40 | | | 1450 | 105 | 9.40 | VAT |
| | 500471 Painted Room Sales | 23.00 | | | 1450 | 105 | 23.00 | Non VAT |
| | 500471 A Roger | 2,250.00 | | | 1718 | 214 | 2,250.00 | Mop Fair |
| | 0115722 Banked: 14/10/2022 | 166.80 | | | | | | |
| | 0115722 Training at Work | 166.80 | | 27.80 | 4050 | 230 | 139.00 | First Aid Training |
| | Banked: 24/10/2022 | 30,000.00 | | | | | | |
| | 24102022 Premier A/c (736) Comm Call | 30,000.00 | | | | 202 | 30,000.00 | 736 - 235 |
| | BCARD Banked: 31/10/2022 | 53.80 | | | | | | |
| | BCARD Painted Room Sales | 53.80 | | | 1451 | 105 | 53.80 | Donations |
| | BCARD Banked: 31/10/2022 | 60.20 | | | | | | |
| | BCARD Painted Room Sales | 60.20 | | | 1450 | 105 | 60.20 | Sales |
| | BCARD Banked: 31/10/2022 | 261.00 | | | | | | |
| | BCARD Dog Bags | 32.00 | | | 1471 | 127 | 31.00 | Doggy Bags |
| | | | | | 4271 | 127 | 1.00 | Doggy Bags |
| | BCARD Wedding Payment | 185.00 | | | 1460 | 202 | 185.00 | Final Payment |
| | BCARD Charter Market | 44.00 | | | 1090 | 301 | 44.00 | Market Payment |
| | Total Receipts: | 35,599.42 | 0.00 | 27.80 | | | 35,571.62 | |

2950

Premier A/c (736) Comm Call

Receipts received between 01/10/2022 and 31/10/2022

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> |
|--------------------|----------------------------------|------------------------|------------------|--------------|------------|---------------|------------------|---------------------------|
| | FPI Banked: 05/10/2022 | 166.50 | | | | | | |
| | FPI The Co-operative Group (CGP) | 166.50 | | | 1160 | 102 | 166.50 | Mortuary Rent |
| | INT Banked: 05/10/2022 | 24.21 | | | | | | |
| | INT Lloyds Bank | 24.21 | | | 1870 | 220 | 24.21 | Interest |
| | FPI Banked: 20/10/2022 | 915.00 | | | | | | |
| | FPI Ledbury Funeral Services | 915.00 | | | 1100 | 102 | 915.00 | Intrcmnts & EROB |
| | FPI Banked: 20/10/2022 | 80.00 | | | | | | |
| | FPI Taynton Farm Sales | 80.00 | | | 1090 | 301 | 80.00 | Charter Market |
| | Banked: 24/10/2022 | 30,000.00 | | | | | | |
| 24102022 | Instant Access (174) DO NOT US | 30,000.00 | | | 201 | | 30,000.00 | 174 - 736 |
| | Banked: 24/10/2022 | 30,000.00 | | | | | | |
| 24102022 | Instant Access (174) DO NOT US | 30,000.00 | | | 201 | | 30,000.00 | 174 - 736 |
| | Total Receipts: | 61,185.71 | 0.00 | 0.00 | | | 61,185.71 | |

Public Sector Deposit Fund

Receipts received between 01/10/2022 and 31/10/2022

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------------------|--------------------------------|-----------------|-----------|-------|------|--------|----------|---------------------|
| INT | Banked: 31/10/2022 | 219.50 | | | | | | |
| INT | The Public Sector Deposit Fund | 219.50 | | | 1870 | 220 | 219.50 | Dividend reinvested |
| Total Receipts: | | 219.50 | 0.00 | 0.00 | | | 219.50 | |

Lloyds A/c (235) (Bus Ext)

Payments made between 01/10/2022 and 31/10/2022

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
|----------------------------------|--------------------------------|-----------|-----------------|-------------|---------------|------|--------|-----------------|--------------------------------|
| 03/10/2022 | Take Payments | DD | 30.00 | | 5.00 | 4433 | 220 | 25.00 | Card Machine Rental |
| 03/10/2022 | Take Payments | DD | 30.00 | | 5.00 | 4433 | 105 | 25.00 | Card Machine Rental |
| 03/10/2022 | Advansys Ltd | DD | 102.00 | | 17.00 | 4482 | 401 | 85.00 | Monthly Hosting |
| 03/10/2022 | BNP Paribas Leasing Solutions | DD | 309.95 | | 51.66 | 4481 | 401 | 258.29 | Office Telecoms Rental |
| 04/10/2022 | EE Limited | DD | 15.73 | | 2.62 | 4481 | 401 | 13.11 | Wedding co-ordinator mobile |
| 06/10/2022 | Grapevine Publications Ltd | BACS | 360.00 | | 60.00 | 4857 | 214 | 300.00 | Leaflet delivery with Focus |
| 07/10/2022 | Tim Martin | BACS | 1,250.00 | | | 4238 | 110 | 1,250.00 | Design & painting shelter |
| 07/10/2022 | Citation Limited | DD | 239.84 | | 39.97 | 4415 | 235 | 199.87 | EL & HR Compliance Ltd |
| 10/10/2022 | Welsh Water | BACS | 24.35 | | | 4115 | 202 | 24.35 | LTC Water |
| 10/10/2022 | Welsh Water | BACS | 15.79 | | | 4115 | 202 | 15.79 | Welsh Water |
| 10/10/2022 | Barclaycard | DD | 10.00 | | | 4433 | 105 | 10.00 | Monthly transactions charges |
| 10/10/2022 | Barclaycard | DD | 10.00 | | | 4433 | 105 | 10.00 | Transaction Charges |
| 10/10/2022 | Onecom Limited | DD | 405.54 | | 67.59 | 4481 | 401 | 337.95 | Telephone system |
| 11/10/2022 | British Gas | DD | 23.18 | | 1.10 | 4800 | 214 | 22.08 | BBI Electricity |
| 12/10/2022 | Cash | CHQ | 202.47 | | | 4444 | 235 | 202.47 | Petty Cash top up |
| 14/10/2022 | Octopus Energy | DD | 78.63 | | 3.74 | 4122 | 102 | 74.89 | Cemetery Electricity Mth 7 |
| 14/10/2022 | Octopus Energy | DD | 188.01 | | 8.95 | 4122 | 202 | 179.06 | LTC Electricity Mth 7 |
| 17/10/2022 | Heating Maintenance Services L | BACS | 207.00 | | 34.50 | 4170 | 201 | 172.50 | Fit new light on Market House |
| 17/10/2022 | Printerbase | BACS | 242.88 | | 40.48 | 4400 | 235 | 202.40 | Ink Cartridges |
| 17/10/2022 | Malcolm Marsh | BACS | 220.00 | | | 4170 | 110 | 220.00 | Works completed on Rec |
| 17/10/2022 | Autela Payroll Services | BACS | 86.40 | | 14.40 | 4460 | 220 | 72.00 | Monthly Payroll Process |
| 17/10/2022 | PKF Littlejohn LLP | BACS | 1,560.00 | | 260.00 | 4590 | 220 | 1,300.00 | Professional services re audit |
| 17/10/2022 | Urban Hygeine | BACS | 180.58 | | 30.10 | 4857 | 214 | 150.48 | Anti Graffiti Coating |
| 17/10/2022 | Shed Sounds | BACS | 200.00 | | | 4607 | 127 | 200.00 | PA for Kings Proclamation |
| 17/10/2022 | All About | BACS | 90.00 | | 15.00 | 4703 | 107 | 75.00 | All About West of the Hills Le |
| 17/10/2022 | Orphans | BACS | 30.00 | | 5.00 | 4430 | 105 | 25.00 | A! Poster for painted room |
| 17/10/2022 | Quickskip Hereford Ltd | BACS | 246.00 | | 41.00 | 4225 | 102 | 205.00 | Cemetery Skip |
| 17/10/2022 | Cclr Adrian Gregson | BACS | 5.00 | | | 4535 | 210 | 5.00 | Ticket for Fundraising event |
| 17/10/2022 | Lyreco UK Ltd | BACS | 117.08 | | 19.51 | 4400 | 235 | 91.17 | Stationary & |
| Subtotal Carried Forward: | | | 6,480.43 | 0.00 | 722.62 | | | 5,660.24 | |

Lloyds A/c (235) (Bus Ext)

Payments made between 01/10/2022 and 31/10/2022

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
|------------|--------------------------------|-----------|--------------|-------------|--------|------|--------|----------|--------------------------------|
| | | | | | | | | | Housekeeping |
| | | | | | | 4155 | 202 | 6.40 | Stationary & Housekeeping |
| 17/10/2022 | iwfm | BACS | 162.00 | | | 4460 | 220 | 162.00 | Affiliate Renewal |
| 17/10/2022 | John Masefield Society | BACS | 7.00 | | | 4553 | 301 | 7.00 | Trail Cycle Maps |
| 17/10/2022 | Ledbury & District Society Tr. | BACS | 14.00 | | | 4553 | 301 | 14.00 | Heritage Trail Maps |
| 17/10/2022 | LACF | BACS | 7.00 | | | 4553 | 301 | 7.00 | Ledbury Loop Map |
| 17/10/2022 | Vision Office Tech Services Lt | BACS | 320.24 | | | 4410 | 235 | 320.24 | Photocopier costs |
| 17/10/2022 | Shredall Ltd | BACS | 77.05 | | | 4415 | 235 | 77.05 | LTC Shredding |
| 17/10/2022 | Christopher Dold | BACS | 405.00 | | | 4170 | 102 | 405.00 | July & August Cemetery Maint |
| 17/10/2022 | Ewen Sinclair | BACS | 132.57 | | | 4857 | 214 | 132.57 | Leaflets |
| 17/10/2022 | MHElectrical | BACS | 270.00 | | 45.00 | 4171 | 202 | 225.00 | LTC PAT Testing |
| 17/10/2022 | Adobe Systems | BACS | 343.92 | | | 4460 | 220 | 343.92 | Annual subscription |
| 17/10/2022 | Ledbury & District Society Tr. | BACS | 84.00 | | | 4607 | 127 | 84.00 | Hire of Burgage Hall |
| 17/10/2022 | Clubsport | BACS | 110.00 | | 18.33 | 4235 | 110 | 91.67 | 1 x Football Net at the Rec |
| 17/10/2022 | Price, Mrs A | BACS | 138.00 | | | 4051 | 230 | 138.00 | Mileage Expenses |
| 17/10/2022 | Francotyp Postalia | DD | 36.00 | | 6.00 | 4455 | 401 | 30.00 | Franking Machine |
| 17/10/2022 | OMS UK Ltd | DD | 793.93 | | 132.32 | 4483 | 401 | 661.61 | IT monthly agreement Mth 7 |
| 17/10/2022 | OMS UK Ltd | DD | -0.01 | | | 4483 | 401 | -0.01 | Managed IT Service |
| 18/10/2022 | E.on | DD | 44.28 | | 2.11 | 4122 | 201 | 42.17 | Market House Electricity Mth 7 |
| 19/10/2022 | Take Payments | DD | 54.00 | | 9.00 | 4433 | 105 | 45.00 | PCI Card machine annual charge |
| 19/10/2022 | Take Payments Ltd | DD | 54.00 | | 9.00 | 4433 | 105 | 45.00 | Annual Charge for Card Machine |
| 19/10/2022 | Take Payments Ltd | DD | 14.32 | | 2.39 | 4400 | 235 | 11.93 | Till rolls for card machines |
| 24/10/2022 | Lloyds Bank | PAY | 15.90 | | | 4550 | 220 | 15.90 | Service Charge |
| 25/10/2022 | Salary | BACS | 1,050.78 | | | 4000 | 105 | 1,050.78 | Salary Mth 7 |
| 25/10/2022 | Salary | BACS | 130.63 | | | 4000 | 230 | 130.63 | Salary Mth 7 |
| 25/10/2022 | Salary | BACS | 1,732.14 | | | 4000 | 102 | 1,732.14 | Salary Mth 7 |
| 25/10/2022 | Salary | BACS | 115.85 | | | 4000 | 230 | 115.85 | Salary Mth 7 |
| 25/10/2022 | Salary | BACS | 3,645.30 | | | 4000 | 230 | 3,645.30 | Salary Mth 7 |
| 25/10/2022 | Salary | BACS | 634.47 | | | 4000 | 230 | 634.47 | Salary Mth 7 |
| 25/10/2022 | Salary | BACS | 1,892.02 | | | 4000 | 230 | 1,892.02 | Salary Mth 7 |
| 25/10/2022 | Salary | BACS | 1,364.71 | | | 4000 | 230 | 1,364.71 | Salary Mth 7 |
| 25/10/2022 | Salary | BACS | 1,666.27 | | | 4000 | 230 | 1,666.27 | Salary Mth 7 |
| 25/10/2022 | Salary | BACS | 1,664.93 | | | 4000 | 230 | 1,664.93 | Salary Mth 7 |
| 25/10/2022 | Salary | BACS | 1,429.38 | | | 4000 | 230 | 1,429.38 | Salary Mth 7 |
| 25/10/2022 | H M Revenue & Customs | BACS | 4,751.64 | | | 4018 | 230 | 4,751.64 | Salary Mth 7 |

Subtotal Carried Forward:

29,641.75

0.00

946.77

28,694.98

2954

Lloyds A/c (235) (Bus Ext)

Payments made between 01/10/2022 and 31/10/2022

| Nominal Ledger Analysis | | | | | | | | | |
|-------------------------|--------------------------|-----------|------------------|-------------|---------------|------|--------|------------------|-------------------------------|
| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
| 25/10/2022 | Worcester County Council | BACS | 6,391.11 | | | 4019 | 230 | 6,391.11 | Salary Mth 7 |
| 25/10/2022 | The Pavillion Room | BACS | 64.00 | | 10.67 | 4535 | 210 | 53.33 | Hire of Room of Mayoral event |
| 25/10/2022 | PJNichols | BACS | 172.47 | | 28.74 | 4330 | 102 | 143.73 | Fuel for Mowers |
| 26/10/2022 | Herefordshire Council | DD | 68.00 | | | 4110 | 201 | 68.00 | Rates for Market House |
| 26/10/2022 | Herefordshire Council | DD | 86.00 | | | 4110 | 102 | 86.00 | Mortuary |
| 26/10/2022 | Herefordshire Council | DD | 148.00 | | | 4110 | 102 | 148.00 | Rates for Cemetery |
| 26/10/2022 | Herefordshire Council | DD | 603.00 | | | 4110 | 202 | 603.00 | LTC Rates Mth 7 |
| 28/10/2022 | Lloyds Bank | BACS | 39.20 | | | 4550 | 220 | 39.20 | Service Charges |
| Total Payments: | | | 37,213.53 | 0.00 | 986.18 | | | 36,227.35 | |

List of Payments made between 01/10/2022 and 31/10/2022

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 03/10/2022 | Take Payments | DD | 30.00 | PZI2611075 | Card Machine Rental |
| 03/10/2022 | Take Payments | DD | 30.00 | 12611074 | Card Machine Rental |
| 03/10/2022 | Advansys Ltd | DD | 102.00 | 40354 | Monthly Hosting |
| 03/10/2022 | BNP Paribas Leasing Solutions | DD | 309.95 | 2736309 | Office Telecoms Rental |
| 04/10/2022 | EE Limited | DD | 15.73 | 6174 | Wedding co-ordinator mobile |
| 06/10/2022 | Grapevine Publications Ltd | BACS | 360.00 | 22188 | Leaflet delivery with Focus |
| 07/10/2022 | Tim Martin | BACS | 1,250.00 | 132 | Design & painting shelter |
| 07/10/2022 | Citation Limited | DD | 239.84 | 0063014 | EL & HR Compliance Ltd |
| 10/10/2022 | Barclaycard | DD | 10.00 | 016436880922 | Monthly transactions charges |
| 10/10/2022 | Barclaycard | DD | 10.00 | 016436890922 | Transaction Charges |
| 10/10/2022 | Onecom Limited | DD | 405.54 | 685209 | Telephone system |
| 10/10/2022 | Welsh Water | BACS | 24.35 | 3008767376 | LTC Water |
| 10/10/2022 | Welsh Water | BACS | 15.79 | 3008766586 | Welsh Water |
| 11/10/2022 | British Gas | DD | 23.18 | 965852206 | BBI Electricity |
| 12/10/2022 | Cash | CHQ | 202.47 | PH | Petty Cash top up |
| 14/10/2022 | Octopus Energy | DD | 78.63 | 0017 | Cemetery Electricity Mth 7 |
| 14/10/2022 | Octopus Energy | DD | 188.01 | 0022 | LTC Electricity Mth 7 |
| 17/10/2022 | Heating Maintenance Services L | BACS | 207.00 | 55483 | Fit new light on Market House |
| 17/10/2022 | Printerbase | BACS | 242.88 | 693939 | Ink Cartridges |
| 17/10/2022 | Malcolm Marsh | BACS | 220.00 | REC | Works completed on Rec |
| 17/10/2022 | Autela Payroll Services | BACS | 86.40 | 9815 | Monthly Payroll Process |
| 17/10/2022 | PKF Littlejohn LLP | BACS | 1,560.00 | SB20222147 | Professional services re audit |
| 17/10/2022 | Urban Hygeine | BACS | 180.58 | 16499 | Anti Graffiti Coating |
| 17/10/2022 | Shed Sounds | BACS | 200.00 | 20221009 | PA for Kings Proclamation |
| 17/10/2022 | All About | BACS | 90.00 | 0022498 | All About West of the Hills Le |
| 17/10/2022 | Orphans | BACS | 30.00 | 25616 | A1 Poster for painted room |
| 17/10/2022 | Quickskip Hereford Ltd | BACS | 246.00 | 202124 | Cemetery Skip |
| 17/10/2022 | Cclr Adrian Gregson | BACS | 5.00 | Civic | Ticket for Fundraising event |
| 17/10/2022 | Lyreco UK Ltd | BACS | 117.08 | 6190348293 | Stationary & Housekeeping |
| 17/10/2022 | iwfm | BACS | 162.00 | 0106913 | Affiliate Renewal |
| 17/10/2022 | John Masefield Society | BACS | 7.00 | MT53 | Trail Cycle Maps |
| 17/10/2022 | Ledbury & District Society Tr. | BACS | 14.00 | 2022/HT212 | Heritage Trail Maps |
| 17/10/2022 | LACF | BACS | 7.00 | 2022/112 | Ledbury Loop Map |
| 17/10/2022 | Vision Office Tech Services Lt | BACS | 320.24 | 100171757 | Photocopier costs |
| 17/10/2022 | Shredall Ltd | BACS | 77.05 | 10609 | LTC Shredding |
| 17/10/2022 | Christopher Dold | BACS | 405.00 | 11/12 | July & August Cemetery Maint |
| 17/10/2022 | Ewen Sinclair | BACS | 132.57 | Expenses | Leaflets |
| 17/10/2022 | MHElectrical | BACS | 270.00 | 007112 | LTC PAT Testing |
| 17/10/2022 | Adobe Systems | BACS | 343.92 | 2275678996 | Annual subscription |
| 17/10/2022 | Ledbury & District Society Tr. | BACS | 84.00 | NF/LTC/27/09/22 | Hire of Burgage Hall |
| 17/10/2022 | Clubsport | BACS | 110.00 | A41484 | 1 x Football Net at the Rec |
| 17/10/2022 | Francotyp Postalia | DD | 36.00 | 277948 | Franking Machine |
| 17/10/2022 | Price, Mrs A | BACS | 138.00 | PHowells | Mileage Expenses |
| 17/10/2022 | OMS UK Ltd | DD | 793.93 | 117159 | IT monthly agreement Mth 7 |
| 17/10/2022 | OMS UK Ltd | DD | -0.01 | 117159 | Managed IT Service |
| 18/10/2022 | E.on | DD | 44.28 | 0011 | Market House Electricity Mth 7 |
| 19/10/2022 | Take Payments | DD | 54.00 | 12625624 | PCI Card machine annual charge |

List of Payments made between 01/10/2022 and 31/10/2022

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 19/10/2022 | Take Payments Ltd | DD | 54.00 | 12625622 | Annual Charge for Card Machine |
| 19/10/2022 | Take Payments Ltd | DD | 14.32 | 12625623 | Till rolls for card machines |
| 24/10/2022 | Lloyds Bank | PAY | 15.90 | 7965 | Service Charge |
| 25/10/2022 | Salary | BACS | 1,050.78 | Payroll | Salary Mth 7 |
| 25/10/2022 | Salary | BACS | 130.63 | Payroll | Salary Mth 7 |
| 25/10/2022 | Salary | BACS | 1,732.14 | Payroll | Salary Mth 7 |
| 25/10/2022 | Salary | BACS | 115.85 | Payroll | Salary Mth 7 |
| 25/10/2022 | Salary | BACS | 3,645.30 | Payroll | Salary Mth 7 |
| 25/10/2022 | Salary | BACS | 634.47 | Payroll | Salary Mth 7 |
| 25/10/2022 | Salary | BACS | 1,892.02 | Payroll | Salary Mth 7 |
| 25/10/2022 | Salary | BACS | 1,364.71 | Payroll | Salary Mth 7 |
| 25/10/2022 | Salary | BACS | 1,666.27 | Payroll | Salary Mth 7 |
| 25/10/2022 | Salary | BACS | 1,664.93 | Payroll | Salary Mth 7 |
| 25/10/2022 | Salary | BACS | 1,429.38 | Payroll | Salary Mth 7 |
| 25/10/2022 | H M Revenue & Customs | BACS | 4,751.64 | Payroll | Salary Mth 7 |
| 25/10/2022 | Worcester County Council | BACS | 6,391.11 | Payroll | Salary Mth 7 |
| 25/10/2022 | The Pavillion Room | BACS | 64.00 | 929 | Hire of Room of Mayoral event |
| 25/10/2022 | PJNichols | BACS | 172.47 | 490 | Fuel for Mowers |
| 26/10/2022 | Herefordshire Council | DD | 68.00 | 85806086 | Rates for Market House |
| 26/10/2022 | Herefordshire Council | DD | 86.00 | 8427557X | Mortuary |
| 26/10/2022 | Herefordshire Council | DD | 148.00 | 84275471 | Rates for Cemetery |
| 26/10/2022 | Herefordshire Council | DD | 603.00 | 85237264 | LTC Rates Mth 7 |
| 28/10/2022 | Lloyds Bank | BACS | 39.20 | 380468605 | Service Charges |
| Total Payments | | | 37,213.53 | | |

Premier A/c (736) Comm Call

Payments made between 01/10/2022 and 31/10/2022

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> |
|------------------------|--------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|------------------|----------------------------|
| 24/10/2022 | Instant Access (174) DO NOT US | 24102022 | 30,000.00 | | | 201 | | 30,000.00 | from 736 - 174 |
| 24/10/2022 | Instant Access (174) DO NOT US | 24102022 | 30,000.00 | | | 201 | | 30,000.00 | from 736 - 174 |
| 24/10/2022 | Lloyds A/c (235) (Bus Ext) | 24102022 | 30,000.00 | | | 200 | | 30,000.00 | 736 - 235 |
| 28/10/2022 | Lloyds Bank | PAY | 1.85 | | | 4550 | 220 | 1.85 | Service Charge |
| Total Payments: | | | 90,001.85 | 0.00 | 0.00 | | | 90,001.85 | |

Petty Cash

Payments made between 01/10/2022 and 31/10/2022

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> |
|------------------------|-------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|--------------------------------|
| 12/10/2022 | Tesco Express | PAY | 61.13 | | | 4444 | 235 | 61.13 | Housekeeping for civic event |
| 12/10/2022 | Spar ledbury | PAY | 7.09 | | | 4444 | 235 | 7.09 | Milk and Juice for Civic event |
| 12/10/2022 | Coffee 1 | PAY | 13.25 | | | 4444 | 235 | 13.25 | Welfare Costs |
| 18/10/2022 | Petty Cash | PAY | 65.00 | | | 4444 | 235 | 65.00 | Interpreter Civic Coffee Morni |
| 18/10/2022 | Ledbury News | PAY | 8.80 | | | 4444 | 235 | 8.80 | Weekly Newspaper |
| 25/10/2022 | Post Office Ltd | PAY | 2.85 | | | 4444 | 235 | 2.85 | Recorded delivery |
| Total Payments: | | | 158.12 | 0.00 | 0.00 | | | 158.12 | |

List of Payments made between 01/10/2022 and 31/10/2022

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|---------------------------|
| 24/10/2022 | Instant Access (174) DO NOT US | 24102022 | 30,000.00 | | from 736 - 174 |
| 24/10/2022 | Instant Access (174) DO NOT US | 24102022 | 30,000.00 | | from 736 - 174 |
| 24/10/2022 | Lloyds A/c (235) (Bus Ext) | 24102022 | 30,000.00 | | 736 - 235 |
| 28/10/2022 | Lloyds Bank | PAY | 1.85 | 380924652 | Service Charge |
| Total Payments | | | <u>90,001.85</u> | | |

Time: 16:19

Petty Cash

List of Payments made between 01/10/2022 and 31/10/2022

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|-------------------|------------------|--------------------|-----------------------|--------------------------------|
| 12/10/2022 | Tesco Express | PAY | 61.13 | SPrice | Housekeeping for civic event |
| 12/10/2022 | Spar ledbury | PAY | 7.09 | SJarvis | Milk and Juice for Civic event |
| 12/10/2022 | Coffee 1 | PAY | 13.25 | APrice | Welfare Costs |
| 18/10/2022 | Petty Cash | PAY | 65.00 | PHowells | Interpreter Civic Coffee Morni |
| 18/10/2022 | Ledbury News | PAY | 8.80 | APrice | Weekly Newspaper |
| 25/10/2022 | Post Office Ltd | PAY | 2.85 | Petty Cash | Recorded delivery |
| Total Payments | | | 158.12 | | |

Lloyds A/c (235) (Bus Ext)

Receipts received between 01/11/2022 and 30/11/2022

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|----------------------------------|------------------------------|-----------------|-----------|-------|------|--------|------------|-------------------------|
| | PAY Banked: 01/11/2022 | 277.78 | | | | | | |
| | PAY The Stone Workshop | 277.78 | | | 1289 | 118 | 277.78 | War Memorial Refund |
| | Banked: 01/11/2022 | 35,000.00 | | | | | | |
| 01112022 | Premier A/c (736) Comm Call | 35,000.00 | | | 202 | | 35,000.00 | From 736 to 235 |
| | 500472 Banked: 02/11/2022 | 495.00 | | | | | | |
| 500472 | Painted Room Sales | 239.70 | | | 1451 | 105 | 239.70 | Donations |
| 500472 | Painted Room Sales | 72.30 | | | 1450 | 105 | 72.30 | PAinted Room Goods |
| 500472 | Tourist Information Centre | 8.00 | | | 1034 | 301 | 8.00 | Info Maps |
| 500472 | Dog Bags | 105.00 | | | 1471 | 127 | 105.00 | Dog Bags |
| 500472 | Ceremony Room | 50.00 | | | 1460 | 120 | 50.00 | Wedding Deposit |
| 500472 | TJ Toolman | 20.00 | | | 1090 | 301 | 20.00 | Charter Market |
| | 500473 Banked: 02/11/2022 | 1,050.00 | | | | | | |
| 500473 | Monmouth Memorials | 65.00 | | | 1130 | 102 | 65.00 | Memorial Mason |
| 500473 | All Plants | 564.00 | | | 1090 | 301 | 564.00 | Charter Market |
| 500473 | Max's Fish Sales | 111.00 | | | 1090 | 301 | 111.00 | Charter Market |
| 500473 | The Co-operative Group (CGP) | 310.00 | | | 1100 | 102 | 310.00 | Interment |
| | Banked: 03/11/2022 | 30,000.00 | | | | | | |
| 03112022 | Premier A/c (736) Comm Call | 30,000.00 | | | 202 | | 30,000.00 | from 736 to 235 |
| | VAT Banked: 04/11/2022 | 11,907.03 | | | | | | |
| VAT | H M Revenue & Customs | 11,907.03 | | | 120 | | 11,907.03 | VAT |
| | BGC Banked: 09/11/2022 | 651.00 | | | | | | |
| BGC | The Co-operative Group (CGP) | 651.00 | | | 1100 | 102 | 651.00 | EROB & Interment |
| | INT Banked: 11/11/2022 | 4.07 | | | | | | |
| INT | Lloyds Bank | 4.07 | | | 1870 | 220 | 4.07 | Interest |
| | FPI Banked: 11/11/2022 | 12.75 | | | | | | |
| FPI | The Sign Shed | 12.75 | | 2.12 | 4607 | 127 | 10.63 | Signage for Deer Park |
| | FPI Banked: 15/11/2022 | 30.00 | | | | | | |
| FPI | Jane Lewis | 30.00 | | | 1090 | 301 | 30.00 | Charter Market |
| | BGC Banked: 18/11/2022 | 69.00 | | | | | | |
| BGC | The Co-operative Group (CGP) | 69.00 | | | 1130 | 102 | 69.00 | Memorial Permit |
| | Banked: 24/11/2022 | 25,000.00 | | | | | | |
| 24112022 | Premier A/c (736) Comm Call | 25,000.00 | | | 202 | | 25,000.00 | transfer from 736 - 235 |
| | Banked: 28/11/2022 | 20,000.00 | | | | | | |
| 28112022 | Premier A/c (736) Comm Call | 20,000.00 | | | 202 | | 20,000.00 | Transfer from 736 - 235 |
| | PAY Banked: 28/11/2022 | 272.50 | | | | | | |
| PAY | Ellis Whittham | 272.50 | | 45.42 | 4460 | 220 | 227.08 | Overpayment |
| | 500474 Banked: 29/11/2022 | 417.00 | | | | | | |
| 500474 | Painted Room Sales | 227.12 | | | 1451 | 105 | 227.12 | Donations |
| 500474 | Painted Room Sales | 124.90 | | | 1450 | 105 | 124.90 | Sales |
| Subtotal Carried Forward: | | 125,186.13 | 0.00 | 47.54 | | | 125,073.61 | |

Lloyds A/c (235) (Bus Ext)

Receipts received between 01/11/2022 and 30/11/2022

| 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> |
| 500474 | Christmas Light Switch on | 64.98 | | | 1270 | 115 | 64.98 Donations |
| | FPI Banked: 30/11/2022 | 806.00 | | | | | |
| | FPI Dog Bags | 10.00 | | | 1471 | 127 | 10.00 Dog Bags |
| | FPI Charter Market | 333.00 | | | 1090 | 301 | 333.00 Market Stalls |
| | FPI Ceremony Room Income | 370.00 | | | 1460 | 120 | 370.00 Jacobean Room |
| | FPI Christmas Event | 93.00 | | | 4607 | 127 | 93.00 Santas Grotto |
| Total Receipts: | | 125,992.13 | 0.00 | 47.54 | | | 125,944.59 |

List of Payments made between 01/11/2022 and 30/11/2022

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|-----------------------------|
| 01/11/2022 | Advansys Ltd | DD | 102.00 | 40725 | Monthly Hosting Mth 840725 |
| 01/11/2022 | CF Coporate Finance | DD | 219.60 | 0528081 | Lease Rental Photocopier |
| 02/11/2022 | Take Payments | DD | 30.00 | 2691105 | Card Machine Payments |
| 02/11/2022 | Take Payments | DD | 30.00 | 2691106 | Barclaycard Payments |
| 02/11/2022 | O2 | DD | 150.11 | 16867232 | LTC Staff Mobile phones |
| 03/11/2022 | Full Circle Leisure Ltd | BACS | 41,065.20 | 700-652 | New skate ramps |
| 03/11/2022 | Herefordshire Council | BACS | 64.40 | 91514257 | Public Toilets Mop Fair |
| 03/11/2022 | Evolution Skatepark | BACS | 41,065.20 | 700652 | New equipment |
| 03/11/2022 | EE Limited | DD | 15.73 | 8177 | Wedding Co-ordinator Mobile |
| 03/11/2022 | Full Circle Leisure Ltd | BACS | -41,065.20 | 700-652 | Skate Park Equipment |
| 04/11/2022 | Lloyds Bank | PAY | 300.00 | R Willson unpaid | Unpaid Cheque |
| 07/11/2022 | D T Waller | BACS | 950.00 | GPV | Shop Front Grant |
| 07/11/2022 | Butler & Sweatman | BACS | 700.00 | GPV | Shop Front Grant |
| 07/11/2022 | Daisy Pinkushion | BACS | 689.00 | GPV | Shop Front Grant |
| 07/11/2022 | IAC | BACS | 438.90 | 1536 | Internal audit services |
| 07/11/2022 | Church Stretton TC | BACS | 389.80 | 155 | Play Inspection training |
| 07/11/2022 | Quickskip Hereford Ltd | BACS | 246.00 | 204030 | Skip exchange cemetery |
| 07/11/2022 | Quantum Traffic Management | BACS | 4,296.00 | 14309 | Mop Fair |
| 07/11/2022 | Ledbury & District Society Tr. | BACS | 14.00 | NF/LTC/13/10/22 | Hire of Burgage Hall |
| 07/11/2022 | Balfour Beatty Living Places | BACS | 250.00 | 131634 | Road closure Mop Fair |
| 07/11/2022 | GMJoyce Surfacing Ltd | BACS | 1,248.00 | 9774 | Repair to Basketball park |
| 07/11/2022 | Sophie Jarvis | BACS | 21.60 | Expenses | Mileage Expenses |
| 07/11/2022 | Fran White | BACS | 260.00 | 550 | Inspection of Skate Park |
| 07/11/2022 | Ledbury Hardware Limited | BACS | 8.83 | 27 | Picture Hooks and wire |
| 07/11/2022 | Displays (UK) Ltd | BACS | 258.00 | 89721 | Leaflet Carousel |
| 07/11/2022 | NPower | BACS | 34.50 | 04864522 | Market Stall electricity |
| 07/11/2022 | NPower | BACS | 34.50 | 04914699 | Market Stall Electricity |
| 07/11/2022 | NPower | BACS | 34.57 | 04914705 | Market stall electricity |
| 07/11/2022 | NPower | BACS | 33.55 | 04914734 | Market stall electricity |
| 07/11/2022 | NPower | BACS | 33.37 | 04824955 | Market stall electricity |
| 07/11/2022 | NPower | BACS | 32.99 | 04824905 | Market stall electricity |
| 07/11/2022 | Printerbase | BACS | 151.96 | 696670 | Toner cartridges |
| 07/11/2022 | JRB Enterprise Ltd | BACS | 436.80 | 24595 | Dog Bags |
| 07/11/2022 | PJ Nicholls Ltd | BACS | 179.98 | 00503 | Fuel for mower and van |
| 07/11/2022 | R Wilson | BACS | 24.56 | 31 | Plants for planters |
| 07/11/2022 | Malvern Art Products Ltd | BACS | 168.00 | 12730 | Date Labels |
| 07/11/2022 | HMS | BACS | 888.00 | 55912 | Repair & replace door locks |
| 07/11/2022 | DMPProperty Mainenance | BACS | 2,323.50 | | Contract Works |
| 07/11/2022 | Ken White Signs | BACS | 1,308.00 | 42468 | Lecturn signs |
| 07/11/2022 | Shredall Ltd | BACS | 77.05 | 12824 | LTC Shredding |
| 07/11/2022 | Shed Sounds | BACS | 200.00 | 20221810 | PA Hire |
| 07/11/2022 | Royal British Legion | BACS | 25.00 | 3114 | Wreath Remembrance |
| 07/11/2022 | Malcolm Marsh | BACS | 150.00 | | Work on Shelter |
| 07/11/2022 | Diamond Cleaning | BACS | 351.00 | OCT22 | LTC Cleaning Mth 6 and 7 |
| 07/11/2022 | Chubb Electronic Security | BACS | 1,805.52 | 9592347 | Alarm contract LTC |
| 07/11/2022 | Lyreco UK Ltd | BACS | 264.65 | 6190349593 | Stationary & Housekeeping |
| 07/11/2022 | DT Waller | BACS | 950.00 | GPV | Shop Front Grant |

List of Payments made between 01/11/2022 and 30/11/2022

| Date Paid | Payee Name | Reference | Amount Paid | Authorized Ref | Transaction Detail |
|------------|--------------------------------|-----------|-------------|-----------------|--------------------------------|
| 07/11/2022 | Butler & Sweatman | BACS | 700.00 | GPV | Shop Front Grant |
| 07/11/2022 | Daisy Pinkushion | BACS | 689.00 | GPV | Shop Front Grant |
| 07/11/2022 | Herefordshire Council | BACS | 64.40 | 91514257 | Opening of Bye St Toilets |
| 07/11/2022 | IAC | BACS | 438.90 | 1536 | Provision of internal Audit |
| 07/11/2022 | Church Stretton TC | BACS | 389.80 | 155 | Play inspection |
| 07/11/2022 | Quickskip Hereford Ltd | BACS | 246.00 | 204030 | Skip exchange cemetery |
| 07/11/2022 | NPower | BACS | 32.99 | 04824905 | Electricity Market Stall Mth 1 |
| 07/11/2022 | NPower | BACS | 34.50 | 04864522 | Electricity Market Stall Mth 2 |
| 07/11/2022 | NPower | BACS | 33.37 | 04824955 | Electricity Market St Mth |
| 07/11/2022 | NPower | BACS | 34.50 | 04914699 | Electricity Market St Mth 4 |
| 07/11/2022 | NPower | BACS | 34.57 | 04914705 | Electricity Market St Mth 5 |
| 07/11/2022 | NPower | BACS | 33.55 | 04914734 | Electricity Market St Mth 6 |
| 07/11/2022 | Quantum Traffic | BACS | 4,296.00 | 14309 | Traffic Mgmt Mop Fair |
| 07/11/2022 | Ledbury & District Society Tr. | BACS | 14.00 | NF/LTC/13/10/22 | Hire of Burgage Hall |
| 07/11/2022 | Balfour Beatty Living Places | BACS | 250.00 | 131634 | Road Closure Mop Fair |
| 07/11/2022 | G M Joyce Surfacing | BACS | 1,248.00 | 9774 | Repair to Basketball Ct |
| 07/11/2022 | Sophie Jarvis | BACS | 21.60 | Expenses | Mileage for Training |
| 07/11/2022 | Fran White | BACS | 260.00 | 550 | Inspection of Skate Park |
| 07/11/2022 | Ledbury Hardware | BACS | 8.83 | `27 | Picture Hooks & Wire |
| 07/11/2022 | Displays UK | BACS | 258.00 | 89721 | Leaflet Carousel TIC |
| 07/11/2022 | Printerbase | BACS | 151.96 | 696670 | Ink Cartridges |
| 07/11/2022 | JRB Enterprise Ltd | BACS | 436.80 | 24595 | Dog Bags |
| 07/11/2022 | PJ Nicholls Ltd | BACS | 179.98 | 00503 | Fuel for van and mowers |
| 07/11/2022 | Rob Wilson | BACS | 24.56 | 31 | Plants for Ledbury Town |
| 07/11/2022 | MAP Group | BACS | 168.00 | Date Labels | MAP Group |
| 07/11/2022 | HMS Services Ltd | BACS | 888.00 | 55912 | Door Locks Bye St Toilets |
| 07/11/2022 | DMPProperty Maintenance | BACS | 2,353.50 | | Contract works for LTC |
| 07/11/2022 | Ken White Signs | BACS | 1,308.00 | 42468 | Lecturn Signs Dog Hill Woods |
| 07/11/2022 | Shredall Ltd | BACS | 77.05 | 12824 | LTC Shredding |
| 07/11/2022 | Shed Sounds | BACS | 200.00 | 20221810 | PA hire for Christmas event |
| 07/11/2022 | RBL | BACS | 25.00 | RBL | RBL Poppy Wreath |
| 07/11/2022 | Malcolm Marsh | BACS | 150.00 | JL | Works completed at REC |
| 07/11/2022 | Diamond Cleaning | BACS | 189.00 | SEP22 | LTC Cleaning |
| 07/11/2022 | Diamond Cleaning | BACS | 162.00 | OCT22 | LTC Cleaning |
| 07/11/2022 | Chubb Fire & Security Ltd | BACS | 1,805.52 | 9592347 | Annual Charges |
| 07/11/2022 | Lyreco UK Ltd | BACS | 264.65 | 6190349593 | Stationary & Housekeeping |
| 07/11/2022 | Citation Limited | DD | 239.84 | 0063014 | HR compliance service |
| 07/11/2022 | D TWaller | BACS | -950.00 | GPV | Shop Front Grant |
| 07/11/2022 | Butler & Sweatman | BACS | -700.00 | GPV | Shop Front Grant |
| 07/11/2022 | Daisy Pinkushion | BACS | -689.00 | GPV | Shop Front Grant |
| 07/11/2022 | Herefordshire Council | BACS | -64.40 | 91514257 | Bye St Toilets Mop Fair |
| 07/11/2022 | IAC Audit | BACS | -438.90 | 1536 | Internal Audit Services |
| 07/11/2022 | Church Stretton TC | BACS | -389.80 | 155 | Play inspection training |
| 07/11/2022 | Quickskip Hereford Ltd | BACS | -246.00 | 204030 | Cemetery Skip |
| 07/11/2022 | NPower | BACS | -32.99 | 04824905 | Market stall electricity Mth 1 |
| 07/11/2022 | NPower | BACS | -33.37 | 04824955 | Market stall elec mth 2 |
| 07/11/2022 | NPower | BACS | -34.57 | 04914705 | Market stall elec mth 3 |

List of Payments made between 01/11/2022 and 30/11/2022

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 07/11/2022 | NPower | BACS | -33.55 | 04914734 | Market Stall Elec mth 6 |
| 07/11/2022 | Quantum Traffic Management | BACS | -4,296.00 | 14309 | Road closure mop fair |
| 07/11/2022 | Ledbury & District Society Tr. | BACS | -14.00 | NF/LTC/13/10/22 | Hire of Burgage Hall |
| 07/11/2022 | Balfour Beatty Living Places | BACS | -250.00 | 131634 | Road Closure Mop Fair |
| 07/11/2022 | G M Joyce Surfacing Ltd | BACS | -1,248.00 | 9774 | Repair tarmac at Basketball Ct |
| 07/11/2022 | Sophie Jarvis | BACS | -21.60 | Expenses | Training Course |
| 07/11/2022 | Fran White | BACS | -260.00 | 550 | Inspection of play equipment |
| 07/11/2022 | Ledbury Hardware Limited | BACS | -8.83 | 27 | Picture Hooks and wire |
| 07/11/2022 | Displays UK | BACS | -258.00 | 89721 | Corousel for TIC |
| 07/11/2022 | Printerbase | BACS | -151.96 | 696670 | Ink Cartridges |
| 07/11/2022 | JRB Enterprise Ltd | BACS | -436.80 | 24595 | Dog Bags |
| 07/11/2022 | PJ Nicholls Ltd | BACS | -179.98 | 00503 | Fuel |
| 07/11/2022 | R Wilson | BACS | -24.56 | 31 | Flowers for LTC |
| 07/11/2022 | MAP Group | BACS | -168.00 | 12730 | Date Labels |
| 07/11/2022 | HMS | BACS | -888.00 | 55912 | Repair of locks Bye St |
| 07/11/2022 | D M Property Maintenance | BACS | -2,353.50 | Contract | Contract Works |
| 07/11/2022 | Shredall Ltd | BACS | -77.05 | 12824 | Monthly Shredding |
| 07/11/2022 | Shed Sounds | BACS | -200.00 | 20221810 | PA hire for christmas lights |
| 07/11/2022 | Royal British Legion | BACS | -25.00 | 3114 | Poppy Wreath for Remembrance |
| 07/11/2022 | Malcolm Marsh | BACS | -150.00 | REC | Work done at Rec |
| 07/11/2022 | Diamond Cleaning | BACS | -189.00 | SEP22 | LTC Cleaning |
| 07/11/2022 | Diamond Cleaning | BACS | -162.00 | OCT22 | LTC Cleaning |
| 07/11/2022 | Chubb Electronic Security | BACS | -1,805.52 | 9592347 | Annual Contract |
| 07/11/2022 | Lyreco UK Ltd | BACS | -264.65 | 6190349593 | Stationary & Housekeeping |
| 07/11/2022 | Ken White Signs | BACS | -1,308.00 | 42468 | Lecturns for Dog Hill Woods |
| 07/11/2022 | NPower | BACS | -34.50 | 04864522 | Market Stall Electricity |
| 07/11/2022 | NPower | BACS | -34.50 | 04914699 | Market Stall Electricity |
| 07/11/2022 | D M Property Maintenance | BACS | 30.00 | LTC | Contract Works |
| 08/11/2022 | Welsh Water | DD | 15.79 | 10304 | LTC Water |
| 08/11/2022 | Welsh Water | DD | 24.35 | 10305 | LTC Water |
| 09/11/2022 | British Gas | DD | 22.64 | 19000 | Barrett Browning Electricity |
| 09/11/2022 | The Co-operative | BGC | 651.00 | 50022082 | Mortuary Rent |
| 09/11/2022 | The Co-operative | BGC | -651.00 | 50022082 | Mortuary Rent |
| 09/11/2022 | Lloyds Bank | CHG | 12.40 | INT | Overdraft Interest |
| 10/11/2022 | R S Electrical Supplies | BACS | 1,382.08 | Pro Forma Invoice | New Lighting Ledbury Places |
| 10/11/2022 | Octopus Energy | DD | 162.94 | 0023 | Electricity for LTC |
| 10/11/2022 | Barclaycard | DD | 10.00 | BCARD | Provision of card machine |
| 10/11/2022 | Barclaycard | DD | 15.76 | Reception | Hire of Credit Card Machine |
| 10/11/2022 | RSElectrical Supplies | BACS | 1,658.49 | 202948 | Electrics at Heritage Centre |
| 10/11/2022 | RS Electrical | BACS | -1,382.08 | 202948 | Electrics for Heritage Centre |
| 16/11/2022 | Carpet Right | BACS | 379.33 | 10905496 | Carpet for Chappel at Cemetery |
| 16/11/2022 | Hereford Industrial Supplies | BACS | 211.15 | Dog Hill Woods Maint | Garden Tools |
| 16/11/2022 | Hereford Industrial Supply | BACS | 211.15 | 709482 | Tools for Dog Hill Woods |
| 16/11/2022 | Carpetright | BACS | 379.33 | 10905496 | Carpetright |
| 16/11/2022 | Octopus Energy | DD | 81.58 | 0018 | Electricity Cemetery |

List of Payments made between 01/11/2022 and 30/11/2022

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|---------------------------------|
| 16/11/2022 | Hereford Industrial Supplies | BACS | -211.15 | 709482 | Tools for Coppicing at Dog Hill |
| 16/11/2022 | Carpetright | BACS | -379.33 | 10905496 | Carpetright |
| 17/11/2022 | Play&Leisure Ltd | BACS | 2,160.00 | 15090 | Supply and laying of wet pour |
| 17/11/2022 | Play & Leisure | BACS | 2,160.00 | 15090 | Wetpour at the REC |
| 17/11/2022 | OMS UK Ltd | DD | 793.92 | 117635 | IT Managed Service |
| 17/11/2022 | Play & Leisure | BACS | -2,160.00 | 15090 | Supply & Laying of wetpour |
| 18/11/2022 | Vision Office Tech Services Lt | DD | 58.49 | 000135 | Photocopier Hire |
| 22/11/2022 | HM Courts & Tribunals | CHQ | 70.00 | 012347 | Small Claims payment |
| 25/11/2022 | Salary | BACS | 751.50 | 02 | Salary Mth 8 |
| 25/11/2022 | Salary | BACS | 160.91 | 37 | LTC Salary Mth 8 |
| 25/11/2022 | Salary | BACS | 1,746.94 | 04 | Staff Salaries |
| 25/11/2022 | Salary | BACS | 3,719.68 | LTC | Staff Salaries LTC |
| 25/11/2022 | Salary | BACS | 655.62 | 50 | Staff Salary Mth 8 |
| 25/11/2022 | Salary | BACS | 4,684.26 | 53 | Staff Salary Mth 8 |
| 25/11/2022 | Salary | BACS | 1,341.12 | Payroll | Staff Salary Mth 8 |
| 25/11/2022 | Salary | BACS | 1,639.03 | Salary | Staff Salary Mth 8 |
| 25/11/2022 | Salary | BACS | 1,639.03 | Salary | Staff Salary Mth 8 |
| 25/11/2022 | Salary | BACS | 1,438.03 | Payroll | Staff Salary Mth 8 |
| 25/11/2022 | Worcester County Council | BACS | 7,845.94 | Pension | LTC Pensions Mth 8 |
| 25/11/2022 | H M Revenue & Customs | BACS | 5,916.39 | Salaries Mth 8 | PAYE & NI |
| 25/11/2022 | Salary | BACS | 0.33 | Payroll | Salary Mth 8 |
| 25/11/2022 | Lloyds Bank | INT | 12.90 | 383789332 | Service Charges |
| 28/11/2022 | Herefordshire Council | DD | 68.00 | 6086 | Market House Rates Mth 8 |
| 28/11/2022 | Herefordshire Council | DD | 86.00 | 7557X | Mortuary Rates Mth 8 |
| 28/11/2022 | Herefordshire Council | DD | 148.00 | 75471 | Cemetery Rates |
| 28/11/2022 | Herefordshire Council | DD | 603.00 | 37264 | LTC Rates Mth 8 |
| 28/11/2022 | Lloyds Bank | PAY | 36.77 | 382837083 | Service Charge |
| 28/11/2022 | Petty Cash | CHQ | 158.12 | 012348 | Petty Cash Claim |
| 29/11/2022 | Gleamclean Cleaning Services | BACS | 42.00 | 08525 | LTC Window Cleaning |
| 29/11/2022 | Julia Lawrence | BACS | 62.75 | Expenses | Operational Training Course |
| 29/11/2022 | Scripti | BACS | 3,519.98 | 962 | Cemetery Transcription |
| 29/11/2022 | Water Plus | BACS | 14.58 | 06895278 | LTC water drainage |
| 29/11/2022 | Clerks & Councils Direct | BACS | 14.00 | CCD | Annual Subscription |
| 29/11/2022 | Rob Wilson | BACS | 216.00 | GPV | Plants for Ledbury in Bloom |
| 29/11/2022 | Field in Trust | BACS | 65.00 | Charity | Renewal of Membership |
| 29/11/2022 | Citizens Advice Bureau | BACS | 2,500.00 | 202020145 | Contribution to CA Worcester |
| 29/11/2022 | Bill Bloxsome Consultant | BACS | 800.00 | NDP/LED/2022-23/1 | Consultation statements |
| 29/11/2022 | Urban Hygeine | BACS | 180.58 | 16641 | Anti Graffiti Coating |
| 29/11/2022 | MMLocksecure Ltd | BACS | 198.00 | 32710 | Replace locks at community ctr |
| 29/11/2022 | Grapevine Publications Ltd | BACS | 150.00 | 22372 | Christmas advertising in Focus |
| 29/11/2022 | Ledbury Hardware Limited | BACS | 21.91 | 32 | Bin Bags & Cable Ties |
| 29/11/2022 | NPower | BACS | 36.13 | 05166823 | Electricity Market Stall Mth 7 |
| 29/11/2022 | Tim Martin | BACS | 1,275.71 | 142 | Youth Shelter spraypainting |
| 29/11/2022 | D M Property Maintenance | BACS | 2,391.50 | | Contract Maintenance |
| 29/11/2022 | Point to Point | 29112022 | 1,048.80 | 2453 | Emergency responder for Mop |
| 29/11/2022 | Caroe & Partners Architects | BACS | 879.84 | 22095 | Timber investigation work |

List of Payments made between 01/11/2022 and 30/11/2022

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|-----------------------------|------------------|--------------------|-----------------------|------------------------------|
| 29/11/2022 | Caroe & Partners Architects | BACS | 2,898.00 | 2209 | Ledbury War Memorial |
| 29/11/2022 | B Phillips | BACS | 600.00 | 208 | Electrical int at Heritage C |
| 29/11/2022 | GRConsultancy Ltd | BACS | 250.00 | 35 | Staff Review |
| 29/11/2022 | Sign Post | BACS | 204.00 | 3572 | Advertising Painted Room |
| 30/11/2022 | Onecom Limited | DD | 405.44 | 698567 | Hosted telephone system |
| Total Payments | | | <u>116,677.14</u> | | |

Lloyds A/c (235) (Bus Ext)

Payments made between 01/11/2022 and 30/11/2022

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
|------------|--------------------------------|-----------|--------------|-------------|-----------|------|--------|------------|-----------------------------|
| 01/11/2022 | Advansys Ltd | DD | 102.00 | | | 4482 | 401 | 102.00 | Monthly Hosting Mth 840725 |
| 01/11/2022 | CF Coporate Finance | DD | 219.60 | | 36.60 | 4405 | 235 | 183.00 | Lease Rental Photocopier |
| 02/11/2022 | Take Payments | DD | 30.00 | | 5.00 | 4433 | 105 | 25.00 | Card Machine Payments |
| 02/11/2022 | Take Payments | DD | 30.00 | | 5.00 | 4430 | 105 | 25.00 | Barclaycard Payments |
| 02/11/2022 | O2 | DD | 150.11 | | 25.02 | 4481 | 401 | 125.09 | LTC Staff Mobile phones |
| 03/11/2022 | Full Circle Leisure Ltd | BACS | 41,065.20 | | 6,844.20 | 4235 | 110 | 34,221.00 | New skate ramps |
| 03/11/2022 | Herefordshire Council | BACS | 64.40 | | | 4857 | 214 | 64.40 | Public Toilets Mop Fair |
| 03/11/2022 | Evolution Skatepark | BACS | 41,065.20 | | 6,844.20 | 4237 | 110 | 34,221.00 | New equipment |
| 03/11/2022 | Full Circle Leisure Ltd | BACS | -41,065.20 | | -6,844.20 | 4237 | 110 | -34,221.00 | Skate Park Equipment |
| 03/11/2022 | EE Limited | DD | 15.73 | | 2.62 | 4481 | 401 | 13.11 | Wedding Co-ordinator Mobile |
| 04/11/2022 | Lloyds Bank | PAY | 300.00 | | | 1090 | 301 | 300.00 | Unpaid Cheque |
| 07/11/2022 | D T Waller | BACS | 950.00 | | | 4857 | 214 | 950.00 | Shop Front Grant |
| 07/11/2022 | Butler & Sweatman | BACS | 700.00 | | | 4857 | 214 | 700.00 | Shop Front Grant |
| 07/11/2022 | Daisy Pinkushion | BACS | 689.00 | | | 4857 | 214 | 689.00 | Shop Front Grant |
| 07/11/2022 | IAC | BACS | 438.90 | | 73.15 | 4579 | 220 | 365.75 | Internal audit services |
| 07/11/2022 | Church Stretton TC | BACS | 389.80 | | 28.30 | 4050 | 230 | 361.50 | Play Inspection training |
| 07/11/2022 | Quickskip Hereford Ltd | BACS | 246.00 | | 41.00 | 4225 | 102 | 205.00 | Skip exchange cemetery |
| 07/11/2022 | Quantum Traffic Management | BACS | 4,296.00 | | 716.00 | 4546 | 301 | 3,580.00 | Mop Fair |
| 07/11/2022 | Ledbury & District Society Tr. | BACS | 14.00 | | | 4607 | 127 | 14.00 | Hire of Burgage Hall |
| 07/11/2022 | Balfour Beatty Living Places | BACS | 250.00 | | | 4546 | 301 | 250.00 | Road closure Mop Fair |
| 07/11/2022 | GMJoyce Surfacing Ltd | BACS | 1,248.00 | | 208.00 | 4236 | 110 | 1,040.00 | Repair to Basketball park |
| 07/11/2022 | Sophie Jarvis | BACS | 21.60 | | 3.60 | 4050 | 230 | 18.00 | Mileage Expenses |
| 07/11/2022 | Fran White | BACS | 260.00 | | | 4236 | 110 | 260.00 | Inspection of Skate Park |
| 07/11/2022 | Ledbury Hardware Limited | BACS | 8.83 | | 1.47 | 4170 | 105 | 7.36 | Picture Hooks and wire |
| 07/11/2022 | Displays (UK) Ltd | BACS | 258.00 | | 43.00 | 4553 | 301 | 215.00 | Leaflet Carousel |
| 07/11/2022 | NPower | BACS | 34.50 | | 1.64 | 4122 | 201 | 32.86 | Market Stall electricity |
| 07/11/2022 | NPower | BACS | 34.50 | | 1.64 | 4122 | 201 | 32.86 | Market Stall Electricity |
| 07/11/2022 | NPower | BACS | 34.57 | | 1.65 | 4122 | 201 | 32.92 | Market stall electricity |

Subtotal Carried Forward:

51,850.74

0.00

8,037.89

43,812.85

2969

Lloyds A/c (235) (Bus Ext)

Payments made between 01/11/2022 and 30/11/2022

| Nominal Ledger Analysis | | | | | | | | | | |
|----------------------------------|---------------------------|-----------|--------------|-------------|----------|------|--------|-----------|--------------------------------|--|
| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details | |
| 07/11/2022 | NPower | BACS | 33.55 | | 1.60 | 4122 | 201 | 31.95 | Market stall electricity | |
| 07/11/2022 | NPower | BACS | 33.37 | | 1.59 | 4122 | 201 | 31.78 | Market stall electricity | |
| 07/11/2022 | NPower | BACS | 32.99 | | 1.57 | 4122 | 201 | 31.42 | Market stall electricity | |
| 07/11/2022 | Printerbase | BACS | 151.96 | | 25.33 | 4400 | 235 | 126.63 | Toner cartridges | |
| 07/11/2022 | JRB Enterprise Ltd | BACS | 436.80 | | 72.80 | 4271 | 127 | 364.00 | Dog Bags | |
| 07/11/2022 | PJ Nicholls Ltd | BACS | 179.98 | | 30.00 | 4330 | 102 | 149.98 | Fuel for mower and van | |
| 07/11/2022 | R Wilson | BACS | 24.56 | | | 4857 | 214 | 24.56 | Plants for planters | |
| 07/11/2022 | Malvern Art Products Ltd | BACS | 168.00 | | 28.00 | 4650 | 115 | 140.00 | Date Labels | |
| 07/11/2022 | HMS | BACS | 888.00 | | 148.00 | 4857 | 214 | 740.00 | Repair & replace door locks | |
| 07/11/2022 | DMPROPERTY Mainenance | BACS | 2,323.50 | | | 4205 | 108 | 366.66 | Contract Works | |
| | | | | | | 4205 | 110 | 1,120.00 | Contract Works | |
| | | | | | | 4236 | 110 | 100.00 | Contract Works | |
| | | | | | | 4013 | 125 | 52.84 | Contract Works | |
| | | | | | | 4270 | 110 | 684.00 | Contract Works | |
| 07/11/2022 | Ken White Signs | BACS | 1,308.00 | | 218.00 | 4857 | 214 | 1,090.00 | Lecturn signs | |
| 07/11/2022 | Shredall Ltd | BACS | 77.05 | | 12.84 | 4415 | 235 | 64.21 | LTC Shredding | |
| 07/11/2022 | Shed Sounds | BACS | 200.00 | | | 4607 | 127 | 200.00 | PA Hire | |
| 07/11/2022 | Royal British Legion | BACS | 25.00 | | | 4850 | 127 | 25.00 | Wreath Remembrance | |
| 07/11/2022 | Malcolm Marsh | BACS | 150.00 | | | 4238 | 110 | 150.00 | Work on Shelter | |
| 07/11/2022 | Diamond Cleaning | BACS | 351.00 | | | 4150 | 202 | 351.00 | LTC Cleaning Mth 6 and 7 | |
| 07/11/2022 | Chubb Electronic Security | BACS | 1,805.52 | | 300.92 | 4185 | 202 | 1,504.60 | Alarm contract LTC | |
| 07/11/2022 | Lyreco UK Ltd | BACS | 264.65 | | 44.11 | 4400 | 235 | 159.95 | Stationary | |
| | | | | | | 4155 | 202 | 60.59 | Stationary & Housekeeping | |
| 07/11/2022 | DT Waller | BACS | 950.00 | | | 4857 | 214 | 950.00 | Shop Front Grant | |
| 07/11/2022 | Butler & Sweatman | BACS | 700.00 | | | 4857 | 214 | 700.00 | Shop Front Grant | |
| 07/11/2022 | Daisy Pinkushion | BACS | 689.00 | | | 4857 | 214 | 689.00 | Shop Front Grant | |
| 07/11/2022 | Herefordshire Council | BACS | 64.40 | | | 4857 | 214 | 64.40 | Opening of Bye St Toilets | |
| 07/11/2022 | IAC | BACS | 438.90 | | 73.15 | 4579 | 220 | 365.75 | Provision of internal Audit | |
| 07/11/2022 | Church Stretton TC | BACS | 389.80 | | 28.30 | 4050 | 230 | 361.50 | Play inspection | |
| 07/11/2022 | Quickskip Hereford Ltd | BACS | 246.00 | | 41.00 | 4225 | 102 | 205.00 | Skip exchange cemetery | |
| 07/11/2022 | NPower | BACS | 32.99 | | 1.57 | 4122 | 201 | 31.42 | Electricity Market Stall Mth 1 | |
| 07/11/2022 | NPower | BACS | 34.50 | | 1.64 | 4122 | 201 | 32.86 | Electricity Market Stall Mth 2 | |
| Subtotal Carried Forward: | | | 63,850.26 | 0.00 | 9,068.31 | | | 54,781.95 | | |

Lloyds A/c (235) (Bus Ext)

Payments made between 01/11/2022 and 30/11/2022

| Nominal Ledger Analysis | | | | | | | | | | |
|----------------------------------|--------------------------------|-----------|------------------|-------------|------------------|------|--------|------------------|------------------------------|--|
| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details | |
| 07/11/2022 | NPower | BACS | 33.37 | | 1.59 | 4122 | 201 | 31.78 | Electricity Market St Mth | |
| 07/11/2022 | NPower | BACS | 34.50 | | 1.64 | 4122 | 201 | 32.86 | Electricity Market St Mth 4 | |
| 07/11/2022 | NPower | BACS | 34.57 | | 1.65 | 4122 | 201 | 32.92 | Electricity Market St Mth 5 | |
| 07/11/2022 | NPower | BACS | 33.55 | | 1.60 | 4122 | 201 | 31.95 | Electricity Market St Mth 6 | |
| 07/11/2022 | Quantum Traffic | BACS | 4,296.00 | | 716.00 | 4876 | 214 | 3,580.00 | Traffic Mgmt Mop Fair | |
| 07/11/2022 | Ledbury & District Society Tr. | BACS | 14.00 | | | 4607 | 127 | 14.00 | Hire of Burgage Hall | |
| 07/11/2022 | Balfour Beatty Living Places | BACS | 250.00 | | | 4876 | 214 | 250.00 | Road Closure Mop Fair | |
| 07/11/2022 | G M Joyce Surfacing | BACS | 1,248.00 | | 208.00 | 4236 | 110 | 1,040.00 | Repair to Basketball Ct | |
| 07/11/2022 | Sophie Jarvis | BACS | 21.60 | | | 4050 | 230 | 21.60 | Mileage for Training | |
| 07/11/2022 | Fran White | BACS | 260.00 | | | 4230 | 110 | 260.00 | Inspection of Skate Park | |
| 07/11/2022 | Ledbury Hardware | BACS | 8.83 | | 1.47 | 4170 | 105 | 7.36 | Picture Hooks & Wire | |
| 07/11/2022 | Displays UK | BACS | 258.00 | | 43.00 | 4553 | 301 | 215.00 | Leaflet Carousel TIC | |
| 07/11/2022 | Printerbase | BACS | 151.96 | | 25.33 | 4415 | 401 | 126.63 | Ink Cartridges | |
| 07/11/2022 | JRB Enterprise Ltd | BACS | 436.80 | | 72.80 | 4271 | 127 | 364.00 | Dog Bags | |
| 07/11/2022 | PJ Nicholls Ltd | BACS | 179.98 | | 30.00 | 4330 | 102 | 149.98 | Fuel for van and mowers | |
| 07/11/2022 | Rob Wilson | BACS | 24.56 | | | 4857 | 214 | 24.56 | Plants for Ledbury Town | |
| 07/11/2022 | MAP Group | BACS | 168.00 | | 28.00 | 4857 | 214 | 140.00 | MAP Group | |
| 07/11/2022 | HMS Services Ltd | BACS | 888.00 | | 148.00 | 4857 | 214 | 740.00 | Door Locks Bye St Toilets | |
| 07/11/2022 | DMPProperty Maintenance | BACS | 2,353.50 | | | 4205 | 108 | 366.66 | Contract works for LTC | |
| | | | | | | 4205 | 110 | 1,120.00 | Contract works for LTC | |
| | | | | | | 4236 | 110 | 100.00 | Contract works for LTC | |
| | | | | | | 4013 | 125 | 52.84 | Contract works for LTC | |
| | | | | | | 4270 | 110 | 684.00 | Contract works for LTC | |
| | | | | | | 4206 | 110 | 30.00 | Contract works for LTC | |
| 07/11/2022 | Ken White Signs | BACS | 1,308.00 | | 218.00 | 4857 | 214 | 1,090.00 | Lecturn Signs Dog Hill Woods | |
| 07/11/2022 | Shredall Ltd | BACS | 77.05 | | 12.84 | 4415 | 235 | 64.21 | LTC Shredding | |
| 07/11/2022 | Shed Sounds | BACS | 200.00 | | | 4607 | 127 | 200.00 | PA hire for Christmas event | |
| Subtotal Carried Forward: | | | 76,130.53 | 0.00 | 10,578.23 | | | 65,552.30 | | |

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Lloyds A/c (235) (Bus Ext)

Payments made between 01/11/2022 and 30/11/2022

| | | | | | | Nominal Ledger Analysis | | | |
|---------------------------|--------------------------------|-----------|--------------|-------------|----------|-------------------------|--------|-----------|--------------------------------|
| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
| 07/11/2022 | RBL | BACS | 25.00 | | | 4850 | 127 | 25.00 | RBL Poppy Wreath |
| 07/11/2022 | Malcolm Marsh | BACS | 150.00 | | | 4238 | 110 | 150.00 | Works completed at REC |
| 07/11/2022 | Diamond Cleaning | BACS | 189.00 | | | 4150 | 202 | 189.00 | LTC Cleaning |
| 07/11/2022 | Diamond Cleaning | BACS | 162.00 | | | 4150 | 202 | 162.00 | LTC Cleaning |
| 07/11/2022 | Chubb Fire & Security Ltd | BACS | 1,805.52 | | 300.92 | 4460 | 220 | 1,504.60 | Annual Charges |
| 07/11/2022 | Lyreco UK Ltd | BACS | 264.65 | | 40.16 | 4155 | 202 | 35.38 | Stationary & Housekeeping |
| | | | | | | 4400 | 235 | 189.11 | Stationary & Housekeeping |
| 07/11/2022 | D TWaller | BACS | -950.00 | | | 4857 | 214 | -950.00 | Shop Front Grant |
| 07/11/2022 | Butler & Sweatman | BACS | -700.00 | | | 4857 | 214 | -700.00 | Shop Front Grant |
| 07/11/2022 | Daisy Pinkushion | BACS | -689.00 | | | 4857 | 214 | -689.00 | Shop Front Grant |
| 07/11/2022 | Herefordshire Council | BACS | -64.40 | | | 4857 | 214 | -64.40 | Bye St Toilets Mop Fair |
| 07/11/2022 | IAC Audit | BACS | -438.90 | | -73.15 | 4579 | 220 | -365.75 | Internal Audit Services |
| 07/11/2022 | Church Stretton TC | BACS | -389.80 | | -28.30 | 4050 | 230 | -361.50 | Play inspection training |
| 07/11/2022 | Quickskip Hereford Ltd | BACS | -246.00 | | -41.00 | 4225 | 102 | -205.00 | Cemetery Skip |
| 07/11/2022 | NPower | BACS | -32.99 | | -1.57 | 4122 | 201 | -31.42 | Market stall electricity Mth 1 |
| 07/11/2022 | NPower | BACS | -33.37 | | -1.59 | 4122 | 201 | -31.78 | Market stall elec mth 2 |
| 07/11/2022 | NPower | BACS | -34.57 | | -1.65 | 4122 | 201 | -32.92 | Market stall elec mth 3 |
| 07/11/2022 | NPower | BACS | -33.55 | | -1.60 | 4122 | 201 | -31.95 | Market Stall Elec mth 6 |
| 07/11/2022 | Quantum Traffic Management | BACS | -4,296.00 | | -716.00 | 4876 | 214 | -3,580.00 | Road closure mop fair |
| 07/11/2022 | Ledbury & District Society Tr. | BACS | -14.00 | | | 4607 | 127 | -14.00 | Hire of Burgage Hall |
| 07/11/2022 | Balfour Beatty Living Places | BACS | -250.00 | | | 4876 | 214 | -250.00 | Road Closure Mop Fair |
| 07/11/2022 | G M Joyce Surfacing Ltd | BACS | -1,248.00 | | | 4236 | 110 | -1,248.00 | Repair tarmac at Basketball Ct |
| 07/11/2022 | Sophie Jarvis | BACS | -21.60 | | | 4050 | 230 | -21.60 | Training Course |
| 07/11/2022 | Fran White | BACS | -260.00 | | | 4230 | 110 | -260.00 | Inspection of play equipment |
| 07/11/2022 | Ledbury Hardware Limited | BACS | -8.83 | | | 4170 | 105 | -8.83 | Picture Hooks and wire |
| 07/11/2022 | Displays UK | BACS | -258.00 | | -43.00 | 4553 | 301 | -215.00 | Corousel for TIC |
| 07/11/2022 | Printerbase | BACS | -151.96 | | -25.33 | 4415 | 401 | -126.63 | Ink Cartridges |
| 07/11/2022 | JRB Enterprise Ltd | BACS | -436.80 | | -72.80 | 4271 | 127 | -364.00 | Dog Bags |
| 07/11/2022 | PJ Nicholls Ltd | BACS | -179.98 | | -30.00 | 4330 | 102 | -149.98 | Fuel |
| 07/11/2022 | R Wilson | BACS | -24.56 | | | 4857 | 214 | -24.56 | Flowers for LTC |
| Subtotal Carried Forward: | | | 67,964.39 | 0.00 | 9,883.32 | | | 58,081.07 | |

Lloyds A/c (235) (Bus Ext)

Payments made between 01/11/2022 and 30/11/2022

| | | | | | | | | | | Nominal Ledger Analysis | |
|----------------------------------|---------------------------|-----------|--------------|-------------|----------|------|--------|-----------|-------------------------------|-------------------------|--|
| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details | | |
| 07/11/2022 | MAP Group | BACS | -168.00 | | -28.00 | 4857 | 214 | -140.00 | Date Labels | | |
| 07/11/2022 | HMS | BACS | -888.00 | | -148.00 | 4857 | 214 | -740.00 | Repair of locks Bye St | | |
| 07/11/2022 | D M Property Maintenance | BACS | -2,353.50 | | | 4205 | 108 | -366.66 | Contract Works | | |
| | | | | | | 4205 | 110 | -1,120.00 | Contract Works | | |
| | | | | | | 4236 | 110 | -100.00 | Contract Works | | |
| | | | | | | 4013 | 125 | -52.84 | Contract Works | | |
| | | | | | | 4270 | 110 | -684.00 | Contract Works | | |
| | | | | | | 4206 | 110 | -30.00 | Contract Works | | |
| 07/11/2022 | Shredall Ltd | BACS | -77.05 | | | 4415 | 235 | -77.05 | Monthly Shredding | | |
| 07/11/2022 | Shed Sounds | BACS | -200.00 | | | 4607 | 127 | -200.00 | PA hire for christmas lights | | |
| 07/11/2022 | Royal British Legion | BACS | -25.00 | | | 4850 | 127 | -25.00 | Poppy Wreath for Remembrance | | |
| 07/11/2022 | Malcolm Marsh | BACS | -150.00 | | | 4238 | 110 | -150.00 | Work done at Rec | | |
| 07/11/2022 | Diamond Cleaning | BACS | -189.00 | | | 4150 | 202 | -189.00 | LTC Cleaning | | |
| 07/11/2022 | Diamond Cleaning | BACS | -162.00 | | | 4150 | 202 | -162.00 | LTC Cleaning | | |
| 07/11/2022 | Chubb Electronic Security | BACS | -1,805.52 | | -300.92 | 4460 | 220 | -1,504.60 | Annual Contract | | |
| 07/11/2022 | Lyreco UK Ltd | BACS | -264.65 | | -40.16 | 4400 | 235 | -189.11 | Stationary & Housekeeping | | |
| | | | | | | 4155 | 202 | -35.38 | Stationary & Housekeeping | | |
| 07/11/2022 | Ken White Signs | BACS | -1,308.00 | | -218.00 | 4857 | 214 | -1,090.00 | Lecturns for Dog Hill Woods | | |
| 07/11/2022 | NPower | BACS | -34.50 | | -1.64 | 4122 | 201 | -32.86 | Market Stall Electricity | | |
| 07/11/2022 | NPower | BACS | -34.50 | | -1.64 | 4122 | 201 | -32.86 | Market Stall Electricity | | |
| 07/11/2022 | D M Property Maintenance | BACS | 30.00 | | | 4206 | 110 | 30.00 | Contract Works | | |
| 07/11/2022 | Citation Limited | DD | 239.84 | | 39.97 | 4415 | 235 | 199.87 | HR compliance service | | |
| 08/11/2022 | Welsh Water | DD | 15.79 | | | 4115 | 202 | 15.79 | LTC Water | | |
| 08/11/2022 | Welsh Water | DD | 24.35 | | | 4115 | 202 | 24.35 | LTC Water | | |
| 09/11/2022 | The Co-operative | BGC | 651.00 | | | 1160 | 102 | 651.00 | Mortuary Rent | | |
| 09/11/2022 | The Co-operative | BGC | -651.00 | | | 1160 | 102 | -651.00 | Mortuary Rent | | |
| 09/11/2022 | Lloyds Bank | CHG | 12.40 | | | 4550 | 220 | 12.40 | Overdraft Interest | | |
| 09/11/2022 | British Gas | DD | 22.64 | | 1.08 | 4800 | 214 | 21.56 | Barrett Browning Electricity | | |
| 10/11/2022 | R S Electrical Supplies | BACS | 1,382.08 | | | 4857 | 214 | 1,382.08 | New Lighting Ledbury Places | | |
| 10/11/2022 | RSElectrical Supplies | BACS | 1,658.49 | | 276.42 | 4857 | 214 | 1,382.07 | Electrics at Heritage Centre | | |
| 10/11/2022 | RS Electrical | BACS | -1,382.08 | | -230.35 | 4857 | 214 | -1,151.73 | Electrics for Heritage Centre | | |
| 10/11/2022 | Octopus Energy | DD | 162.94 | | 7.76 | 4122 | 202 | 155.18 | Electricity for LTC | | |
| Subtotal Carried Forward: | | | 62,471.12 | 0.00 | 9,239.84 | | | 53,231.28 | | | |

Lloyds A/c (235) (Bus Ext)

Payments made between 01/11/2022 and 30/11/2022

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
|----------------------------------|--------------------------------|-----------|--------------|-------------|----------|------|--------|-----------|---------------------------------|
| 10/11/2022 | Barclaycard | DD | 10.00 | | | 4433 | 105 | 10.00 | Provision of card machine |
| 10/11/2022 | Barclaycard | DD | 15.76 | | | 4433 | 105 | 15.76 | Hire of Credit Card Machine |
| 16/11/2022 | Carpet Right | BACS | 379.33 | | 63.22 | 4250 | 102 | 316.11 | Carpet for Chappel at Cemetery |
| 16/11/2022 | Hereford Industrial Supplies | BACS | 211.15 | | 35.19 | 4210 | 108 | 175.96 | Garden Tools |
| 16/11/2022 | Hereford Industrial Supply | BACS | 211.15 | | 35.19 | 4210 | 108 | 175.96 | Tools for Dog Hill Woods |
| 16/11/2022 | Carpetright | BACS | 379.33 | | 63.22 | 4250 | 102 | 316.11 | Carpetright |
| 16/11/2022 | Hereford Industrial Supplies | BACS | -211.15 | | -35.19 | 4210 | 108 | -175.96 | Tools for Coppicing at Dog Hill |
| 16/11/2022 | Carpetright | BACS | -379.33 | | -63.22 | 4250 | 102 | -316.11 | Carpetright |
| 16/11/2022 | Octopus Energy | DD | 81.58 | | 3.88 | 4122 | 102 | 77.70 | Electricity Cemetery |
| 17/11/2022 | Play&Leisure Ltd | BACS | 2,160.00 | | 360.00 | 4206 | 110 | 1,800.00 | Supply and laying of wet pour |
| 17/11/2022 | Play & Leisure | BACS | 2,160.00 | | 360.00 | 4236 | 110 | 1,800.00 | Wetpour at the REC |
| 17/11/2022 | Play & Leisure | BACS | -2,160.00 | | -360.00 | 4206 | 110 | -1,800.00 | Supply & Laying of wetpour |
| 17/11/2022 | OMS UK Ltd | DD | 793.92 | | 132.32 | 4483 | 401 | 661.60 | IT Managed Service |
| 18/11/2022 | Vision Office Tech Services Lt | DD | 58.49 | | 9.75 | 4405 | 235 | 48.74 | Photocopier Hire |
| 22/11/2022 | HM Courts & Tribunals | CHQ | 70.00 | | | 4590 | 220 | 70.00 | Small Claims payment |
| 25/11/2022 | Salary | BACS | 751.50 | | | 4000 | 105 | 751.50 | Salary Mth 8 |
| 25/11/2022 | Salary | BACS | 160.91 | | | 4000 | 230 | 160.91 | LTC Salary Mth 8 |
| 25/11/2022 | Salary | BACS | 1,746.94 | | | 4000 | 102 | 1,746.94 | Staff Salaries |
| 25/11/2022 | Salary | BACS | 3,719.68 | | | 4000 | 230 | 3,719.68 | Staff Salaries LTC |
| 25/11/2022 | Salary | BACS | 655.62 | | | 4000 | 230 | 655.62 | Staff Salary Mth 8 |
| 25/11/2022 | Salary | BACS | 4,684.26 | | | 4000 | 230 | 4,684.26 | Staff Salary Mth 8 |
| 25/11/2022 | Salary | BACS | 1,341.12 | | | 4000 | 230 | 1,341.12 | Staff Salary Mth 8 |
| 25/11/2022 | Salary | BACS | 1,639.03 | | | 4000 | 230 | 1,639.03 | Staff Salary Mth 8 |
| 25/11/2022 | Salary | BACS | 1,639.03 | | | 4000 | 230 | 1,639.03 | Staff Salary Mth 8 |
| 25/11/2022 | Salary | BACS | 1,438.03 | | | 4000 | 230 | 1,438.03 | Staff Salary Mth 8 |
| 25/11/2022 | Worcester County Council | BACS | 7,845.94 | | | 4019 | 230 | 7,845.94 | LTC Pensions Mth 8 |
| 25/11/2022 | H M Revenue & Customs | BACS | 5,916.39 | | | 4018 | 230 | 5,916.39 | PAYE & NI |
| 25/11/2022 | Salary | BACS | 0.33 | | | 4000 | 230 | 0.33 | Salary Mth 8 |
| 25/11/2022 | Lloyds Bank | INT | 12.90 | | | 4550 | 220 | 12.90 | Service Charges |
| 28/11/2022 | Petty Cash | CHQ | 158.12 | | | 4444 | 235 | 158.12 | Petty Cash Claim |
| 28/11/2022 | Herefordshire Council | DD | 68.00 | | | 4110 | 201 | 68.00 | Market House Rates Mth 8 |
| 28/11/2022 | Herefordshire Council | DD | 86.00 | | | 4110 | 102 | 86.00 | Mortuary Rates Mth 8 |
| 28/11/2022 | Herefordshire Council | DD | 148.00 | | | 4110 | 102 | 148.00 | Cemetery Rates |
| 28/11/2022 | Herefordshire Council | DD | 603.00 | | | 4110 | 202 | 603.00 | LTC Rates Mth 8 |
| Subtotal Carried Forward: | | | 98,866.15 | 0.00 | 9,844.20 | | | 89,021.95 | |

2974

Lloyds A/c (235) (Bus Ext)

Payments made between 01/11/2022 and 30/11/2022

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
|------------|------------------------------|-----------|--------------|-------------|--------|------|--------|----------|--------------------------------|
| 28/11/2022 | Lloyds Bank | PAY | 36.77 | | | 4550 | 220 | 36.77 | Service Charge |
| 29/11/2022 | Point to Point | 29112022 | 1,048.80 | | 174.80 | 4876 | 214 | 874.00 | Emergency responder for Mop |
| 29/11/2022 | Gleamclean Cleaning Services | BACS | 42.00 | | 7.00 | 4160 | 202 | 35.00 | LTC Window Cleaning |
| 29/11/2022 | Julia Lawrence | BACS | 62.75 | | | 4050 | 230 | 62.75 | Operational Training Course |
| 29/11/2022 | Scripti | BACS | 3,519.98 | | 586.66 | 4594 | 102 | 2,933.32 | Cemetery Transcription |
| 29/11/2022 | Water Plus | BACS | 14.58 | | | 4115 | 202 | 14.58 | LTC water drainage |
| 29/11/2022 | Clerks & Councils Direct | BACS | 14.00 | | | 4460 | 220 | 14.00 | Annual Subscription |
| 29/11/2022 | Rob Wilson | BACS | 216.00 | | | 4857 | 214 | 216.00 | Plants for Ledbury in Bloom |
| 29/11/2022 | Field in Trust | BACS | 65.00 | | | 4460 | 220 | 65.00 | Renewal of Membership |
| 29/11/2022 | Citizens Advice Bureau | BACS | 2,500.00 | | | 4805 | 214 | 2,500.00 | Contribution to CA Worcester |
| 29/11/2022 | Bill Bloxsome Consultant | BACS | 800.00 | | | 4543 | 301 | 800.00 | Consultation statements |
| 29/11/2022 | Urban Hygeine | BACS | 180.58 | | 30.10 | 4238 | 110 | 150.48 | Anti Graffiti Coating |
| 29/11/2022 | MMLocksecure Ltd | BACS | 198.00 | | 33.00 | 4176 | 118 | 165.00 | Replace locks at community ctr |
| 29/11/2022 | Grapevine Publications Ltd | BACS | 150.00 | | 25.00 | 4430 | 220 | 125.00 | Christmas advertising in Focus |
| 29/11/2022 | Ledbury Hardware Limited | BACS | 21.91 | | 3.65 | 4155 | 202 | 18.26 | Bin Bags & Cable Ties |
| 29/11/2022 | NPower | BACS | 36.13 | | 1.72 | 4122 | 201 | 34.41 | Electricity Market Stall Mth 7 |
| 29/11/2022 | Tim Martin | BACS | 1,275.71 | | | 4238 | 110 | 1,275.71 | Youth Shelter spraypainting |
| 29/11/2022 | D M Property Maintenance | BACS | 2,391.50 | | | 4205 | 108 | 366.66 | Contract Maintenance |
| | | | | | | 4205 | 110 | 1,120.00 | Contract Maintenance |
| | | | | | | 4236 | 110 | 100.00 | Contract Maintenance |
| | | | | | | 4013 | 125 | 52.84 | Contract Maintenance |
| | | | | | | 4270 | 110 | 684.00 | Contract Maintenance |
| | | | | | | 4238 | 110 | 68.00 | Contract Maintenance |
| 29/11/2022 | Caroe & Partners Architects | BACS | 879.84 | | 146.64 | 4590 | 220 | 733.20 | Timber investigation work |
| 29/11/2022 | Caroe & Partners Architects | BACS | 2,898.00 | | 483.00 | 4221 | 118 | 2,415.00 | Ledbury War Memorial |
| 29/11/2022 | B Phillips | BACS | 600.00 | | | 4857 | 214 | 600.00 | Electrical int at |

Subtotal Carried Forward:

115,817.70

0.00 11,335.77

103,881.93

2976

Date: 14/12/2022

Ledbury Town Council Current Year

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Time: 12:12

Cashbook 1

User: SAE

Lloyds A/c (235) (Bus Ext)

Payments made between 01/11/2022 and 30/11/2022

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> |
|------------------------|-------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|----------------------------|
| | | | | | | | | | Heritage C |
| 29/11/2022 | GRConsultancy Ltd | BACS | 250.00 | | | 4590 | 220 | 250.00 | Staff Review |
| 29/11/2022 | Sign Post | BACS | 204.00 | | 34.00 | 4430 | 105 | 170.00 | Advertising Painted Room |
| 30/11/2022 | Onecom Limited | DD | 405.44 | | 67.57 | 4481 | 401 | 337.87 | Hosted telephone system |
| Total Payments: | | | 116,677.14 | 0.00 | 11,437.34 | | | 105,239.80 | |

2976

Premier A/c (736) Comm Call

Receipts received between 01/11/2022 and 30/11/2022

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|----------------------------------|------------------------------|-----------------|-----------|-------|------|--------|-----------|----------------------|
| 21143 | Banked: 01/11/2022 | 166.67 | | | | | | |
| 21143 | The Co-operative Group (CGP) | 166.67 | | | 1160 | 102 | 166.67 | Mortuary Rent |
| 223059 | Banked: 02/11/2022 | 651.00 | | | | | | |
| 223059 | Jackson Family Funerals | 651.00 | | | 1100 | 102 | 651.00 | Interment |
| 1727 | Banked: 02/11/2022 | 44.00 | | | | | | |
| 1727 | Ian Sim | 44.00 | | | 1130 | 102 | 44.00 | Memorial Stone |
| 00439 | Banked: 07/11/2022 | 300.00 | | | | | | |
| 00439 | R Wilson | 300.00 | | | 1090 | 301 | 300.00 | Charter Market |
| 1730 | Banked: 08/11/2022 | 66.00 | | | | | | |
| 1730 | Olden Day Collectables | 66.00 | | | 1090 | 301 | 66.00 | Charter Market |
| 1729 | Banked: 09/11/2022 | 912.00 | | | | | | |
| 1729 | Hereford Guild of Craftsmen | 912.00 | | | 1030 | 201 | 912.00 | Hire of Market House |
| 1709 | Banked: 09/11/2022 | 22.00 | | | | | | |
| 1709 | Dragon Products | 22.00 | | | 1090 | 301 | 22.00 | Charter Market |
| 1717 | Banked: 09/11/2022 | 44.00 | | | | | | |
| 1717 | Suffolk Distilary | 44.00 | | | 1090 | 301 | 44.00 | Charter Market |
| | INT Banked: 09/11/2022 | 64.74 | | | | | | |
| | INT Lloyds Bank | 64.74 | | | 1870 | 220 | 64.74 | Interest |
| 1719 | Banked: 11/11/2022 | 74.00 | | | | | | |
| 1719 | Le Delice | 74.00 | | | 1090 | 301 | 74.00 | Charter Market |
| 1640 | Banked: 15/11/2022 | 50.00 | | | | | | |
| 1640 | A.B.E Ledbury | 50.00 | | | 1270 | 115 | 50.00 | Christmas Donation |
| 1640 | Banked: 16/11/2022 | 185.00 | | | | | | |
| 1640 | S Brice | 185.00 | | | 1460 | 120 | 185.00 | Wedding Deposit |
| 8974 | Banked: 21/11/2022 | 15.00 | | | | | | |
| 8974 | L Sewell | 15.00 | | | 1090 | 301 | 15.00 | Charter Market |
| 105279 | Banked: 22/11/2022 | 11,153.78 | | | | | | |
| 105279 | Herefordshire Council | 11,153.78 | | | 1720 | 214 | 11,153.78 | Welcome Back Fund |
| 86400 | Banked: 22/11/2022 | 15.00 | | | | | | |
| 86400 | Tilly Makes | 15.00 | | | 1090 | 301 | 15.00 | Charter Market |
| 90709 | Banked: 23/11/2022 | 15.00 | | | | | | |
| 90709 | Chockshop Ltd | 15.00 | | | 1090 | 301 | 15.00 | Charter Market |
| 2016 | Banked: 23/11/2022 | 100.00 | | | | | | |
| 2016 | Taynton Farm Sales | 100.00 | | | 1090 | 301 | 100.00 | Charter Market |
| 8700 | Banked: 24/11/2022 | 150.00 | | | | | | |
| 8700 | RedKite Solicitors | 150.00 | | | 1270 | 115 | 150.00 | Christmas Donation |
| Subtotal Carried Forward: | | 14,028.19 | 0.00 | 0.00 | | | 14,028.19 | |

2977

14/12/2022

Ledbury Town Council Current Year

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12:08

Cashbook 3

User: SAE

Premier A/c (736) Comm Call

Receipts received between 01/11/2022 and 30/11/2022

| | | 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> |
| 19100 | Banked: 24/11/2022 | 750.00 | | | | | | |
| 19100 | Sequani Ltd | 750.00 | | | 1270 | 115 | 750.00 | Christmas Donation |
| Total Receipts: | | 14,778.19 | 0.00 | 0.00 | | | 14,778.19 | |

2978

Premier A/c (736) Comm Call

Payments made between 01/11/2022 and 30/11/2022

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> |
|------------------------|----------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-------------------|----------------------------|
| 01/11/2022 | Lloyds A/c (235) (Bus Ext) | 01112022 | 35,000.00 | | | | 200 | 35,000.00 | From 736 to 235 |
| 03/11/2022 | Lloyds A/c (235) (Bus Ext) | 03112022 | 30,000.00 | | | | 200 | 30,000.00 | from 736 to 235 |
| 24/11/2022 | Lloyds A/c (235) (Bus Ext) | 24112022 | 25,000.00 | | | | 200 | 25,000.00 | transfer from 736 - 235 |
| 28/11/2022 | Lloyds A/c (235) (Bus Ext) | 28112022 | 20,000.00 | | | | 200 | 20,000.00 | Transfer from 736 - 235 |
| 28/11/2022 | Lloyds Bank | PAY | 2.59 | | | | 4550 220 | 2.59 | Bank Charges |
| Total Payments: | | | 110,002.59 | 0.00 | 0.00 | | | 110,002.59 | |

List of Payments made between 01/11/2022 and 30/11/2022

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|----------------------------|------------------|--------------------|-----------------------|---------------------------|
| 01/11/2022 | Lloyds A/c (235) (Bus Ext) | 01112022 | 35,000.00 | | From 736 to 235 |
| 03/11/2022 | Lloyds A/c (235) (Bus Ext) | 03112022 | 30,000.00 | | from 736 to 235 |
| 24/11/2022 | Lloyds A/c (235) (Bus Ext) | 24112022 | 25,000.00 | | transfer from 736 - 235 |
| 28/11/2022 | Lloyds A/c (235) (Bus Ext) | 28112022 | 20,000.00 | | Transfer from 736 - 235 |
| 28/11/2022 | Lloyds Bank | PAY | 2.59 | 383289032 | Bank Charges |
| Total Payments | | | <u>110,002.59</u> | | |

Time: 12:14

Petty Cash

List of Payments made between 01/11/2022 and 30/11/2022

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------|------------------|--------------------|-----------------------|------------------------------|
| 01/11/2022 | J Lawrence | CASH | 9.90 | Petty Cash | Keys for various LTC locks |
| 06/11/2022 | S Jarvis | CASH | 41.14 | Petty Cash | Civic Coffee Morning |
| 22/11/2022 | Charlotte Barltrop | CASH | 17.88 | Grotto Presents | Wrapping Paper |
| 22/11/2022 | Terry Dold | CASH | 12.00 | Petty Cash | Wireless Mouse |
| 22/11/2022 | J Lawrence | CASH | 1.60 | Petty Cash | Car Park Charges |
| 22/11/2022 | A Price | CASH | 5.10 | Petty Cash | Welfare for Delivery of tree |
| 22/11/2022 | S Edwards | CASH | 6.60 | Petty Cash | Newspapers |

Total Payments 94.22

Petty Cash

Payments made between 01/11/2022 and 30/11/2022

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> |
|------------------------|--------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|---------------------------------|
| 01/11/2022 | J Lawrence | CASH | 9.90 | | 1.65 | 4444 | 235 | 8.25 | Keys for various LTC locks |
| 06/11/2022 | S Jarvis | CASH | 41.14 | | 6.86 | 4444 | 235 | 34.28 | Civic Coffee Morning |
| 22/11/2022 | Charlotte Barltrop | CASH | 17.88 | | 2.98 | 4444 | 235 | 14.90 | Wrapping Paper |
| 22/11/2022 | Terry Dold | CASH | 12.00 | | 2.00 | 4444 | 235 | 10.00 | Wireless Mouse |
| 22/11/2022 | J Lawrence | CASH | 1.60 | | | 4444 | 235 | 1.60 | Car Park Charges |
| 22/11/2022 | A Price | CASH | 5.10 | | 0.85 | 4444 | 235 | 4.25 | Welfare for Delivery of tree |
| 22/11/2022 | S Edwards | CASH | 6.60 | | 1.10 | 4444 | 235 | 5.50 | Newspapers |
| Total Payments: | | | 94.22 | 0.00 | 15.44 | | | 78.78 | |

Public Sector Deposit Fund

Receipts received between 01/11/2022 and 30/11/2022

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> |
|------------------------|--------------------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
| DIV | Banked: 01/11/2022 | 263.37 | | | | | | |
| PAY | The Public Sector Deposit Fund | 263.37 | | | 1870 | 220 | 263.37 | Dividend |
| Total Receipts: | | 263.37 | 0.00 | 0.00 | | | 263.37 | |

Receipts received between 01/11/2022 and 30/11/2022

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> |
|-------------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
| Cash Banked: 28/11/2022 | | 158.12 | | | | | | |
| Cash Petty Cash | | 158.12 | | | 4444 | 235 | 158.12 | Petty Cash |
| Total Receipts: | | 158.12 | 0.00 | 0.00 | | | 158.12 | |

Lloyds A/c (235) (Bus Ext)

Receipts received between 01/12/2022 and 31/12/2022

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------------------|-----------------------------|------------------|-------------|-------------|------|--------|------------------|---------------------------|
| PAY | Banked: 01/12/2022 | 277.78 | | | | | | |
| PAY | The Stone Workshop | 277.78 | | | 1289 | 118 | 277.78 | Refund of payment |
| 500475 | Banked: 05/12/2022 | 148.00 | | | | | | |
| 500475 | Max's Fish Sales | 148.00 | | | 1090 | 301 | 148.00 | Charter Market |
| 500475 | Banked: 05/12/2022 | 579.00 | | | | | | |
| 500475 | Mr K Arnold | 50.00 | | | 1460 | 127 | 50.00 | Wedding Deposit |
| 500475 | R Wilson | 330.00 | | | 1090 | 301 | 330.00 | Charter Market |
| 500475 | Carnival Association | 35.00 | | | 1030 | 201 | 35.00 | Hire of Market House |
| 500475 | Monmouth Memorials | 164.00 | | | 1130 | 102 | 164.00 | Memorial Mason |
| INT | Banked: 09/12/2022 | 8.01 | | | | | | |
| INT | Lloyds Bank | 8.01 | | | 1870 | 220 | 8.01 | Interest |
| | Banked: 19/12/2022 | 25,000.00 | | | | | | |
| 19122022 | Premier A/c (736) Comm Call | 25,000.00 | | | 202 | | 25,000.00 | from 736 - 235 |
| 500476 | Banked: 21/12/2022 | 160.00 | | | | | | |
| 500476 | Charter Market | 15.00 | | | 1090 | 301 | 15.00 | Market Income |
| 500476 | Christmas Donations | 5.00 | | | 1270 | 115 | 5.00 | Donations |
| 500476 | Dog Bags | 74.00 | | | 1471 | 127 | 74.00 | Dog Bags |
| 500476 | Christmas Event | 39.00 | | | 1270 | 115 | 39.00 | Father Christmas |
| 500476 | Town Trails | 13.00 | | | 1034 | 301 | 13.00 | Tourist Information |
| 500476 | Painted Room Sales | 14.00 | | | 1450 | 105 | 14.00 | Donations |
| 500477 | Banked: 21/12/2022 | 2,730.89 | | | | | | |
| 500477 | Ledbury Community Hall | 1,842.89 | | | 1874 | 220 | 1,842.89 | Electricity contribution |
| 500477 | J Dawson | 65.00 | | | 1130 | 102 | 65.00 | Memorial Tablet |
| 500477 | J Dawson | 65.00 | | | 1130 | 102 | 65.00 | Memorial Mason |
| 500477 | Dawe Brothers | 758.00 | | | 1100 | 102 | 758.00 | EROB in Inter Late A Monk |
| | Banked: 21/12/2022 | 70,000.00 | | | | | | |
| 736-235 | Premier A/c (736) Comm Call | 70,000.00 | | | 202 | | 70,000.00 | from 736 - 235 |
| PAY | Banked: 31/12/2022 | 67.00 | | | | | | |
| PAY | Charter Market | 67.00 | | | 1090 | 301 | 67.00 | Charter |
| PAY | Banked: 31/12/2022 | 10.00 | | | | | | |
| PAY | Dog Bags | 10.00 | | | 1471 | 127 | 10.00 | Doggy Bags |
| PAY | Banked: 31/12/2022 | 185.00 | | | | | | |
| PAY | Jacobean Room | 185.00 | | | 1460 | 127 | 185.00 | Wedding Income |
| Total Receipts: | | 99,165.68 | 0.00 | 0.00 | | | 99,165.68 | |

Premier A/c (736) Comm Call

Receipts received between 01/12/2022 and 31/12/2022

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: 01/12/2022 | 166.67 | | | | | | |
| PAY | The Co-operative Group (CGP) | 166.67 | | | 1160 | 102 | 166.67 | Mortuary Rent |
| PAY | Banked: 02/12/2022 | 15.00 | | | | | | |
| PAY | Teds Tacos | 15.00 | | | 1090 | 301 | 15.00 | Charter Market |
| PAY | Banked: 05/12/2022 | 300.00 | | | | | | |
| PAY | H Weston & Sons | 300.00 | | | 1270 | 115 | 300.00 | Christmas Donation |
| PAY | Banked: 05/12/2022 | 22.00 | | | | | | |
| PAY | K Phillips | 22.00 | | | 1090 | 301 | 22.00 | Charter Market |
| 1741 | Banked: 05/12/2022 | 52.00 | | | | | | |
| 1741 | Suffolk Distillery | 52.00 | | | 1090 | 301 | 52.00 | Charter Market |
| INT | Banked: 09/12/2022 | 105.55 | | | | | | |
| INT | Lloyds Bank | 105.55 | | | 1870 | 220 | 105.55 | Interest |
| INT | Banked: 09/12/2022 | -3.00 | | | | | | |
| INT | Lloyds Bank | -3.00 | | | 1870 | 220 | -3.00 | Bank Interest |
| 1736 | Banked: 12/12/2022 | 92.50 | | | | | | |
| 1736 | Le Delice | 92.50 | | | 1090 | 301 | 92.50 | Charter Market |
| PAY | Banked: 30/12/2022 | 150.00 | | | | | | |
| PAY | Galebreaker Ltd | 150.00 | | | 1270 | 115 | 150.00 | Christmas Donation |
| PAY | Banked: 30/12/2022 | 166.67 | | | | | | |
| PAY | The Co-operative Group (CGP) | 166.67 | | | 1160 | 102 | 166.67 | Mortuary Rent |
| Total Receipts: | | 1,067.39 | 0.00 | 0.00 | | | 1,067.39 | |

Public Sector Deposit Fund

Receipts received between 01/12/2022 and 31/12/2022

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> |
|------------------------|--------------------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
| DIV | Banked: 01/12/2022 | 337.93 | | | | | | |
| DIV | The Public Sector Deposit Fund | 337.93 | | | 1870 | 220 | 337.93 | Dividene Re-invested |
| Total Receipts: | | 337.93 | 0.00 | 0.00 | | | 337.93 | |

Lloyds A/c (235) (Bus Ext)

Payments made between 01/12/2022 and 31/12/2022

| Nominal Ledger Analysis | | | | | | | | | |
|----------------------------------|--------------------------------|-----------|--------------|-------------|--------|------|--------|-----------|-------------------------------|
| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
| 01/12/2022 | E.on | DD | 40.88 | | 1.95 | 4122 | 201 | 38.93 | Electricity Market House |
| 01/12/2022 | Advansys Ltd | DD | 102.00 | | 17.00 | 4482 | 401 | 85.00 | Website hosting |
| 01/12/2022 | O2 | DD | 150.11 | | 25.02 | 4481 | 401 | 125.09 | LTC Mobile Phones |
| 02/12/2022 | Charlotte Barltrop | BACS | 73.00 | | 12.17 | 4607 | 127 | 60.83 | Trolley for Gazebo Weights |
| 02/12/2022 | Screwfix | BACS | 70.38 | | 11.73 | 4200 | 108 | 58.65 | Gloves for Coppicing of Dog H |
| 02/12/2022 | Jon Dawson | BACS | 125.00 | | | 4170 | 102 | 125.00 | Repair Memorial Stone |
| 02/12/2022 | PPL PRS Ltd | BACS | 363.26 | | 60.54 | 4434 | 105 | 302.72 | Music Licence Painted Room |
| 02/12/2022 | SLCC Enterprises Ltd | BACS | 458.00 | | | 4460 | 220 | 458.00 | MembershipFee APrice |
| 02/12/2022 | takepayments | DD | 30.00 | | 5.00 | 4433 | 105 | 25.00 | Card Machine Painted Room |
| 02/12/2022 | Take Payments | DD | 30.00 | | 5.00 | 4433 | 105 | 25.00 | Charges for Card Machine |
| 02/12/2022 | J Dawson | PAY | 125.00 | | | 4170 | 102 | 125.00 | Repair of Memorial Stone |
| 05/12/2022 | EE Limited | DD | 15.73 | | 2.62 | 4481 | 401 | 13.11 | Wedding Co-ordinator Phone |
| 07/12/2022 | Citation Limited | DD | 239.84 | | 39.97 | 4415 | 235 | 199.87 | HR Services |
| 08/12/2022 | Welsh Water | DD | 24.35 | | | 4115 | 202 | 24.35 | Water LTC Offices |
| 08/12/2022 | Welsh Water | DD | 15.79 | | | 4115 | 202 | 15.79 | Water LTC Offices |
| 12/12/2022 | Barclaycard | DD | 11.76 | | | 4550 | 220 | 11.76 | Card Transaction Charges |
| 12/12/2022 | British Gas | DD | 23.18 | | | 4800 | 214 | 23.18 | BBI Clock Electricity |
| 12/12/2022 | Barclaycard | DD | 15.76 | | | 4550 | 105 | 15.76 | Bank Charges for card machine |
| 14/12/2022 | Charlotte Barltrop | BACS | 756.19 | | 126.03 | 4607 | 127 | 630.16 | Charity Toys |
| 14/12/2022 | Price, Mrs A | BACS | 152.51 | | 25.42 | 4607 | 127 | 127.09 | Christmas Toys |
| 14/12/2022 | Octopus Energy | DD | 133.47 | | 6.36 | 4122 | 202 | 127.11 | Octopus Energy |
| 19/12/2022 | OMS UK Ltd | DD | 793.92 | | 132.32 | 4483 | 401 | 661.60 | Monthly Managed Service |
| 19/12/2022 | Vision Office Tech Services Lt | DD | 221.26 | | 36.88 | 4410 | 235 | 184.38 | Photocopier Costs |
| 20/12/2022 | Salary | BACS | 604.37 | | | 4000 | 105 | 604.37 | Salary |
| 20/12/2022 | Salary | BACS | 161.32 | | | 4000 | 230 | 161.32 | Staff Salary |
| 20/12/2022 | Salary | BACS | 2,757.20 | | | 4000 | 102 | 2,757.20 | Staff Salary |
| 20/12/2022 | Salary | BACS | 4,698.74 | | | 4000 | 230 | 4,698.74 | Staff Salary |
| 20/12/2022 | Salary | BACS | 549.88 | | | 4000 | 230 | 549.88 | Staff Salary |
| 20/12/2022 | Salary | BACS | 3,135.79 | | | 4000 | 230 | 3,135.79 | Staff Salary |
| 20/12/2022 | Salary | BACS | 2,138.24 | | | 4000 | 230 | 2,138.24 | Staff Salary |
| 20/12/2022 | Salary | BACS | 2,844.66 | | | 4000 | 230 | 2,844.66 | Staff Salary |
| 20/12/2022 | Salary | BACS | 2,390.18 | | | 4000 | 230 | 2,390.18 | Staff Salary |
| Subtotal Carried Forward: | | | 23,251.77 | 0.00 | 508.01 | | | 22,743.76 | |

Lloyds A/c (235) (Bus Ext)

Payments made between 01/12/2022 and 31/12/2022

| | | Nominal Ledger Analysis | | | | | | | | | |
|---------------------------|------------------------------|-------------------------|--------------|-------------|----------|------|--------|-----------|-----------------------------|--|--|
| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details | | |
| 20/12/2022 | Salary | BACS | 2,216.81 | | | 4000 | 230 | 2,216.81 | Staff Salary | | |
| 20/12/2022 | Worcester County Council | BACS | 10,114.99 | | | 4019 | 230 | 10,114.99 | Pensions | | |
| 20/12/2022 | H M Revenue & Customs | BACS | 9,714.94 | | | 4018 | 230 | 9,714.94 | PAYE & NI | | |
| 22/12/2022 | E.on | DD | 164.88 | | 7.85 | 4122 | 201 | 157.03 | Market House Electricity | | |
| 22/12/2022 | E.on | DD | -40.88 | | -1.95 | 4122 | 201 | -38.93 | Market House Electricity | | |
| 23/12/2022 | Mr B Davis | BACS | 920.00 | | | 4857 | 214 | 920.00 | Shop Front Grant | | |
| 23/12/2022 | Mr Averill | BACS | 1,250.00 | | | 4857 | 214 | 1,250.00 | Shop Front Grant | | |
| 23/12/2022 | Ledbury Swifts | BACS | 1,500.00 | | | 4890 | 214 | 1,500.00 | Grant Funding | | |
| 23/12/2022 | Ledbury Food Bank | BACS | 2,500.00 | | | 4890 | 214 | 2,500.00 | Grant Funding | | |
| 23/12/2022 | Ledbury Methodist Church | BACS | 1,200.00 | | | 4890 | 214 | 1,200.00 | Grant Funding | | |
| 23/12/2022 | Oops-A-Daisy | BACS | 140.00 | | 23.33 | 4850 | 127 | 116.67 | Wreath & Flowers | | |
| 23/12/2022 | HMS | BACS | 60.00 | | 10.00 | 4640 | 115 | 50.00 | Christmas Light time clocks | | |
| 23/12/2022 | Price, Mrs A | BACS | 212.63 | | 35.44 | 4607 | 127 | 177.19 | Craft Items for Xmas Light | | |
| 23/12/2022 | Amanda Hopwell | BACS | 100.00 | | | 4607 | 127 | 100.00 | Performer | | |
| 23/12/2022 | Shed Sounds | BACS | 270.00 | | | 4607 | 127 | 270.00 | PA Hire | | |
| 23/12/2022 | Quickskip Hereford Ltd | BACS | 246.00 | | 41.00 | 4225 | 102 | 205.00 | Cemetery Skip | | |
| 23/12/2022 | Chubb Electronic Security | BACS | 180.28 | | 30.05 | 4185 | 202 | 150.23 | Service extinguishers LTC | | |
| 23/12/2022 | The Yard House | BACS | 216.00 | | 36.00 | 4650 | 115 | 180.00 | Hanging Basket Storage | | |
| 23/12/2022 | Bliss Cleaning Services | BACS | 410.70 | | 68.45 | 4150 | 202 | 342.25 | LTC Cleaning Mth 9 | | |
| 23/12/2022 | Christopher Dold | BACS | 297.00 | | | 4170 | 102 | 297.00 | Cemetery Maintenance | | |
| 23/12/2022 | Lyreco UK Ltd | BACS | 237.66 | | 39.61 | 4400 | 235 | 160.30 | Stationary Housekeeping | | |
| | | | | | | 4415 | 401 | 29.05 | Stationary Housekeeping | | |
| | | | | | | 4155 | 202 | 8.70 | Stationary Housekeeping | | |
| 23/12/2022 | Price, Mrs A | BACS | 102.95 | | 16.00 | 4607 | 127 | 86.95 | Selection Boxes | | |
| 23/12/2022 | Price, Mrs A | BACS | 104.99 | | | 4607 | 127 | 104.99 | Childrens Books | | |
| 23/12/2022 | Sophie Jarvis | BACS | 12.15 | | | 4051 | 230 | 12.15 | Christmas Lights | | |
| 23/12/2022 | Printerbase | BACS | 206.45 | | 34.41 | 4415 | 235 | 172.04 | Ink Cartridges | | |
| 23/12/2022 | Charlotte Barltrop | BACS | 76.35 | | 12.72 | 4607 | 127 | 63.63 | Christmas Gifts | | |
| 23/12/2022 | The Methodist Chruch | BACS | 10.00 | | | 4545 | 225 | 10.00 | Room Hire | | |
| 23/12/2022 | Blachere Illumination UK Ltd | BACS | 2,646.60 | | 441.10 | 4640 | 115 | 2,205.50 | Storage | | |
| 23/12/2022 | Blachere Illumination UK Ltd | BACS | 1,002.18 | | 167.03 | 4640 | 115 | 835.15 | Removal of Product | | |
| 23/12/2022 | D M Property Maintenance | BACS | 2,418.50 | | | 4205 | 108 | 366.66 | Contract Works | | |
| | | | | | | 4205 | 110 | 1,120.00 | Contract Works | | |
| | | | | | | 4236 | 110 | 100.00 | Contract Works | | |
| Subtotal Carried Forward: | | | 61,742.95 | 0.00 | 1,469.05 | | | 59,442.06 | | | |

Lloyds A/c (235) (Bus Ext)

Payments made between 01/12/2022 and 31/12/2022

| Nominal Ledger Analysis | | | | | | | | | |
|----------------------------------|-------------------------------|-----------|--------------|-------------|----------|------|--------|-----------|---------------------------------|
| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
| | | | | | | 4013 | 125 | 52.84 | Contract Works |
| | | | | | | 4270 | 110 | 684.00 | Contract Works |
| | | | | | | 4252 | 108 | 95.00 | Contract Works |
| 23/12/2022 | Worknest | BACS | 2,348.70 | | 391.45 | 4590 | 220 | 1,957.25 | Health & Safety |
| 23/12/2022 | Kingfisher Visitor Guides | BACS | 226.80 | | 37.80 | 4430 | 105 | 189.00 | Ad in hotel publication |
| 23/12/2022 | Balfour Beatty Living Places | BACS | 125.00 | | | 4607 | 127 | 125.00 | Road Closure Christmas |
| 23/12/2022 | SETON | BACS | 208.98 | | 34.83 | 4605 | 127 | 174.15 | Traffic Cones |
| 23/12/2022 | Sally Edwards | BACS | 9.45 | | | 4051 | 230 | 9.45 | Christmas light Switch on |
| 23/12/2022 | Ledbury Hardware Limited | BACS | 82.91 | | 13.82 | 4155 | 202 | 23.03 | DIY, Batteries |
| | | | | | | 4155 | 202 | 19.44 | DIY, Batteries |
| | | | | | | 4170 | 102 | 26.62 | DIY, Batteries |
| 23/12/2022 | Arthur J Gallager | BACS | 12,452.48 | | | 4130 | 220 | 12,452.48 | Ecclesiastical Insurance |
| 23/12/2022 | Arthur J Gallagher | BACS | 3,508.44 | | | 4130 | 220 | 3,508.44 | Insurance |
| 23/12/2022 | Paperstation Ltd. | BACS | 165.28 | | 27.55 | 4400 | 235 | 137.73 | Stationary |
| 23/12/2022 | Price, Mrs A | BACS | 168.30 | | | 4051 | 230 | 168.30 | Travel Expenses |
| 23/12/2022 | Guy Tustin | BACS | 800.00 | | | 4210 | 108 | 800.00 | Dog Hill Woods Training |
| 23/12/2022 | Sentinel Security Systems | BACS | 90.00 | | 15.00 | 4175 | 110 | 75.00 | CCTV repairs |
| 23/12/2022 | Waterplus | BACS | 14.92 | | | 4115 | 102 | 14.92 | LTC Water Drainage |
| 23/12/2022 | Herefordshire Council | BACS | 106.54 | | | 4021 | 202 | 106.54 | Recycling Waste Collection |
| 23/12/2022 | Herefordshire Council | BACS | 2,094.70 | | | 4176 | 118 | 2,094.70 | Contribution towards HFD CCTV |
| 23/12/2022 | Herefordshire Council | BACS | 72.74 | | | 4224 | 101 | 72.74 | Waste Collection LTC |
| 23/12/2022 | Julia Lawrence | BACS | 54.00 | | | 4051 | 230 | 54.00 | Travel expenses |
| 23/12/2022 | Screwfix | BACS | 179.96 | | | 4592 | 102 | 179.96 | PPE for Groundsman |
| 23/12/2022 | Public Policy | BACS | 118.80 | | 19.80 | 4525 | 225 | 99.00 | Nick Morris Training Tourism |
| 23/12/2022 | Pavillion Rooms(Ledbury) Ltd | BACS | 764.00 | | 127.33 | 4535 | 210 | 636.67 | Hire of Room and Buffet |
| 23/12/2022 | Ledbury Walkers Club | BACS | 30.00 | | | 4857 | 214 | 30.00 | Supply of walking maps |
| 23/12/2022 | Malvern Floorcare | BACS | 772.00 | | | 4250 | 102 | 772.00 | Relacquer chapel floor & pew |
| 23/12/2022 | NPower | BACS | 35.76 | | 1.70 | 4276 | 118 | 34.06 | Electricity Market Stall |
| 23/12/2022 | Shredall Ltd | BACS | 77.05 | | 12.84 | 4021 | 202 | 64.21 | LTC Shredding |
| 23/12/2022 | hibberd Associates | BACS | 15,936.00 | | 2,656.00 | 4590 | 220 | 13,280.00 | Inspection of Council Buildings |
| Subtotal Carried Forward: | | | 102,185.76 | 0.00 | 4,807.17 | | | 97,378.59 | |

Lloyds A/c (235) (Bus Ext)

Payments made between 01/12/2022 and 31/12/2022

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> |
|------------------------|-----------------------|------------------|---------------------|--------------------|-----------------|------------|---------------|------------------|----------------------------|
| 28/12/2022 | Lloyds Bank | DD | 24.60 | | | 4550 | 220 | 24.60 | Bank Charges |
| 28/12/2022 | Lloyds Bank | DD | 76.63 | | | 4550 | 220 | 76.63 | Bank Charges |
| 28/12/2022 | Herefordshire Council | DD | 68.00 | | | 4110 | 201 | 68.00 | Market House Rates |
| 28/12/2022 | Herefordshire Council | DD | 86.00 | | | 4110 | 102 | 86.00 | Mortuary Rates |
| 28/12/2022 | Herefordshire Council | DD | 148.00 | | | 4110 | 102 | 148.00 | Cemetery Rates |
| 28/12/2022 | Herefordshire Council | DD | 603.00 | | | 4110 | 202 | 603.00 | LTC Rates |
| 30/12/2022 | Onecom Limited | DD | 405.78 | | 67.63 | 4481 | 401 | 338.15 | Cost of voice calls |
| Total Payments: | | | 103,597.77 | 0.00 | 4,874.80 | | | 98,722.97 | |

Premier A/c (736) Comm Call

Payments made between 01/12/2022 and 31/12/2022

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> |
|------------------------|----------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|------------------|----------------------------|
| 19/12/2022 | Lloyds A/c (235) (Bus Ext) | 19122022 | 25,000.00 | | | 200 | | 25,000.00 | from 736 - 235 |
| 21/12/2022 | Lloyds A/c (235) (Bus Ext) | 736-235 | 70,000.00 | | | 200 | | 70,000.00 | from 736 - 235 |
| 28/12/2022 | Lloyds Bank | BACS | 3.70 | | | 1870 | 220 | 3.70 | Service Charge |
| Total Payments: | | | 95,003.70 | 0.00 | 0.00 | | | 95,003.70 | |

Petty Cash

Payments made between 01/12/2022 and 31/12/2022

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> |
|------------------------|-------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|--------------------------------|
| 06/12/2022 | Three Counties Bookshop | PAY | 2.25 | | 0.38 | 4444 | 235 | 1.87 | Condolence Card |
| 12/12/2022 | Charlotte Barltrop | PAY | 22.45 | | 3.74 | 4444 | 235 | 18.71 | Charity toys & Diaries |
| 13/12/2022 | Wellworth IT | PAY | 4.00 | | 0.67 | 4444 | 235 | 3.33 | Furniture wipes - Chapel |
| 22/12/2022 | J Lawrence | PAY | 10.10 | | | 4444 | 235 | 10.10 | Matches & Milk Candle lighting |
| Total Payments: | | | 38.80 | 0.00 | 4.79 | | | 34.01 | |

List of Payments made between 01/12/2022 and 31/12/2022

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|-------------------------------|
| 01/12/2022 | E.on | DD | 40.88 | 0012 | Electricity Market House |
| 01/12/2022 | Advansys Ltd | DD | 102.00 | 41005 | Website hosting |
| 01/12/2022 | O2 | DD | 150.11 | 17404883 | LTC Mobile Phones |
| 02/12/2022 | Charlotte Barltrop | BACS | 73.00 | Expenses | Trolley for Gazebo Weights |
| 02/12/2022 | Screwfix | BACS | 70.38 | 1320774598 | Gloves for Coppicing of Dog H |
| 02/12/2022 | Jon Dawson | BACS | 125.00 | 40 | Repair Memorial Stone |
| 02/12/2022 | PPL PRS Ltd | BACS | 363.26 | 2251708 | Music Licence Painted Room |
| 02/12/2022 | SLCC Enterprises Ltd | BACS | 458.00 | 242349-1 | MembershipFee APrice |
| 02/12/2022 | takepayments | DD | 30.00 | 12776850 | Card Machine Painted Room |
| 02/12/2022 | Take Payments | DD | 30.00 | 2776850 | Charges for Card Machine |
| 02/12/2022 | J Dawson | PAY | 125.00 | 40 | Repair of Memorial Stone |
| 05/12/2022 | EE Limited | DD | 15.73 | 9761 | Wedding Co-ordinator Phone |
| 07/12/2022 | Citation Limited | DD | 239.84 | 0063014 | HR Services |
| 08/12/2022 | Welsh Water | DD | 24.35 | 3008767376 | Water LTC Offices |
| 08/12/2022 | Welsh Water | DD | 15.79 | 3008766586 | Water LTC Offices |
| 12/12/2022 | Barclaycard | DD | 11.76 | 016436891122 | Card Transaction Charges |
| 12/12/2022 | British Gas | DD | 23.18 | 6032000396 | BBI Clock Electricity |
| 12/12/2022 | Barclaycard | DD | 15.76 | 016436881122 | Bank Charges for card machine |
| 14/12/2022 | Charlotte Barltrop | BACS | 756.19 | Christmas Donations | Charity Toys |
| 14/12/2022 | Price, Mrs A | BACS | 152.51 | Christmas Donations | Christmas Toys |
| 14/12/2022 | Octopus Energy | DD | 133.47 | 0024 | Octopus Energy |
| 19/12/2022 | OMS UK Ltd | DD | 793.92 | 118114 | Monthly Managed Service |
| 19/12/2022 | Vision Office Tech Services Lt | DD | 221.26 | 100174904 | Photocopier Costs |
| 20/12/2022 | Salary | BACS | 604.37 | Mth 9 | Salary |
| 20/12/2022 | Salary | BACS | 161.32 | Mth 9 | Staff Salary |
| 20/12/2022 | Salary | BACS | 2,757.20 | Mth 9 | Staff Salary |
| 20/12/2022 | Salary | BACS | 4,698.74 | Mth 9 | Staff Salary |
| 20/12/2022 | Salary | BACS | 549.88 | Mth 9 | Staff Salary |
| 20/12/2022 | Salary | BACS | 3,135.79 | Mth 9 | Staff Salary |
| 20/12/2022 | Salary | BACS | 2,138.24 | Mth 9 | Staff Salary |
| 20/12/2022 | Salary | BACS | 2,844.66 | Mth 9 | Staff Salary |
| 20/12/2022 | Salary | BACS | 2,390.18 | Mth 9 | Staff Salary |
| 20/12/2022 | Salary | BACS | 2,216.81 | Mth 9 | Staff Salary |
| 20/12/2022 | Worcester County Council | BACS | 10,114.99 | Mth 9 | Pensions |
| 20/12/2022 | H M Revenue & Customs | BACS | 9,714.94 | Mth 9 | PAYE & NI |
| 22/12/2022 | E.on | DD | 164.88 | 0013 | Market House Electricity |
| 22/12/2022 | E.on | DD | -40.88 | 0013 | Market House Electricity |
| 23/12/2022 | Mr B Davis | BACS | 920.00 | GPV | Shop Front Grant |
| 23/12/2022 | Mr Averill | BACS | 1,250.00 | GPV | Shop Front Grant |
| 23/12/2022 | Ledbury Swifts | BACS | 1,500.00 | Minute Number C626 | Grant Funding |
| 23/12/2022 | Ledbury Food Bank | BACS | 2,500.00 | Minute Number C626 | Grant Funding |
| 23/12/2022 | Ledbury Methodist Church | BACS | 1,200.00 | Minute number C626 | Grant Funding |
| 23/12/2022 | Oops-A-Daisy | BACS | 140.00 | London Bridge | Wreath & Flowers |

List of Payments made between 01/12/2022 and 31/12/2022

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|-------------------------------|------------------|--------------------|-----------------------|----------------------------------|
| | | | | Spring | |
| 23/12/2022 | HMS | BACS | 60.00 | 56805 | Christmas Light time clocks |
| 23/12/2022 | Price, Mrs A | BACS | 212.63 | ChristmasLight event | Craft Items for Xmas Light event |
| 23/12/2022 | Amanda Hopwell | BACS | 100.00 | ChristmasLight event | Performer |
| 23/12/2022 | Shed Sounds | BACS | 270.00 | ChristmasLight event | PA Hire |
| 23/12/2022 | Quickskip Hereford Ltd | BACS | 246.00 | 206285 | Cemetery Skip |
| 23/12/2022 | Chubb Electronic Security | BACS | 180.28 | 9625506 | Service extinguishers LTC |
| 23/12/2022 | The Yard House | BACS | 216.00 | LTC022022 | Hanging Basket Storage |
| 23/12/2022 | Bliss Cleaning Services | BACS | 410.70 | 6665 | LTC Cleaning Mth 9 |
| 23/12/2022 | Christopher Dold | BACS | 297.00 | 13 | Cemetery Maintenance |
| 23/12/2022 | Lyreco UK Ltd | BACS | 237.66 | 6190350840 | Stationary Housekeeping |
| 23/12/2022 | Price, Mrs A | BACS | 102.95 | Christmas Grotto | Selection Boxes |
| 23/12/2022 | Price, Mrs A | BACS | 104.99 | Christmas Grotto | Childrens Books |
| 23/12/2022 | Sophie Jarvis | BACS | 12.15 | Expenses | Christmas Lights |
| 23/12/2022 | Printerbase | BACS | 206.45 | 702285 | Ink Cartridges |
| 23/12/2022 | Charlotte Barltrop | BACS | 76.35 | Christmas Grotto | Christmas Gifts |
| 23/12/2022 | The Methodist Church | BACS | 10.00 | 004 | Room Hire |
| 23/12/2022 | Blachere Illumination UK Ltd | BACS | 2,646.60 | 55511 | Storage |
| 23/12/2022 | Blachere Illumination UK Ltd | BACS | 1,002.18 | 55512 | Removal of Product |
| 23/12/2022 | D M Property Maintenance | BACS | 2,418.50 | 30112022 | Contract Works |
| 23/12/2022 | Worknest | BACS | 2,348.70 | 039634 | Health & Safety |
| 23/12/2022 | Kingfisher Visitor Guides | BACS | 226.80 | 4430 | Ad in hotel publication |
| 23/12/2022 | Balfour Beatty Living Places | BACS | 125.00 | Christmas Event | Road Closure Christmas |
| 23/12/2022 | SETON | BACS | 208.98 | 9303553272 | Traffic Cones |
| 23/12/2022 | Sally Edwards | BACS | 9.45 | Expenses | Christmas light Switch on |
| 23/12/2022 | Ledbury Hardware Limited | BACS | 82.91 | 38 | DIY, Batteries |
| 23/12/2022 | Arthur J Gallagher | BACS | 12,452.48 | 106735950 | Ecclesiastical Insurance |
| 23/12/2022 | Arthur J Gallagher | BACS | 3,508.44 | 21888087 | Insurance |
| 23/12/2022 | Paperstation Ltd. | BACS | 165.28 | 146849 | Stationary |
| 23/12/2022 | Price, Mrs A | BACS | 168.30 | Expenses | Travel Expenses |
| 23/12/2022 | Guy Tustin | BACS | 800.00 | Woodland | Dog Hill Woods Training |
| 23/12/2022 | Sentinel Security Systems | BACS | 90.00 | 117891 | CCTV repairs |
| 23/12/2022 | Waterplus | BACS | 14.92 | 515054 | LTC Water Drainage |
| 23/12/2022 | Herefordshire Council | BACS | 106.54 | 91522831 | Recycling Waste Collection |
| 23/12/2022 | Herefordshire Council | BACS | 2,094.70 | 91523211 | Contribution towards HFD CCTV |
| 23/12/2022 | Herefordshire Council | BACS | 72.74 | 91523210 | Waste Collection LTC |
| 23/12/2022 | Julia Lawrence | BACS | 54.00 | Expenses | Travel expenses |
| 23/12/2022 | Screwfix | BACS | 179.96 | 1325052132 | PPE for Groundsman |
| 23/12/2022 | Public Policy | BACS | 118.80 | 121796 | Nick Morris Training Tourism |
| 23/12/2022 | Pavillion Rooms(Ledbury) Ltd | BACS | 764.00 | 999 | Hire of Room and Buffet |
| 23/12/2022 | Ledbury Walkers Club | BACS | 30.00 | | Supply of walking maps |
| 23/12/2022 | Malvern Floorcare | BACS | 772.00 | 1318 | Relacquar chapel floor & pew |
| 23/12/2022 | NPower | BACS | 35.76 | 5563202 | Electricity Market Stall |
| 23/12/2022 | Shredall Ltd | BACS | 77.05 | 17786 | LTC Shredding |
| 23/12/2022 | hibberd Associates | BACS | 15,936.00 | JN/154/01 | Inspection of Council Buildings |

List of Payments made between 01/12/2022 and 31/12/2022

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|-----------------------|------------------|--------------------|-----------------------|---------------------------|
| 28/12/2022 | Lloyds Bank | DD | 24.60 | 38615006 | Bank Charges |
| 28/12/2022 | Lloyds Bank | DD | 76.63 | 385204320 | Bank Charges |
| 28/12/2022 | Herefordshire Council | DD | 68.00 | 85806086 | Market House Rates |
| 28/12/2022 | Herefordshire Council | DD | 86.00 | 8427557x | Mortuary Rates |
| 28/12/2022 | Herefordshire Council | DD | 148.00 | 84275471 | Cemetery Rates |
| 28/12/2022 | Herefordshire Council | DD | 603.00 | 85237264 | LTC Rates |
| 30/12/2022 | Onecom Limited | DD | 405.78 | 71219 | Cost of voice calls |
| Total Payments | | | <u>103,597.77</u> | | |

Time: 14:08

Premier A/c (736) Comm Call

List of Payments made between 01/12/2022 and 31/12/2022

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|----------------------------|------------------|--------------------|-----------------------|---------------------------|
| 19/12/2022 | Lloyds A/c (235) (Bus Ext) | 19122022 | 25,000.00 | | from 736 - 235 |
| 21/12/2022 | Lloyds A/c (235) (Bus Ext) | 736-235 | 70,000.00 | | from 736 - 235 |
| 28/12/2022 | Lloyds Bank | BACS | 3.70 | 385565866 | Service Charge |
| Total Payments | | | <u>95,003.70</u> | | |

Time: 14:08

Petty Cash

List of Payments made between 01/12/2022 and 31/12/2022

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|-------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 06/12/2022 | Three Counties Bookshop | PAY | 2.25 | Petty Cash | Condolence Card |
| 12/12/2022 | Charlotte Barltrop | PAY | 22.45 | Petty Cash | Charity toys & Diaries |
| 13/12/2022 | Wellworth IT | PAY | 4.00 | Petty Cash | Furniture wipes - Chapel |
| 22/12/2022 | J Lawrence | PAY | 10.10 | Petty Cash | Matches & Milk Candle lighting |
| Total Payments | | | <u>38.80</u> | | |

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 | | | 12,917.30 | |
| 150 | Stock | | | 1,475.68 | |
| 200 | Lloyds A/c (235) (Bus Ext) | | | 23,781.14 | |
| 202 | Premier A/c (736) Comm Call | | | 529,641.65 | |
| 203 | Public Sector Deposit Fund | | | 152,921.04 | |
| 215 | Petty Cash | | | 91.88 | |
| 310 | General Fund | | | | 158,987.62 |
| 320 | Earmarked Reserves | | | | 112.92 |
| 321 | EMR - Recreation Ground Equipm | | | | 25,830.00 |
| 322 | EMR - Traffic Management | | | | 9,000.00 |
| 323 | EMR - Charter Market Improveme | | | | 1,000.00 |
| 324 | EMR - Listed Buildings | | | | 120,000.00 |
| 325 | EMR - Elections | | | | 10,000.00 |
| 326 | EMR - Youth Support | | | | 5,000.00 |
| 327 | EMR- Play/Skate Park | | | | 24,500.00 |
| 328 | EMR - War Memorial | | | | 40,000.00 |
| 329 | EMR - Paths, Bins, Benches | | | | 2,500.00 |
| 330 | EMR - CCTV | | | | 10,000.00 |
| 331 | EMR - Advertising | | | | 5,000.00 |
| 332 | EMR - Climate Change | | | | 2,000.00 |
| 333 | EMR - Perimeter Wall Cemetery | | | | 15,000.00 |
| 334 | EMR Great Places to Visit | | | | 81,110.45 |
| 1090 | Charter Market Income | 301 | Planning/Economic Development | | 4,933.00 |
| 1100 | Cemetery Interment Income | 102 | Cemetery & Buildings | | 6,765.00 |
| 1101 | Memorial Bench | 102 | Cemetery & Buildings | | 240.00 |
| 1130 | Cemetery Memorial Permit Incom | 102 | Cemetery & Buildings | | 1,127.00 |
| 1131 | Cemetery Deed Transfers Income | 102 | Cemetery & Buildings | | 30.00 |
| 1160 | Mortuary Rent Income | 102 | Cemetery & Buildings | | 1,333.19 |
| 1161 | Chapel Hire | 102 | Cemetery & Buildings | | 109.37 |
| 1289 | War Memorial Refund | 118 | Minor Infrastructure | | 277.78 |
| 1450 | Painted Room Sales Income | 105 | Painted Room | | 972.56 |
| 1451 | Painted Room Donations Income | 105 | Painted Room | | 2,319.04 |
| 1460 | Ceremony Room Income | 120 | Non-Statutory Services | | 2,010.00 |
| 1471 | Dog Poop Bags | 127 | Services and Events | | 412.00 |
| 1718 | October Fair Donation Income | 214 | Grants with Powers | | 2,250.00 |
| 1870 | Bank Interest Received Income | 220 | Finance and General Purposes | | 1,005.96 |
| 1900 | Precept Income | 220 | Finance and General Purposes | | 605,091.00 |
| 1902 | Western Power WayLeave | 220 | Finance and General Purposes | | 125.95 |
| 4000 | Staff Salaries | 102 | Cemetery & Buildings | 12,695.24 | |
| 4000 | Staff Salaries | 105 | Painted Room | 5,938.27 | |
| 4000 | Staff Salaries | 230 | Management and Payroll | 86,827.96 | |
| 4001 | Agency Cover | 102 | Cemetery & Buildings | 735.75 | |

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> |
|-----------------|--------------------------------|---------------|--------------------------|--------------|---------------|
| 4001 | Agency Cover | 230 | Management and Payroll | 1,203.20 | |
| 4009 | Wedding Refunds | 120 | Non-Statutory Services | 16.67 | |
| 4013 | Devolved Services (grass cutti | 125 | Green Spaces Maintenance | 264.20 | |
| 4014 | Lengthsman Scheme/P3 Scheme | 125 | Green Spaces Maintenance | 1,008.00 | |
| 4018 | National Insurance | 230 | Management and Payroll | 32,655.38 | |
| 4019 | Pension | 230 | Management and Payroll | 39,405.22 | |
| 4021 | Rubbish Collection | 202 | Town Council Offices | 213.08 | |
| 4050 | Staff Training | 230 | Management and Payroll | 1,225.00 | |
| 4051 | Officers Travel/Conference/Sub | 230 | Management and Payroll | 656.80 | |
| 4110 | Rates | 102 | Cemetery & Buildings | 1,636.88 | |
| 4110 | Rates | 201 | Market House | 334.87 | |
| 4110 | Rates | 202 | Town Council Offices | 4,220.50 | |
| 4110 | Rates | 210 | Civic Matters | 136.00 | |
| 4115 | Water | 102 | Cemetery & Buildings | 48.45 | |
| 4115 | Water | 201 | Market House | 60.60 | |
| 4115 | Water | 202 | Town Council Offices | 348.04 | |
| 4122 | Electricity | 102 | Cemetery & Buildings | 602.35 | |
| 4122 | Electricity | 108 | Amenity Areas | 5,088.03 | |
| 4122 | Electricity | 115 | Town Centre Decorations | 611.05 | |
| 4122 | Electricity | 201 | Market House | 352.75 | |
| 4122 | Electricity | 202 | Town Council Offices | 1,705.42 | |
| 4150 | Cleaning | 202 | Town Council Offices | 1,443.50 | |
| 4155 | Housekeeping | 202 | Town Council Offices | | 80.55 |
| 4170 | Maintenance | 101 | Closed Churchyard | 110.00 | |
| 4170 | Maintenance | 102 | Cemetery & Buildings | 1,030.76 | |
| 4170 | Maintenance | 110 | Recreation Ground | 220.00 | |
| 4170 | Maintenance | 201 | Market House | 172.50 | |
| 4170 | Maintenance | 202 | Town Council Offices | 331.88 | |
| 4171 | PAT Testing | 202 | Town Council Offices | 225.00 | |
| 4175 | CCTV Maintenance | 110 | Recreation Ground | | 218.70 |
| 4176 | CCTV Link to Hereford | 118 | Minor Infrastructure | 4,408.10 | |
| 4185 | Alarms | 202 | Town Council Offices | 1,688.86 | |
| 4200 | Tools and Materials | 102 | Cemetery & Buildings | 988.62 | |
| 4205 | Grounds Maintenance (Contract) | 108 | Amenity Areas | 1,833.30 | |
| 4205 | Grounds Maintenance (Contract) | 110 | Recreation Ground | 5,593.00 | |
| 4206 | Grounds Maintenance | 101 | Closed Churchyard | | 55.00 |
| 4206 | Grounds Maintenance | 102 | Cemetery & Buildings | 1,964.00 | |
| 4206 | Grounds Maintenance | 108 | Amenity Areas | 38.34 | |
| 4206 | Grounds Maintenance | 110 | Recreation Ground | 91.63 | |
| 4209 | Dog Hill Wood Maintenance | 108 | Amenity Areas | | 881.67 |
| 4221 | War Memorial refurbishment | 118 | Minor Infrastructure | 1,055.50 | |
| 4224 | Wheely Bins Refuse Collection | 101 | Closed Churchyard | 145.48 | |

| <u>A/c Code</u> | <u>Account Name</u> | <u>Centre</u> | <u>Centre Name</u> | <u>Debit</u> | <u>Credit</u> |
|-----------------|--------------------------------|---------------|-------------------------------|--------------|---------------|
| 4224 | Wheely Bins Refuse Collection | 110 | Recreation Ground | 700.00 | |
| 4225 | Skip Hire | 102 | Cemetery & Buildings | 820.00 | |
| 4228 | General Tree works | 108 | Amenity Areas | 970.00 | |
| 4230 | ROSPA Reports | 110 | Recreation Ground | 63.40 | |
| 4235 | Play Equipment-New | 110 | Recreation Ground | 2,299.67 | |
| 4236 | Play Equipment Maintenance | 110 | Recreation Ground | 1,840.50 | |
| 4238 | Youth Shelter Maintenance | 110 | Recreation Ground | 1,250.00 | |
| 4250 | Tree Works/Property Maintenanc | 102 | Cemetery & Buildings | 300.00 | |
| 4252 | General Park Maintenance | 108 | Amenity Areas | 10.63 | |
| 4270 | Litter Bins & Benches | 110 | Recreation Ground | 2,720.00 | |
| 4271 | Dog Bags | 127 | Services and Events | | 1.00 |
| 4276 | External power supply -High St | 118 | Minor Infrastructure | 38.16 | |
| 4285 | Defibrillator | 118 | Minor Infrastructure | 84.95 | |
| 4300 | Vehicle Repair | 102 | Cemetery & Buildings | 340.92 | |
| 4330 | Fuel | 102 | Cemetery & Buildings | 432.35 | |
| 4340 | Insurance, Tax & MOT | 102 | Cemetery & Buildings | 868.38 | |
| 4400 | Stationery | 235 | Office Facilities & Equipment | 5,065.86 | |
| 4405 | Photocopier Hire | 235 | Office Facilities & Equipment | 406.00 | |
| 4410 | Photocopier Costs | 235 | Office Facilities & Equipment | 1,872.24 | |
| 4415 | Office Support & Equipment | 202 | Town Council Offices | 48.35 | |
| 4415 | Office Support & Equipment | 235 | Office Facilities & Equipment | 1,623.83 | |
| 4415 | Office Support & Equipment | 401 | Full Council | | 1,079.21 |
| 4416 | Equipment Maintenance | 102 | Cemetery & Buildings | 307.95 | |
| 4430 | Advertising | 105 | Painted Room | 541.60 | |
| 4430 | Advertising | 220 | Finance and General Purposes | 273.95 | |
| 4433 | Card Machine rental | 105 | Painted Room | 135.00 | |
| 4433 | Card Machine rental | 220 | Finance and General Purposes | 75.00 | |
| 4444 | Petty Cash | 235 | Office Facilities & Equipment | | 107.64 |
| 4455 | Postage | 401 | Full Council | 349.50 | |
| 4460 | Subscriptions | 220 | Finance and General Purposes | 4,829.68 | |
| 4481 | Telephones | 401 | Full Council | 2,909.53 | |
| 4482 | Website | 401 | Full Council | 925.00 | |
| 4483 | ICT Services & Software Lease | 401 | Full Council | 3,888.69 | |
| 4501 | Mayor's Hospitality | 210 | Civic Matters | 207.80 | |
| 4531 | Roll of Honour | 210 | Civic Matters | 30.00 | |
| 4532 | Flag Pole | 210 | Civic Matters | 120.00 | |
| 4535 | Civic Hospitality | 210 | Civic Matters | 419.93 | |
| 4543 | Neighbourhood Plan | 301 | Planning/Economic Development | 263.00 | |
| 4545 | Annual & Other Meetings | 225 | Councillors/Newsletter | 1,571.32 | |
| 4550 | Bank Charges | 220 | Finance and General Purposes | 386.50 | |
| 4553 | Tourist Information Centre | 301 | Planning/Economic Development | 28.00 | |
| 4579 | Audit Internal | 220 | Finance and General Purposes | 365.75 | |

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> |
|-------------------------------|-------------------------------|---------------|------------------------------|---------------------|---------------------|
| 4590 | Professional Services | 220 | Finance and General Purposes | 3,467.58 | |
| 4592 | PPE/Health & Safety | 102 | Cemetery & Buildings | 41.90 | |
| 4592 | PPE/Health & Safety | 220 | Finance and General Purposes | 14.36 | |
| 4594 | Cemetery Mapping | 102 | Cemetery & Buildings | 8,301.70 | |
| 4600 | Town Crier/Fees & Subs | 127 | Services and Events | 140.00 | |
| 4607 | Events | 127 | Services and Events | 442.40 | |
| 4640 | Christmas Lights | 115 | Town Centre Decorations | 16,480.16 | |
| 4650 | Ledbury In Bloom | 115 | Town Centre Decorations | 3,488.60 | |
| 4700 | Stock Movement | 105 | Painted Room | 570.13 | |
| 4703 | Promotional Material | 107 | Town Promotion | 75.00 | |
| 4800 | Barrett Browning Clock | 214 | Grants with Powers | 103.17 | |
| 4805 | Citizens Advice Worcs | 214 | Grants with Powers | 2,500.00 | |
| 4827 | Community Action Ledbury | 214 | Grants with Powers | 10,000.00 | |
| 4857 | Great Places to Visit Funding | 214 | Grants with Powers | 46,785.34 | |
| 4858 | Welcome Back Fund | 214 | Grants with Powers | 83.33 | |
| 4875 | Distinguished Citizen Awards | 214 | Grants with Powers | 100.63 | |
| 4890 | Unspecified Grants | 214 | Grants with Powers | 14,330.00 | |
| 5990 | Transfer to Reserves | | | 55,000.00 | |
| Trial Balance Totals : | | | | 1,141,466.61 | 1,141,466.61 |
| Difference | | | | 0.00 | |

Detailed Balance Sheet - Excluding Stock Movement

Month 7 Date 31/10/2022

| <u>A/c</u> | <u>Description</u> | <u>Actual</u> |
|-----------------------------|--------------------------------|----------------|
| <u>Current Assets</u> | | |
| 120 | Vat Due | 12,917 |
| 150 | Stock | 1,476 |
| 200 | Lloyds A/c (235) (Bus Ext) | 23,781 |
| 202 | Premier A/c (736) Comm Call | 529,642 |
| 203 | Public Sector Deposit Fund | 152,921 |
| 215 | Petty Cash | 92 |
| Total Current Assets | | 720,829 |
| <u>Represented by :-</u> | | |
| 300 | Current Year Fund | 210,788 |
| 310 | General Fund | 158,988 |
| 320 | Earmarked Reserves | 113 |
| 321 | EMR - Recreation Ground Equipm | 25,830 |
| 322 | EMR - Traffic Management | 9,000 |
| 323 | EMR - Charter Market Improveme | 1,000 |
| 324 | EMR - Listed Buildings | 120,000 |
| 325 | EMR - Elections | 10,000 |
| 326 | EMR - Youth Support | 5,000 |
| 327 | EMR- Play/Skate Park | 24,500 |
| 328 | EMR - War Memorial | 40,000 |
| 329 | EMR - Paths, Bins, Benches | 2,500 |
| 330 | EMR - CCTV | 10,000 |
| 331 | EMR - Advertising | 5,000 |
| 332 | EMR - Climate Change | 2,000 |
| 333 | EMR - Perimeter Wall Cemetery | 15,000 |
| 334 | EMR Great Places to Visit | 81,110 |
| Total Equity | | 720,829 |

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 | | | 12,415.51 | |
| 150 | Stock | | | 1,475.68 | |
| 200 | Lloyds A/c (235) (Bus Ext) | | | 33,096.13 | |
| 202 | Premier A/c (736) Comm Call | | | 434,417.25 | |
| 203 | Public Sector Deposit Fund | | | 153,184.41 | |
| 215 | Petty Cash | | | 155.78 | |
| 310 | General Fund | | | | 158,987.62 |
| 320 | Earmarked Reserves | | | | 112.92 |
| 321 | EMR - Recreation Ground Equipm | | | | 25,830.00 |
| 322 | EMR - Traffic Management | | | | 9,000.00 |
| 323 | EMR - Charter Market Improveme | | | | 1,000.00 |
| 324 | EMR - Listed Buildings | | | | 120,000.00 |
| 325 | EMR - Elections | | | | 10,000.00 |
| 326 | EMR - Youth Support | | | | 5,000.00 |
| 327 | EMR- Play/Skate Park | | | | 24,500.00 |
| 328 | EMR - War Memorial | | | | 40,000.00 |
| 329 | EMR - Paths, Bins, Benches | | | | 2,500.00 |
| 330 | EMR - CCTV | | | | 10,000.00 |
| 331 | EMR - Advertising | | | | 5,000.00 |
| 332 | EMR - Climate Change | | | | 2,000.00 |
| 333 | EMR - Perimeter Wall Cemetery | | | | 15,000.00 |
| 334 | EMR Great Places to Visit | | | | 81,110.45 |
| 1030 | Market House Income | 201 | Market House | | 912.00 |
| 1034 | Tourist Information Centre | 301 | Planning/Economic Development | | 8.00 |
| 1090 | Charter Market Income | 301 | Planning/Economic Development | | 6,342.00 |
| 1100 | Cemetery Interment Income | 102 | Cemetery & Buildings | | 8,377.00 |
| 1101 | Memorial Bench | 102 | Cemetery & Buildings | | 240.00 |
| 1130 | Cemetery Memorial Permit Incom | 102 | Cemetery & Buildings | | 1,305.00 |
| 1131 | Cemetery Deed Transfers Income | 102 | Cemetery & Buildings | | 30.00 |
| 1160 | Mortuary Rent Income | 102 | Cemetery & Buildings | | 1,499.86 |
| 1161 | Chapel Hire | 102 | Cemetery & Buildings | | 109.37 |
| 1270 | Chritmas Lights Event | 115 | Town Centre Decorations | | 1,014.98 |
| 1289 | War Memorial Refund | 118 | Minor Infrastructure | | 555.56 |
| 1450 | Painted Room Sales Income | 105 | Painted Room | | 1,169.76 |
| 1451 | Painted Room Donations Income | 105 | Painted Room | | 2,785.86 |
| 1460 | Ceremony Room Income | 120 | Non-Statutory Services | | 2,615.00 |
| 1471 | Dog Poop Bags | 127 | Services and Events | | 527.00 |
| 1718 | October Fair Donation Income | 214 | Grants with Powers | | 2,250.00 |
| 1720 | Welcome Back Fund | 214 | Grants with Powers | | 11,153.78 |
| 1870 | Bank Interest Received Income | 220 | Finance and General Purposes | | 1,338.14 |
| 1900 | Precept Income | 220 | Finance and General Purposes | | 605,091.00 |
| 1902 | Western Power WayLeave | 220 | Finance and General Purposes | | 125.95 |

Account Number Order

| <u>A/c Code</u> | <u>Account Name</u> | <u>Centre</u> | <u>Centre Name</u> | <u>Debit</u> | <u>Credit</u> |
|-----------------|--------------------------------|---------------|--------------------------|--------------|---------------|
| 4000 | Staff Salaries | 102 | Cemetery & Buildings | 14,442.18 | |
| 4000 | Staff Salaries | 105 | Painted Room | 6,689.77 | |
| 4000 | Staff Salaries | 230 | Management and Payroll | 102,105.97 | |
| 4001 | Agency Cover | 102 | Cemetery & Buildings | 735.75 | |
| 4001 | Agency Cover | 230 | Management and Payroll | 1,203.20 | |
| 4009 | Wedding Refunds | 120 | Non-Statutory Services | 16.67 | |
| 4013 | Devolved Services (grass cutti | 125 | Green Spaces Maintenance | 369.88 | |
| 4014 | Lengthsman Scheme/P3 Scheme | 125 | Green Spaces Maintenance | 1,008.00 | |
| 4018 | National Insurance | 230 | Management and Payroll | 38,571.77 | |
| 4019 | Pension | 230 | Management and Payroll | 47,251.16 | |
| 4021 | Rubbish Collection | 202 | Town Council Offices | 213.08 | |
| 4050 | Staff Training | 230 | Management and Payroll | 1,667.25 | |
| 4051 | Officers Travel/Conference/Sub | 230 | Management and Payroll | 656.80 | |
| 4110 | Rates | 102 | Cemetery & Buildings | 1,870.88 | |
| 4110 | Rates | 201 | Market House | 402.87 | |
| 4110 | Rates | 202 | Town Council Offices | 4,823.50 | |
| 4110 | Rates | 210 | Civic Matters | 136.00 | |
| 4115 | Water | 102 | Cemetery & Buildings | 48.45 | |
| 4115 | Water | 201 | Market House | 60.60 | |
| 4115 | Water | 202 | Town Council Offices | 402.76 | |
| 4122 | Electricity | 102 | Cemetery & Buildings | 680.05 | |
| 4122 | Electricity | 108 | Amenity Areas | 5,088.03 | |
| 4122 | Electricity | 115 | Town Centre Decorations | 611.05 | |
| 4122 | Electricity | 201 | Market House | 580.95 | |
| 4122 | Electricity | 202 | Town Council Offices | 1,860.60 | |
| 4150 | Cleaning | 202 | Town Council Offices | 1,794.50 | |
| 4155 | Housekeeping | 202 | Town Council Offices | | 1.70 |
| 4160 | Window Cleaning | 202 | Town Council Offices | 35.00 | |
| 4170 | Maintenance | 101 | Closed Churchyard | 110.00 | |
| 4170 | Maintenance | 102 | Cemetery & Buildings | 1,030.76 | |
| 4170 | Maintenance | 105 | Painted Room | 5.89 | |
| 4170 | Maintenance | 110 | Recreation Ground | 220.00 | |
| 4170 | Maintenance | 201 | Market House | 172.50 | |
| 4170 | Maintenance | 202 | Town Council Offices | 331.88 | |
| 4171 | PAT Testing | 202 | Town Council Offices | 225.00 | |
| 4175 | CCTV Maintenance | 110 | Recreation Ground | | 218.70 |
| 4176 | CCTV Link to Hereford | 118 | Minor Infrastructure | 4,573.10 | |
| 4185 | Alarms | 202 | Town Council Offices | 3,193.46 | |
| 4200 | Tools and Materials | 102 | Cemetery & Buildings | 988.62 | |
| 4205 | Grounds Maintenance (Contract) | 108 | Amenity Areas | 2,566.62 | |
| 4205 | Grounds Maintenance (Contract) | 110 | Recreation Ground | 7,833.00 | |
| 4206 | Grounds Maintenance | 101 | Closed Churchyard | | 55.00 |

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> |
|-----------------|--------------------------------|---------------|-------------------------------|--------------|---------------|
| 4206 | Grounds Maintenance | 102 | Cemetery & Buildings | 1,964.00 | |
| 4206 | Grounds Maintenance | 108 | Amenity Areas | 38.34 | |
| 4206 | Grounds Maintenance | 110 | Recreation Ground | 121.63 | |
| 4209 | Dog Hill Wood Maintenance | 108 | Amenity Areas | | 881.67 |
| 4210 | Dog Hill Wood Coppicing | 108 | Amenity Areas | 175.96 | |
| 4221 | War Memorial refurbishment | 118 | Minor Infrastructure | 3,470.50 | |
| 4224 | Wheely Bins Refuse Collection | 101 | Closed Churchyard | 145.48 | |
| 4224 | Wheely Bins Refuse Collection | 110 | Recreation Ground | 700.00 | |
| 4225 | Skip Hire | 102 | Cemetery & Buildings | 1,025.00 | |
| 4228 | General Tree works | 108 | Amenity Areas | 970.00 | |
| 4230 | ROSPA Reports | 110 | Recreation Ground | 63.40 | |
| 4235 | Play Equipment-New | 110 | Recreation Ground | 36,520.67 | |
| 4236 | Play Equipment Maintenance | 110 | Recreation Ground | 4,932.50 | |
| 4238 | Youth Shelter Maintenance | 110 | Recreation Ground | 2,894.19 | |
| 4250 | Tree Works/Property Maintenan | 102 | Cemetery & Buildings | 616.11 | |
| 4252 | General Park Maintenance | 108 | Amenity Areas | 10.63 | |
| 4270 | Litter Bins & Benches | 110 | Recreation Ground | 4,088.00 | |
| 4271 | Dog Bags | 127 | Services and Events | 363.00 | |
| 4276 | External power supply -High St | 118 | Minor Infrastructure | 38.16 | |
| 4285 | Defibrillator | 118 | Minor Infrastructure | 84.95 | |
| 4300 | Vehicle Repair | 102 | Cemetery & Buildings | 340.92 | |
| 4330 | Fuel | 102 | Cemetery & Buildings | 582.33 | |
| 4340 | Insurance, Tax & MOT | 102 | Cemetery & Buildings | 868.38 | |
| 4400 | Stationery | 235 | Office Facilities & Equipment | 5,352.44 | |
| 4405 | Photocopier Hire | 235 | Office Facilities & Equipment | 637.74 | |
| 4410 | Photocopier Costs | 235 | Office Facilities & Equipment | 1,872.24 | |
| 4415 | Office Support & Equipment | 202 | Town Council Offices | 48.35 | |
| 4415 | Office Support & Equipment | 235 | Office Facilities & Equipment | 1,875.07 | |
| 4415 | Office Support & Equipment | 401 | Full Council | | 1,079.21 |
| 4416 | Equipment Maintenance | 102 | Cemetery & Buildings | 307.95 | |
| 4430 | Advertising | 105 | Painted Room | 736.60 | |
| 4430 | Advertising | 220 | Finance and General Purposes | 398.95 | |
| 4433 | Card Machine rental | 105 | Painted Room | 185.76 | |
| 4433 | Card Machine rental | 220 | Finance and General Purposes | 75.00 | |
| 4444 | Petty Cash | 235 | Office Facilities & Equipment | | 28.86 |
| 4455 | Postage | 401 | Full Council | 349.50 | |
| 4460 | Subscriptions | 220 | Finance and General Purposes | 4,681.60 | |
| 4481 | Telephones | 401 | Full Council | 3,385.60 | |
| 4482 | Website | 401 | Full Council | 1,027.00 | |
| 4483 | ICT Services & Software Lease | 401 | Full Council | 4,550.29 | |
| 4501 | Mayor's Hospitality | 210 | Civic Matters | 207.80 | |
| 4531 | Roll of Honour | 210 | Civic Matters | 30.00 | |

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> |
|-------------------------------|-------------------------------|---------------|-------------------------------|---------------------|---------------------|
| 4532 | Flag Pole | 210 | Civic Matters | 120.00 | |
| 4535 | Civic Hospitality | 210 | Civic Matters | 419.93 | |
| 4543 | Neighbourhood Plan | 301 | Planning/Economic Development | 1,063.00 | |
| 4545 | Annual & Other Meetings | 225 | Councillors/Newsletter | 1,571.32 | |
| 4546 | Traffic Management | 301 | Planning/Economic Development | 3,830.00 | |
| 4550 | Bank Charges | 220 | Finance and General Purposes | 451.16 | |
| 4553 | Tourist Information Centre | 301 | Planning/Economic Development | 243.00 | |
| 4579 | Audit Internal | 220 | Finance and General Purposes | 731.50 | |
| 4590 | Professional Services | 220 | Finance and General Purposes | 4,520.78 | |
| 4592 | PPE/Health & Safety | 102 | Cemetery & Buildings | 41.90 | |
| 4592 | PPE/Health & Safety | 220 | Finance and General Purposes | 14.36 | |
| 4594 | Cemetery Mapping | 102 | Cemetery & Buildings | 11,235.02 | |
| 4600 | Town Crier/Fees & Subs | 127 | Services and Events | 140.00 | |
| 4607 | Events | 127 | Services and Events | 552.77 | |
| 4640 | Christmas Lights | 115 | Town Centre Decorations | 16,480.16 | |
| 4650 | Ledbury In Bloom | 115 | Town Centre Decorations | 3,628.60 | |
| 4700 | Stock Movement | 105 | Painted Room | 570.13 | |
| 4703 | Promotional Material | 107 | Town Promotion | 75.00 | |
| 4800 | Barrett Browning Clock | 214 | Grants with Powers | 124.73 | |
| 4805 | Citizens Advice Worcs | 214 | Grants with Powers | 5,000.00 | |
| 4827 | Community Action Ledbury | 214 | Grants with Powers | 10,000.00 | |
| 4850 | Poppy Wreath | 127 | Services and Events | 25.00 | |
| 4857 | Great Places to Visit Funding | 214 | Grants with Powers | 53,471.72 | |
| 4858 | Welcome Back Fund | 214 | Grants with Powers | 83.33 | |
| 4875 | Distinguished Citizen Awards | 214 | Grants with Powers | 100.63 | |
| 4876 | October Fair Expenditure | 214 | Grants with Powers | 874.00 | |
| 4890 | Unspecified Grants | 214 | Grants with Powers | 14,330.00 | |
| 5990 | Transfer to Reserves | | | 55,000.00 | |
| Trial Balance Totals : | | | | 1,159,756.39 | 1,159,756.39 |
| Difference | | | | 0.00 | |

3007

Detailed Balance Sheet - Excluding Stock Movement

Month 8 Date 30/11/2022

| <u>A/c</u> | <u>Description</u> | <u>Actual</u> |
|-----------------------------|--------------------------------|----------------|
| <i>Current Assets</i> | | |
| 120 | Vat Due | 12,416 |
| 150 | Stock | 1,476 |
| 200 | Lloyds A/c (235) (Bus Ext) | 33,096 |
| 202 | Premier A/c (736) Comm Call | 434,417 |
| 203 | Public Sector Deposit Fund | 153,184 |
| 215 | Petty Cash | 156 |
| Total Current Assets | | 634,745 |
| <i>Represented by :-</i> | | |
| 300 | Current Year Fund | 124,704 |
| 310 | General Fund | 158,988 |
| 320 | Earmarked Reserves | 113 |
| 321 | EMR - Recreation Ground Equipm | 25,830 |
| 322 | EMR - Traffic Management | 9,000 |
| 323 | EMR - Charter Market Improveme | 1,000 |
| 324 | EMR - Listed Buildings | 120,000 |
| 325 | EMR - Elections | 10,000 |
| 326 | EMR - Youth Support | 5,000 |
| 327 | EMR- Play/Skate Park | 24,500 |
| 328 | EMR - War Memorial | 40,000 |
| 329 | EMR - Paths, Bins, Benches | 2,500 |
| 330 | EMR - CCTV | 10,000 |
| 331 | EMR - Advertising | 5,000 |
| 332 | EMR - Climate Change | 2,000 |
| 333 | EMR - Perimeter Wall Cemetery | 15,000 |
| 334 | EMR Great Places to Visit | 81,110 |
| Total Equity | | 634,745 |

| <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 | | | 17,295.10 | |
| 150 | Stock | | | 1,475.68 | |
| 200 | Lloyds A/c (235) (Bus Ext) | | | 28,664.04 | |
| 202 | Premier A/c (736) Comm Call | | | 340,480.94 | |
| 203 | Public Sector Deposit Fund | | | 153,522.34 | |
| 215 | Petty Cash | | | 116.98 | |
| 310 | General Fund | | | | 158,987.62 |
| 320 | Earmarked Reserves | | | | 112.92 |
| 321 | EMR - Recreation Ground Equipm | | | | 25,830.00 |
| 322 | EMR - Traffic Management | | | | 9,000.00 |
| 323 | EMR - Charter Market Improveme | | | | 1,000.00 |
| 324 | EMR - Listed Buildings | | | | 120,000.00 |
| 325 | EMR - Elections | | | | 10,000.00 |
| 326 | EMR - Youth Support | | | | 5,000.00 |
| 327 | EMR- Play/Skate Park | | | | 24,500.00 |
| 328 | EMR - War Memorial | | | | 40,000.00 |
| 329 | EMR - Paths, Bins, Benches | | | | 2,500.00 |
| 330 | EMR - CCTV | | | | 10,000.00 |
| 331 | EMR - Advertising | | | | 5,000.00 |
| 332 | EMR - Climate Change | | | | 2,000.00 |
| 333 | EMR - Perimeter Wall Cemetery | | | | 15,000.00 |
| 334 | EMR Great Places to Visit | | | | 81,110.45 |
| 1030 | Market House Income | 201 | Market House | | 947.00 |
| 1034 | Tourist Information Centre | 301 | Planning/Economic Development | | 21.00 |
| 1090 | Charter Market Income | 301 | Planning/Economic Development | | 7,083.50 |
| 1100 | Cemetery Interment Income | 102 | Cemetery & Buildings | | 9,135.00 |
| 1101 | Memorial Bench | 102 | Cemetery & Buildings | | 240.00 |
| 1110 | Transfer Of Exclusive Right Of | 102 | Cemetery & Buildings | | 30.00 |
| 1130 | Cemetery Memorial Permit Incom | 102 | Cemetery & Buildings | | 1,599.00 |
| 1160 | Mortuary Rent Income | 102 | Cemetery & Buildings | | 1,833.20 |
| 1161 | Chapel Hire | 102 | Cemetery & Buildings | | 109.37 |
| 1270 | Chritmas Lights Event | 115 | Town Centre Decorations | | 1,508.98 |
| 1289 | War Memorial Refund | 118 | Minor Infrastructure | | 833.34 |
| 1450 | Painted Room Sales Income | 105 | Painted Room | | 1,183.76 |
| 1451 | Painted Room Donations Income | 105 | Painted Room | | 2,785.86 |
| 1460 | Ceremony Room Income | 120 | Non-Statutory Services | | 2,615.00 |
| 1460 | Ceremony Room Income | 127 | Services and Events | | 235.00 |
| 1471 | Dog Poop Bags | 127 | Services and Events | | 611.00 |
| 1718 | October Fair Donation Income | 214 | Grants with Powers | | 2,250.00 |
| 1720 | Welcome Back Fund | 214 | Grants with Powers | | 11,153.78 |
| 1870 | Bank Interest Received Income | 220 | Finance and General Purposes | | 1,782.93 |
| 1874 | CommunityHall Electricity CCTV | 220 | Finance and General Purposes | | 1,842.89 |

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> |
|-----------------|--------------------------------|---------------|------------------------------|--------------|---------------|
| 1900 | Precept Income | 220 | Finance and General Purposes | | 605,091.00 |
| 1902 | Western Power WayLeave | 220 | Finance and General Purposes | | 125.95 |
| 4000 | Staff Salaries | 102 | Cemetery & Buildings | 17,199.38 | |
| 4000 | Staff Salaries | 105 | Painted Room | 7,294.14 | |
| 4000 | Staff Salaries | 230 | Management and Payroll | 120,241.59 | |
| 4001 | Agency Cover | 102 | Cemetery & Buildings | 735.75 | |
| 4001 | Agency Cover | 230 | Management and Payroll | 1,203.20 | |
| 4009 | Wedding Refunds | 120 | Non-Statutory Services | 16.67 | |
| 4013 | Devolved Services (grass cutti | 125 | Green Spaces Maintenance | 422.72 | |
| 4014 | Lengthsman Scheme/P3 Scheme | 125 | Green Spaces Maintenance | 1,008.00 | |
| 4018 | National Insurance | 230 | Management and Payroll | 48,286.71 | |
| 4019 | Pension | 230 | Management and Payroll | 57,366.15 | |
| 4021 | Rubbish Collection | 202 | Town Council Offices | 383.83 | |
| 4050 | Staff Training | 230 | Management and Payroll | 1,667.25 | |
| 4051 | Officers Travel/Conference/Sub | 230 | Management and Payroll | 900.70 | |
| 4110 | Rates | 102 | Cemetery & Buildings | 2,104.88 | |
| 4110 | Rates | 201 | Market House | 470.87 | |
| 4110 | Rates | 202 | Town Council Offices | 5,426.50 | |
| 4110 | Rates | 210 | Civic Matters | 136.00 | |
| 4115 | Water | 102 | Cemetery & Buildings | 63.37 | |
| 4115 | Water | 201 | Market House | 60.60 | |
| 4115 | Water | 202 | Town Council Offices | 442.90 | |
| 4122 | Electricity | 102 | Cemetery & Buildings | 680.05 | |
| 4122 | Electricity | 108 | Amenity Areas | 5,088.03 | |
| 4122 | Electricity | 115 | Town Centre Decorations | 611.05 | |
| 4122 | Electricity | 201 | Market House | 737.98 | |
| 4122 | Electricity | 202 | Town Council Offices | 1,987.71 | |
| 4130 | Insurance | 220 | Finance and General Purposes | 15,960.92 | |
| 4150 | Cleaning | 202 | Town Council Offices | 2,136.75 | |
| 4155 | Housekeeping | 202 | Town Council Offices | 49.47 | |
| 4160 | Window Cleaning | 202 | Town Council Offices | 35.00 | |
| 4170 | Maintenance | 101 | Closed Churchyard | 220.00 | |
| 4170 | Maintenance | 102 | Cemetery & Buildings | 1,604.38 | |
| 4170 | Maintenance | 105 | Painted Room | 5.89 | |
| 4170 | Maintenance | 110 | Recreation Ground | 220.00 | |
| 4170 | Maintenance | 201 | Market House | 172.50 | |
| 4170 | Maintenance | 202 | Town Council Offices | 331.88 | |
| 4171 | PAT Testing | 202 | Town Council Offices | 225.00 | |
| 4175 | CCTV Maintenance | 110 | Recreation Ground | | 143.70 |
| 4176 | CCTV Link to Hereford | 118 | Minor Infrastructure | 6,667.80 | |
| 4185 | Alarms | 202 | Town Council Offices | 3,343.69 | |
| 4200 | Tools and Materials | 102 | Cemetery & Buildings | 988.62 | |

| <u>A/c Code</u> | <u>Account Name</u> | <u>Centre</u> | <u>Centre Name</u> | <u>Debit</u> | <u>Credit</u> |
|-----------------|--------------------------------|---------------|-------------------------------|--------------|---------------|
| 4200 | Tools and Materials | 108 | Amenity Areas | 58.65 | |
| 4205 | Grounds Maintenance (Contract) | 108 | Amenity Areas | 2,933.28 | |
| 4205 | Grounds Maintenance (Contract) | 110 | Recreation Ground | 8,953.00 | |
| 4206 | Grounds Maintenance | 101 | Closed Churchyard | | 165.00 |
| 4206 | Grounds Maintenance | 102 | Cemetery & Buildings | 1,964.00 | |
| 4206 | Grounds Maintenance | 108 | Amenity Areas | 38.34 | |
| 4206 | Grounds Maintenance | 110 | Recreation Ground | 121.63 | |
| 4209 | Dog Hill Wood Maintenance | 108 | Amenity Areas | | 881.67 |
| 4210 | Dog Hill Wood Coppicing | 108 | Amenity Areas | 975.96 | |
| 4221 | War Memorial refurbishment | 118 | Minor Infrastructure | 3,470.50 | |
| 4224 | Wheely Bins Refuse Collection | 101 | Closed Churchyard | 218.22 | |
| 4224 | Wheely Bins Refuse Collection | 110 | Recreation Ground | 700.00 | |
| 4225 | Skip Hire | 102 | Cemetery & Buildings | 1,230.00 | |
| 4228 | General Tree works | 108 | Amenity Areas | 970.00 | |
| 4230 | ROSPA Reports | 110 | Recreation Ground | 63.40 | |
| 4235 | Play Equipment-New | 110 | Recreation Ground | 36,520.67 | |
| 4236 | Play Equipment Maintenance | 110 | Recreation Ground | 5,032.50 | |
| 4238 | Youth Shelter Maintenance | 110 | Recreation Ground | 2,894.19 | |
| 4250 | Tree Works/Property Maintenanc | 102 | Cemetery & Buildings | 1,388.11 | |
| 4252 | General Park Maintenance | 108 | Amenity Areas | 105.63 | |
| 4270 | Litter Bins & Benches | 110 | Recreation Ground | 4,772.00 | |
| 4271 | Dog Bags | 127 | Services and Events | 363.00 | |
| 4276 | External power supply -High St | 118 | Minor Infrastructure | 72.22 | |
| 4285 | Defibrillator | 118 | Minor Infrastructure | 84.95 | |
| 4300 | Vehicle Repair | 102 | Cemetery & Buildings | 340.92 | |
| 4330 | Fuel | 102 | Cemetery & Buildings | 582.33 | |
| 4340 | Insurance, Tax & MOT | 102 | Cemetery & Buildings | 868.38 | |
| 4400 | Stationery | 235 | Office Facilities & Equipment | 5,650.47 | |
| 4405 | Photocopier Hire | 235 | Office Facilities & Equipment | 637.74 | |
| 4410 | Photocopier Costs | 235 | Office Facilities & Equipment | 2,056.62 | |
| 4415 | Office Support & Equipment | 202 | Town Council Offices | 96.70 | |
| 4415 | Office Support & Equipment | 230 | Management and Payroll | | 48.35 |
| 4415 | Office Support & Equipment | 235 | Office Facilities & Equipment | 2,246.98 | |
| 4415 | Office Support & Equipment | 401 | Full Council | | 1,050.16 |
| 4416 | Equipment Maintenance | 102 | Cemetery & Buildings | 307.95 | |
| 4430 | Advertising | 105 | Painted Room | 925.60 | |
| 4430 | Advertising | 220 | Finance and General Purposes | 398.95 | |
| 4433 | Card Machine rental | 105 | Painted Room | 235.76 | |
| 4433 | Card Machine rental | 220 | Finance and General Purposes | 75.00 | |
| 4434 | Music Licence | 105 | Painted Room | 302.72 | |
| 4444 | Petty Cash | 235 | Office Facilities & Equipment | 5.15 | |
| 4455 | Postage | 401 | Full Council | 349.50 | |

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> |
|-------------------------------|-------------------------------|---------------|-------------------------------|---------------------|---------------------|
| 4460 | Subscriptions | 220 | Finance and General Purposes | 5,139.60 | |
| 4481 | Telephones | 401 | Full Council | 3,861.95 | |
| 4482 | Website | 401 | Full Council | 1,112.00 | |
| 4483 | ICT Services & Software Lease | 401 | Full Council | 5,211.89 | |
| 4501 | Mayor's Hospitality | 210 | Civic Matters | 207.80 | |
| 4525 | Councillors Training | 225 | Councillors/Newsletter | 99.00 | |
| 4531 | Roll of Honour | 210 | Civic Matters | 30.00 | |
| 4532 | Flag Pole | 210 | Civic Matters | 120.00 | |
| 4535 | Civic Hospitality | 210 | Civic Matters | 1,056.60 | |
| 4543 | Neighbourhood Plan | 301 | Planning/Economic Development | 1,063.00 | |
| 4545 | Annual & Other Meetings | 225 | Councillors/Newsletter | 1,581.32 | |
| 4546 | Traffic Management | 301 | Planning/Economic Development | 3,830.00 | |
| 4550 | Bank Charges | 105 | Painted Room | 15.76 | |
| 4550 | Bank Charges | 220 | Finance and General Purposes | 564.15 | |
| 4553 | Tourist Information Centre | 301 | Planning/Economic Development | 243.00 | |
| 4579 | Audit Internal | 220 | Finance and General Purposes | 731.50 | |
| 4590 | Professional Services | 220 | Finance and General Purposes | 19,758.03 | |
| 4592 | PPE/Health & Safety | 102 | Cemetery & Buildings | 221.86 | |
| 4592 | PPE/Health & Safety | 220 | Finance and General Purposes | 14.36 | |
| 4594 | Cemetery Mapping | 102 | Cemetery & Buildings | 11,235.02 | |
| 4600 | Town Crier/Fees & Subs | 127 | Services and Events | 140.00 | |
| 4605 | Events Barriers | 127 | Services and Events | 174.15 | |
| 4607 | Events | 127 | Services and Events | 2,298.61 | |
| 4640 | Christmas Lights | 115 | Town Centre Decorations | 19,570.81 | |
| 4650 | Ledbury In Bloom | 115 | Town Centre Decorations | 3,808.60 | |
| 4700 | Stock Movement | 105 | Painted Room | 570.13 | |
| 4703 | Promotional Material | 107 | Town Promotion | 75.00 | |
| 4800 | Barrett Browning Clock | 214 | Grants with Powers | 147.91 | |
| 4805 | Citizens Advice Worcs | 214 | Grants with Powers | 5,000.00 | |
| 4827 | Community Action Ledbury | 214 | Grants with Powers | 10,000.00 | |
| 4850 | Poppy Wreath | 127 | Services and Events | 141.67 | |
| 4857 | Great Places to Visit Funding | 214 | Grants with Powers | 55,671.72 | |
| 4858 | Welcome Back Fund | 214 | Grants with Powers | 83.33 | |
| 4875 | Distinguished Citizen Awards | 214 | Grants with Powers | 100.63 | |
| 4876 | October Fair Expenditure | 214 | Grants with Powers | 874.00 | |
| 4890 | Unspecified Grants | 214 | Grants with Powers | 19,530.00 | |
| 5990 | Transfer to Reserves | | | 55,000.00 | |
| Trial Balance Totals : | | | | 1,165,347.43 | 1,165,347.43 |
| Difference | | | | 0.00 | |

| <u>A/c</u> | <u>Description</u> | <u>Actual</u> | |
|-----------------------------|--------------------------------|---------------|----------------|
| <u>Current Assets</u> | | | |
| 120 | Vat Due | 17,295 | |
| 150 | Stock | 1,476 | |
| 200 | Lloyds A/c (235) (Bus Ext) | 28,664 | |
| 202 | Premier A/c (736) Comm Call | 340,481 | |
| 203 | Public Sector Deposit Fund | 153,522 | |
| 215 | Petty Cash | 117 | |
| Total Current Assets | | | 541,555 |
| <u>Represented by :-</u> | | | |
| 300 | Current Year Fund | 31,514 | |
| 310 | General Fund | 158,988 | |
| 320 | Earmarked Reserves | 113 | |
| 321 | EMR - Recreation Ground Equipm | 25,830 | |
| 322 | EMR - Traffic Management | 9,000 | |
| 323 | EMR - Charter Market Improveme | 1,000 | |
| 324 | EMR - Listed Buildings | 120,000 | |
| 325 | EMR - Elections | 10,000 | |
| 326 | EMR - Youth Support | 5,000 | |
| 327 | EMR- Play/Skate Park | 24,500 | |
| 328 | EMR - War Memorial | 40,000 | |
| 329 | EMR - Paths, Bins, Benches | 2,500 | |
| 330 | EMR - CCTV | 10,000 | |
| 331 | EMR - Advertising | 5,000 | |
| 332 | EMR - Climate Change | 2,000 | |
| 333 | EMR - Perimeter Wall Cemetery | 15,000 | |
| 334 | EMR Great Places to Visit | 81,110 | |
| Total Equity | | | 541,555 |

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|------------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>101 Closed Churchyard</u> | | | | | | | | |
| 4170 Maintenance | 110 | 220 | 0 | (220) | | (220) | 0.0% | |
| 4205 Grounds Maintenance (Contract) | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4206 Grounds Maintenance | (110) | (165) | 1,500 | 1,665 | | 1,665 | (11.0%) | |
| 4224 Wheely Bins Refuse Collection | 73 | 218 | 300 | 82 | | 82 | 72.7% | |
| 4250 Tree Works/Property Maintenan | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| Closed Churchyard :- Indirect Expenditure | <u>73</u> | <u>273</u> | <u>4,300</u> | <u>4,027</u> | <u>0</u> | <u>4,027</u> | <u>6.4%</u> | <u>0</u> |
| Net Expenditure | <u>(73)</u> | <u>(273)</u> | <u>(4,300)</u> | <u>(4,027)</u> | | | | |
| <u>102 Cemetery & Buildings</u> | | | | | | | | |
| 1100 Cemetery Interment Income | 758 | 9,135 | 10,000 | 865 | | | 91.3% | |
| 1101 Memorial Bench | 0 | 240 | 0 | (240) | | | 0.0% | |
| 1110 Transfer Of Exclusive Right Of | 30 | 30 | 360 | 330 | | | 8.3% | |
| 1130 Cemetery Memorial Permit Incom | 294 | 1,599 | 3,500 | 1,901 | | | 45.7% | |
| 1131 Cemetery Deed Transfers Income | (30) | 0 | 0 | 0 | | | 0.0% | |
| 1160 Mortuary Rent Income | 333 | 1,833 | 2,500 | 667 | | | 73.3% | |
| 1161 Chapel Hire | 0 | 109 | 150 | 41 | | | 72.9% | |
| Cemetery & Buildings :- Income | <u>1,385</u> | <u>12,947</u> | <u>16,510</u> | <u>3,563</u> | | | <u>78.4%</u> | <u>0</u> |
| 4000 Staff Salaries | 2,757 | 17,199 | 37,441 | 20,242 | | 20,242 | 45.9% | |
| 4001 Agency Cover | 0 | 736 | 2,500 | 1,764 | | 1,764 | 29.4% | |
| 4110 Rates | 234 | 2,105 | 2,700 | 595 | | 595 | 78.0% | |
| 4115 Water | 15 | 63 | 200 | 137 | | 137 | 31.7% | |
| 4122 Electricity | 0 | 680 | 2,000 | 1,320 | | 1,320 | 34.0% | |
| 4150 Cleaning | 0 | 0 | 250 | 250 | | 250 | 0.0% | |
| 4170 Maintenance | 574 | 1,604 | 1,000 | (604) | | (604) | 160.4% | |
| 4200 Tools and Materials | 0 | 989 | 1,000 | 11 | | 11 | 98.9% | |
| 4201 Equipment Hire | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4206 Grounds Maintenance | 0 | 1,964 | 2,000 | 36 | | 36 | 98.2% | |
| 4223 Perimeter Wall Repairs | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| 4225 Skip Hire | 205 | 1,230 | 1,500 | 270 | | 270 | 82.0% | |
| 4227 Memorial Testing | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4250 Tree Works/Property Maintenan | 772 | 1,388 | 1,000 | (388) | | (388) | 138.8% | |
| 4300 Vehicle Repair | 0 | 341 | 1,000 | 659 | | 659 | 34.1% | |
| 4330 Fuel | 0 | 582 | 1,500 | 918 | | 918 | 38.8% | |
| 4340 Insurance, Tax & MOT | 0 | 868 | 1,000 | 132 | | 132 | 86.8% | |
| 4416 Equipment Maintenance | 0 | 308 | 1,000 | 692 | | 692 | 30.8% | |
| 4592 PPE/Health & Safety | 180 | 222 | 500 | 278 | | 278 | 44.4% | |
| 4594 Cemetery Mapping | 0 | 11,235 | 0 | (11,235) | | (11,235) | 0.0% | |
| Cemetery & Buildings :- Indirect Expenditure | <u>4,737</u> | <u>41,515</u> | <u>61,091</u> | <u>19,576</u> | <u>0</u> | <u>19,576</u> | <u>68.0%</u> | <u>0</u> |
| Net Income over Expenditure | <u>(3,351)</u> | <u>(28,568)</u> | <u>(44,581)</u> | <u>(16,013)</u> | | | | |

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>103 Grounds Maintenance</u> | | | | | | | | |
| 4016 Town Cleaner | 0 | 0 | 27,092 | 27,092 | | 27,092 | 0.0% | |
| Grounds Maintenance :- Indirect Expenditure | <u>0</u> | <u>0</u> | <u>27,092</u> | <u>27,092</u> | <u>0</u> | <u>27,092</u> | <u>0.0%</u> | <u>0</u> |
| Net Expenditure | <u>0</u> | <u>0</u> | <u>(27,092)</u> | <u>(27,092)</u> | | | | |
| <u>105 Painted Room</u> | | | | | | | | |
| 1450 Painted Room Sales Income | 14 | 1,184 | 750 | (434) | | | 157.8% | |
| 1451 Painted Room Donations Income | 0 | 2,786 | 1,000 | (1,786) | | | 278.6% | |
| Painted Room :- Income | <u>14</u> | <u>3,970</u> | <u>1,750</u> | <u>(2,220)</u> | | | <u>226.8%</u> | <u>0</u> |
| 4000 Staff Salaries | 604 | 7,294 | 8,500 | 1,206 | | 1,206 | 85.8% | |
| 4170 Maintenance | 0 | 6 | 1,000 | 994 | | 994 | 0.6% | |
| 4430 Advertising | 189 | 926 | 500 | (426) | | (426) | 185.1% | |
| 4433 Card Machine rental | 50 | 236 | 0 | (236) | | (236) | 0.0% | |
| 4434 Music Licence | 303 | 303 | 0 | (303) | | (303) | 0.0% | |
| 4550 Bank Charges | 16 | 16 | 0 | (16) | | (16) | 0.0% | |
| 4700 Stock Movement | 0 | 570 | 500 | (70) | | (70) | 114.0% | |
| Painted Room :- Indirect Expenditure | <u>1,162</u> | <u>9,350</u> | <u>10,500</u> | <u>1,150</u> | <u>0</u> | <u>1,150</u> | <u>89.0%</u> | <u>0</u> |
| Net Income over Expenditure | <u>(1,148)</u> | <u>(5,380)</u> | <u>(8,750)</u> | <u>(3,370)</u> | | | | |
| <u>107 Town Promotion</u> | | | | | | | | |
| 4703 Promotional Material | 0 | 75 | 4,000 | 3,925 | | 3,925 | 1.9% | |
| 4704 Tourism/ Town Plan Projects | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 4705 Signage | 0 | 0 | 4,000 | 4,000 | | 4,000 | 0.0% | |
| Town Promotion :- Indirect Expenditure | <u>0</u> | <u>75</u> | <u>13,000</u> | <u>12,925</u> | <u>0</u> | <u>12,925</u> | <u>0.6%</u> | <u>0</u> |
| Net Expenditure | <u>0</u> | <u>(75)</u> | <u>(13,000)</u> | <u>(12,925)</u> | | | | |
| <u>108 Amenity Areas</u> | | | | | | | | |
| 4122 Electricity | 0 | 5,088 | 0 | (5,088) | | (5,088) | 0.0% | |
| 4174 CCTV New/ Security | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4200 Tools and Materials | 59 | 59 | 200 | 141 | | 141 | 29.3% | |
| 4204 Dog Hill Wood Management Plan/ | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4205 Grounds Maintenance (Contract) | 367 | 2,933 | 4,040 | 1,107 | | 1,107 | 72.6% | |
| 4206 Grounds Maintenance | 0 | 38 | 0 | (38) | | (38) | 0.0% | |
| 4209 Dog Hill Wood Maintenance | 0 | (882) | 500 | 1,382 | | 1,382 | (176.3%) | |
| 4210 Dog Hill Wood Coppicing | 800 | 976 | 2,000 | 1,024 | | 1,024 | 48.8% | |
| 4228 General Tree works | 0 | 970 | 1,500 | 530 | | 530 | 64.7% | |
| 4252 General Park Maintenance | 95 | 106 | 2,000 | 1,894 | | 1,894 | 5.3% | |

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|------------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4253 General Park Verges | 0 | 0 | 250 | 250 | | 250 | 0.0% | |
| Amenity Areas :- Indirect Expenditure | <u>1,320</u> | <u>9,288</u> | <u>12,490</u> | <u>3,202</u> | <u>0</u> | <u>3,202</u> | <u>74.4%</u> | <u>0</u> |
| Net Expenditure | <u>(1,320)</u> | <u>(9,288)</u> | <u>(12,490)</u> | <u>(3,202)</u> | | | | |
| 110 Recreation Ground | | | | | | | | |
| 4170 Maintenance | 0 | 220 | 0 | (220) | | (220) | 0.0% | |
| 4175 CCTV Maintenance | 75 | (144) | 1,000 | 1,144 | | 1,144 | (14.4%) | |
| 4205 Grounds Maintenance (Contract) | 1,120 | 8,953 | 7,854 | (1,099) | | (1,099) | 114.0% | |
| 4206 Grounds Maintenance | 0 | 122 | 5,000 | 4,878 | | 4,878 | 2.4% | |
| 4224 Wheely Bins Refuse Collection | 0 | 700 | 700 | 0 | | 0 | 100.0% | |
| 4229 Street Light Maintenance | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4230 ROSPA Reports | 0 | 63 | 65 | 2 | | 2 | 97.5% | |
| 4235 Play Equipment-New | 0 | 36,521 | 30,000 | (6,521) | | (6,521) | 121.7% | |
| 4236 Play Equipment Maintenance | 100 | 5,033 | 5,000 | (33) | | (33) | 100.7% | |
| 4237 Skate Park | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 4238 Youth Shelter Maintenance | 0 | 2,894 | 1,000 | (1,894) | | (1,894) | 289.4% | |
| 4270 Litter Bins & Benches | 684 | 4,772 | 1,000 | (3,772) | | (3,772) | 477.2% | |
| Recreation Ground :- Indirect Expenditure | <u>1,979</u> | <u>59,134</u> | <u>57,119</u> | <u>(2,015)</u> | <u>0</u> | <u>(2,015)</u> | <u>103.5%</u> | <u>0</u> |
| Net Expenditure | <u>(1,979)</u> | <u>(59,134)</u> | <u>(57,119)</u> | <u>2,015</u> | | | | |
| 115 Town Centre Decorations | | | | | | | | |
| 1270 Christmas Lights Event | 494 | 1,509 | 1,000 | (509) | | | 150.9% | |
| Town Centre Decorations :- Income | <u>494</u> | <u>1,509</u> | <u>1,000</u> | <u>(509)</u> | | | <u>150.9%</u> | <u>0</u> |
| 4122 Electricity | 0 | 611 | 0 | (611) | | (611) | 0.0% | |
| 4640 Christmas Lights | 3,091 | 19,571 | 13,260 | (6,311) | | (6,311) | 147.6% | |
| 4650 Ledbury In Bloom | 180 | 3,809 | 4,000 | 191 | | 191 | 95.2% | |
| Town Centre Decorations :- Indirect Expenditure | <u>3,271</u> | <u>23,990</u> | <u>17,260</u> | <u>(6,730)</u> | <u>0</u> | <u>(6,730)</u> | <u>139.0%</u> | <u>0</u> |
| Net Income over Expenditure | <u>(2,777)</u> | <u>(22,481)</u> | <u>(16,260)</u> | <u>6,221</u> | | | | |
| 118 Minor Infrastructure | | | | | | | | |
| 1289 War Memorial Refund | 278 | 833 | 0 | (833) | | | 0.0% | |
| Minor Infrastructure :- Income | <u>278</u> | <u>833</u> | <u>0</u> | <u>(833)</u> | | | | <u>0</u> |
| 4176 CCTV Link to Hereford | 2,095 | 6,668 | 8,379 | 1,711 | | 1,711 | 79.6% | |
| 4212 Definitive Footpaths | 0 | 0 | 510 | 510 | | 510 | 0.0% | |
| 4214 Gloucester Rd Seats Grass Cut | 0 | 0 | 50 | 50 | | 50 | 0.0% | |
| 4218 War Memorial Cleaning | 0 | 0 | 450 | 450 | | 450 | 0.0% | |
| 4221 War Memorial refurbishment | 0 | 3,471 | 0 | (3,471) | | (3,471) | 0.0% | |

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4276 External power supply -High St | 34 | 72 | 110 | 38 | | 38 | 65.7% | |
| 4285 Defibrillator | 0 | 85 | 350 | 265 | | 265 | 24.3% | |
| Minor Infrastructure :- Indirect Expenditure | <u>2,129</u> | <u>10,295</u> | <u>9,849</u> | <u>(446)</u> | <u>0</u> | <u>(446)</u> | <u>104.5%</u> | <u>0</u> |
| Net Income over Expenditure | <u>(1,851)</u> | <u>(9,462)</u> | <u>(9,849)</u> | <u>(387)</u> | | | | |
| <u>120 Non-Statutory Services</u> | | | | | | | | |
| 1460 Ceremony Room Income | 0 | 2,615 | 2,000 | (615) | | | 130.8% | |
| Non-Statutory Services :- Income | <u>0</u> | <u>2,615</u> | <u>2,000</u> | <u>(615)</u> | | | <u>130.8%</u> | <u>0</u> |
| 4009 Wedding Refunds | 0 | 17 | 0 | (17) | | (17) | 0.0% | |
| 4020 Cleaning | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4430 Advertising | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| Non-Statutory Services :- Indirect Expenditure | <u>0</u> | <u>17</u> | <u>1,000</u> | <u>983</u> | <u>0</u> | <u>983</u> | <u>1.7%</u> | <u>0</u> |
| Net Income over Expenditure | <u>0</u> | <u>2,598</u> | <u>1,000</u> | <u>(1,598)</u> | | | | |
| <u>125 Green Spaces Maintenance</u> | | | | | | | | |
| 4013 Devolved Services (grass cutti | 53 | 423 | 2,500 | 2,077 | | 2,077 | 16.9% | |
| 4014 Lengthsman Scheme/P3 Scheme | 0 | 1,008 | 3,000 | 1,992 | | 1,992 | 33.6% | |
| Green Spaces Maintenance :- Indirect Expenditure | <u>53</u> | <u>1,431</u> | <u>5,500</u> | <u>4,069</u> | <u>0</u> | <u>4,069</u> | <u>26.0%</u> | <u>0</u> |
| Net Expenditure | <u>(53)</u> | <u>(1,431)</u> | <u>(5,500)</u> | <u>(4,069)</u> | | | | |
| <u>127 Services and Events</u> | | | | | | | | |
| 1460 Ceremony Room Income | 235 | 235 | 0 | (235) | | | 0.0% | |
| 1471 Dog Poop Bags | 84 | 611 | 1,000 | 389 | | | 61.1% | |
| Services and Events :- Income | <u>319</u> | <u>846</u> | <u>1,000</u> | <u>154</u> | | | <u>84.6%</u> | <u>0</u> |
| 4271 Dog Bags | 0 | 363 | 700 | 337 | | 337 | 51.9% | |
| 4600 Town Crier/Fees & Subs | 0 | 140 | 500 | 360 | | 360 | 28.0% | |
| 4601 Town Crier/Uniforms | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4605 Events Barriers | 174 | 174 | 100 | (74) | | (74) | 174.2% | |
| 4607 Events | 1,746 | 2,299 | 7,500 | 5,201 | | 5,201 | 30.6% | |
| 4850 Poppy Wreath | 117 | 142 | 20 | (122) | | (122) | 708.4% | |
| Services and Events :- Indirect Expenditure | <u>2,037</u> | <u>3,117</u> | <u>9,820</u> | <u>6,703</u> | <u>0</u> | <u>6,703</u> | <u>31.7%</u> | <u>0</u> |
| Net Income over Expenditure | <u>(1,718)</u> | <u>(2,271)</u> | <u>(8,820)</u> | <u>(6,549)</u> | | | | |
| <u>201 Market House</u> | | | | | | | | |
| 1030 Market House Income | 35 | 947 | 1,000 | 53 | | | 94.7% | |
| Market House :- Income | <u>35</u> | <u>947</u> | <u>1,000</u> | <u>53</u> | | | <u>94.7%</u> | <u>0</u> |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4110 Rates | 68 | 471 | 1,500 | 1,029 | | 1,029 | 31.4% | |
| 4115 Water | 0 | 61 | 0 | (61) | | (61) | 0.0% | |
| 4122 Electricity | 157 | 738 | 1,000 | 262 | | 262 | 73.8% | |
| 4150 Cleaning | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4170 Maintenance | 0 | 173 | 5,000 | 4,828 | | 4,828 | 3.5% | |
| Market House :- Indirect Expenditure | 225 | 1,442 | 7,600 | 6,158 | 0 | 6,158 | 19.0% | 0 |
| Net Income over Expenditure | (190) | (495) | (6,600) | (6,105) | | | | |
| 202 Town Council Offices | | | | | | | | |
| 4021 Rubbish Collection | 171 | 384 | 1,000 | 616 | | 616 | 38.4% | |
| 4110 Rates | 603 | 5,427 | 6,200 | 774 | | 774 | 87.5% | |
| 4115 Water | 40 | 443 | 500 | 57 | | 57 | 88.6% | |
| 4122 Electricity | 127 | 1,988 | 10,000 | 8,012 | | 8,012 | 19.9% | |
| 4150 Cleaning | 342 | 2,137 | 0 | (2,137) | | (2,137) | 0.0% | |
| 4155 Housekeeping | 51 | 49 | 500 | 451 | | 451 | 9.9% | |
| 4160 Window Cleaning | 0 | 35 | 250 | 215 | | 215 | 14.0% | |
| 4170 Maintenance | 0 | 332 | 3,000 | 2,668 | | 2,668 | 11.1% | |
| 4171 PAT Testing | 0 | 225 | 250 | 25 | | 25 | 90.0% | |
| 4179 Quinquennial Works | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4185 Alarms | 150 | 3,344 | 4,200 | 856 | | 856 | 79.6% | |
| 4415 Office Support & Equipment | 48 | 97 | 0 | (97) | | (97) | 0.0% | |
| Town Council Offices :- Indirect Expenditure | 1,533 | 14,459 | 27,900 | 13,441 | 0 | 13,441 | 51.8% | 0 |
| Net Expenditure | (1,533) | (14,459) | (27,900) | (13,441) | | | | |
| 210 Civic Matters | | | | | | | | |
| 4110 Rates | 0 | 136 | 0 | (136) | | (136) | 0.0% | |
| 4501 Mayor's Hospitality | 0 | 208 | 1,000 | 792 | | 792 | 20.8% | |
| 4529 Civic Insignia | 0 | 0 | 400 | 400 | | 400 | 0.0% | |
| 4531 Roll of Honour | 0 | 30 | 50 | 20 | | 20 | 60.0% | |
| 4532 Flag Pole | 0 | 120 | 120 | 0 | | 0 | 100.0% | |
| 4535 Civic Hospitality | 637 | 1,057 | 1,000 | (57) | | (57) | 105.7% | |
| Civic Matters :- Indirect Expenditure | 637 | 1,550 | 2,570 | 1,020 | 0 | 1,020 | 60.3% | 0 |
| Net Expenditure | (637) | (1,550) | (2,570) | (1,020) | | | | |
| 214 Grants with Powers | | | | | | | | |
| 1718 October Fair Donation Income | 0 | 2,250 | 2,000 | (250) | | | 112.5% | |
| 1720 Welcome Back Fund | 0 | 11,154 | 0 | (11,154) | | | 0.0% | |
| Grants with Powers :- Income | 0 | 13,404 | 2,000 | (11,404) | | | 670.2% | 0 |

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|-------------------------|
| 4800 Barrett Browning Clock | 23 | 148 | 150 | 2 | | 2 | 98.6% | |
| 4805 Citizens Advice Worcs | 0 | 5,000 | 5,000 | 0 | | 0 | 100.0% | |
| 4826 Malvern Hilss AONB Partnership | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4827 Community Action Ledbury | 0 | 10,000 | 10,000 | 0 | | 0 | 100.0% | |
| 4857 Great Places to Visit Funding | 2,200 | 55,672 | 0 | (55,672) | | (55,672) | 0.0% | |
| 4858 Welcome Back Fund | 0 | 83 | 0 | (83) | | (83) | 0.0% | |
| 4870 Youth Budget | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 4875 Distinguished Citizen Awards | 0 | 101 | 250 | 149 | | 149 | 40.3% | |
| 4876 October Fair Expenditure | 0 | 874 | 0 | (874) | | (874) | 0.0% | |
| 4890 Unspecified Grants | 5,200 | 19,530 | 20,000 | 470 | | 470 | 97.7% | |
| Grants with Powers :- Indirect Expenditure | 7,423 | 91,408 | 40,900 | (50,508) | 0 | (50,508) | 223.5% | 0 |
| Net Income over Expenditure | (7,423) | (78,004) | (38,900) | 39,104 | | | | |
| 220 Finance and General Purposes | | | | | | | | |
| 1870 Bank Interest Received Income | 445 | 1,783 | 500 | (1,283) | | | 356.6% | |
| 1874 CommunityHall Electricity CCTV | 1,843 | 1,843 | 0 | (1,843) | | | 0.0% | |
| 1900 Precept Income | 0 | 605,091 | 0 | (605,091) | | | 0.0% | |
| 1902 Western Power WayLeave | 0 | 126 | 0 | (126) | | | 0.0% | |
| Finance and General Purposes :- Income | 2,288 | 608,843 | 500 | (608,343) | | | 121768. | 0 |
| 4130 Insurance | 15,961 | 15,961 | 14,022 | (1,939) | | (1,939) | 113.8% | |
| 4430 Advertising | 0 | 399 | 1,000 | 601 | | 601 | 39.9% | |
| 4433 Card Machine rental | 0 | 75 | 0 | (75) | | (75) | 0.0% | |
| 4460 Subscriptions | 458 | 5,140 | 3,000 | (2,140) | | (2,140) | 171.3% | |
| 4550 Bank Charges | 113 | 564 | 350 | (214) | | (214) | 161.2% | |
| 4551 Data Protection | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4579 Audit Internal | 0 | 732 | 2,000 | 1,269 | | 1,269 | 36.6% | |
| 4580 Audit External | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 4590 Professional Services | 15,237 | 19,758 | 15,000 | (4,758) | | (4,758) | 131.7% | |
| 4592 PPE/Health & Safety | 0 | 14 | 500 | 486 | | 486 | 2.9% | |
| Finance and General Purposes :- Indirect Expenditure | 31,769 | 42,643 | 41,872 | (771) | 0 | (771) | 101.8% | 0 |
| Net Income over Expenditure | (29,481) | 566,200 | (41,372) | (607,572) | | | | |
| 225 Councillors/Newsletter | | | | | | | | |
| 4420 Newsletter | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4500 Town Mayors Expenses | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4502 Mayor's Advertising | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4503 Mayor's Portrait/Caricature | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4520 Councillors Expenses | 0 | 0 | 500 | 500 | | 500 | 0.0% | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4525 Councillors Training | 99 | 99 | 2,000 | 1,901 | | 1,901 | 5.0% | |
| 4540 Election Expenses | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4545 Annual & Other Meetings | 10 | 1,581 | 1,000 | (581) | | (581) | 158.1% | |
| Councillors/Newsletter :- Indirect Expenditure | <u>109</u> | <u>1,680</u> | <u>6,500</u> | <u>4,820</u> | <u>0</u> | <u>4,820</u> | <u>25.9%</u> | <u>0</u> |
| Net Expenditure | (109) | (1,680) | (6,500) | (4,820) | | | | |
| 230 Management and Payroll | | | | | | | | |
| 4000 Staff Salaries | 18,136 | 120,242 | 230,688 | 110,446 | | 110,446 | 52.1% | |
| 4001 Agency Cover | 0 | 1,203 | 10,000 | 8,797 | | 8,797 | 12.0% | |
| 4018 National Insurance | 9,715 | 48,287 | 0 | (48,287) | | (48,287) | 0.0% | |
| 4019 Pension | 10,115 | 57,366 | 0 | (57,366) | | (57,366) | 0.0% | |
| 4050 Staff Training | 0 | 1,667 | 3,000 | 1,333 | | 1,333 | 55.6% | |
| 4051 Officers Travel/Conference/Sub | 244 | 901 | 1,000 | 99 | | 99 | 90.1% | |
| 4415 Office Support & Equipment | (48) | (48) | 0 | 48 | | 48 | 0.0% | |
| Management and Payroll :- Indirect Expenditure | <u>38,161</u> | <u>229,617</u> | <u>244,688</u> | <u>15,071</u> | <u>0</u> | <u>15,071</u> | <u>93.8%</u> | <u>0</u> |
| Net Expenditure | (38,161) | (229,617) | (244,688) | (15,071) | | | | |
| 235 Office Facilities & Equipment | | | | | | | | |
| 4400 Stationery | 298 | 5,650 | 2,750 | (2,900) | | (2,900) | 205.5% | |
| 4405 Photocopier Hire | 0 | 638 | 800 | 162 | | 162 | 79.7% | |
| 4410 Photocopier Costs | 184 | 2,057 | 2,750 | 693 | | 693 | 74.8% | |
| 4415 Office Support & Equipment | 372 | 2,247 | 1,500 | (747) | | (747) | 149.8% | |
| 4444 Petty Cash | 34 | 5 | 0 | (5) | | (5) | 0.0% | |
| Office Facilities & Equipment :- Indirect Expenditure | <u>888</u> | <u>10,597</u> | <u>7,800</u> | <u>(2,797)</u> | <u>0</u> | <u>(2,797)</u> | <u>135.9%</u> | <u>0</u> |
| Net Expenditure | (888) | (10,597) | (7,800) | 2,797 | | | | |
| 301 Planning/Economic Development | | | | | | | | |
| 1034 Tourist Information Centre | 13 | 21 | 0 | (21) | | | 0.0% | |
| 1090 Charter Market Income | 742 | 7,084 | 5,000 | (2,084) | | | 141.7% | |
| Planning/Economic Development :- Income | <u>755</u> | <u>7,105</u> | <u>5,000</u> | <u>(2,105)</u> | | | <u>142.1%</u> | <u>0</u> |
| 4542 Town Centre Facilities | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 4543 Neighbourhood Plan | 0 | 1,063 | 0 | (1,063) | | (1,063) | 0.0% | |
| 4546 Traffic Management | 0 | 3,830 | 2,000 | (1,830) | | (1,830) | 191.5% | |
| 4549 Charter Market improvements | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| 4553 Tourist Information Centre | 0 | 243 | 0 | (243) | | (243) | 0.0% | |
| Planning/Economic Development :- Indirect Expenditure | <u>0</u> | <u>5,136</u> | <u>9,500</u> | <u>4,364</u> | <u>0</u> | <u>4,364</u> | <u>54.1%</u> | <u>0</u> |
| Net Income over Expenditure | 755 | 1,969 | (4,500) | (6,469) | | | | |

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>302 Special Projects</u> | | | | | | | | |
| 4117 CCTV Upgrade | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 4273 Scatter Garden & Memorial Tree | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4432 Phone Box | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4884 Smart Water | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| Special Projects :- Indirect Expenditure | <u>0</u> | <u>0</u> | <u>9,500</u> | <u>9,500</u> | <u>0</u> | <u>9,500</u> | <u>0.0%</u> | <u>0</u> |
| Net Expenditure | <u>0</u> | <u>0</u> | <u>(9,500)</u> | <u>(9,500)</u> | | | | |
| <u>401 Full Council</u> | | | | | | | | |
| 4415 Office Support & Equipment | 29 | (1,050) | 2,000 | 3,050 | | 3,050 | (52.5%) | |
| 4455 Postage | 0 | 350 | 1,000 | 651 | | 651 | 35.0% | |
| 4480 ICT-Computers | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4481 Telephones | 476 | 3,862 | 4,500 | 638 | | 638 | 85.8% | |
| 4482 Website | 85 | 1,112 | 1,500 | 388 | | 388 | 74.1% | |
| 4483 ICT Services & Software Lease | 662 | 5,212 | 7,500 | 2,288 | | 2,288 | 69.5% | |
| Full Council :- Indirect Expenditure | <u>1,252</u> | <u>9,485</u> | <u>17,500</u> | <u>8,015</u> | <u>0</u> | <u>8,015</u> | <u>54.2%</u> | <u>0</u> |
| Net Expenditure | <u>(1,252)</u> | <u>(9,485)</u> | <u>(17,500)</u> | <u>(8,015)</u> | | | | |
| Grand Totals:- Income | 5,567 | 653,018 | 30,760 | (622,258) | | | 2122.9% | |
| Expenditure | 98,757 | 566,503 | 645,351 | 78,848 | 0 | 78,848 | 87.8% | |
| Net Income over Expenditure | <u>(93,190)</u> | <u>86,514</u> | <u>(614,591)</u> | <u>(701,105)</u> | | | | |
| Movement to/(from) Gen Reserve | <u>(93,190)</u> | <u>86,514</u> | | | | | | |

| | 2022/23 | | 2023/24 10% inc | | 2023/24 5% inc | |
|---|---------|---------|-----------------|--------|----------------|--------|
| Exclusive Right of Burial | | | | | | |
| Residents of Ledbury | | | | | | |
| EROB exceeding 18 years of age | 462.00 | | 508.00 | | 485.00 | |
| EROB of a child not exceeding 18 years of age | 0.00 | | 0.00 | | 0.00 | |
| EROB in Garden of Remembrance | 154.00 | | 169.00 | | 162.00 | |
| | | | | | | |
| Non-Residents | | | | | | |
| EROB exceeding 18 years of age | 875.00 | | 963.00 | | 919.00 | |
| EROB of a child not exceeding 18 years of age | 0.00 | | 0.00 | | 0.00 | |
| EROB in Garden of Remembrance | 308.00 | | 339.00 | | 323.00 | |
| | | | | | | |
| Transfer of Exclusive Right of Burial | 32.50 | | 36.00 | | 49.00 | |
| | | | | | | |
| Interment Fees | | | | | | |
| Residents of Ledbury | | | | | | |
| Interment in an earthen grave exceeding 18 years of age | 189.00 | 1 depth | 208.00 | 235.00 | 199.00 | 225.00 |
| Interment in an earthen grave not exceeding 18 years of age | 0.00 | 2 depth | 0.00 | 0.00 | 0.00 | |
| | | | | | | |
| Interment in the Garden of Remembrance | 104.00 | | 114.00 | | 120.00 | |
| Interment of ashes in grave space | 104.00 | | 114.00 | | 120.00 | |
| Interment of ashes where no fundal director is instructed | 170.00 | | 187.00 | | 196.00 | |
| Interment of ashes not exceeding 18 years of age | 0.00 | | 0.00 | | 0.00 | |
| | | | | | | |
| Non Residents | | | | | | |
| Interment in an earthen grave exceeding 18 years of age | 385.50 | | 424.00 | 471.00 | 405.00 | 495.00 |
| Interment in an earthen grave not exceeding 18 years of age | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | |
| Interment in the Garden of Remembrance | 207.00 | | 228.00 | | 217.00 | |
| Interment of ashes in grave space | 207.00 | | 228.00 | | 217.00 | |
| Interment of ashes where no fundal director is instructed | 341.00 | | 375.00 | | 392.00 | |
| Interment of ashes not exceeding 18 years of age | 0.00 | | 0.00 | | 0.00 | |

| | 2022/23 | 2023/24 10% Inc | 2023/24 5% Inc |
|------------------------------|---------|--------------------|-------------------|
| Charter Market Fees | | | |
| Tuesday Market | | | |
| 1 x stall under Market House | 22.00 | 24.00 | 23.00 |
| 1 x stall outside | 18.50 | 20.00 | 19.00 |
| Saturday Market | | | |
| 1 x stall under Market House | 22.00 | 24.00 | 23.00 |
| 1 x stall outside | 18.50 | 20.00 | 19.00 |

| | | | |
|----------------------------|-------|-------|-------|
| Market House Rental | | | |
| Per Hour | 9.00 | 10.00 | 9.50 |
| Per day 9am - 5pm | 57.00 | 63.00 | 60.00 |

| | | | |
|-----------------------------|--------|--------|--------|
| Jacobean Room - Fees | | | |
| Wedding | | | |
| Full Fee | 240.00 | 264.00 | 252.00 |
| Deposit | 50.00 | 55.00 | 52.50 |
| Room Hire | | | |
| Per Hour | 12.50 | 14.00 | 13.00 |
| Per day | 77.50 | 85.00 | 81.00 |

Report prepared by Angela Price – Town Clerk

2023/24 DRAFT BUDGET

Purpose of Report

The purpose of this report is to provide Members with a draft of the 2023/24 budget for consideration prior to it being presented to the Finance, Policy & General Purposes Committee.

Detailed Information

Attached is a draft of the 2023/24 Budget for consideration by all Members prior to its submission to a meeting of the Finance, Policy & General Purposes Committee for recommendation to Full Council.

Following work undertaken by the Clerk an initial draft was provided to the Chair and Vice-Chair of the Finance, Policy & General Purposes Committee for their review, following which the Vice-Chair provided a number of comments and suggestions. The Chair, Clerk and Deputy Clerk met over two days to review the budget line by line and to consider the points raised by the Vice-Chair.

The attached document is the result of those meetings and comments and Members are asked to give consideration to the draft budget and make recommendations for submission to the Finance,, Policy & General Purposes Committee in respect of the proposed 2023/24 budget and precept requirements.

Members will note that within the documents there are two calculation sheets, the first is calculated without the inclusion of the proposed Special Projects which has resulted in a precept figure of £671,713. This is a total increase of the precept from 2022/23 of £66,622, which equates to an 8.45% increase for 2023/24., which is just below the current rate of inflation of 9.6%.

The second sheet totals incorporate the proposed Special Projects total of £50,000, which has resulted in a precept figure of £721713. This is a total increase of the precept from 2022/23 of £116,622, which equates to a 16.52% increase for 2023/24, which is approximately 7% higher than the current rate of inflation.

Historically, for the past three years, Ledbury Town Council have agreed to fund Special Projects from the Council's reserves and Members should consider whether they wish to continue this trend. This practice allows council to undertake various projects, whilst ensuring the precept increase is kept to as low an increase as possible.

Information in respect of current reserves will be available at the Budget meeting to ensure Members are provided with the most up to date information to assist them when consider how to fund Special Projects in 2023/24.

Recommendation

That Members give consideration to the attached draft 2023/24 budget and make recommendations for amendments prior to its submission to the Full Council for consideration and approval on 2 February 2023.

| | | |
|---|------------------------|--------------------------|
| FINANCE, POLICY & GENERAL PURPOSES COMMITTEE | 26 JANUARY 2023 | AGENDA TEM: 13(b) |
|---|------------------------|--------------------------|

Report prepared by Angela Price – Town Clerk

2022/23 MOVEMENTS FROM GENERAL AND EARMARKED RESERVES

Purpose of Report

The purpose of this report is to advise Members in respect of movements from the General and Earmarked Reserves in the 2022/23 financial year.

Detailed Information

Members will note from the attached Budget papers that the Summary Sheet includes information on proposed movements from council reserves to offset the Net Operating Deficit for the year.

In 2022/23 the Council agreed a precept figure of £605,091, currently the projected out turn in 2022/23 is £588,717, which is an anticipated underspend of £16,374. The total anticipated income for 2022/23 was £30,760, the projected income is currently £132,539. This increase in income is mostly due to the receipt of grant funding from the Welcome Back Fund, £20,000, which whilst spent in 2021/22 was not paid to the council until 2022/23, and the Great Places to Visit Fund, £90,000.

within the 2022/23 budget there are a number of overspends, some of which Council have agreed, via committee recommendations, to fund from the Council's reserves and some that need to be considered.

It is difficult to exactly identify the Net Operating Deficit/(Profit) for each year until the year end close down has been carried out. However, it is good financial management for Members to be aware of areas where overspends are likely throughout the financial year to ensure they are better informed and able to make provision for these from within the Council's Reserves.

Recommendation

That Members note the draft proposals for movements from the Councils Reserves and that they revisit these and any underspends following the 2022/23 year end closedown.

Draft Budget 2023/24 Summary

| Expenditure | | Projected | Draft | Draft |
|--|-----------------|------------------|-----------------|-----------------|
| | Budget | out turn | Budget | Budget |
| | 2022/23 | 222/23 | 2023/24 | 2024/25 |
| 1.Operating Costs | 314,110 | 386,054 | 357,806 | 407,922 |
| 2. Planning | 18,010 | 4,757 | 18,000 | 18,550 |
| 3.Recreation Ground | 57,119 | 71,059 | 40,633 | 29,125 |
| 4.Cemetery | 61,091 | 67,914 | 64,863 | 54,682 |
| 5.Closed Churchyard | 5,300 | 2,755 | 3,750 | 5,600 |
| 6.Amenity Areas | 51,061 | 22,137 | 47,440 | 47,690 |
| 7.Market House | 7,600 | 3,234 | 8,350 | 7,950 |
| 8.Painted Room | 9,500 | 9,457 | 10,800 | 10,800 |
| 9.Jacobean Room | 500 | - | 1,000 | 500 |
| 10.Services and community grants | 75,870 | 130,408 | 95,820 | 88,820 |
| 11.Civic | 6,590 | 1,218 | 5,802 | 5,802 |
| 12.Council Properties | 29,100 | 22,263 | 34,420 | 37,870 |
| Total Expenditure | 635,851 | 721,256 | 688,684 | 715,311 |
| Income | | | | |
| 1.Operating Costs | (500) | (1,136) | (1,120) | (1,120) |
| 2. Planning | (5,000) | (5,661) | (5,500) | (8,500) |
| 3.Recreation Ground | 0 | 0 | - | 0 |
| 4.Cemetery | (16,510) | (12,946) | (16,510) | (16,510) |
| 5.Closed Churchyard | 0 | 0 | 0 | 0 |
| 6.Amenity Areas | (1,000) | (527) | (1,000) | (1,000) |
| 7.Market House | (1,000) | (912) | (1,100) | (1,100) |
| 8.Painted Room | (1,750) | (3,604) | (4,000) | (4,000) |
| 9.Jacobean Room | (2,000) | (2,403) | (2,200) | (2,200) |
| 10.Services & Community Grants | (3,000) | (104,794) | (3,250) | (3,250) |
| 11.Civic | 0 | 0 | - | 0 |
| 12.Council Properties | 0 | (556) | (3,333) | 0 |
| Total Income | (30,760) | (132,539) | (38,013) | (37,680) |
| Precept | | | | |
| Net Operating Deficit/(Profit) for the Year (Expenditure less Income) | 605,091 | 588,717 | 650,671 | 677,631 |

Movement of Council Reserves to offset the Net Operating Deficit for the year 2022/23

| | |
|--|----------------|
| Operating Costs -salaries and on costs | 81,650 |
| Operating costs - professional fees | 4,754 |
| Planning - NDP | 1,063 |
| Recreation ground - New skate park | 6,521 |
| Recreation ground - skate park maintenance | 4,590 |
| Cemetery - cemetery mapping | 11,235 |
| Services & Grants - Xmas Lights | 10,000 |
| TOTAL | 119,813 |

Expenditure

| | | | |
|---------|-------------------------------|---------------|----------------------------|
| 2023/24 | Draft proposed expenditure | 688,684 | |
| 2022/23 | Total anticipated expenditure | 635,851 | |
| | Difference | <u>52,833</u> | Equates to a 8.3% increase |

| | | | |
|---------|--------------------------|--------------|----------------------------|
| Income | | | |
| 2023/24 | Draft anticipated Income | 38,013 | |
| 2022/23 | Total anticipated income | 30,760 | |
| | Difference | <u>7,253</u> | Equate to a 23.6% increase |

| | | |
|---------|-------------------------------|----------------|
| 2023/24 | Draft proposed expenditure | 688,684 |
| | Draft anticipated Income | 38,013 |
| | Proposed draft Precept figure | <u>650,671</u> |

| | | | |
|---------|------------------|--|----------------------------|
| 2022/23 | Precept Received | 605091 ÷ 3,474.09 Band D equivalent properties = | £174.18 |
| 2023/24 | Draft Precept | 650671 ÷ 3556.29 Band D equivalent properties = | £182.98 |
| | | increase | £8.80 increase of 5.05% |
| | | | (£0.67 per month increase) |

CALCULATIONS INCLUDING SPECIAL PROJECTS

| | | | |
|-------------|-------------------------------|-------------------|---|
| Expenditure | | | |
| 2023/24 | Draft proposed expenditure | 768,684 | (Including additional expenditure/special projects £80,000) |
| 2022/23 | Total anticipated expenditure | <u>635,851</u> | |
| | Difference | <u>132,833</u> | Equates to a 20.8% increase |
| Income | | | |
| 2023/24 | Draft anticipated Income | 38,013 | |
| 2022/23 | Total anticipated income | <u>30,760</u> | |
| | Difference | <u>7,253</u> | Equate to a 23.6% increase |
| 2023/24 | Draft proposed expenditure | 768,684 | |
| | Draft anticipated Income | <u>38,013</u> | |
| | Proposed draft Precept figure | <u>730,671</u> | |
| 2022/23 | Precept Received | 605091 ÷ 3,474.09 | Band D equivalent properties = £174.18 |
| 2023/24 | Draft Precept | 730671 ÷ 3556.29 | Band D equivalent properties = £205.48 |
| | | increase | £31.30 increase of 17.97% |
| | | | (£2.60 per month increase) |

Operating Costs

EXPENDITURE

| <u>Item No.</u> | <u>Description</u> | <u>2022/23</u> Budget £ | <u>2022/23</u> Projected outturn £ | <u>2023/24</u> Draft Budget £ | <u>2024/25</u> Draft Budget £ |
|--------------------------|--|-------------------------------|---|--|--|
| 1 | Salaries | 230688 | 226,735 | 201,493 | 221,642 |
| 2 | Employer NI | 0 | 29,032 | 26,698 | 29,368 |
| 3 | Employer Pension | 0 | 52,618 | 50,978 | 56,075 |
| 4 | Temporary staff | 10000 | 1,203 | 8,000 | 8,000 |
| 5 | Subscriptions | 3000 | 5,140 | 5,000 | 5,000 |
| 6 | Staff Training | 3000 | 2,550 | 3,000 | 3,000 |
| 7 | Councillor Training | 2000 | 99 | 1,500 | 1,500 |
| 8 | Officers Travel/Conference/Subsistence | 1000 | 1,000 | 1,100 | 1,100 |
| 9 | Telephone & Broadband services | 4500 | 4,500 | 4,950 | 4,950 |
| 10 | Postage and Franking machine lease | 1000 | 430 | 500 | 500 |
| 11 | Stationery | 2750 | 5,650 | 3,500 | 3,500 |
| 12 | Photocopier Running costs | 2750 | 2,500 | 2,500 | 2,500 |
| 13 | Photocopier Lease | 800 | 800 | 780 | 780 |
| 14 | Office Equipment/furniture | 2000 | 2,953 | 2,000 | 1,500 |
| 15 | Equipment Maintenance | 1500 | 2,247 | 1,650 | 1,650 |
| 16 | Petty Cash | 0 | 1,000 | 1,000 | 1,000 |
| 17 | Bank Charges | 350 | 564 | 500 | 500 |
| 18 | Audit Fees (Internal) | 2000 | 1,097 | 2,000 | 2,000 |
| 19 | Audit Fees (External) | 5000 | 1,300 | 3,000 | 3,000 |
| 20 | Insurance | 14022 | 15,961 | 17,557 | 17,557 |
| 21 | GDPR | 1000 | - | 500 | 500 |
| 22 | PAT Testing | 250 | 225 | - | 250 |
| 23 | Website | 1500 | 1,500 | 1,500 | 1,500 |
| 24 | ICT services & Software Lease | 7500 | 5,212 | 5,000 | 5,000 |
| 25 | ICT - Including Computer Hardware | 1000 | - | 1,000 | 1,000 |
| 26 | Health & Safety | 500 | 99 | 500 | 500 |
| 27 | Professional Fees | 15000 | 19,758 | 10,000 | 15,000 |
| 28 | Card Machine Rental | 0 | 300 | 600 | 600 |
| 29 | Annual & Other Meetings | 1000 | 1,581 | 1,000 | 1,000 |
| TOTAL EXPENDITURE | | 314,110 | 386,054 | 357,806 | 390,472 |

| INCOME | | | | | |
|---------------------|------------------------|--------------|----------------|----------------|----------------|
| 1 | Bank Interest | (500) | (1,010) | (1,000) | (1,000) |
| 2 | Western power Wayleave | 0 | (126) | (120) | (120) |
| TOTAL INCOME | | (500) | (1,136) | (1,120) | (1,120) |

| | | | | | |
|---------------------------------|--|----------------|----------------|----------------|----------------|
| NET EXPENDITURE/(INCOME) | | 313,610 | 384,918 | 356,686 | 389,352 |
|---------------------------------|--|----------------|----------------|----------------|----------------|

NOTES:

1. Salaries include employee NI and Pension
1. Consideration to be given to any potential new employee posts
22. PAT Testing will only be carried out every other year
27. Overspend due to reinstatement cost review
29. Only Council meetings to be held outside of council offices going forward

Planning

| EXPENDITURE | | | | | |
|---------------------------------|-----------------------------|----------------|------------------|---------------------|---------------------|
| <u>Item No.</u> | <u>Description</u> | <u>2022/23</u> | <u>2022/23</u> | <u>2023/24</u> | <u>2024/25</u> |
| | | <u>Budget</u> | <u>Projected</u> | <u>Draft Budget</u> | <u>Draft Budget</u> |
| | | | <u>out turn</u> | | |
| | | | | £ | £ |
| 1 | Traffic Management | 2,000 | 230 | 2,000 | 2,000 |
| 2 | Charter Market Improvements | 2,500 | - | 2,000 | 2,000 |
| 3 | Tourism/Town Plan Projects | 5,000 | - | 5,000 | 5,000 |
| 4 | Definitive Footpaths | 510 | - | 0 | - |
| 5 | Lengthsman Scheme/P3 Scheme | 3,000 | 3,000 | 3,000 | 3,000 |
| 6 | Neighbourhood Dev. Plan | 0 | 1,063 | 0 | 2 |
| 7 | Town Centre Facilities | 5000 | - | 5000 | 5,000 |
| 8 | Tourist Information Centre | 0 | 464 | 1000 | 1,000 |
| TOTAL EXPENDITURE | | 18,010 | 4,757 | 18,000 | 18,002 |
| INCOME | | | | | |
| 1 | Charter Market Fees | (5,000) | (5,661) | (5,500) | (5,500) |
| 2 | Town Centre Facilities | 0 | 0 | 0 | 0 |
| 3 | P3 Scheme Income | 0 | 0 | 0 | 0 |
| TOTAL INCOME | | (5,000) | (5,661) | (5,500) | (5,500) |
| NET EXPENDITURE/(INCOME) | | 13,010 | (904) | 12,500 | 12,502 |
| NOTES: | | | | | |

Recreation Ground

EXPENDITURE

| <u>Item</u> | | <u>2022/23</u> | <u>2022/23</u> | <u>2023/24</u> | <u>2024/25</u> |
|---------------------------------|------------------------------|----------------|------------------|----------------|----------------|
| <u>No.</u> | <u>Description</u> | <u>Budget</u> | <u>Projected</u> | <u>Draft</u> | <u>Draft</u> |
| | | <u>£</u> | <u>out turn</u> | <u>Budget</u> | <u>Budget</u> |
| | | <u>£</u> | <u>£</u> | <u>£</u> | <u>£</u> |
| 1 | Grounds maintenance contract | 7,854 | 7,854 | 7,854 | 7,854 |
| 2 | Grounds Maintenance | 5,000 | 2,142 | 3,000 | 3,000 |
| 3 | ROSPA reports | 65 | 65 | 71 | 71 |
| 4 | New Play Equipment | 30,000 | 2,300 | 10,000 | 5,000 |
| 5 | Play Equipment Maintenance | 5,000 | 5,033 | 5,000 | 5,000 |
| 6 | New Skate Park equipment | 0 | 34,221 | 1,000 | 1,000 |
| 7 | Skate Park Maintenance | 5,000 | 9,850 | 3,000 | 3,000 |
| 8 | Shelter Maintenance | 1,000 | 2,894 | 1,000 | 1,000 |
| 9 | Litter Bins | 1,000 | 5,000 | 8,208 | 8,208 |
| 10 | CCTV maintenance | 1,000 | 1,000 | 1,000 | 1,000 |
| 11 | Refuse Collection | 700 | - | 0 | - |
| 12 | Street Light Maintenance | 500 | - | 500 | 500 |
| TOTAL EXPENDITURE | | 57,119 | 70,359 | 40,633 | 35,633 |
| INCOME | | 0 | 0 | 0 | 0 |
| TOTAL INCOME | | 0 | 0 | 0 | 0 |
| NET EXPENDITURE/(INCOME) | | 57,119 | 70,359 | 40,633 | 35,633 |

NOTES:

4. Funds used to refurbish skate park additional expenditure to be taken from EMR

Cemetery

EXPENDITURE

| Item No. | Description | 2022/23 | 2022/23 | 2023/24 | 2024/25 |
|---------------------------------|---------------------------------------|-----------------|-----------------------|-----------------|-----------------|
| | | Budget | Projected out turn | Draft Budget | Draft Budget |
| | | £ | £ | £ | £ |
| 1 | Salaries | 37,441 | 29,919 | 30,345 | 31,862 |
| 2 | National Insurance | 0 | 3,590 | 4,021 | 4,222 |
| 3 | Pension | 0 | 7,570 | 7,677 | 8,061 |
| 4 | Temporary Staff | 2500 | 1,500 | 2000 | 2,000 |
| 5 | Cleaning | 250 | - | 250 | 250 |
| 6 | Rates | 2700 | 2,700 | 2,970 | 2,970 |
| 7 | Water | 200 | 63 | 200 | 200 |
| 8 | Electricity | 2,000 | 907 | 2,000 | 2,000 |
| 9 | PPE/Health & Safety | 500 | 250 | 500 | 500 |
| 10 | Chapel & Mortuary Maintenance | 1,000 | 1,604 | 1,100 | 1,100 |
| 11 | Grounds Maintenance | 2,000 | 2,000 | 2,200 | 2,200 |
| 12 | Equipment Maintenance | 1,000 | 308 | 1,100 | 1,100 |
| 13 | New Equipment | 1,000 | 1,000 | 1,100 | 1,100 |
| 14 | Equipment Hire | 1,000 | - | 750 | 750 |
| 15 | Vehicle Maintenance | 1,000 | 1,000 | 1,000 | 1,000 |
| 16 | Vehicle Tax, Insurance & MOT | 1,000 | 868 | 1,000 | 1,000 |
| 17 | Skip Hire | 1,500 | 1,500 | 1,650 | 1,650 |
| 18 | Tree works | 1,000 | 1,000 | 1,000 | 1,000 |
| 19 | Fuel | 1,500 | 900 | 1,000 | 1,000 |
| 20 | Perimeter Repairs | 2,500 | - | 2,000 | 2,000 |
| 21 | Window cleaning | 0 | - | 0 | - |
| 22 | Memorial Testing | 1,000 | - | 1,000 | 1,000 |
| 23 | Cemetery Mapping | 0 | 11,235 | 0 | - |
| TOTAL EXPENDITURE | | 61,091 | 67,914 | 64,863 | 66,965 |
| INCOME | | | | | |
| 1 | Burials | (10,000) | (7,726) | (11,000) | (11,000) |
| 2 | Memorial Fees | (3,500) | (1,261) | (2,500) | (2,500) |
| 3 | Mortuary Rent | (2,500) | (1,333) | (2,500) | (2,500) |
| 4 | Chapel Hire | (150) | (109) | (150) | (150) |
| 5 | Transfer of Exclusive Right of Burial | (360) | (30) | (360) | (360) |
| 6 | Memorial Bench | 0 | (240) | 0 | - |
| TOTAL INCOME | | (16,510) | (10,699) | (16,510) | (16,510) |
| NET EXPENDITURE/(INCOME) | | 44,581 | 57,215 | 48,353 | 50,455 |

NOTES:

1. salaries include employee NI & Pension (2023/24)
10. includes cost of new carpet
21. Cemetery mapping to be funded from reserves in 2022/233

Closed Churchyard**EXPENDITURE**

| <u>Item No.</u> | <u>Description</u> | <u>2022/23</u> | <u>2022/23</u> | <u>2023/24</u> | <u>2024/25</u> |
|---------------------------------|--------------------------------|----------------|-------------------------------------|---------------------|---------------------|
| | | <u>Budget</u> | <u>Projected</u> <u>out turn</u> | <u>Draft Budget</u> | <u>Draft Budget</u> |
| | | £ | £ | | |
| 1 | Property Maintenance | 1,500 | 110 | 1,000 | 1,000 |
| 2 | Refuse Collections | 300 | 145 | 250 | 250 |
| 3 | Tree Works | 2,000 | 1,000 | 1,000 | 1,000 |
| 4 | Grounds Maintenance (contract) | 1,500 | 1,500 | 1,500 | 1,500 |
| EXPENDITURE | | 5,300 | 2,755 | 3,750 | 3,750 |
| INCOME | | - | - | - | - |
| TOTAL INCOME | | - | - | - | - |
| NET EXPENDITURE/(INCOME) | | 5,300 | 2,755 | 3,750 | 3,750 |

NOTES:

1. Property Maintenance includes wall repairs

Amenity Areas

EXPENDITURE

| | | <u>2022/23</u> | <u>2022/23</u> | <u>2023/24</u> | <u>2024/25</u> |
|---------------------------------|--|----------------|------------------|----------------|----------------|
| <u>Item</u> | <u>Description</u> | <u>Budget</u> | <u>Projected</u> | <u>Draft</u> | <u>Draft</u> |
| <u>No.</u> | | <u>£</u> | <u>Out turn</u> | <u>£</u> | <u>£</u> |
| 1 | Town Cleaner | 27,092 | 0 | 25,000 | 25,000 |
| 2 | Street Cleaning Materials | 500 | 0 | 500 | 500 |
| 3 | Dog Hill Wood Management Plan | 1000 | 1,000 | 1000 | 1,000 |
| 4 | Dog Hill Wood Maintenance Contract | 4040 | 4,040 | 4040 | 4,040 |
| 5 | Dog Hill Wood Maintenance (add expenses) | 500 | 500 | 500 | 500 |
| 6 | Dog Hill Wood Coppicing | 1000 | 1,000 | 1000 | 1,000 |
| 7 | General Tree Works | 1500 | 970 | 1650 | 1,650 |
| 8 | General Park Maintenance | 2000 | 11 | 1000 | 1,000 |
| 9 | Gloucester Road Grass Cutting & Seats | 50 | - | 0 | - |
| 10 | CCTV Dog Hill Woods | 1000 | - | 0 | - |
| 11 | Devolved Services (Grass Cutting) | 2500 | 500 | 1000 | 1,000 |
| 12 | CCTV Hereford | 8379 | 8,379 | 9500 | 9,500 |
| 13 | Tools and materials | 200 | 200 | 200 | 200 |
| 14 | Dog Bags | 700 | 364 | 700 | 700 |
| 15 | Defibrillator maintenance | 350 | 85 | 350 | 350 |
| 16 | General Park Verges | 250 | - | 0 | - |
| 17 | Electricity (Comm Hall) | 0 | 5,088 | 1000 | 1,000 |
| TOTAL EXPENDITURE | | 51,061 | 22,137 | 47,440 | 47,440 |
| INCOME | | | | | |
| 1 | Dog Poop Bags | (1,000) | (527) | (1,000) | (1,000) |
| 2 | Bench Donation | 0 | 0 | 0 | 0 |
| TOTAL INCOME | | (1,000) | (527) | (1,000) | (1,000) |
| NET EXPENDITURE/(INCOME) | | 50,061 | 21,610 | 46,440 | 46,440 |

Notes:

17 Waiting on refund from Community Hall

Council properties:- Market House

EXPENDITURE

| Item No. | Description | <u>2022/23</u> | <u>2022/23</u> | <u>2023/24</u> | <u>2024/25</u> |
|---------------------------------|---------------------|----------------|-------------------------------------|-------------------------------|-------------------------------|
| | | <u>Budget</u> | <u>Projected</u> <u>Out turn</u> | <u>Draft</u> <u>Budget</u> | <u>Draft</u> <u>Budget</u> |
| | | | £ | £ | £ |
| 1 | Rates | 1500 | 1,500 | 1650 | 1,650 |
| 2 | Electricity | 1000 | 1,500 | 1,500 | 1,500 |
| 3 | Cleaning | 100 | - | 100 | 100 |
| 4 | Water | - | 61 | 100 | 100 |
| 5 | Maintenance | 5000 | 173 | 5000 | 5,000 |
| TOTAL EXPENDITURE | | 7,600 | 3,234 | 8,350 | 8,350 |
| INCOME | | | | | |
| 1 | Market House Income | (1,000) | (912) | (1,100) | (1,100) |
| TOTAL INCOME | | (1,000) | (912) | (1,100) | (1,100) |
| NET EXPENDITURE/(INCOME) | | 6,600 | 2,322 | 7,250 | 7,250 |
| NOTES | | | | | |

Council Buildings - Painted Room**EXPENDITURE**

| | <u>2022/23</u> | <u>2022/23</u> | <u>2023/24</u> | <u>2024/25</u> | |
|-------------------------------|---------------------|------------------|----------------|----------------|---------|
| | <u>Budget</u> | <u>Projected</u> | <u>Draft</u> | <u>Draft</u> | |
| <u>Item No.</u> | <u>Description</u> | <u>Out turn</u> | <u>Budget</u> | <u>Budget</u> | |
| | | | <u>£</u> | <u>£</u> | |
| 1 | Salaries | 8,500 | 7,500 | 8,500 | 8,500 |
| 2 | Advertising | 500 | 737 | 800 | 800 |
| 3 | Stock purchased | 500 | 570 | 550 | 550 |
| 4 | Music Licence | - | 350 | 350 | 350 |
| 5 | Card Machine Rental | - | 300 | 600 | 600 |
| TOTAL EXPENDITURE | 9,500 | 9,457 | 10,800 | 10,800 | |
| INCOME | | | | | |
| 1 | Sales | (750) | (1,045) | (1,000) | (1,000) |
| 2 | Donations | (1,000) | (2,559) | (3,000) | (3,000) |
| TOTAL INCOME | (1,750) | (3,604) | (4,000) | (4,000) | |
| NET EXPENDITURE/INCOME | 7,750 | 5,853 | 6,800 | 6,800 | |

NOTES:

| Jacobean Room | | | | | |
|---------------------------------|--------------------|---------------------------------|---|---|---|
| EXPENDITURE | | | | | |
| <u>Item No.</u> | <u>Description</u> | <u>2022/23</u> <u>Budget</u> | <u>2022/23</u> <u>Projected</u> <u>Out turn</u> | <u>2023/24</u> <u>Draft</u> <u>Budget</u> | <u>2024/25</u> <u>Draft</u> <u>Budget</u> |
| | | <u>£</u> | <u>£</u> | <u>£</u> | <u>£</u> |
| 1 | Licence Fee | - | - | 500 | - |
| 2 | Advertising | 500 | - | 500 | 500 |
| TOTAL EXPENDITURE | | 500 | - | 1,000 | 500 |
| INCOME | | | | | |
| 1 | Ceremony Room | (2,000) | (2,403) | (2,200) | (2,200) |
| TOTAL INCOME | | (2,000) | (2,403) | (2,200) | (2,200) |
| NET EXPENDITURE/(INCOME) | | (1,500) | (2,403) | (1,200) | (1,700) |
| NOTES: | | | | | |
| 1. Due every three years | | | | | |

Services - Community Grants

EXPENDITURE

| <u>Item / Description</u> | <u>2022/23</u> | <u>2022/23</u> | <u>2023/24</u> | <u>2024/25</u> |
|---|----------------|-------------------------------------|-------------------------------|-------------------------------|
| | <u>Budget</u> | <u>Projected</u> <u>out turn</u> | <u>Draft</u> <u>Budget</u> | <u>Draft</u> <u>Budget</u> |
| | | £ | £ | £ |
| 1 Barrett Browning Clock | 150 | 125 | 0 | - |
| 2 Community Action Ledbury | 10000 | 10,000 | 10000 | 10,000 |
| 3 Youth Drop-in support | 5000 | - | 5000 | 5,000 |
| 4 Citizens Advice Worcs | 5000 | 5,000 | 5000 | 5,000 |
| 5 Malvern Hills AONB | 500 | 500 | 500 | 500 |
| 6 Awards | 250 | 101 | 250 | 250 |
| 7 Unspecified Grants (S147) | 20000 | 19,530 | 20000 | 20,000 |
| 8 Age UK Hereford localities | 0 | - | 4000 | 4,000 |
| 9 Dream your future | 0 | - | 1,500 | 1,500 |
| 10 Ledbury Food Bank | 0 | - | 2,500 | 2,500 |
| 11 Ledbury Methodist Church | 0 | - | 1,350 | 1,350 |
| 12 Promotional material | 4000 | 75 | 3000 | 3,000 |
| 13 Signage | 4000 | - | 3000 | 3,000 |
| 14 External Power Supply High Street | 110 | 38 | 120 | 120 |
| 15 Events Barriers | 100 | 100 | 100 | 100 |
| 16 Events | 7500 | 3,000 | 7500 | 7,500 |
| 17 Christmas Lights rental and installation | 13,260 | 23,500 | 23,000 | 23,000 |
| 18 Advertising | 1000 | 1,000 | 1000 | 1,000 |
| 19 Newsletter | 500 | - | 500 | 500 |
| 20 Election Expenses | 500 | - | 500 | 500 |
| 21 Ledbury in Bloom | 4000 | 3,629 | 4000 | 4,000 |
| 22 Great Place to Visit | 0 | 59,021 | 0 | - |
| 23 Welcome Back Fund | 0 | 85 | 0 | - |
| 24 Climate Change | 0 | - | 2000 | 2,000 |
| 25 October Fair Expenditure | 0 | 4,704 | 1000 | 500 |
| TOTAL EXPENDITURE | 75,870 | 130,408 | 95,820 | 95,320 |
| INCOME | | | | |
| 1 October Fair Rent | (2,000) | (2,250) | (2,250) | (2,250) |
| 2 Christmas Lights Event | (1,000) | (1,390) | (1,000) | (1,000) |
| 3 Great Places to visit | 0 | (90,000) | 0 | 0 |
| 4 Welcome Back Fund | 0 | (11,154) | 0 | 0 |
| TOTAL INCOME | (3,000) | (104,794) | (3,250) | (3,250) |
| NET EXPENDITURE/(INCOME) | 72,870 | 25,614 | 92,570 | 92,070 |

NOTES:

1. Agreed to no longer pay for electricity to clock
3. Carried over due to no premises
16. Consideration to be given to WBD and Coronation as additinal event expediture
17. Christmas lights increase due to additional lights being agreed during 22/23

Civic**EXPENDITURE**

| <u>Item No.</u> | <u>Description</u> | <u>2022/23 Budget</u> | <u>2022/23 Projected out turn</u> £ | <u>2023/24 Draft Budget</u> £ | <u>2024/25 Draft Budget</u> £ |
|---------------------------------|-----------------------------------|-----------------------|--|----------------------------------|----------------------------------|
| 1 | Civic Hospitality | 1,000 | 420 | 1,100 | 1,100 |
| 2 | Mayor's Hospitality | 1,000 | 208 | 1,100 | 1,100 |
| 3 | Civic Insignia and repairs | 400 | - | 400 | 400 |
| 4 | Mayor's/Deputy Mayor's Expenses | 1,000 | | 1000 | 1,000 |
| 5 | Poppy Wreath | 20 | 50 | 20 | 20 |
| 6 | Councillors Expenses | 500 | 250 | 500 | 500 |
| 7 | Mayor's Advertising | 500 | - | 500 | 500 |
| 8 | Roll of Honour | 50 | 30 | 50 | 50 |
| 9 | Flag Pole | 120 | 120 | 132 | 132 |
| 10 | Mayor's Portrait/Caricature | 500 | - | 0 | - |
| 11 | Town Crier Fees and Subscriptions | 500 | 140 | 500 | 500 |
| 12 | Town Crier Regalia | 1,000 | - | 500 | 500 |
| TOTAL EXPENDITURE | | 6,590 | 1,218 | 5,802 | 5,802 |
| INCOME | | 0 | 0 | 0 | 0 |
| TOTAL INCOME | | 0 | 0 | 0 | 0 |
| NET EXPENDITURE/(INCOME) | | 6,590 | 1,218 | 5,802 | 5,802 |

NOTES:

Council Properties

EXPENDITURE

| <u>Item No.</u> | <u>Description</u> | <u>2022/23</u> | <u>2022/23</u> | <u>2023/24</u> | <u>2024/25</u> |
|---------------------------------|--|----------------|-------------------------------------|----------------|----------------|
| | | <u>Budget</u> | <u>Projected</u> <u>Out-turn</u> | <u>Budget</u> | <u>Budget</u> |
| | | £ | £ | £ | £ |
| 1 | Property Maintenance (Council Offices) | 3,000 | 332 | 3,300 | 3,300 |
| 2 | Property Maintenance (Painted Room) | 1,000 | 15 | 1,100 | 1,100 |
| 3 | Non Domestic Rates | 6,200 | 6,200 | 6,820 | 9,820 |
| 4 | Wheely Bin Collection | 1,000 | 330 | 1,000 | 1,000 |
| 5 | Housekeeping | 500 | 34 | 500 | 500 |
| 6 | Alarms | 4,200 | 4,200 | 4,620 | 4,620 |
| 7 | Quinquennial Works | 2,000 | - | 2,000 | 2,000 |
| 8 | War memorial Refurbishment | 0 | 3,471 | 5000 | - |
| 9 | War memorial Cleaning | 450 | - | 0 | 450 |
| 10 | Cleaning | 0 | 2,146 | 2,500 | 2,500 |
| 11 | Window Cleaning | 250 | 35 | 250 | 250 |
| 12 | Water | 500 | 500 | 550 | 550 |
| 13 | Confidential waste - shredding | 0 | - | 780 | 780 |
| 14 | Electricity | 10,000 | 5,000 | 6,000 | 6,000 |
| TOTAL EXPENDITURE | | 29,100 | 22,263 | 34,420 | 32,870 |
| INCOME | | | | | |
| 1 | War Memorial Refurbishment | 0 | 0 | 0 | 0 |
| 2 | Bollard refurbishment donation | 0 | 0 | 0 | 0 |
| 3 | War Memorial Refund | 0 | (556) | (3,333) | (3,333) |
| TOTAL INCOME | | 0 | (556) | (3,333) | (3,333) |
| NET EXPENDITURE/(INCOME) | | 29,100 | 21,151 | 27,754 | 26,204 |

Special Projects

EXPENDITURE

| <u>Item No.</u> | <u>Description</u> | <u>2022/23</u> | <u>2023/24</u> | <u>2023/24</u> | <u>2023/24</u> |
|---------------------------------|----------------------------------|----------------|------------------|---------------------------|----------------|
| | | <u>Budget</u> | <u>Projected</u> | <u>Transfer to</u> | <u>Draft</u> |
| | | | <u>Out-Turn</u> | <u>Earmarked Reserves</u> | <u>Budget</u> |
| | | | £ | £ | £ |
| 1 | Buses 4US | 0 | - | - | 24,000 |
| 2 | New Play Equipment | 0 | - | - | 30,000 |
| 3 | Scatter Garden & Memorial Tree | 2000 | - | - | 2,000 |
| 4 | Phone Box Renovations & Fittings | 1500 | - | - | 1,500 |
| 5 | Smart Water | 1000 | - | - | 1,000 |
| 6 | CCTV Upgrade | 5,000 | 5,000 | - | 5,000 |
| 7 | Advertising Banners | 0 | - | - | - |
| 8 | JM Memorial | 0 | - | - | 9,000 |
| 9 | Memorial to past Councillors | 0 | - | - | 2,500 |
| 10 | Dog Hill wood tree felling works | 0 | - | - | 5,000 |
| TOTAL EXPENDITURE | | 9,500 | 5,000 | 5,000 | 80,000 |
| INCOME | | - | - | - | - |
| TOTAL INCOME | | - | - | - | - |
| NET EXPENDITURE/(INCOME) | | 9,500 | 5,000 | 5,000 | 80,000 |

NOTES:

1. £24,000 pledged for Buses 4Us
7. Cllr Sims drafting Youth Strategy for consideration at FC in February with possible suggestion of £25,000 budget provision
8. JM Memorial - Recommendation from JMwP that £15,000 for Phawe 1 within 2023/24 budget to cover costs of project and to engage a project manager initially for phase 1 anticipated that further years costs to be managed from funding streams
9. Suggestion from E & L Committee - task & finish group set up to consider this in early Jan 2023
11. Consideration to be given as to whether to increase General tree works budget DHW for the next two years

Earmarked Reserves - projected Balances for 31.03.2023 as at 21.12.2022

| Cost centre | Account | Opening Balance | Net transfers | Transfer to Expenditure | Closing Balance |
|-------------|--------------------------------|-----------------|---------------|-------------------------|-------------------|
| 320 | Earmarked Reserves | 113 | 0 | | 113 |
| 322 | Traffic Management | 9,000 | 0 | | 9000 |
| 323 | Charter Market Improvements | 1,000 | 0 | | 1000 |
| 324 | Listed Building Reserves | 110,000 | 10,000 | | 120,000 |
| 325 | Elections | 10,000 | 0 | | 10,000 |
| 326 | Youth Services | 5,000 | 0 | | 5000 |
| 327 | Play/skate park | 35,330 | 15,000 | | 50,330 |
| 328 | War Memorial | 15,000 | 25,000 | | 40000 |
| 329 | Paths, Bins & Benches | 2,500 | 0 | | 2500 |
| 330 | CCTV | 5,000 | 5,000 | | 10000 |
| 331 | Addvertising | 5,000 | 0 | | 5000 |
| 332 | Climate Change | 2,000 | 0 | 0 | 2,000 |
| 333 | Perimeter wall cemetery | 15,000 | 0 | | 15,000 |
| | TOTAL | 214,943 | 55,000 | | 269,943.00 |
| | Net (from)/to Reserves 2022/23 | | | | |

| | | |
|---|------------------------|------------------------|
| FINANCE, POLICY & GENERAL PURPOSES COMMITTEE | 26 JANUARY 2023 | AGENDA ITEM: 14 |
|---|------------------------|------------------------|

Report prepared by Angela Price and Councillor Sinclair

BANKING CHARGE COMPARISON

Purpose of Report

The purpose of this report is to provide Members of the Finance, Policy & General Purposes Committee with information provided by Councillor Sinclair in respect of banking charges with a view to the Council changing from its current bank account.

Detailed Information

When undertaking budget monitoring, Members of the Finance, Policy & General Purposes Committee have questioned the bank charges being charge by their current banking provider, Lloyds.

As a result of these outcomes, it was proposed that a comparison of charges be provided to enable Members to consider whether to change their banking provider and Councillor Sinclair offered to undertake this piece of work and attached are his findings in relation to three banks Lloyds, Unity and Starling.

Further information in respect of charges for Unity and Starling Banks can be found at the following links:

[Rates-Fees-and-Charges-BCA-and-STCA.pdf \(starlingbank.com\)](#)

<https://www.unity.co.uk/business-banking/business-current-account/>

The fees provided within Councillor Sinclair's comparison are based on information provided by the Accounts Clerk and stated on invoices received.

Following the recent closure of Barclays in Ledbury there is now only the TSB who has a presence in the town. Lloyds Bank closed its doors in Ledbury some time ago, following which they initially provided a mobile banking facility twice a week. However, this service has overtime been reduced to one visit in two weeks and is often unreliable due to issues with the vehicle or staffing.

All three banks provide a service whereby you can pay cash and cheques into the bank account at the Post Office however, it is not possible to cash a cheque for cash from a Lloyds account at the Post Office.

Both Unity & Starling operate as on-line banks, they do not have branches on the High Street, and they do not provide mobile banking facilities.

Unity Bank ask you to nominate which branch of NatWest RBS or Ulster Bank you will be withdrawing cash from at the time of completing a new account application. It does not indicate whether you can use the Post Office on their website and therefore it is to be assumed that this is not possible. As none of these banks have a presence in Ledbury this will present similar problems to those currently being experienced when wishing to cash a cheque.

Starling Bank has a facility that makes it possible to withdraw up to £300 cash per day over the counter at the Post Office which would be sufficient for the needs of Ledbury Town Council.

Recommendations

Members are requested to review the information provided within the links provided above and consider this in conjunction with the attached information provided by Councillor Sinclair and the information provided within this report and make a recommendation to Council on whether the Council should switch its banking to Starling Bank.

LTC Bank Charge Comparison

| Payment Type | Quantity | Lloyds Tariff | Lloyds Cost | Unity Tariff 1 | Unity Cost 1 | Unity Tariff 2 | Unity Cost 2 | Starling Tariff | Starling Cost |
|------------------------------|----------|---------------|-------------|----------------|--------------|----------------|--------------|-----------------|---------------|
| Bacs Payment | 43 | £ 0.30 | £ 12.90 | £ 0.48 | £ 20.64 | £ 0.252 | £ 10.84 | £ - | £ - |
| Direct Debits | 26 | £ 0.37 | £ 9.62 | £ 0.48 | £ 12.48 | £ 0.252 | £ 6.55 | £ - | £ - |
| Free Debits | 2 | £ - | £ - | £ 0.48 | £ 0.96 | £ 0.252 | £ 0.50 | £ - | £ - |
| Other Debits | 2 | £ 0.70 | £ 1.40 | £ 0.48 | £ 0.96 | £ 0.252 | £ 0.50 | £ - | £ - |
| Transfers to other Accounts | 6 | £ - | £ - | £ 0.48 | £ 2.88 | £ 0.252 | £ 1.51 | £ - | £ - |
| Automated Credits | 1 | £ 0.37 | £ 0.37 | £ 0.48 | £ 0.48 | £ 0.252 | £ 0.25 | £ - | £ - |
| Night Safe Deposit | 1 | £ - | £ - | £ 0.48 | £ 0.48 | £ 0.252 | £ 0.25 | £ - | £ - |
| Free Credits | 7 | £ - | £ - | £ 0.48 | £ 3.36 | £ 0.252 | £ 1.76 | £ - | £ - |
| Transfer from other Accounts | 10 | £ - | £ - | £ 0.48 | £ 4.80 | £ 0.252 | £ 2.52 | £ - | £ - |
| Faster Payment Credit | 12 | £ 0.37 | £ 4.44 | £ 0.48 | £ 5.76 | £ 0.252 | £ 3.02 | £ - | £ - |
| Cash Paid In | 1 | £ 5.94 | £ 5.94 | £ 0.48 | £ 0.48 | £ 0.252 | £ 0.25 | £ - | £ - |
| Free Debits | 3 | £ - | £ - | £ 0.48 | £ 1.44 | £ 0.252 | £ 0.76 | £ - | £ - |
| Automated Credits | 2 | £ 0.37 | £ 0.74 | £ 0.48 | £ 0.96 | £ 0.252 | £ 0.50 | £ - | £ - |
| Internet Credits | 2 | £ 0.37 | £ 0.74 | £ 0.48 | £ 0.96 | £ 0.252 | £ 0.50 | £ - | £ - |
| Faster Payment Credit | 3 | £ 0.37 | £ 1.11 | £ 0.48 | £ 1.44 | £ 0.252 | £ 0.76 | £ - | £ - |
| Monthly Fee | 1 | £ 15.00 | £ 15.00 | £ 12.00 | £ 12.00 | £ 28.80 | £ 28.80 | £ 14.00 | £ 14.00 |
| Totals | | | £ 52.26 | | £ 70.08 | | £ 59.29 | | £ 14.00 |

3049

| | | |
|---|------------------------|------------------------|
| FINANCE, POLICY & GENERAL PURPOSES COMMITTEE | 26 JANUARY 2023 | AGENDA ITEM: 16 |
|---|------------------------|------------------------|

Report prepared by Angie Price – Town Clerk

DSE ASSESSMENTS FOR OFFICE STAFF

Purpose of Report

The purpose of this report is to ask Members of the Finance, Policy & General Purposes Committee to approve expenditure in the sum of £885 plus VAT to carry out DSE Assessments on all office staff.

Detailed Information

Members are aware that over the past 18-months a number of new office staff have been recruited and various changes made within the offices to accommodate all staff at workstations.

Some of the staff have identified issues in relation to their work environment which include lighting and seating.

The Health & Safety (Display Screen Equipment) Regulations 1992 (<https://www.hse.gov.uk/pubns/indg36.pdf>) state:

If you have DSE users, you must:

- analyse workstations to assess and reduce risks;
- make sure controls are in place;
- provide information and training;
- provide eye and eyesight tests on request, and special spectacles if needed;
- review the assessment when the user or DSE changes.

There is therefore a requirement for a DSE assessment to be undertaken for all new staff and as staff who have been employed longer have only previously been asked to undertake the DSE self-assessment (which is perfectly acceptable) it would be sensible to include them in any face-to-face assessment being undertaken.

Whilst it is the duty of an employer to undertake regular DSE assessments for all staff, and the Clerk, as the HR Manager has the authority to make arrangements for this to be done, the quote received exceeds £500 and therefore agreement for the expenditure is required from the relevant committee in line with Financial Regulation 4.1 which states:

“Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items over £500; or

- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

Financial Implications

Ledbury Town Council has in place a Health & Safety Contract with Worknest (formerly Ellis Witham) whereby they provide Health & Safety advise, support and training to the Council. Following a number of concerns raised by staff the Clerk contacted them to ask for a quote to undertake a DSE assessment on all office staff (6 in total). The quote received was in the sum of £885 plus VAT.

Members are advised that should the assessment result in changes needing to be made to environmental and/or workstation conditions for any employee there will potentially be additional costs for changes to lighting, new chairs, or other items, which will be funded from the annual budget.

Recommendation

That Members authorise the Clerk to proceed with engaging Worknest to undertake DSE assessments on all office staff at a cost of £885 plus VAT, noting that as an employee they are required to ensure these assessments are undertaken in accordance with the Health & Safety (Display Screen Equipment) Regulations 1992.

| | | |
|--|-----------------|-----------------|
| FINANCE, POLICY & GENERAL PURPOSES COMMITTEE | 26 JANUARY 2023 | AGENDA ITEM: 17 |
|--|-----------------|-----------------|

Report prepared by Angela Price – Town Clerk

LOCAL GOVERNMENT PENSION SCHEME – V 2 AGREEMENT TO THE PROPOSED CONTRIBUTIONS OUTCOME OF THE 2022 ACTUARIAL VALUATION

Purpose of Report

The purpose of this report is to ask Members of the Finance, Policy & General Purposes Committee to make recommendation to the meeting of Council, scheduled for 2 February 2023, that the attached “Agreement to the proposed outcome of the 2022 actuarial valuation” form be completed and returned in accordance with the request from Worcestershire Local Government Pensions.

Detailed Information

On 15 December 2022, the Clerk received correspondence from Worcestershire Local Government Pensions (WLGPS) requesting that the attached Agreement to the proposed outcome of the 2022 actuarial valuation form be completed and returned to them no later than the close of business on Friday, 10 February 2023.

The form asks that the Council confirm their agreement to the proposed contributions from as per point 2 of the attached document, which refers to the **1 March 2022 Actuarial Valuation Report Results** (copy of report attached).

This is the Council’s final chance to engage with WLGPS about contributions from 1 April 2023 and failure to return the agreement form will mean that they will impose the actuary’s recommendations on you.

They have also advised the following:

- Employer contributions after 31 March 2026 will be set following the next actuarial valuation as at 31 March 2025.
- LGPS employee contribution rates from 1 April 2023 will be revised by the LGA in line with the 10.1% change in the CPI for the 12 months to September 2022. Noting that they expect the LGA to produce a revised pay banding table for LGPS scheme year 203/24 in March, which will be forwarded to all organisations accordingly, which should be provided to the Council’s payroll provider.

Having reviewed the report and discussed it with the Chair of Finance, Policy & General Purposes Committee it would appear that there is no Deficit Recovery Amount listed for the periods 2023/24, 2024/25 and 2025/26 and therefore by signing the attached form the Council is not incurring any additional costs to the current WLGPS.

Recommendation

That a recommendation be made to the meeting of Council scheduled for 2 February 2023, that the attached form be completed, signed and returned to WLGPS no later than close of business on 10 February 2023, noting that there are no figures included in the 2023/26 Deficit recover Amount of the 2022 Actuarial Valuation Contribution Projections as set out in the 31 March 2022 Actuarial Valuation Report Results.



Agreement to the proposed contributions outcome of the 2022 actuarial valuation

Employer name: _____

Employer Fund number (see para 2 at [Employers Information - Worcestershire Pension Fund](#)): _____

Declarations:

On behalf of my organisation I confirm that:

1. We have understood our funding position and contributions outcome as at 31 March 2022.
2. We agree to, from 1 April 2023 to 31 March 2026, pay at least the future service / deficit recovery contributions recommended by the actuary in the right-hand column of the '2022 ACTUARIAL VALUATION CONTRIBUTION PROJECTIONS' page of the '31 MARCH 2022 ACTUARIAL VALUATION RESULTS' document dated November 2022 that was issued to us by Worcestershire Pension Fund. **NB** where we wish to pay contributions in excess of the minimum amounts recommended to keep our contributions closer to level that we are currently paying and to help to protect us against a potential future need to increase our contributions, we have detailed this in the additional information box below and indicated whether we wish those additional contributions to be voluntary or whether we wish to make them mandatory by having them 'certified' as such as part of the 2022 actuarial valuation.
3. We agree to our allocation to the 'investment pot' shown at the bottom of the first table of the right-hand column of the '2022 ACTUARIAL VALUATION SUMMARY' page of the '31 MARCH 2022 ACTUARIAL VALUATION RESULTS' document dated November 2022 that was issued to us by Worcestershire Pension Fund. **NB** where we wish to explore being allocated to another 'investment pot', we have detailed this in the additional information box below. Please note the Fund may request additional financial information to consider any request to move investment pot and may potentially require additional forms of security before agreeing to such a request.
4. If we are in deficit, we understand that we have the option to prepay deficit recovery contributions in line with the right-hand column of the '2022 ACTUARIAL VALUATION CONTRIBUTION PROJECTIONS' page of the '31 MARCH 2022 ACTUARIAL VALUATION RESULTS' document dated November 2022 that was issued to us by Worcestershire Pension Fund. **NB** where we wish to do so, we have detailed this in the additional information box below.
5. We are aware that at the discretion of the Fund we can request to annually prepay 90% of our future service contributions based on an estimate of our pensionable payroll over the period. **NB** where we wish to explore this option, we have detailed this in the additional information box below.
6. We are aware that we can take out [ill health liability insurance](#). **NB** where we wish to explore this option, we have detailed this in the additional information box below.

Additional information: Please use this area to:

- Detail any contributions you wish to pay in excess of the minimum amounts recommended.
- To ask to explore being allocated to another 'investment pot'.
- Advise us if you wish to prepay any deficit recovery contributions annually or up front for the years 23/24 to 25/26.
- Ask to explore annually prepaying future service contributions or taking out ill health liability insurance.

Signed:

Dated:

Full name (in capitals):

Department

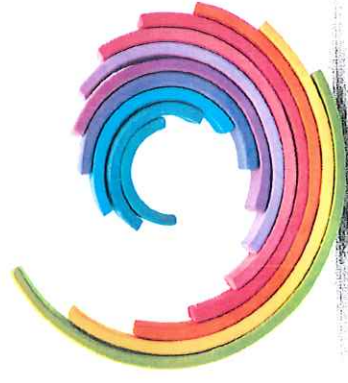
To be returned to avile@worcestershire.gov.uk by close of play on 10 February 2023



TOWN AND PARISH COUNCILS (502)

Worcestershire Pension Fund

31 MARCH 2022 ACTUARIAL
VALUATION RESULTS



2022 ACTUARIAL VALUATION SUMMARY

Worcestershire Pension Fund - TOWN AND PARISH COUNCILS (502)



EMPLOYER RESULTS SUMMARY

VALUATION BALANCE SHEET

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

EMPLOYER CONTRIBUTION REQUIREMENTS

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

SUPPORTING INFORMATION

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

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

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

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

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

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

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

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

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



DETAILED RESULTS

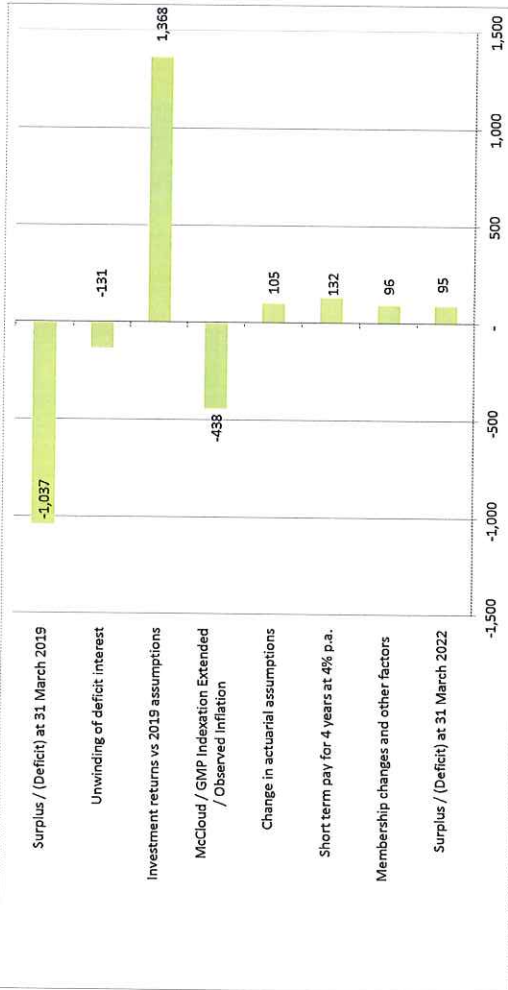
| | Final results at 31 March 2019 | Actuarial Valuation Results at 31 March 2022 (including McCloud Impact) |
|--|--------------------------------|--|
| Assets | £8,067,030 | £11,897,090 |
| Liabilities | £9,104,490 | £11,802,170 |
| Surplus / (Deficit) | (£1,037,460) | £94,920 |
| Funding Level | 88.6% | 100.8% |
| Employer Future Service Rate (% of pay) | 20.1% | 20.2% |
| 2023/24 Projected Payroll | £2,242,170 | £2,242,170 |
| Recovery Period | 15 years | 15 years |
| 2022/23 Total Contributions Amount * | 25.3% | £545,450 |
| | | 25.3% |
| 2023/24 Total Contributions Amount (% and £) | 25.3% | £567,270 |
| | | 19.9% |
| 2024/25 Total Contributions Amount (% and £) | 25.3% | £589,960 |
| | | 19.9% |
| 2025/26 Total Contributions Amount (% and £) | 25.3% | £613,560 |
| | | 19.9% |
| Total 2023/26 Projected Contributions | £1,770,790 | £1,392,830 |
| Deficit Prepayment Options: | | |
| 2023/24 Deficit Recovery Amount | n/a | April 2023 |
| 2024/25 Deficit Recovery Amount | n/a | n/a |
| 2025/26 Deficit Recovery Amount | n/a | n/a |
| Saving | | |
| | n/a | n/a |

* before any relevant pre-payment discount at the 2019 valuation

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



ANALYSIS OF CHANGE IN FUNDING POSITION (£000s)



ANALYSIS OF CHANGE IN FUTURE SERVICE RATE

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

KEY MEMBERSHIP EXPERIENCE - 2019 TO 2022

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

SUMMARY OF MEMBERSHIP DETAILS

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

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2022 ACTUARIAL VALUATION EMPLOYER CONTRIBUTION PLAN

Worcestershire Pension Fund - TOWN AND PARISH COUNCILS (502)



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

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

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2022 ACTUARIAL VALUATION NOTES

Worcestershire Pension Fund - TOWN AND PARISH COUNCILS (502)



Notes to accompany the 2022 Valuation Individual Employer Schedules

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

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

1. Whole Fund Outcome

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

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

The 2022 valuation takes into account changes in financial markets, demographic assumptions and the membership profile of the Fund in detail.

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

**Growth Pot assumptions shown in the table above*

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

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

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

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

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

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

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



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

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

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

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

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

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

4. McCloud costs

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

5. Funding Basis

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

**Worcestershire Pension Fund
November 2022**

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welcome to brighter

3063



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welcome to brighter

The Public Sector Deposit Fund

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

Investment objective

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

Investment policy

The Fund will be invested in a diversified portfolio of high quality sterling denominated deposits and instruments. All investments at the time of purchase will have the highest short term credit rating or an equivalent and correspondingly strong long term rating.

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

Target investors

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

Who can invest?

Any public sector organisation can invest in the Fund.

Responsible investment policy

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

Key risks

Investors should consider the following risk factors before investing: Issuer/Credit Risk (issuer/financial institution may not pay), Market Risk (investment value affected by market conditions), Operational Risk (general operational risks), Maturity Profile (timings of investment maturity), Liquidity Risk (investment in non-readily realisable assets), Concentration Risk (need for diversification and suitability of investment) and Interest Rate Risk (changes to interest rate affecting income). Please see the Fund Prospectus for further details.

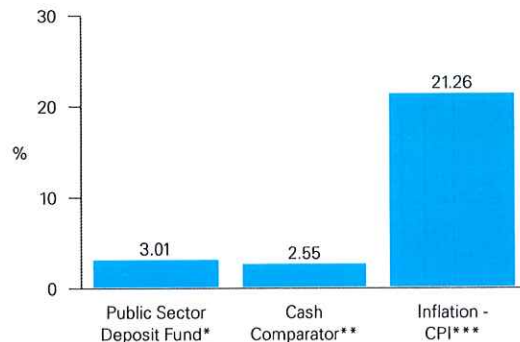
Top 10 counterparty exposures (%)

| | |
|------|-------------------------------|
| 8.2% | Bank of Montreal |
| 8.2% | Landesbank Baden-Wuerttemberg |
| 8.2% | Nationwide Building Society |
| 8.2% | SMBC Bank International plc |
| 8.2% | Yorkshire Building Society |
| 6.7% | DBS Bank Limited |
| 4.1% | National Bank of Canada |
| 3.3% | MUFG Bank |
| 3.0% | ABN Amro Bank N.V. |
| 3.0% | Barclays Bank plc |

Share class 4 yield as at 31 December 2022

3.3141%

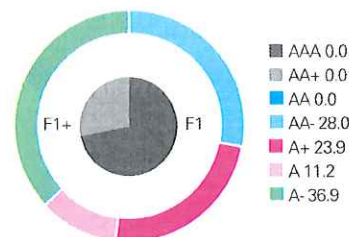
5 years cumulative performance



Asset type (%)



Credit rating† (%)



Top 10 country exposures (%)

| | |
|-------|----------------|
| 25.0% | United Kingdom |
| 17.5% | Japan |
| 15.9% | Canada |
| 9.7% | Singapore |
| 9.3% | Germany |
| 9.0% | France |
| 3.5% | Netherlands |
| 3.1% | Australia |
| 3.0% | Finland |
| 1.9% | United States |

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

Income - period to end December

| | |
|------------------------------|---------|
| Average yield over the month | 3.1476% |
| Yield at the month end | 3.3141% |

Discrete year total return performance

| 12 months to 31 December | 2022 | 2021 | 2020 | 2019 | 2018 |
|--------------------------------|--------|--------|--------|--------|--------|
| The Public Sector Deposit Fund | +1.31% | +0.04% | +0.31% | +0.75% | +0.57% |
| Comparator Benchmark | +1.40% | +0.05% | +0.04% | +0.58% | +0.46% |
| Relative | -0.09% | -0.01% | +0.27% | +0.17% | +0.11% |

Annualised total return performance

| Performance to 31 December | 1 year | 3 years | 5 years |
|--------------------------------|--------|---------|---------|
| The Public Sector Deposit Fund | +1.31% | +0.55% | +0.59% |
| Comparator Benchmark | +1.40% | +0.49% | +0.50% |
| Relative | -0.09% | +0.06% | +0.09% |

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

Market update

The UK continued to report weaker economic figures than most other major economies. Figures for the third quarter of 2022 showed that UK household spending was still 3.2% below pre-pandemic levels. (Most other countries had at least regained the level of expenditure seen in the last quarter of 2019). The UK's latest GDP data, also for Q3, reported a decline of 0.3% from the previous quarter – the largest such decline since the early days of pandemic restrictions. Inflation remained in double digits with November's CPI reading of 10.7% slightly down from the previous month's 11.1%, mainly due to falling petrol prices. As widely anticipated, the Bank of England joined its US and Eurozone counterparts in raising interest rates by 0.5%, to 3.5%. Having recovered some way from the shock of the September fiscal event, the yield on UK government bonds began to rise again in December, leading to negative total returns of -4.4% for the gilt market as a whole over the month, and record losses of -25% for the year overall.

Key facts

| | |
|--|--------------------|
| Fund size | £1,340m |
| Credit quality and sensitivity rating by Fitch | AAAmmf |
| Weighted average maturity (Maximum 60 days) | 31.68 days |
| Launch date | May 2011 |
| Minimum initial investment | £25,000.00 |
| Minimum subsequent investment | £5,000.00 |
| Dealing day | Each business day* |
| Withdrawals | On demand |
| Domicile | United Kingdom |
| ISIN Share Class 4 | GB00B3LDFH01 |
| Interest payment dates | End of each month |
| Ongoing charges figure (OCF)** | 0.08%*** |

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

Risk warning and disclosures

This document is a financial promotion and is issued for information purposes only. It does not constitute the provision of financial, investment or other professional advice. The market commentary contained in this document is the opinion of the author only. To ensure you understand whether CCLA's product is suitable, please read the Key Investor Information Document and the Prospectus. CCLA strongly recommends you seek independent professional advice prior to investing. The Public Sector Deposit Fund is a UK short-term LVNAV Qualifying Money Market Fund. In addition to the general risk factors outlined in the Prospectus investors should also note that purchase of PSDF shares is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment. Although it is intended to maintain a stable net asset value per share, there can be no assurance that it will be maintained. Notwithstanding the policy of investing in short-term instruments, the value of the PSDF may also be affected by fluctuations in interest rates. The PSDF does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value per share. The risk of loss of principal is borne by the shareholder. The Fund is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UK UCITS Scheme and is a Qualifying Money Market Fund. CCLA Investment Management Limited (registered in England & Wales No. 2183088 at, One Angel Lane, London, EC4R 3AB) is authorised and regulated by the Financial Conduct Authority and the Authorised Corporate Director of the PSDF. For information about how we obtain and use your personal data please see our Privacy Notice at <https://www.ccla.co.uk/our-policies/data-protection-privacy-notice>.

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Fact Sheet – 30 November 2022

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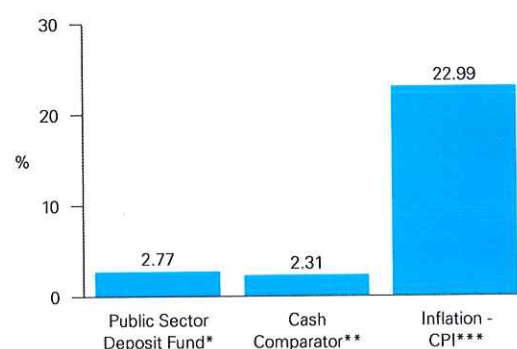
Top 10 counterparty exposures (%)

| | |
|------|---------------------------------|
| 9.7% | Yorkshire Building Society |
| 8.8% | DBS Bank Limited |
| 6.3% | Bank of Montreal |
| 6.3% | Landesbank Baden-Wuerttemberg |
| 6.3% | Nationwide Building Society |
| 4.0% | Santander UK plc |
| 3.9% | Barclays Bank plc |
| 3.9% | Credit Industriel et Commercial |
| 3.9% | Mizuho Bank |
| 3.9% | Nordea Bank AB |

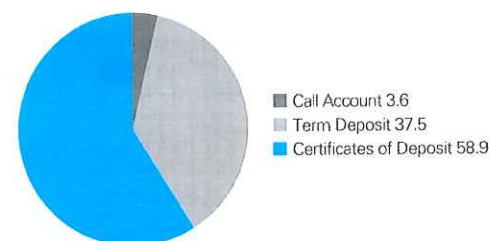
Share class 4 yield as at 30 November 2022

2.8916%

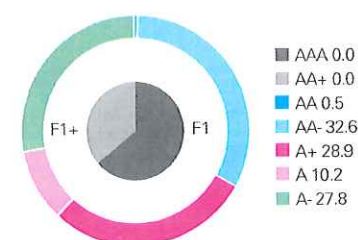
5 years cumulative performance



Asset type (%)



Credit rating† (%)



Top 10 country exposures (%)

| | |
|-------|----------------|
| 32.8% | United Kingdom |
| 12.7% | Japan |
| 11.7% | Singapore |
| 10.7% | France |
| 10.7% | Germany |
| 9.6% | Canada |
| 3.9% | Finland |
| 2.4% | Sweden |
| 2.0% | Netherlands |
| 1.5% | Australia |

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

Income - period to end November

| | |
|------------------------------|---------|
| Average yield over the month | 2.6840% |
| Yield at the month end | 2.8916% |

Discrete year total return performance

| 12 months to 30 November | 2022 | 2021 | 2020 | 2019 | 2018 |
|--------------------------------|--------|--------|--------|--------|--------|
| The Public Sector Deposit Fund | +1.06% | +0.03% | +0.36% | +0.75% | +0.54% |
| Comparator Benchmark | +1.14% | +0.04% | +0.10% | +0.58% | +0.44% |
| Relative | -0.08% | -0.01% | +0.26% | +0.17% | +0.10% |

Annualised total return performance

| Performance to 30 November | 1 year | 3 years | 5 years |
|--------------------------------|--------|---------|---------|
| The Public Sector Deposit Fund | +1.06% | +0.48% | +0.55% |
| Comparator Benchmark | +1.14% | +0.42% | +0.46% |
| Relative | -0.08% | +0.06% | +0.09% |

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

Market update

Data for the UK continued to paint a gloomy picture. The domestic economy was confirmed to have contracted in the third quarter of 2022, by 0.2%. Unemployment crept up and the number of job vacancies fell slightly, but the number of vacancies remained higher than the number of those seeking work and average weekly earnings surged, coming in at 5.7% higher than a year ago. In response to a further rise in core inflation, and as widely predicted, at its November meeting the Bank of England's Monetary Policy Committee raised interest rates by a further 0.75% to 3.00%. The announcement was accompanied by a grimly bearish prognosis for the UK economy, forecasting the imminent onset of a recession which would last for perhaps two years. The Bank of England began the process of selling bonds to reduce the stock of assets built up during successive rounds of quantitative easing. The initial sales went smoothly with no noticeable disruption to markets, but the Bank's aim of selling some £40 billion of bonds per year for several years may be a factor in determining the rate at which bond yields decline from levels which are still elevated by the standards of recent years.

Key facts

| | |
|--|--------------------|
| Fund size | £1,026m |
| Credit quality and sensitivity rating by Fitch | AAAmf |
| Weighted average maturity (Maximum 60 days) | 36.71 days |
| Launch date | May 2011 |
| Minimum initial investment | £25,000.00 |
| Minimum subsequent investment | £5,000.00 |
| Dealing day | Each business day* |
| Withdrawals | On demand |
| Domicile | United Kingdom |
| ISIN Share Class 4 | GB00B3LDFH01 |
| Interest payment dates | End of each month |
| Ongoing charges figure (OCF)** | 0.08%*** |

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| | | |
|---|------------------------|------------------------|
| FINANCE, POLICY & GENERAL PURPOSES COMMITTEE | 26 JANUARY 2023 | AGENDA ITEM: 19 |
|---|------------------------|------------------------|

Report prepared by Angela Price – Town Clerk

MARCHES ENERGY GRANT

Purpose of Report

The purpose of this report is to make Members of the Finance, Policy & General Purposes Committee aware of a funding stream, Marches Energy Grant (EMG) Scheme to help businesses improve their energy efficiency and drive down carbon emissions.

Detailed Information

The EMG has been launched by the Marches Local Enterprise Partnership and it is hoped that this will build on the success of previous programmes, including the Business energy efficiency Programme and the Marches renewable Energy.

The project will offer free advice and grants of up to £20,000 for energy efficiency and renewable energy measures for businesses from all sectors and for community buildings across the Marches. Experts will carry out an energy audit at your company and then give you a detailed report about how to cut usage to drive down costs and emissions.

Further information is provided in the attached.

Recommendation

That the Clerk be instructed to make application for an free energy efficiency assessment of the Council Offices, following which the concluding report be provided to a future meeting of the Environment & Leisure Committee for review prior to signing up for any help that the scheme can offer to improve energy efficiency and costs at Ledbury Town Council.

Find information tailored to you...

Focus on the resources available to your business by selecting your business type.

PRE-START

START-UP

SME

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Marches Energy Grant

Free advice, energy assessments and grants for energy efficiency.



About

The Marches Energy Grant (MEG) offers free advice, energy assessments and grants for energy efficiency and renewable energy measures to SMEs from all sectors in Herefordshire, Shropshire and Telford & Wrekin. The funding is also available to support community buildings. As well as the grant funding, the project will also run related networking and webinar events for SMEs and other organisations.

The MEG project builds on the success of previous programmes such as the Marches Renewable Energy (MarRE) fund and the Business Energy Efficiency Project (BEEP) grant scheme. It is intended that the MEG project complements the Cool Shropshire & Telford platform and Herefordshire's 30 for 2030.

Assessments are for SMEs who wish to use their energy more efficiently, reducing costs and improving environmental credentials. Grants worth up to £20,000 are available for eligible businesses.

How will it work?

Step 1: A free assessment offering to assess your equipment, premises, processes and performance to find opportunities for improvements in energy usage. The scale of the assessment will vary according to need. Generally, a 12-hr assist, including onsite assessment will be required. However, the assistance could range from a 2hrs telephone advice for very simple proposals, through to a deep-dive, 5-day assist for complex or large sites.

Step 2: Following the assessment, you will be sent a report containing recommended actions. You can then apply for a grant for projects worth up to £20,000. The grant intervention rate is 40% and your business contribution is 60% for the project. For example, if your project costs are £30,000, your contribution is £18,000 and we provide £12,000.

Step 3: If your application is successful, we will require you to sign an agreement detailing the grant conditions. Once signed and returned you can carry out the approved activities.

Step 4: We will monitor your project to ensure that it is on track.

Projects Supported by Previous Schemes

The MEG replaces a number of previous EU funded schemes, which have helped to identify potential financial savings of £1.8M, install over 2MW of renewable energy generation, and saved around 4,500tonnes of CO2e emissions from the Marches region. These have seen a wide range of projects, including:

- Renewable energy systems, such as solar panels
- Lighting – including LED conversions, movement / light sensors
- Fast acting / roller doors
- Variable speed drives & compressors
- Electrification of plant & machinery
- Energy efficient equipment for process improvements
- Waste heat management systems
- Energy management system
- Heating (including heat pumps), insulation and double/triple glazing
- De-stratification fans
- Waste reduction and recycling measures

Please complete the contact form below and be sure to include your company name, and postcode, a contact number and a brief description of the project. If you have any questions on the MEG please contact tim.yair@marchestep.org.uk.

Contact us about Marches Energy Grant

Name*

Email Address*

Company Name

Trading Status

Message*

Postcode*

Telephone Number

How did you hear about us?*

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You won't receive lots of emails, and you can unsubscribe at any time.

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By submitting my details, I consent for Marches Growth Hub to process my data for the purposes described in the [Privacy Policy](#).

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SUBMIT



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Telford & Wrekin
01952 567589

or email us direct
enquiries@marchesgrowthhub.co.uk

Finance & Funding
British Business Bank
Business Growth Programme 2
Equity Finance & Venture Capital
Grants
Loans
Advice & Support
Broadband
Business and Sector Specific Support Organisations
Covid-19 Recovery Support
EU Exit Advice for Businesses
Export
Net-Zero
Employment & Skills
Apprenticeships
Employer Skills Search
Graduate Recruitment
Jobcentre Plus
Knowledge Transfer Partnerships

Support Finder

Local Hubs

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Telford & Wrekin

Social Media

3070

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LEDBURY TOWN COUNCIL

DRAFT SOCIAL MEDIA POLICY

Introduction

A revolution is taking place in how we communicate. The world is experiencing the biggest ever change in how information is created and owned, as well as the speed in which it can be shared. This is changing the way we live, work and even how we speak and think.

Social media is a blanket term applied to a range of online multimedia tools that are used for creating content and two-way communication. They can be accessed via smartphone PC, laptop, tablet, or smart TV. All social media accounts are free of charge and can be set up quickly and easily from an Internet page.

1. Policy statement

- 1.1. This policy is intended to help employees and elected members make appropriate decisions about the use of social media such as social networking websites, forums, message boards, blogs or comments on web-articles, such as Twitter, Facebook and LinkedIn.
- 1.2. This policy outlines the standards the Council requires employees and elected members to observe when using social media, the circumstances in which your use of social media will be monitored and the action that will be taken in respect of breaches of this policy.

2. The scope of the policy

- 2.1. All employees and elected members are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of the Council.
- 2.2. Breach of this policy by employees may be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.
- 2.3. Breach of this policy by elected members will be dealt with under the Code of Conduct.

3. Responsibility for implementation of the policy

- 3.1. The Council has overall responsibility for the effective operation of this policy.
- 3.2. The Clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to the Council's work.

3.3. All employees and elected members should ensure that they take the time to read and understand this policy. Any breach of this policy should be reported to the Clerk or Chair of the Council.

3.4. Questions regarding the content or application of this policy should be directed to the Clerk.

4. Using social media sites in the name of the council

4.1 Designated staff are permitted to create posts to be placed on a social media websites (Council website, Facebook & Twitter), in the name of the Council and on its behalf in accordance with the rules and scope of this policy.

4.2 All posts being placed on the Council's website MUST be approved by the Clerk.

4.3 All staff and Council Members are permitted to comment on a social media website in the name of the Council and on its behalf in accordance with the rules and scope of this policy.

4.4 If you are not sure if your comments are appropriate do not post them until you have checked with the Clerk.

5. Using social media

5.1. The Council recognises the importance of the internet in shaping public thinking about the Council and the support and services it provides to the community. It also recognises the importance of our employees and elected members joining in and helping shape community conversation and direction through interaction in social media.

- a) Before using social media on any matter which might affect the interests of the Council you must have read and understood this policy and
- b) Employees must have gained prior written approval to do so from the Clerk.

6. Rules for use of social media

Whenever you are permitted to use social media in accordance with this policy, you must adhere to the following general rules:

6.1. Do not upload, post, or forward a link which contains any abusive, obscene, discriminatory, harassing, derogatory or defamatory content.

6.2. Any employee/elected member who feels that they have been harassed or bullied, or are offended by material posted or uploaded by a colleague onto a social media website should inform the Clerk/Chair.

- 6.3. Never disclose commercially sensitive, personal private or confidential information. If you are unsure whether the information you wish to share falls within one of these categories, you should discuss this with the Clerk/Chair.
- 6.4. Do not up-load, post, or forward any content belonging to a third party unless you have that third party's consent.
- 6.5. Before you include a link to a third-party website, check that any terms and conditions of that website permit you to link to it.
- 6.6. When making use of any social media platform, you must read and comply with its terms of use.
- 6.7. Be honest and open, but be mindful of the impact your contribution might make to people's perceptions of the Council.
- 6.8. You are personally responsible for content you publish into social media tools.
- 6.9. Don't escalate heated discussions, try to be conciliatory, respectful and quote facts to lower the temperature and correct misrepresentations.
- 6.10. Don't discuss colleagues without their prior approval.
- 6.11. Always consider others' privacy and avoid discussing topics that may be inflammatory e.g. politics and religion. Remember that although it is acceptable to make political points or canvass votes via your own social media accounts this will not be permissible if you are commenting on behalf of the Council.
- 6.12. Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them, and never publish anyone else's contact details.

7. Monitoring use of social media websites

- 7.1. Employees and elected members should be aware that any use of social media websites (whether or not accessed for Council purposes) may be monitored and, where breaches of this policy are found, action may be taken against employees under our Disciplinary Procedure and councillors under the Code of Conduct.
- 7.2. Misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against you and the Council.

7.3. In particular a serious case of uploading, posting forwarding or posting a link to any of the following types of material on a social media website, whether in a professional or personal capacity, will probably amount to gross misconduct/breach of the Code of Conduct (this list is not exhaustive):

- a) pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);
- b) a false and defamatory statement about any person or organisation;
- c) material which is offensive, obscene, criminal, discriminatory, derogatory or may cause embarrassment to the Council our councillors or our employees;
- d) confidential information about the council or anyone else
- e) any other statement which is likely to create any liability (whether criminal or civil, whether for you or the organisation); or
- f) material in breach of copyright or other intellectual property rights, or which invades the privacy of any person.

Any such action will be addressed under the Disciplinary Procedure/Code of Conduct.

7.4. Where evidence of misuse is found the Council may undertake a more detailed investigation involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any witnesses or managers involved in the investigation. If necessary such information may be handed to the police in connection with a criminal investigation.

7.5. If you notice any use of social media by other employees/elected members in breach of this policy please report it to the Clerk/Chair *in accordance with the Council's Whistle Blower Policy*.

8. Monitoring and review of this policy

8.1. The Council shall be responsible for reviewing this policy annually to ensure that it meets legal requirements and reflects best practice.

Further information for elected members on the use of social media can be viewed on <https://www.local.gov.uk/our-support/guidance-and-resources/communications-support/digital-councils/social-media/get-started/dos-and-donts>

20 January 2023

Adopted:
Review Date:

LEDBURY TOWN COUNCIL

RISK REGISTER - October 2022

Item 22

Ledbury Town Council recognise that the greatest risk to a local authority is not being able to deliver the activity or services expected of the Council. Management of risk is an essential part of the Council's work - it ensures that those who use our facilities are safe, giving the staff the protection to get on with their work, and protecting the assets that the Council hold. Risk assessment is a systematic examination of working conditions, workplace activities and environmental factors that enable the Council to identify any and all potential inherent risks. Ledbury Town Council will take all practical steps to reduce or eliminate the risks insofar as is reasonably practicable and making sure that all employees are made aware of the contents of this Risk Register and any related risk assessments.

| 4. COUNCIL PROPERTY | | | | | | | | | | |
|--|--|---|---|---|--|---|---|---|---|--|
| Weather conditions affecting Council Offices | Impact of flooding or other similar occurrences | 2 | 3 | 6 | | Adequate insurance cover in place. Disaster recovery plan in place. | 1 | 2 | 2 | |
| Weather conditions affecting Parish | Impact of flooding within Parish | 2 | 3 | 6 | | Sandbags/HC weather alerts/processes and personnel in place | 1 | 2 | 2 | |
| | Impact of snow/ice within Parish | 2 | 3 | 6 | | HC gritting routes, grit bins and adequate supplies of salt | 2 | 2 | 4 | |
| Cemetery | Backlog of bodies to be buried | 1 | 4 | 4 | | Bodies would be stored by local undertakers. In the event of a more significant backlog, undertakers from further afield could be approached and in the event of major epidemic, National Government would assist | 1 | 2 | 2 | |
| | Collapse of grave memorial or boundary wall at the closed churchyard and cemetery. | 2 | 3 | 6 | | Memorial testing programme is enacted every 10 years. Visual inspection by Grounds officer to identify risks as part of general duties. Programme of inspection and repair in place for boundary walls. Grave Digger to use shoring when excavating | 1 | 3 | 3 | |

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

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE GRANTS FUNDING WORKING PARTY HELD ON 30 NOVEMBER 2022

PRESENT: Councillors Howells, Hughes, and Morris

ALSO PRESENT: Angela Price – Town Clerk

21. **APOLOGIES**

None received.

22. **DECLARATIONS OF INTEREST**

None received.

23. **TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE GRANTS FUNDING WORKING PARTY HELD ON 9 NOVEMBER 2022**

RESOLVED:

That the minutes of the meeting of the Grants Funding Working Party held on 9 November 2022 be approved and signed as a correct record.

24. **POTENTIAL COSTS TO PURCHASE FOAMSTREAM WEEDING MACHINE**

Members were provided with information on the cost of a weeding machine, which can also be used to clean pavements and graffiti.

Members had previously been provided with a link to a testimonial from the Vale of Glamorgan Council and the Clerk advised that she had spoken with Wrexham Town Council for their feedback on the machine. Both sources had indicated that they were satisfied with the machine and how easy it was to use. It was noted that the tank can be mounted onto the back of the council truck when in use, or alternatively a trailer could be purchased that could be hooked up to the back of the council van if a tow bar were to be fitted.

Following a discussion it was agreed that the following recommendation be made:

RECOMMENDATION:

That it be recommended that the Foamstream weeding machine be purchased at a cost of £18,425 plus VAT, subject to confirmation of the normal retail price of the equipment and that the training be for 6/8 people,

noting that the cost includes one years anticipated supply of foam, training, delivery, 30m extra hose and a pressure lance.

25. UPDATE IN RESPECT OF POTENTIAL CATENRY WIRES

Unfortunately, no information was available for consideration.

26. UPDATE ON POTENTIAL EXTENSION

The Clerk advised that she had not been able to speak David Fall at Hereford Council in respect of the Masters House and therefore was not a position to give an update on any potential extension.

27. UPDATE ON FUNDING CLAIMED AS OF 31 OCTOBER 2022

RESOLVED:

That the update in respect of funding claimed as of 31 October 2022 be received and noted in the sum of £52,800.23.

28. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Grants Working Party is scheduled for 21 December 2022 at 3.00 p m.

The meeting ended at 3.30 pm.

Signed Date
(Chair)

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE GRANTS FUNDING WORKING PARTY HELD
ON 21 DECEMBER 2022**

PRESENT: Councillors Howells, Hughes, and Morris

ALSO PRESENT: Angela Price – Town Clerk

29. APOLOGIES

None received.

30. DECLARATIONS OF INTEREST

None received.

**31. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A
MEETING OF THE GRANTS FUNDING WORKING PARTY HELD ON 30
NOVEMBER 2022**

RESOLVED:

**That the minutes of the meeting of the Grants Funding working Party held
on 30 November 2022 be approved and signed as a correct record.**

**32. UPDATE ON RECOMMENDATION TO COUNCIL IN RESPECT OF
WEEDING MACHINE**

Members were advised that despite the Clerk having written to the company about the weeding machine following the last meeting she had not received a response and therefore was unable to provide the information requested at the last meeting.

RESOLVED:

**That a recommendation be made to the extraordinary meeting of council
scheduled for 12 January 2023, that the council purchase the Foamstream
weeding machine, subject to the information in respect of costs is within
the remaining funds of the Great Places to Visit budget.**

33. UPDATE IN RESPECT OF POTENTIAL CATENARY WIRES

Members were advised that the Deputy Clerk had been in touch with Blachere Illuminations for advice on the catenary wires as discussed at the previous meeting, however she had not received a response to date.

RESOLVED:

That a recommendation be made to the extraordinary meeting of council scheduled for 12 January 2022, that the council investigate the installation of two permanent catenary wires to be sited at either end of the Homend for the purpose of hosting banners to advertise events in the town, noting that it may not be possible to complete this project within the remaining Great Places to Visit timescales.

34. UPDATE ON POTENTIAL EXTENSION

Members were advised that an extension in respect of the Great Places to Visit funding had been agreed and that the new completion date was 31 January 2022.

35. UPDATE ON FUNDING CLAIMED AS OF 30 NOVEMBER 2022

RESOLVED:

To note that as of 30 November 2022 the Council had submitted claims in the total of £57,21.70, which left a balance of £32,798.71 to be spent by 31 January 2022.

36. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Grants Working Party is scheduled for 18 January 2022 at 2.00 pm.

The meeting ended at 3.25 pm.

Signed Dated