



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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21 April 2023

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

Dear Member

You are hereby summoned to attend an extraordinary meeting of the **Finance, Policy & General Purposes Committee** which will be held in the **Committee Room, Church Lane, Ledbury on Thursday, 27 April 2023 at 6.30 pm** for the purpose of transacting the business set out below.

Yours faithfully

Angela Price PSLCC
Town Clerk

AGENDA

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. **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

4. To approve and sign as a correct record the minutes of a meeting of Finance, Policy & General Purposes Committee held on 23 March 2023 (Pages 3273-3281)
5. To review the action sheet (Page 3282-3284)

FINANCIAL MATTERS

6. To approve invoices for payments for April 2023 (Pages 3285-3288)
7. To confirm verification of bank statements and reconciliations for January and February 2023
8. Grant Applications (Pages 3289-3299)
Over £500
Ledbury Food Group - £1,500
Multi-Year applications
Beyond the Hills CSP - Year 1 £500
Year 2 £500
Year 3 £500
9. Request to approve cost to engage Citation to assist with Deputy Clerk appraisal (Pages 3240)
10. Date of next meeting

The next meeting of the Finance, Policy & General Purposes Committee will be agreed at the Annual Council Meeting scheduled for 11 May 2023, following the local Council elections

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

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

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

LEDBURY TOWN COUNCIL

**MINUTES OF A FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD
ON
23 MARCH 2023**

PRESENT: Councillors Bradford, Hughes, and Sinclair

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

F567 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Howells and Sims.

F568 DECLARATIONS OF INTEREST

Councillor Sinclair declared an interest in the Coronation Mugs item as he had recommended a company.

Councillor Hughes declared an interest in the Grant Applications made by Ledbury Carnival due to Mrs Hughes sitting on the Carnival Committee.

F569 PUBLIC PARTICIPATION

No members of the public were present.

**F570 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A
MEETING OF FINANCE, POLICY & GENERAL PURPOSES COMMITTEE
HELD ON 26 JANUARY 2023**

RESOLVED:

**That the minutes of a meeting of the Finance, Policy and General-Purpose
Committee held on 26 January 2023 be approved and signed as a correct
record.**

F571 TO REVIEW THE ACTION SHEET

RESOLVED:

That the Action Sheet be received and noted.

**F572 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE GRANTS
WORKING PARTY HELD ON 15 MARCH 2023 AND TO GIVE
CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

RESOLVED:

**That the minutes of a meeting of the Grants Working Party held on 15
March 2023 be received and noted.**

3273

F573 GENERAL DATA PROTECTION REGULATIONS (GDPR)

The Clerk enquired as to the reasoning behind recommendation 2 whereby the Task & Finish group advocated the removal of the paragraph for sending data abroad.

Members stated that this was due to Ledbury Town Council not sending any data abroad.

The Clerk advised members that Ledbury Town Council do, on occasion, send data regarding Cemetery deed owners abroad and suggested that this paragraph should be reinstated.

Members advised that they believed that GDPR had changed since Brexit and asked the Clerk to investigate this and if EU rules remain in place in respect of GDPR then this paragraph be reinstated.

RESOLVED:

- 1. That officers review the GDPR Regulations to establish whether they still apply to the UK following Brexit.**
- 2. That the officers create a Ledbury Town Council data parental consent form based on the NSPCC form included within the agenda papers.**

F574 TO APPROVE INVOICES FOR PAYMENTS FOR MARCH 2023

RESOLVED:

That the invoices for payment in the sum of £34,645.72 (plus VAT) be approved with the exception of the invoice for DM Property Maintenance in the sum of £2,323.50 pending review by the Clerk and Chair of the Finance, Policy & General Purposes Committee.

F575 TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR JANUARY AND FEBRUARY 2023

RESOLVED:

That the receipts and payments for January and February 2023 be received and noted.

F576 TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTHS 10 AND 11

RESOLVED:

That the balance sheet and trial balance for months 10 and 11 be received and noted.

3274

F577 2022/23 BUDGET MONITORING

RESOLVED:

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

F578 TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR OCTOBER, NOVEMBER AND DECEMBER 2022, AND JANUARY AND FEBRUARY 2023

The chair advised that whilst he could confirm he had verified the bank statements for October, November, and December 2022, he could not confirm having verified those of January and February 2023 due to his absence during that period.

RESOLVED:

- 1. That it be noted that the bank statements for October, November and December 2022 had been signed by the Chairman of the Finance, Policy & General Purposes Committee in accordance with the Council's Financial Regulations.**
- 2. That confirmation of the bank statements for January and February 2023 be deferred to the meeting of Full Council on 30 March 2023.**

F579 TO RECEIVE REPORT ON PAYMENTS MADE IN RELATION TO THE WAR MEMORIAL

The Chair raised the question of whether the wording "as a full and final payment" had been included in the agreement with The Stone Workshop as this may have a bearing on where the Council stands on the recovery of the overpayment now identified.

The Clerk advised Members that the Council's solicitors had been contacted in respect of the wording of the agreement between the Town Council and the Stone Workshop and once received she will advise Members accordingly.

It was felt that whilst the War Memorial repairs had been discussed in previous meetings, the matter of the overpayment had never been raised and that the Stone Workshop should be asked to return the overpayment.

Councillor Bradford proposed that Ledbury Town Council should pursue repayment of the overpayment made to the Stone Workshop.

Councillor Sinclair made the following statement:

"I have handed two additional papers to you. I notice that none of the culprits who set all of this up are here this evening, I would like that to be noted, please. At a meeting on the 18th of June 2020 the chair and vice chair of E&L (Environment & Leisure) along with the chair of Finance decided that they were structural engineers, and they authorised a payment for £7,250 pounds to the stone workshop with no tender, and with no structural engineer's advice. There is a report which has been put in by Hugh Peachey who is a stone mason approached by this council who said that the spire has gone on squint, that it has not been fixed properly and that nothing was done about this at the time. There is also a report from James Cambridge both of these reports are from the beginning of 2021. And the most worrying one for me is that Stone Workshop quoted to change the paving stones and quoted a further £5,400 for reclaimed and another £17,355.

It strikes me that there's quite a bit of background to this that just has never sat right with me since I first did any investigation into the War Memorial. I didn't have time to separate out the Hugh Peachey report and the James Cambridge report, but I did actually speak to Hugh Peachey, and he said, "I'm not in any trouble am I?" and I said, "No, of course you're not in any trouble." He just reiterated what he had seen so when I make an accusation that this Council has tried to hide from its responsibility for the War Memorials. I'm 100% right and I want an apology from the Mayor for correspondence that he sent to me, I further want him to write a public apology to Steve Ellis for what he said about Steve Ellis, and for him to resign as Mayor and not stand in Ledbury again because he lives in Ross-on-Wye."

The Chair responded that whilst these demands could be minuted from this meeting, the Finance Committee should be dealing with the overpayment and that the matters identified could be brought up at the meeting of Full Council on Thursday, 30 March 2023.

It was proposed that the Council pursue the repayment of the overcharge from The Stone Workshop for the full amount of £5,000.

Councillor Sinclair proposed that the Council ask the police to open an investigation into activities in relation to the War Memorial by the Stone Workshop (Paul Jones).

It was discussed that there should be a written request with what Ledbury Town Council would like the police to investigate, Councillor Sinclair agreed to work provide this.

RECOMMENDATION:

- 1. That a recommendation be submitted to Full Council at its meeting on 30 March 2023, that Ledbury Town Council pursue the repayment of the overcharge from the Stone Workshop for the full amount as detailed in the report provided to the Finance, Policy & General Purposes Committee.**

2. That Councillor Sinclair provide a written request to Full Council at its meeting on 30 March 2023 detailing what Ledbury Town Council should request the Police to investigate in respect of the War Memorial.

F580 CCLA PUBLIC SECTOR DEPOSIT FUND

- i. Fact Sheet – January and February 2023
- ii. Current Declared Yield update

RESOLVED:

That the information regarding CCLA Public Sector Deposit Fund be received and noted.

F581 RECOMMENDATIONS FROM OTHER COMMITTEES

Environment & Leisure Committee – Coronation Mugs

There was a short discussion as to whether a commemorative Coronation mug should be purchased to be given to all children attending Ledbury Primary School. It was felt that the money would be better spent to provide a free meal/event for the children of Ledbury Primary School.

As Councillor Sinclair had declared an interest in this item and left the room, it was noted that the meeting was no longer quorate and therefore could not be considered. It was agreed to defer this item to Full Council for further consideration.

RESOLVED:

That due to the meeting being inquorate for this item, further discussion be deferred to the meeting of Full Council to be held on 30 March 2023.

F582 ADVANSYS PROPOSALS

- i. Proposed development changes to Council website
- ii. Instagram and Facebook training on how to link in with website.

RESOLVED:

1. **That the proposed development changes to the Council website be approved in the sum of £2,050.00 plus VAT.**
2. **That the Instagram and Facebook training on how to link in with the website be approved in the sum of £950 plus VAT.**

F583 VIDEO RECORDING SYSTEM FOR COUNCIL MEETINGS

RESOLVED:

That Quote 2 be approved, along with a tripod, at the total sum of £394.99.

F584 GREAT PLACES TO VISIT FUNDING

- i. PA System for future Council Events
- ii. TIC Signage
- iii. Trailer

i. There was some discussion as to the output of the speakers on each of the three options for item i. Members agreed that due to the short timescale remaining for the Great Places to Visit funding to be spent, Councillor Bradford and the Administrator to meet to choose which of the systems offered the best quality and that delegated powers be given to the Clerk in conjunction with the recommendation from Councillor Bradford and the administrator to purchase a PA System.

ii. Members discussed the signage options, noting that there was only one company who were able to supply everything requested on the list, therefore it was agreed that Quotation 3 be approved.

RESOLVED:

1. That Councillor Bradford and the Administrator meet to consider the specification of the options within the report, following which the Clerk be delegated to purchase a PA System based on their recommendation.

2. That Quotation three in respect of signage for the TIC be approved.

3. That a trailer and hitch lock be purchased from Ifor Williams trailer, noting that either trailer proposed would be suitable, but that officers order whichever trailer and hitch lock can be delivered soonest.

F585 GRANT APPLICATIONS

£500 or under

- i. John Masfield School - £500
- ii. Ledbury Children's Centre - £350
- iii. Ledbury Community Day - £300
- iv. Three Counties Home Educator's - £500

RESOLVED:

That members agreed to pay the Grant Application to all four of the applicants in the £500 or under category.

Over £500

- i. **Bosbury Scouts - £1,008 – That the grant application be declined.**
- ii. **Ledbury Places - £4,600 – That the grant application be declined.**
- iii. **Ledbury Places - £750 – That members agreed to pay Ledbury Places the sum of £500.**

- iv. **Ledbury Carnival Association - £1,000 - That the decision regarding Ledbury Carnival Associations application for £1,000 be deferred to Full Council due to not being quorate.**
 - v. **Ledbury Maritime Cadets - £2,000 – That members agreed to pay the sum of £2,000 to Ledbury Maritime Cadets.**
 - vi. **Ledbury Poetry - £5,000 – That the grant application be declined.**
Multi-Year applications
- i. **Community Action Ledbury – That Members agreed to funding for Community Action Ledbury in the following amounts:**

Year 1 - £10,000
Year 2 - £12,000
Year 3 - £12,000
 - ii. **LEAF (Locally Encouraging all to Flourish – That members agreed to pay the funding for LEAF in the requested amounts.**

Year 1 - £10,440
Year 2 - £10,440
Year 3 – 10,440
Chaplain - £5,000
Counselling - £5,040
Kintsugi - £400
 - iii. **Ledbury Carnival – That this application be deferred for consideration at Full Council due to the meeting being inquorate to discuss this, following the declaration of interest submitted by Councillor Hughes in respect of this item.**

Year 1 - £3,500
Year 2 - £4,000
Year 3 - £4,500

RESOLVED:

1. **That the members agreed to make payments as outlined above.**
2. **That members agreed that there should only be one round of Grant Funding offered in future financial years in order for the figures to be included when Budget setting.**

F586 POLICIES

- i. **Draft Training and Development Policy**
- ii. **Draft Capability Procedure**
- iii. **Civility & Respect – Dignity at Work Policy**
- iv. **Draft Grievance Policy**
- v. **Draft Disciplinary Policy**

Members enquired as to whether a HR professional, either past or present, had viewed these documents prior to them being brought to Committee for approval. The Clerk informed the members that at this time this had not happened, however Ledbury Town Council do have a contract with professional HR provider, Citation, who could review the policies and advise the Council accordingly.

RESOLVED:

That the Policies and Procedures provided within the agenda be sent to Citation and Councillor Shields, as a former HR expert, for review and comment, prior to them being adopted.

F587 TO APPROVE COST FOR CLERK'S ANNUAL APPRAISAL

RESOLVED:

That the cost for the Clerk's annual appraisal be approved, with the caveat that a report is provided to the Resources Committee by the Councillor undertaking the Clerk's appraisal.

F588 TO REVIEW RISK REGISTER PART 5 ONWARDS

RESOLVED:

- 1. That, as Ledbury Town Council does not hold any CIC's the third entry in Part 6 of the Risk Register be removed from the risk register.**
- 2. That the item in Part 7 of the Risk Register be amended to include the following, noting that this will reduce the residual risk:**

"that all minutes be provided to the Chairs of Committees for approval, prior to inclusion in future agendas."

That "long term consultation processes" should be a medium risk 4 rather than a high risk.

F589 DATE OF NEXT MEETING

RESOLVED:

The next meeting of the Finance, Policy & General Purposes Committee will be agreed at the Annual Council Meeting scheduled for 11 May 2023, following the local Council elections.

F590 EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That in accordance with Section 12(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business

about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

F591 FIRE RISK ASSESSMENT

Members were requested to give consideration to quotes received in respect of a fire assessment of the council offices. Members noted that this is a legal requirement and asked whether this should be carried out every year. The Clerk advised that the government website states that a business should undertake regular fire assessments, but that no guidance was given as to how often this should be. With this in mind Members agreed that biennial fire assessments would be acceptable.

RESOLVED:

That that the quote received from Chubb for the provision of biennial fire assessments be approved at a cost of £587.00 for the first year.

The meeting ended at 8.50pm.

Signed Dated
(Chair)

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

26.01.2023

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
F573(1)	That officers review the GDPR Regulations to establish whether they still apply to the UK following Brexit.	TC/DTC	19.04.2023	TC reviewed information in respect of GDPR - in January 2021 UK GDPR became effective in the UK. It is essentially the equivalent to EU GDPR and will regulate the processing of personal data in the UK and requires the same legal grounds for managing personal data as EU GDPR	Oversees information reinstated to GDPR Documents
F573(2)	That the officers draft a Ledbury Town Council data parental consent form based on the NSPCC form included within the agenda papers.	TC/DTC	Apr-23	Officers to instruct office support staff to do - needs to be completed prior to Coronation event	In progress
F578(2)	That confirmation of the bank statements for January and February 2023 be deferred to the meeting of Full Council on 30 March 2023.	AP	TBC	Meeting date to be confirmed at Annual meeting on 11.05.2023	In progress
F579(1)	That a recommendation be submitted to Full Council at its meeting on 30 March 2023, that Ledbury Town Council pursue the repayment of the overcharge from the Stone Workshop for the full amount as detailed in the report provided to the Finance, Policy & General Purposes Committee	AP	30.03.2023	Agreed at Full Council - letter sent 12.04.2023	Completed

F579(2)	That Councillor Sinclair provide a written request to Full Council at its meeting on 30 March 2023 detailing what Ledbury Town Council should request the Police to investigate in respect of the War Memorial	ES		30.03.2023	Summary provided at FC Meeting	FC requested ES to provide Evidence pack to first FP&GP meeting of new administration
F581	That due to the meeting being inquorate for this item, further discussion be deferred to the meeting of Full Council to be held on 30 March 2023 (Coronation Mugs)	TC		30.03.2023	Agreed at Full Council	Completed
F582(1)	That the proposed development changes to the Council website be approved in the sum of £2,050.00 plus VAT	TC		TBC	Order confirmed with Advansys - payment to be approved at EO FP& GP Comm. 27.04.2023	In progress
F582(2)	That the Instagram and Facebook training on how to link in with the website be approved in the sum of £950 plus VAT	TC		TBC	Order confirmed with Advansys - payment to be approved at EO FP& GP Comm. 27.04.2023	In progress
F583	Video Recording Equipment - That Quote 2 be approved, along with a tripod, at the sum of £394.99	TC		19.04.2023	Ordered	Delivery awaited
F584(1)	That Councillor Bradford and the Administrator meet to consider the specification of the options within the report, following which the Clerk be delegated to purchase a PA System based on their recommendation	AB/CB		03.04.2023	Ordered and delivered	Completed
F584(2)	That Quotation three in respect of signage for the TIC be approved	TC		TBC	Final design awaited for approval	In progress
F584(3)	That a trailer and hitch lock be purchased from Ifor Williams trailer, noting that either trailer proposed would be suitable, but that officers order whichever trailer and hitch lock can be delivered soonest	DTC		TBC	Awaiting collection from supplier - due to groundsman being off sick	In progress
F585	That Members agreed to award grants as per minute	TC				In progress

F585(2)	That Members agreed that there should only be one round of Grant Funding offered in future financial years in order for the figures to be included when Budget setting	TC	30.03.2023	Minute ratified at Full Council - 30.03.2023	Completed
F586	That the Policies and Procedures provided within the agenda be sent to Citation and Councillor Shields, as a former HR expert, for review and comment, prior to being adopted	TC	Apr-23	All copies provided to Cllr Shields for consideration - response received in respect of all except Grievance and Disciplinary	In progress
F587	That the cost of the Clerk's annual appraisal be approved with the caveat that a report be provided to the Resources Committee by the Councillor undertaking the appraisal	PH	20.04.2023	Appraisal scheduled for 20.04.2023 - report to be presented by Cllr Howells at first Resources meeting of new administration	In progress
F588(1)	That, as LTC, does not currently have any CIC's, the third entry in Part 6 of the Risk Register be removed from the risk register	TC	19.04.2023	Removed	Completed
F588(2)	The item in Part 7 of the Risk Register be amended to include the following: - noting that this will reduce the residual risk: "That all minutes be provided to Chairs of Committees for approval, prior to inclusion in future agendas." That "long term consultation processes" should be a medium risk 4 rather than a high risk.	TC	19.04.2023		completed
F591	That the quote received from Chubb for the provision of biennial fire assessments be approved at a cost of £587 for the first year.	TC	Apr-23		In progress

INVOICES FOR PAYMENT April 2023 Invoices dated Pre April 2023

INVOICE DATE	INVOICE NO	BAC's/Chq	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT
31.03.2023		Bacs	Christopher Doid	Maintenance at Cemetery	567.00	0.00	567.00
20.07.2022	DW-71487	Bacs	DefibWarehouse	Adult Pads twin pack	86.14	16.99	101.94
30.03.2023	137477	Bacs	Pear Technology	Maplink Technical Support	85.00	17.00	102.00
08.03.2023		Bacs	Centre of Excellence	Speed Writing Course for Sjarvis	29.00	0.00	29.00
23.03.2023	430482	BACS	ELAS Occupational Health	OHB - Charlotte Barltrop	345.00	0.00	345.00
24.03.2023	H1930/21177	Bacs	Caroe & Partners	Fee for initial visit re war memorial	925.90	185.23	1111.38
30.03.2023	27353	Bacs	Shredall	LTC Shredding	64.21	12.84	77.05
02.03.2023	25808	bacs	Shredall	LTC Shredding	64.21	12.84	77.05
23.03.2023	49	Bacs	GR Consultancy	Staff evaluation for role remuneration	250.00	0.00	250.00
01.03.2023	35730	Bacs	Blachere	Christmas Lights 2024	20532.46	4106.49	24638.95
16.03.2023	2130	Bacs	Malcolm Wytcherley	Damaged Window pane at LTC Offices	105.00	0.00	105.00
06.02.2023	4057	Bacs	Ian Benson T/A NFP Workshops	6 x Zoom Workshop Meeting s	380.00	0.00	380.00
31.03.2023	541	Bacs	P J Nichols	Fuel for LTC van and mower	130.74	26.15	156.89
27.03.2023	P7654	Bacs	Acer Tree Services	Tree works at Dog Hill Woods	2320.00	464.00	2784.00
29.03.2023	2642	Bacs	The Sign People	Signage for TIC	732.00	146.40	878.40
18.03.2023	17688	Bacs	Ledbury Garden Machinery	Strimmer Line	31.67	6.33	38.00
22.03.2023	213069	Bacs	Quickskip	Skip exchange for cemetery	205.00	41.00	246.00
				TOTAL	26853.33	5035.27	31887.66

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INVOICES FOR PAYMENT April 2023

Grants

Date	BAC's/Chq	COMPANY	Amount
04.04.2023	Bacs	Three Counties Home Educators	500.00
04.04.2023	Bacs	JMHS - Sustainable Garden Project	500.00
04.04.2023	Bacs	Ledbury Community Day	500.00
04.04.2023	Bacs	Community Action Ledbury	10,000.00
04.04.2023	Bacs	Ledbury Childrens Centre	350.00
			11,850.00

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INVOICES FOR PAYMENT April 2023

INVOICE DATE	INVOICE NO	BAC's/Chq	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT
01.04.2023	LTC/Q1/01042023	Bacs	Ledbury Community Association	Supply of electricity at Rec CCTV - Jan - March 2023	267.08	10.10	277.18
03.04.2023	91546884	Bacs	Herefordshire Council	Contributions towards CCTV	263.93	0.00	263.93
05.04.2023	Expenses	Bacs	Expenses	Olivia Trueman - Meetings	22.00	0.00	22.00
04.04.2023	715659	Bacs	Printerbase	Ink Cartridges	264.38	52.87	317.25
04.04.2023	149481	Bacs	Paperstation	Stationary	134.96	26.99	161.95
03.04.2023	2343465	Bacs	PPL PRS Ltd	Royalties for Music licence at Kings Coronation	75.68	15.14	90.82
06.04.2023	14	Bacs	e.on	Electricity for LTC offices	332.56	16.63	349.19
05.04.2023	1020	Bacs	Citizens Advice	Contribution to South Worcestershire Citizens Advice	2500.00	0.00	2500.00
05.04.2023	6690487	Bacs	npower	Christmas illuminations electricity	1144.95	57.25	1202.20
08.04.2023	11423	Bacs	Autella Payroll	Quarterly payroll	138.69	27.74	166.43
05.04.2023	42475835	Bacs	LOCALiQ	Malvern Gazette advertising	276.61	55.32	331.93
04.04.2023	1743324	Bacs	Waterplus	water drainage at LTC Offices	14.26	0.00	14.26
06.04.2023	42652	Bacs	Advansys	Instagram & Facebook training re website	950.00	190.00	1140.00
06.04.2023	42653	Bacs	Advansys	Development & Data Propagation for website	1435.00	287.00	1722.00
13.04.2023	29993	Bacs	Parish.uk Network	Three year listing in Ledbury Parish Business Directory	39.00	0.00	39.00
11.04.2023	10139158	Bacs	Instantprint	Flyers & leaflets for Coronation	147.55	0.00	147.55
14.04.2023	81731	Bacs	electromarket	Mono Jack Cable	14.98	3.00	17.98
08.04.2023	6755155	Bacs	npower	Electricity for Market Stall	148.07	7.40	155.47
13.04.2023	149585	Bacs	Paperstation	Stationary	111.97	22.39	134.36
14.04.2023	23269633	Bacs	A Price	Reimbursement - Councillor Books	170.00	0.00	170.00
19.04.2023	RMTG/23/24/71	Bacs	Rural Market Town Group	Rural Market Town Membership	133.00	26.60	159.60

3207

20.04.2023	1448028	Bacs	Citation	On site HR	650.00	130.00	780.00
19.04.2023	17817	Bacs	Ledbury Garden Machinery	Service, labour and parts for Mower	202.88	40.58	243.46
12.04.2023		Bacs	Riah Pryor	3.5 days project managing	875.00	0.00	875.00
01.04.2023		Bacs	A Price	Re-imbursement toys for coronation	19.90	0.00	19.90
16.04.2023	27419	Bacs	Rialtas	Cemeteries software support	241.25	48.25	289.50
01.04.2023		Bacs	Ledbury News	Local Newspaper	13.20	0.00	13.20
03.04.2023	16020	Bacs	ICCM	Onsite training x 2 Memorial Management	300.00	60.00	360.00
Apr-24		Bacs	CPRE	Annual Countryside Membership	36.00	0.00	36.00
				TOTAL	10922.90	1077.26	12000.16

EXTRAORDINARY FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	27 APRIL 2023	AGENDA ITEM: 8
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Report prepared by Angela Price – Town Clerk

ANNUAL GRANTS APPLICATIONS

Purpose of Report

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

Detailed Information

The attached grant applications were received ahead of the grants process being considered at the March meeting of the Finance, Policy & General Purposes Committee, however they had been overlooked when preparing the report for consideration.

Therefore the Chair has agreed that they should be added to this extraordinary agenda for consideration in this Administration.

As Ledbury Town Council does not have two thirds of its Members “elected” the Council does not have General Power of Competence and therefore are unable to award grants via the Localism Act 2011. Therefore, they are required to identify which powers could be used to award the grants.

Listed below are the grant applications received from local organisations and the suggested power that Ledbury Town Council can award the grants if they choose to do so, with the outcome of the Grants Working Party meeting in respect of whether they meet the criteria:

i. £500

Ledbury Food Group - £1,500 -To support the annual food event held by the group at the end of the Poetry Festival – Local Government Act 1922 s 145(1)(a) – Fetes and Other events - Power to provide entertainments and facilities

ii. Multi-Year applications

Beyond the Hills CSP – to support printing costs of Ledbury Bus & Train booklet – Local Government Act 1972 s 137 Power of local authorities to incur expenditure for certain purposes otherwise authorised

Year 1 £500

Year 2 £500

Year 3 £500

Recommendation

That Members of the Finance, Policy & General Purposes Committee give consideration to the grant applications received, noting the powers to award provided by the Clerk.

05 DEC 2022

Funding Request of more than £500

Grant Application Form

1. Tell us about your organisation²

Contact Name:	David McCauley
Position:	Treasurer
Organisation:	Ledbury Food Group
Contact Address:	9 Lambourne Close Ledbury HR8 2HW
Telephone Number:	01531 634033
E-mail:	david@ledburyfoodgroup.org
Status of Organisation: (delete as appropriate)	Profit / Not for Profit / Charity / Company Other (specify): Community Group
Charity/Company No. (if applicable)	N/A
How long has your organisation been in existence? (please <input checked="" type="checkbox"/>)	
	More than 5 years
What does your organisation do?	We organise and support local food events to promote local food and drink.. We maintain a website and database of local producers, retailers and members of the public.

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

2. Tell us what support you need

Project title:	Ledbury Celebration Day
Project duration (mm/yy):	Start: ...July 2023..... End: July 2023
Which one of the following five areas best fits your group's area of interest?	Sport <input type="checkbox"/> Arts <input type="checkbox"/> Health <input type="checkbox"/> Environment <input checked="" type="checkbox"/> Youth <input type="checkbox"/>
Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)	Producers and retailers of locally-produced food and drink and the wider community who visit the event.
What evidence do you have of local need/demand for the proposed project/activity? (This might be survey work or statistical evidence)	We have run this event for several years. This year, we had 24 stalls and approximately 1,000 people attending.
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	Ledbury Poetry Festival
How will the project be managed and how will you measure its success?	A professional organiser supported by a sub-committee will run the event. Success is measured by the number of visitors and the ensuing dissemination of our message.
Please give key milestones for your project, including approximate dates.	Signing up sufficient stall-holders to ensure a viable event, usually by the end of April 2023.
How will your organisation acknowledge the Town Council's funding support?	In our promotional material and on our website. We will mention the contribution in our copy for local newspapers and magazines and inform producers and retailers.
Do you work with other Ledbury groups or would you be open to doing so in	We work with Sustainable Ledbury and Ledbury Food Bank.

future?	
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3. Tell us how you plan to fund your project

What is the total cost of the project?	£5,000.00
Amount requested from Ledbury Town Council.	£1,500.00
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	We were awarded a grant from Herefordshire County Council in December 2021 which was passed via Ledbury Town Council for procedural reasons.

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

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Herefordshire Community Foundation	1500	X	

4. Further information provided in support of your application

Information	Enclosed (please tick)	Office Use Only (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement (required)	✓	
A copy of your constitution and list of appointed officers (or similar document showing the organisation's status)	✓	
A copy of your organisation's latest set of accounting statements	✓	

(if any exist)		
Copies of any letters of support for your project	LEAFLET	

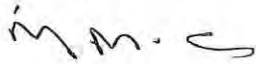
5. Declaration by the applicant

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

I/we accept the following:

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

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

Signed:	
Name (s):	DAVID McCAULEY
Date:	28th. November 2022

Please return completed form to:

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



Trains pass at Ledbury

Beyond the Hills CSP

The Ledbury & Colwall Community Station Partnership

5, Biddulph Way, Ledbury, Herefordshire, HR8 2HP

01531 633594 07986 273764

ghal@btinternet.com

06 APR 2023

Angela Price
Clerk to the Council
Ledbury Town Council
Church Lane
Ledbury

Dear Angela

06 April 2023

Please find enclosed application form in respect of grant for assistance with printing cost of Ledbury Bus & Train timetable booklet.

Please note that Beyond the Hills CSP is managed by Rail & Bus for Herefordshire. The compilation of the book is done by volunteers. Funding for the first book was available from the Project Account 3 as identified in the RBfH accounts for year ending January 2023. This was generously supported by West Midlands Trains. That account also supports a number of other public transport projects of benefit to Ledbury/Colwall and their communities. The second book, now with the printers, is partly funded from that account which as you will appreciate is diminishing.

The first book was much in demand and we thank the Town Council for becoming the main distribution point, especially now the Tourist Information Centre is also located in the Church Street offices

We are therefore seeking further funding to support a future continuation of the book and hope the Town Council will look favourably on our grant request.

Yours sincerely

RBfH Committee member
CSP Management Lead

3295

Multi-Year Support
Grant Application Form

1. Tell us about your organisation¹

Contact Name:	Gareth Calan Davies	
Position:	Editor & Marketing Officer	
Organisation:	Rail & Bus for Herefordshire	
Contact Address:	c/o 5 Biddulph Way, Ledbury, HR8 2HP	
Telephone Number:	01531 633594	
E-mail:	ghal@btinternet.com	
Status of Organisation: (delete as appropriate)	For Profit / Not for Profit / Charity / Company Other (specify): Volunteer organisation	
Charity/Company No. (if applicable)	N/A	
How long has your organisation been in existence? (please <input checked="" type="checkbox"/>)	Less than 1 year	
	1-5 years	
	More than 5 years	15 years+
What does your organisation do?	Promotes and develops public transport Represents bus and train users	

¹ Data will be held in accordance with Ledbury Town Council's data privacy policy a copy of which can be found on our website.

2. Tell us what support you need

<p>Which one of the following five areas best fits your group's area of interest?</p>	<p>Sport <input type="checkbox"/></p> <p>Arts <input type="checkbox"/></p> <p>Health <input type="checkbox"/></p> <p>Environment <input checked="" type="checkbox"/></p> <p>Youth <input type="checkbox"/></p>
<p>Who will benefit from your activities?? (please tell us what groups will benefit and approximately how many people will benefit in total)</p>	<p>Existing and potential users of bus and rail services</p> <p>Non quantifiable numbers</p>
<p>What evidence do you have of local need/demand for your services? (This might be survey work or statistical evidence)</p>	<p>Repeated requests for edition 1 of timetable book</p> <p>400 copies handed out to date</p>
<p>What support have you received ? (Please tell us about any expressions of support you have received from outside your organisation)</p>	<p>Support from Town and County Councillors, Hoteliers, Ledbury Poetry Festival, Heritage Centre, Ledbury Country Market (W.I.), Parish Councils</p>
<p>How will your service be delivered and how will success be monitored?</p>	<p>Distribution of timetable book to key town outlets and parish clerks. Available direct from RBfH</p>
<p>How will your organisation acknowledge the Town Council's funding support?</p>	<p>Acknowledgement on cover of book and associated publicity</p>
<p>Do you work with other Ledbury groups or would you be open to doing so in future?</p>	<p>YES</p>

3. Tell us how you plan to fund your project

Amount requested from Ledbury Town Council.	Year 1 £ 500 Year 2 £ 500 Year 3 £ 500	see attached sheet for print cost statement
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	Yes. £250.00 towards heritage display board at station and associated brochures	

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

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Herefordshire Council	Unspecified match funding	Requested	

4. Further information provided in support of your application

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

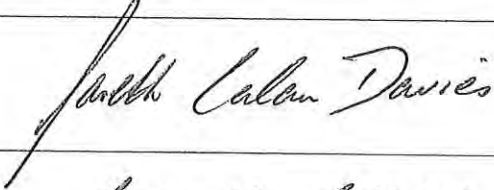
5. Declaration by the applicant

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

I/we accept the following:

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

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

Signed:	
Name (s):	GARETH CALAN DAVIES
Date:	06-04-2023.

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

EXTRAORDINARY FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	27 APRIL 2023	AGENDA ITEM: 9
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Report prepared by Angela Price – Town Clerk

TO APPROVE COSTS FOR SUPPORT TO UNDERTAKE ANNUAL APPRAISAL OF THE DEPUTY CLERK

Purpose of Report

The purpose of this report is to ask Members to agree to the cost for Citation to support the Clerk and Mayor in undertaking the Deputy Clerk's annual appraisal.

Detailed Information

All council staff are subject to an annual appraisal, which is carried out by their line manager. The Deputy Clerk's appraisal is normally carried out by the Clerk, however following the appraisal of the Clerk on 20 April, it was agreed that it would be appropriate for the Deputy Clerk to be appraised by two people, as per the Clerk, and that the second person should be the Mayor as the Clerk's Line Manager.

Over the past three years, administration support has been given to the Mayor and Deputy Mayor in carrying out the Clerk's appraisal by Citation, the Council's HR support providers, and it was felt that for the 2023 appraisal of the Deputy Clerk it would be beneficial also. T

Financial Implications

As per the Clerk's appraisal the cost for a representative from Citation to attend to support the Deputy Clerk appraisal is £650.

Recommendation

That Members agree to the cost of £650 for Citation to provide support to the Clerk and Mayor for administration support in respect of the Deputy Clerks Annual Appraisal.

