



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

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

21 July 2023

TO: Councillors Bradford, Eakin, Harvey, Howells, Hughes (Chair), l'Anson 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, 27 July 2023 at 7.00 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. **Nolan Principles**

(Page 184)

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 1 June 2023
(Pages 185-195)**
- 6. To review the action sheet (Pages 196-198)**

FINANCIAL MATTERS

- 7. To approve invoices for payments for July 2023 (Pages 199-202)**
- 8. To receive the record of Receipts and Payments for May and June 2023
(Pages 203-232)**
- 9. To receive the Balance Sheet and Trial Balance for months 2 and 3
(Pages 233-240)**
- 10. Budget Monitoring**
 - i. 2022/23 End of Year Movements (Pages 241-242)**
 - ii. 2024/23 Budget Monitoring Reports (Pages 243-255)**
- 11. To confirm verification of bank statements and reconciliations for March to June 2023**
- 12. CCLA Public Sector Deposit Fund Fact Sheet – May and June 2023
(Pages 256-259))**
- 13. To receive Interim External Audit Report 2022/23 (Standing Item)**
- 14. Change of Bank Account (Pages 260-261)**
- 15. Market House (Page 262-269)**
 - i. Roof tender**
 - ii. Plaster work**

16. Grant Applications (Pages 270-274)

£500 or under

Caroline Green - Take 4 Gallery

GOVERNANCE

17. To review risk register Part 5 onwards (Pages 275-285)

18. Date of next meeting

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

19. Exclusion of Press and Public

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

20. Update on status of Mortuary Lease (Pages 286-287)

21. Update on Small Claims Court application (Pages 288-289)

22. Vexatious Complainant (Pages 290-314)

Distribution: Full agenda to: - Committee members (7)

Agenda excluding confidential papers to:
The Press Library

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

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 and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 1 JUNE 2023

PRESENT: Councillors Bradford, Harvey, Howells, l'Anson, and Sinclair

ALSO PRESENT: Angela Price – Town Clerk
Charlotte Barltrop – Minute Taker
Julia Lawrence – Deputy Town Clerk
1 member of the public

F1. TO ELECT AN ACTING CHAIR IN THE ABSENCE OF COUNCILLOR HUGHES

Councillor Bradford nominated Councillor Sinclair, which was seconded by Councillor l'Anson.

RESOLVED

That Councillor Sinclair be elected as acting Chair in the absence of the Chair Councillor Hughes.

F2. APOLOGIES

Apologies for absence were received from Councillor Hughes.

F3. DECLARATIONS OF INTERESTS

None received.

F4. NOLAN PRINCIPLES

RESOLVED

That the Nolan Principles be received and noted.

F5. ELECTION OF VICE-CHAIR FOR THE 2023/24 MUNICIPAL YEAR

Councillor Bradford nominated Councillor Sinclair, Councillor l'Anson seconded this nomination. A vote was taken, the outcome of which was 3 for, 1 against, and 1 abstention.

RESOLVED

That Councillor Sinclair be duly elected as Vice-Chair of the Finance, Policy & General Purposes Committee for the 2023-24 Municipal Year.

F6. TERMS OF REFERENCE

RESOLVED

That the Terms of Reference be approved for recommendation to Full Council.

F7. PUBLIC PARTICIPATION

Nick Morris was in attendance as a member of the public and requested that the chair consider bringing forward agenda item 17, "Plaque Purchased via Great Places to Visit".

RESOLVED

That Agenda Item 17 be brought forward within the meeting to allow members of the public to leave the meeting should they so choose.

F8. PLAQUE PURCHASED VIA GREAT PLACES TO VISIT

Members were requested to give consideration to a request from Herefordshire Council officers asking the Town Council to have a second plaque made and the invoice sent to Herefordshire Council to pay, to bring the year-long saga to a close.

The Clerk informed the members that whilst the plaque had not been misplaced by Herefordshire Council, it was believed that it was taken to the home of a staff member who is on a long-term sabbatical for personal reasons.

Councillor Harvey advised that as a Ward Councillor she had not been copied into any correspondence regarding the loss of the Plaque and that this should not be the case.

Councillors discussed the plaque and whether a second one should be commissioned to replace the original and the invoice sent to Herefordshire Council. It was felt that as Herefordshire Council are aware of the location of the plaque and as it should never have been removed to a private dwelling, Herefordshire Council be asked to retrieve the plaque and return it to Ledbury Town Council forthwith. Councillor Harvey, as Ward Councillor, is to be copied into any further correspondence regarding this matter in order that she can keep abreast of the matter.

RESOLVED

- 1. That the Clerk contact Herefordshire Council and advise them of Ledbury Town Council's response to their request for a second plaque to be commissioned with the invoice being sent to Herefordshire Council, which expressed a wish for them to retrieve the plaque from where they believe it to be.**

2. That Councillor Harvey be copied into any future correspondence in relation to this or other such matters in order to enable her to have input into finding resolutions and assisting the Town Council.

F9. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF AN EXTRAORDINARY MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 27 APRIL 2023

RESOLVED

That the minutes of an extraordinary meeting of the Finance, Policy and General-Purpose Committee held on 27 April 2023 be approved and signed as a correct record.

F10. TO REVIEW THE ACTION SHEET

The Clerk drew attention to item F586 advising that Citation had reviewed the policies and stated that they are happy with them but reminded that before taking any action in relation to Grievance or Disciplinary matters the Clerk consulted with them.

RESOLVED:

1. That the Action Sheet be received and noted.
2. That the Policies considered at the Finance, Policy & General Purposes Committee held on 23 March 2023 be submitted to a meeting of Council for final signing off.

F11. TO APPROVE INVOICES FOR PAYMENT MAY 2023 (FINAL)

RESOLVED

That the invoices for payment in the sum of £6,552.56 (plus VAT) be approved.

F12. TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR MARCH AND APRIL 2023

RESOLVED

That the receipts and payments for March and April 2023 be received and noted.

F13. TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTHS 12 & 1

RESOLVED

That the Balance Sheet and Trial Balance for months 12 & 1 be received and noted.

F14. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR MARCH AND APRIL 2023

RESOLVED

That in the absence of the Chair the verification of bank statements and reconciliations for March and April be deferred to the next meeting of Finance, Policy & General Purposes Committee to be held on 27 July 2023.

F15. TO RECEIVE YEAR END REPORTS TO 31 MARCH 2023

The Members offered their thanks to the Accounts Clerk for all the hard work involved in preparing these reports.

Councillor l'Anson raised a question in relation to the funds allocated within the yearly budget for youth provision. The Clerk advised that this was money that had been allocated to LYAS, but due to them not currently having a location and therefore not being able to meet the money had been carried over for years 2 and 3 and placed in the earmarked reserves, to be drawn down once a suitable premises had been identified and they were able to continue.

RESOLVED

- 1. That the 2022/23 year-end reports be received and noted.**
- 2. That the Clerk arrange a budget meeting to consider the year-end turnout figure and allocated funds to earmarked reserves accordingly.**

F16. 2022/23 ANNUAL RETURN AND INTERNAL AUDIT REPORT

Members discussed the items outlined within the auditor's report.

Members felt that there had been massive improvements since the previous year's audit. It was noted that there had been an issue with the website on the day that the audit was carried out and that this had been noted within the report. Members discussed the many issues which occur with the website, often the 404 Error message can occur without reason but will correct itself without action being taken to rectify it. It was suggested that the Clerk email the website company enclosing a copy of the auditor's comments to ensure that they are aware of the gravity of the issue.

Members were provided with a draft Statement of Internal Control outlining the Councils responsibilities in respect of internal controls, along with what the Council has done to ensure these controls have been managed throughout the year. It was suggested that the date should be added to the Statement of Internal Control ensure that it was clear as to the period which the report referred to.

Councillor Harvey suggested that it would be useful to commission the auditor

to undertake a review of Ledbury Town Council internal control systems in order to identify areas that could be improved, which would be over and above his normal duties as internal auditor. This would provide the Council with a report on the areas in which they could improve going forward and also provide Council with a template to undertake this in-house in future years.

Members reviewed Section 1 – Annual Governance Statement 2022/23 and entered the following answers as a recommendation to Full Council:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements

YES

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness

NO

3. WE took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant effect on the ability of this authority to conduct its business or manage its finances

NO

4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audits Regulations

YES

5. WE carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required

YES

6. We maintained throughout the year an adequate and effective record system of internal audit of the accounting records and control systems

YES

7. We took appropriate action on all matters raised in reports from internal and external audit

YES

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the authority and, where appropriate, have included them in the

accounting segments

YES

- 9. (For Local Councils Only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination.**

N/A

The Clerk informed Members that in order to avoid issues with the auditor reviewing whether the audit information has been correctly advertised on the Council's website going forward, it would be her intention to take a screen shot of the relevant pages when they are posted to the website.

RESOLVED

- 1. That Members received and noted the information in the Internal Auditors report and observations.**
- 2. That Members noted the Negative Response from the Internal Auditor and the reasons for this given within the letter draft letter to the External Auditor.**
- 3. That Members approved the content of the draft letter provided by the Clerk, for submission to Council for final approval prior to being sent to the External Auditor when submitting the 2022/23 documents.**
- 4. That Members considered the Internal Auditor's Observations and approved the Statement of Internal Control prepared by the Clerk in respect of point 1.**
- 5. That Members noted the brief explanation of significant variations from last year to this year in Section 2 "The statement of Accounts", as provided by the Clerk/Responsible Finance Officer.**
- 6. That the Chair of the Finance, Policy & General Purposes Committee be authorised to sign Section 2 – The Accounting Statement for 2022/23, confirming it presents a fair representation of the Council's financial position.**
- 7. That the Clerk contact Advansys, the website hosting company, and provide a copy of the auditor's comments and to make them aware of the issues of the Ledbury Town Council website not working properly can have serious implications for the Council**
- 8. That the Clerk ensure that the date be added to the Statement of Internal Control to ensure that it is clearly identified for future years.**

9. That the Auditor be commissioned to carry out a review of the Ledbury Town Council processes in order that these can be brought in line with the required standards.
10. That the Clerk provide an explanation for the “NO” responses within Section 1 – Annual Governance Statement 2022/23 for consideration at Full Council.

RECOMMENDATIONS

1. That Full Council be asked to authorise the Town Mayor to sign the Statement of Internal Control, as provided by the Clerk/Responsible Finance Officer.
2. That Full Council be asked to complete Section 1 – Annual Governance Statement for 2022/23 as recommended by the Finance, Policy & General Purposes Committee, noting the comment from the internal auditor that they should return a negative response in respect of Assertion 3.

F17. EXTERNAL AND INTERNAL AUDIT (STANDING ITEM)

RESOLVED

Nothing to report.

F18. GRANT APPLICATION – LEDBURY VISUALLY IMPAIRED

Councillor Sinclair advised Members that he had asked the Clerk why this application has only just been presented to committee and the Clerk had offered her apologies for the delay in bringing this item forward stating that the application had become lost within a pile of paperwork.

Members discussed whether it was relevant to award a grant for an outing when no other grants of this type were awarded within Ledbury for the Coronation. It was suggested that the Clerk should contact the group and apologise for the delay in responding to their request for funding and to ask if there is any equipment that the council could provide a grant to purchase.

It was felt that as the event has passed this was an item which should be deferred to Full Council.

RESOLVED

That the Clerk be instructed to write to the Ledbury Visually Impaired Group to apologise for the delay in responding to their application, asking if there is any other way in which the Council could assist with grant funding and that this be submitted to Full Council, along with the Grant Application, at the next meeting of Full Council which is to be held on 29 June 2023.

F19. SUBSCRIPTIONS

Members were requested to give consideration to two subscription renewals; National Association of British Markets Authorities (NABMA) and Strömstad Twinning Association. It was noted that there was no charge for the Strömstad Twinning Association Membership and therefore Members were only required to consider the NABMA renewal.

RESOLVED

That the renewal of the subscription to NABMA be approved.

F20. PUBLIC SECTOR DEPOSIT FUND FACT SHEET 31 MARCH 2023

RESOLVED

That the Public Sector Deposit Fund Fact Sheet 31 March 2023 be received and noted.

F21. RECOMMENDATIONS FROM OTHER COMMITTEES

EVENTS WORKING PARTY – CORONATION MUGS FOR JOHN MASEFIELD HIGH SCHOOL

Members discussed whether this item should have been revisited by the Events Working Party, due to a resolution being made at an Extraordinary meeting of Full Council held on 9 February that only Ledbury Primary School should receive the Coronation Commemorative mugs. Therefore, as this was within the 6-month period of the aforementioned decision the item should not have been reconsidered.

RESOLVED

That the Council do not provide a contribution to John Masefield High School as recommended by the Events Committee.

F22. TRAILER SECURITY

Members discussed whether the adding of a tracking device would be the most effective way to secure the trailer. It was suggested that Smart Water should be used along with signage as this would act as a deterrent rather than just having the tracker which would not be effective unless the trailer were stolen.

Councillors agreed that, in light of the recent break in at the Cemetery, it would be frugal to use all methods available to secure the trailer and to mark other tools and that Smart Water would be a good addition to the security plan.

RESOLVED

That Members of the Finance, Policy & General Purposes Committee agreed to approve the purchase of a tracking device and Smart Water along with signage for the trailer, in line with requests made by the insurance company.

F23. PROPOSED CHANGES TO COMMITTEE STRUCTURE

Councillor Harvey stated that although more information had been provided to the Members, she felt that there should be a Task & Finish group set up in order to explore this subject fully.

Councillor Howells stated that it may be a good idea to arrange with a member of the Ross-on-Wye Town Council to attend the Task & Finish group in order that they may impart their knowledge on the matter as this is the structure which Ross adopted 3 years ago and therefore have experience of.

Councillor Harvey agreed that she would be happy to chair the Task & Finish group and all members felt that this is not a decision which should be rushed. It was felt that this work could be carried out by September 2023.

Members suggested that all committees should be asked to look at putting together a work programme in line with the Corporate Plan in order that this can be utilised in the Task & Finish group.

RESOLVED

- 1. That a Task & Finish group be set up to explore the new Committee Structure in depth, Councillor Harvey to Chair, and that a Councillor from Ross Town Council be invited to advise members on how this process works in Ross Town Council.**
- 2. That all Committees be asked to put together a work programme in line with the Corporate Plan.**
- 3. That the Task & Finish Group submit a full report to a meeting of Full Council in September 2023.**

F24. POLICIES

Members were requested to review two policies; Concerns and Complaints Policy and the Vexatious Complaints Policy. Following considerable discussion, it was agreed that both policies were "fit-for-purpose", noting that the Vexatious Complaints Policy was in line with the policy adopted by Herefordshire Council.

RESOLVED

That no changes be made to the Concerns and Complaints and Vexations Complaints Policy.

F25. GENERAL DATA PROTECTION REGULATIONS (GDPR) (Standing Item)

RESOLVED

That this item be noted.

F26. TO REVIEW THE RISK REGISTER

RESOLVED

That this item be deferred to the meeting of Finance, Policy & General purposes Committee to be held on 27 July 2023.

F27. DATE OF NEXT MEETING

RESOLVED

The next meeting of the Finance, Policy & General Purposes Committee is scheduled to take place on Thursday, 27 July 2023, at 7.00 pm, in the Committee Room, Council Offices, Church Lane, Ledbury.

F28. 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.

F29. CONSIDERATION OF POTENTIAL VEXATIOUS COMPLAINANT

Members discussed the reasons for the possible use of the vexations complaint policy being brought into effect.

Members questioned as to whether the emails were received from a Ledbury Resident. Councillor Howells informed the Members that when he had asked this question, he was informed that the person lived in Ledbury, but they had not provided an address.

Councillor Harvey stated that she had corresponded with the person in question in the past. She pointed out that if Members had not viewed the correspondence, then it would be difficult for them to make a judgement on whether the Vexatious Complaints Policy should be invoked.

Councillor Bradford stated that he knew nothing of the matter and therefore could not comment. Members informed Councillor Bradford that the relevant emails were available to view in the Clerk's office and that this was stated in the report which had been circulated within the agenda.

Members felt that this item could not be decided until all Members had read the emails which Councillors and the Clerk had received and that therefore it should be deferred until the next meeting of Finance, Policy & General Purposes to be held on 27 July 2023.

Councillor Howells advised that there was an outstanding email that needed to be dealt with before the next meeting of Council. He advised that the individual had previously been advised that the matter would be considered at a meeting in July and asked how Members wished the Clerk to respond.

RESOLVED

- 1. That this item be deferred to the meeting of Finance, Policy & General Purposes Committee to be held on 27 July 2023.**
- 2. That no response be provided to the most recent email from the individual.**

The meeting ended at 9.01 pm.

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

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

01.06.2023

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
F8.1	That the Clerk contact Herefordshire Council and advise them of Ledbury Town Council's response to their request for a second plaque to be commissioned with the invoice being sent to Herefordshire Council, which expressed a wish for them to retrieve the plaque from where they believe it to be.	TC	Jun-23	Plaque found in LTC offices when reception area being tidied up - HC advised and BBLP contacted to arrange installation	Waiting for BBLP/HC to collect plaque from LTC offices - currently in the DTC office
F8.2	That Councillor Harvey be copied into any future correspondence in relation to this or other such matters in order to enable her to have input into finding resolutions and assisting the Town Council.	TC	ongoing		Ongoing
F10.2	That the Policies considered at FPGP held on 23 March 2023 be submitted to FC for signing off.	TC	29.06.2023	Policies submitted to FC on 29.06.2023 and approved	Completed
F14	That in the absence of the Chair the verification of bank statements and reconciliations for March and April be deferred to the next meeting of Finance, Policy & General Purposes Committee to be held on 27 July 2023.	TC	27.07.2023	To be included on July agenda	On agenda for confirmation
F15.2	That the Clerk arrange a budget meeting to consider year-end turnout figure and allocated funds to earmarked reserves accordingly.	TC	12.07.2023	Meeting was arranged for 12.07.2023 - only Chair of Finance in attendance	Report to be included on agenda
F16.3	That Members approved the content of the draft letter provided by the Clerk, for submission to Council for final approval prior to being sent to the External Auditor when submitting the 2022/23 documents.	TC	29.06.2023	Letter approved at full council on 29.06.2023 and sent to EO on 30.06.2023	Completed

F16.6	That the Chair of the Finance, Policy & General Purposes Committee be authorised to sign Section 2 – The Accounting Statement for 2022/23, confirming it presents a fair representation of the Council’s financial position.	TC	02.06.2023		Completed
F16.7	That the Clerk contact Advansys, the website hosting company, and provide a copy of the auditor’s comments and to make them aware of the issues of the Ledbury Town Council website not working properly can have serious implications for the Council	TC	19.07.2023	Email sent to Advansys asking for explanation as to why the 404 errors occur and what can be done to prevent it going forward	Response awaited
F16.8	That the Clerk ensure that the date be added to the Statement of Internal Control to ensure that it is clearly identified for future years.	TC	Annually		Ongoing annually
F16.9	That the Auditor be commissioned to carry out a review of the Ledbury Town Council processes in order that these can be brought in line with the required standards.	TC	19.07.2023	Email sent to IAC Audit	Awaiting response
F16.10	That the Clerk provide an explanation for the “NO” responses within Section 1 – Annual Governance Statement 2022/23 for consideration at Full Council.	TC	30.06.2023		Completed
F18	That the Clerk be instructed to write to the Ledbury Visually Impaired Group to apologise for the delay in responding to their application, asking if there is any other way in which the Council could assist with grant funding and that this be submitted to Full Council, along with the Grant Application, at the next meeting of Full Council which is to be held on 29 June 2023.	TC	19.07.2023	Letter sent to EF	Response awaited

F22	That Members of the Finance, Policy & General Purposes Committee agreed to approve the purchase of a tracking device and Smart Water along with signage for the trailer, in line with requests made by the insurance company.	DTC	Jun-23	All cemetery equipment marked up accordingly by Police	Completed
F23.1	That a Task & Finish group be set up to explore the new Committee Structure in depth, Councillor Harvey to Chair, and that a Councillor from Ross Town Council be invited to advise members on how this process works in Ross Town Council.	EH	TBC	Cllr Harvey sent email to cllrs re date	Date to be confirmed
F23.2	That all Committees be asked to put together a work programme in line with the Corporate Plan.	Committees			
F23.3	That the Task & Finish Group submit a full report to a meeting of Full Council in September 2023.	EH	TBC		In Progress
F29.1	That the Vexatious complainant issue be deferred to the next meeting of FC	TC	27.07.2023	Report with further information included in agenda	On agenda
F29.2	That the Clerk be instructed not to respond to the most recent email from the individual	TC			

INVOICES FOR PAYMENT July 2023

Agenda Item 7

INVOICE DATE	INVOICE NO	BAC's/Chq	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT
11.06.2023	96	BACS	Caroline Owen - Thomas Calligraphy	Adding name of new Mayor	20.00	0.00	20.00
Jun-23	69	BACS	Ledbury Hardware	Items for Cemetery use	86.97	17.39	104.36
07.07.2023	LTC/Q2/070723	BACS	Ledbury Community Association	Contribution towards electricity for CCTV Equipment hosting	324.52	12.98	337.50
07.07.2023	4089	BACS	2Faced Dance Company	Attendance at JMM Project meeting	42.00	8.40	50.40
02.07.2023	03834-10400195	BACS	Re-imburse Olivia	Programme for producing posters etc	12.99	0.00	12.99
30.06.2023	Jun-23	BACS	D M Property Maintenance	Contract works	1608.74	0.00	1608.74
30.06.2023	14718	BACS	Dolphin TEC	Ink usage for photocopier	38.68	7.74	46.42
19.06.2023	17571	BACS	Herefordshire & Worcestershire Group Training	Training for Deputy Clerk	950.00	0.00	950.00
21.06.2023	34849	BACS	Shredall	LTC Shredding	72.88	14.57	87.45
22.06.2023	151046	BACS	Paperstation	Stationery	93.38	18.68	112.06
06.07.2023	1392294509	BACS	Screwfix	Sanding Discs	16.63	3.32	19.95
22.06.2023	230001	BACS	Hot & Cold Plumbing	Supply and fit of new tap	90.00	0.00	90.00
27.06.2023		BACS	Malcolm Marsh	Supply and apply sealant to skate park equip	160.00	0.00	160.00
30.06.2023	A-DA9D9877	BACS	e.on	LTC electricity	474.17	23.71	497.88
22.06.2023	Jun-23	BACS	Ledbury Garden Machinery	Replacement Strimmer and Blower	820.83	164.17	985.00
13.07.2023	48373	BACS	Worknest	DSE Assessments	885.00	177.00	1062.00
29.06.2023	722999	BACS	Printerbase	Ink Cartridges	264.89	52.97	317.86
06.07.2023	408266275-	BACS	Amazon	Whiteboard erasers	4.50	0.90	5.40
06.07.2023	GB347W151AEUi	BACS	Amazon	Sharpie Markers	4.70	0.95	5.65
06.07.2023	GB1411513395	BACS	Amazon	A3 Display Book	15.54	3.11	18.65
06.07.2023	GB638689695	BACS	Amazon	Magnetic Pen Marker Holders	7.21	1.45	8.66

06.07.2023	GB17989081	BACS	Amazon	Glue Sticks	4.96	0.99	5.95
06.07.2023	GB1826783275	BACS	Amazon	Desktop Calculator	6.66	1.33	7.99
07.07.2023	GB161951431	BACS	Amazon	Presentation Display Book	4.83	0.97	5.80
04.07.2023	2606391	BACS	Waterplus	Water drainage for LTC offices	24.52	0.00	24.52
30.06.2023	L16317	BACS	Thompson & Co	Payroll	46.00	9.20	55.20
13.07.2023	BK211250-1	BACS	SLCC	National Conference x 2 days	390.00	62.00	452.00
06.07.2023	Jun-23	BACS	Helen I Anson	Mayoral Expenses	142.90	0.00	142.90
13.06.2023	Jun-23	BACS	Re-imburse the Mayor	Sustainable Coffee Morning	170.15	0.00	170.15
07.07.2023	7692619	BACS	npower	Market House Electricity	64.03	3.20	67.23
12.07.2023	8	BACS	Red Earth Arts	Riah Pryor attending Planning Meeting	40.00	0.00	40.00
19.07.2023	724580	BACS	Printerbase	Ink Cartridges	265.37	53.06	318.43
12.07.2023	236618	BACS	Discount Displays	Pop up Counta	419.70	83.94	503.64
30.05.2023	162130211-2023-1227	BACS	Amazon	Tacograph	3.30	0.66	3.96
31.05.2023	172560091-2023-2261	BACS	Amazon	String	4.65	0.93	5.58
18.04.2023	32F9CJBAEUI	BACS	Amazon	Lightweight Tripod	16.24	3.25	19.49
18.04.2023	174047171	BACS	Amazon	Camcorder Camera	315.39	63.09	378.48
17.07.2023	125543661-2023-53145	BACS	Amazon	Presentation Display Book	5.19	1.04	6.23
17.07.2023	34JCBC0AEUP	BACS	Amazon	Ballpoint Pens	6.66	1.33	7.99
17.07.2023	Expenses	BACS	A Price	Mileage Claim	38.90	0.00	38.90
18.07.2023	9986249	BACS	Chubb	Fire Alarm Service	255.28	51.06	306.34
30.04.2023	212	BACS	First Paige Print	Mugs for Coronation	1270.00	254.00	1524.00
19.06.2023	54914	BACS	RE People Ltd	Temporary Staff for Cemetery	522.74	104.55	627.29
26.06.2023	55020	BACS	RE People Ltd	Temporary Staff for Cemetery	655.64	131.13	786.77
03.07.2023	55128	BACS	RE People Ltd	Temporary Staff for Cemetery	655.64	131.13	786.77
10.07.2023	55233	BACS	RE People Ltd	Temporary Staff for Cemetery	655.64	131.13	786.77
13.07.2023	11381/2023/24	BACS	ICCM Crematorium Management	Subscription	95.00	0.00	95.00
TOTAL					12073.02	1595.33	13668.35

|

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
608371	Banked: 02/05/2023	277.78						
608371	The Stone Workshop	277.78			1289	118	277.78	Refund for War Memorial
500484	Banked: 02/05/2023	785.00						
500484	Painted Room Sales	381.70			1451	105	381.70	Donations
500484	Fresh Fruit Frenzy	320.00			1090	301	320.00	Charter Market
500484	Painted Room Sales	83.30			1451	105	83.30	Donations
500484	Banked: 02/05/2023	-10.00						
500484	Fresh Fruit Frenzy	-10.00			1090	301	-10.00	Charter Market
	Banked: 02/05/2023	80,000.00						
02052023	Premier A/c (736) Comm Call	80,000.00			202		80,000.00	from 736 - 235
500485	Banked: 05/05/2023	447.00						
500485	Dawes Brothers	164.00			1130	102	164.00	Memorial
500485	Ledbury Funeral Services	47.00			1130	102	47.00	Memorial
500485	LFC	189.00			1100	102	189.00	Interment
500485	John Dawson	47.00			1130	102	47.00	Memorial
	INT Banked: 09/05/2023	12.44						
	INT Lloyds Bank	12.44			1870	220	12.44	Bank Interest
	VAT Banked: 11/05/2023	17,122.20						
	VAT H M Revenue & Customs	17,122.20			120		17,122.20	VAT Refund
1897	Banked: 23/05/2023	676.00						
1897	The Co-operative Group (CGP)	676.00			1100	102	676.00	Interment Fee
308055	Banked: 30/05/2023	30.00						
308055	Ledbury Library	30.00			4607	127	30.00	World Book Day
	CARD Banked: 31/05/2023	106.30						
	CARD Painted Room Sales	106.30			1451	105	106.30	Donations
	CARD Banked: 31/05/2023	48.30						
	CARD Painted Room Sales	48.30			1450	105	48.30	Sales
	CARD Banked: 31/05/2023	54.40						
	CARD Tourist Information	2.60			1034	301	2.60	Heritage Maps
	CARD Ledbury Stromstad TwinningAsso	6.00			1036	235	6.00	Photocopying
	CARD Wedding Deposit	45.80			1460	120	45.80	Ceremony Room
	CARD Banked: 31/05/2023	0.30						
	CARD Painted Room Sales	0.30			1451	105	0.30	Donations
	CARD Banked: 31/05/2023	0.10						
	CARD Painted Room Sales	0.10			1451	105	0.10	Donations
	CARD Banked: 31/05/2023	-0.50						
	CARD Painted Room Sales	-0.50			1451	105	-0.50	Donations

Subtotal Carried Forward: 99,549.32 0.00 0.00 99,549.32

Lloyds A/c (235) (Bus Ext)

Receipts received between 01/05/2023 and 31/05/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Total Receipts:		99,549.32	0.00	0.00			99,549.32	

Premier A/c (736) Comm Call

Receipts received between 01/05/2023 and 31/05/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
535041	Banked: 02/05/2023	22.00						
535041	P Young	22.00			1090	301	22.00	Charter Market
203790	Banked: 05/05/2023	75.00						
203790	Redkite	75.00			1271	127	75.00	Event sponsorship
1904	Banked: 09/05/2023	74.00						
1904	Le Delice	74.00			1090	301	74.00	Charter Market
1906	Banked: 09/05/2023	132.00						
1906	T James	132.00			1090	301	132.00	Charter Market
1893	Banked: 09/05/2023	22.00						
1893	Orchard Grove	22.00			1090	301	22.00	Charter Market
1697	Banked: 09/05/2023	44.00						
1697	Divine Donuts	44.00			1090	301	44.00	Charter Market
INTEREST	Banked: 09/05/2023	197.05						
INTEREST	Lloyds Bank	197.05			1870	220	197.05	Bank Interest
CMARKET	Banked: 15/05/2023	240.00						
CMARKET	Country Market	240.00			1090	301	240.00	Country Market
1913	Banked: 15/05/2023	22.00						
1913	Silhouettes & Metalcraft	22.00			1090	301	22.00	Charter Market
PAY	Banked: 16/05/2023	44.00						
PAY	Riverford Organic	44.00			1090	301	44.00	Charter Market
1915	Banked: 16/05/2023	47.00						
1915	Lelly Dilley	47.00			1090	301	47.00	Charter Market
1912	Banked: 16/05/2023	22.00						
1912	YUM May	22.00			1090	301	22.00	Charter Market
FPI	Banked: 23/05/2023	32.50						
FPI	M Goldie	32.50			1131	102	32.50	Deed Transfer
Total Receipts:		973.55	0.00	0.00			973.55	

Public Sector Deposit Fund

Receipts received between 01/05/2023 and 31/05/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
DIVIDEND	Banked: 02/05/2023	498.19						
DIVIDEND	The Public Sector Deposit Fund	498.19			1870	220	498.19	Dividend Reinvested
Total Receipts:		498.19	0.00	0.00			498.19	

Petty Cash

Receipts received between 01/05/2023 and 31/05/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
012351	Banked: 24/05/2023	165.60						
012351	Lloyds Bank	165.60			4444	235	165.60	Petty Cash
Total Receipts:		165.60	0.00	0.00			165.60	

Lloyds A/c (235) (Bus Ext)

Payments made between 01/05/2023 and 31/05/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/05/2023	ELAS	BACS	345.00			4590	220	345.00	OHP CB Telephone Consultation
02/05/2023	Advansys Ltd	DD	114.00		19.00	4482	401	95.00	Monthly Web Hosting
02/05/2023	Lloyds Bank	DD	18.00			4550	220	18.00	Bank Charges
02/05/2023	Takepayments	DD	30.00		5.00	4433	105	25.00	Card Machine Rental PRoom
03/05/2023	Takepayments	DD	30.00		5.00	4433	220	25.00	Card Terminal Reception
04/05/2023	NPower	BACS	1,202.00		57.24	4122	115	1,144.76	Elect for Christmas Lights
04/05/2023	Herefordshire Council	BACS	263.93			4176	118	263.93	Contribution to Hfdshire CCTV
04/05/2023	Olivia Trueman	BACS	22.00			4051	230	22.00	WBD Meetings
04/05/2023	Printerbase	BACS	317.25		52.88	4400	235	264.37	Ink Cartridges
04/05/2023	Paperstation Ltd.	BACS	161.95		26.99	4400	235	134.96	Stationery
04/05/2023	PPL PRS	BACS	90.82		15.14	4607	127	75.68	Music Licentre for Coronation
04/05/2023	Citizens Advice Bureau	BACS	2,500.00			4805	214	2,500.00	Contribution to Worcestershire
04/05/2023	Newsquest Media (Southern) Ltd	BACS	331.93		55.32	4430	105	276.61	Advert for Roof Tender MH
04/05/2023	Waterplus	BACS	14.26			4115	202	14.26	Water Drainage LTC Offices
04/05/2023	Advansys Ltd	BACS	1,140.00		190.00	4050	230	950.00	Social Media Training
04/05/2023	Advansys Ltd	BACS	1,722.00		287.00	4483	401	1,435.00	Web development
04/05/2023	Parish Uk	BACS	39.00			4460	220	39.00	Listing Ledbury Parish Bus
04/05/2023	Instantprint	BACS	147.55			4607	127	147.55	Coronation Leaflets
04/05/2023	Destiny Entertainments	BACS	17.98		3.00	4415	401	14.98	Mono jack cable
04/05/2023	NPower	BACS	155.47		7.40	4122	201	148.07	Market House Electricity
04/05/2023	Paperstation Ltd.	BACS	134.36		22.39	4400	235	111.97	Stationery
04/05/2023	Waterstones	BACS	170.00			4525	225	170.00	Parish Councillors Guide
04/05/2023	Rural Market Town Group	BACS	159.60		26.60	4460	220	133.00	Membership
04/05/2023	Citation Limited	BACS	780.00		130.00	4590	220	650.00	On Site HR for half day
04/05/2023	Ledbury Garden Machinery	BACS	243.46		40.58	4416	102	202.88	Service of Mower
04/05/2023	Price, Mrs A	BACS	19.90		3.32	4607	127	16.58	Games for Kings Coronation
04/05/2023	Rialtas Business Solutions Ltd	BACS	289.50		48.25	4415	401	241.25	Cemeteries software support
04/05/2023	Ledbury News Ltd	BACS	13.20			4430	220	13.20	Weekly Ledbury paper
04/05/2023	ICCM	BACS	360.00		60.00	4050	230	300.00	Staff Training
04/05/2023	The Countryside Charity	BACS	36.00			4460	220	36.00	Annual Subscription
Subtotal Carried Forward:			10,869.16	0.00	1,055.11			9,814.05	

Lloyds A/c (235) (Bus Ext)

Payments made between 01/05/2023 and 31/05/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
04/05/2023	Defib Warehouse	BACS	101.94		16.99	4173	108	84.95	Twin pad for defib
04/05/2023	Christopher Dold	BACS	567.00			4170	102	567.00	Cemetery Maintenance
04/05/2023	Pear Mapping	BACS	102.00		17.00	4590	220	85.00	Cemetery Mapping
04/05/2023	Centre of Excellence	BACS	29.00			4050	230	29.00	Staff Training
04/05/2023	Malcolm Wytcherley	BACS	105.00			4170	202	105.00	Replace damaged glass MH
04/05/2023	Acer Tree Services (Hereford)	BACS	2,784.00		464.00	4228	108	2,320.00	Tree Works Acer Tree Services
04/05/2023	The Sign People	BACS	878.40		146.40	4553	301	732.00	Tourist information signage
04/05/2023	Ledbury Garden Machinery	BACS	38.00		6.33	4416	102	31.67	Ledbury Garden Machinery
04/05/2023	Quickskip Hereford Ltd	BACS	246.00		41.00	4225	102	205.00	Skip exchange Cemetery
04/05/2023	Ledbury Community Day	BACS	300.00			4890	214	300.00	Grant Application
04/05/2023	Three Counties Home Educators	BACS	500.00			4890	214	500.00	Grant Application
04/05/2023	John Masefield High School	BACS	500.00			4890	214	500.00	Grant Application
04/05/2023	Community Action Ledbury	BACS	10,000.00			4890	214	10,000.00	Grant Application
04/05/2023	Friends Of Ledbury Children's	BACS	350.00			4890	214	350.00	Grant Application
04/05/2023	Riah Pryor	BACS	875.00			4886	302	875.00	Project Management JMM
04/05/2023	EE Limited	DD	17.99		3.00	4481	401	14.99	Wedding Co-ordinator phone
04/05/2023	O2	DD	182.04		30.34	4481	401	151.70	LTC Monthly mobile phones
09/05/2023	Parish UK	BACS	-39.00			4460	220	-39.00	Listing in Ledbury Directory
09/05/2023	Rialtas Business Solutions Ltd	BACS	-289.50		-48.25	4590	220	-241.25	Cemeteries Annual Support
09/05/2023	NPower	BACS	-1,202.20		-57.25	4122	202	-1,144.95	LTC backdated electricity
09/05/2023	Citation Limited	DD	251.49		41.92	4415	235	209.57	Employee Assitance Programme
09/05/2023	Welsh Water	DD	27.32			4115	202	27.32	LTC Offices
09/05/2023	Welsh Water	DD	17.75			4115	202	17.75	Water LTC Offices
10/05/2023	Octopus Energy	BACS	-5.00		-0.83	4122	202	-4.17	LTC Electricity
10/05/2023	Octopus Energy	DD	739.69		123.28	4122	202	616.41	LTC Electricity
10/05/2023	Octopus Energy	DD	23.50		1.12	4122	102	22.38	Cemetery Electricity
11/05/2023	Waterplus	BACS	10.74			4115	202	10.74	Water drainage LTC offices
11/05/2023	Barclaycard	BACS	10.00			4435	220	10.00	Card machine transactions
11/05/2023	Barclaycard	BACS	15.76			4435	105	15.76	Card transactions Painted Room
12/05/2023	Siemens Financial Services	BACS	414.00		69.00	4405	235	345.00	Photocopier Hire
16/05/2023	The John Masefield Society	CHQ	8.00			4886	302	8.00	JMMMW P
Subtotal Carried Forward:			28,428.08	0.00	1,909.16			26,518.92	

Lloyds A/c (235) (Bus Ext)

Payments made between 01/05/2023 and 31/05/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
17/05/2023	OMS UK Ltd	DD	943.48		157.25	4590	220	786.23	Managed Monthly IT Services
18/05/2023	Octopus Energy	BACS	108.87		5.18	4122	202	103.69	LTC Electricity
18/05/2023	E.on	BACS	299.76		14.27	4122	201	285.49	Market House Electricity
25/05/2023	Ledbury Food Group	BACS	1,500.00			4890	214	1,500.00	Grant Application
25/05/2023	CSP	BACS	500.00			4890	214	500.00	Grant Application
25/05/2023	Staff Salaries	BACS	16,992.08			4000	230	12,925.77	Salaries Mth 2
						4000	102	1,820.22	Salaries Mth 2
						4000	103	1,294.47	Salaries Mth 2
						4000	105	951.62	Salaries Mth 2
25/05/2023	Worcester County Council	BACS	6,042.55			4018	102	624.17	Pensions Mth 2
						4018	103	491.31	Pensions Mth 2
						4018	105	255.79	Pensions Mth 2
						4018	230	4,671.28	Pensions Mth 2
25/05/2023	H M Revenue & Customs	BACS	6,397.61			4019	102	612.01	PAYE Mth 2
						4019	103	597.77	PAYE Mth 2
						4019	105	34.36	PAYE Mth 2
						4019	230	5,153.47	PAYE Mth 2
25/05/2023	NPower	BACS	1,202.00		57.24	4122	115	1,144.76	Christmas supply
25/05/2023	Staff Salaries	BACS	-16,992.08			4000	230	-16,992.08	Staff Salaries Mth 2
25/05/2023	Staff Salaries	BACS	16,992.08			4000	230	12,925.77	Staff Salaries Mth 2
						4000	103	1,294.47	Staff Salaries Mth 2
						4000	105	951.62	Staff Salaries Mth 2
						4000	102	1,820.22	Staff Salaries Mth 2
26/05/2023	Herefordshire Council	BACS	633.00			4110	202	633.00	LTC Rates Mth 2
26/05/2023	Herefordshire Council	BACS	56.00			4110	105	56.00	Market House Rates Mth 2
26/05/2023	Herefordshire Council	BACS	91.00			4110	102	91.00	Mortuary Rates Mth 2
26/05/2023	Herefordshire Council	BACS	155.00			4110	102	155.00	Cemetery Rates Mth 2
26/05/2023	Rialtas Business Solutions Ltd	BACS	397.31		66.22	4590	220	331.09	Cashbook annual support
26/05/2023	Rialtas Business Solutions Ltd	BACS	289.50		48.25	4590	220	241.25	Cemeteries annual support
26/05/2023	Lloyds Bank	BACS	34.81		5.80	4550	102	29.01	Bank Charges
30/05/2023	Lloyds Bank	BACS	5.70			4550	220	5.70	Bank Charges
30/05/2023	Lloyds Bank	CHEQUE	165.60			4444	235	165.60	Petty Cash
31/05/2023	Vision Office Tech Services Lt	BACS	220.65		36.78	4410	235	183.87	Monthly fee photocopier
31/05/2023	Onecom Limited	BACS	657.23		109.54	4481	401	547.69	LTC Phone system
31/05/2023	CPC	BACS	10.33		1.72	4857	214	8.61	Female Adaptor
31/05/2023	Baker Ross Limited	BACS	164.60		26.77	4607	127	137.83	Craft items

Subtotal Carried Forward:

65,295.16

0.00

2,438.18

62,719.15

Lloyds A/c (235) (Bus Ext)

Payments made between 01/05/2023 and 31/05/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
31/05/2023	Screwfix	BACS	166.99		27.83	4200	102	139.16	Coronation Event Wheel Clamp for Trailer
31/05/2023	Screwfix	BACS	13.99		2.33	4155	202	11.66	Combination Key Safe
31/05/2023	J Lacey Steeplejacks	BACS	366.00		61.00	4170	102	305.00	Lighning Test Cemetery Chapel
31/05/2023	Grapevine Publications Ltd	BACS	360.00		60.00	4607	127	300.00	Leaflet delivery Ledbury Focus
31/05/2023	Ledbury Hardware Limited	BACS	48.53		8.09	4170	102	40.44	DIY Goods
31/05/2023	Paperstation Ltd.	BACS	8.51		1.42	4400	235	7.09	Tape Dispenser
31/05/2023	Paperstation Ltd.	BACS	79.66		13.28	4400	230	40.39	Stationary & Papertowels
						4155	202	25.99	Stationary & Papertowels
31/05/2023	Shredall Ltd	BACS	87.45		14.58	4116	202	72.87	LTC Shredding
31/05/2023	Shredall Ltd	BACS	57.00		9.50	4460	220	47.50	Annual compliance charge
31/05/2023	Citation Limited	BACS	663.00		110.50	4415	401	552.50	On site HR - Half Day
31/05/2023	Lyreco UK Ltd	BACS	327.17		54.53	4155	202	8.05	Stationery Handtowels
						4400	235	264.59	Stationery Handtowels
31/05/2023	BT Finance	BACS	528.00		88.00	4280	118	440.00	Train Station phone
31/05/2023	J B Gaynan & Son	BACS	230.75		38.46	4875	214	192.29	Citizen awards x 4
31/05/2023	Amazon	BACS	39.04		6.51	4607	127	32.53	3 x Rosettes
31/05/2023	Radbournes	BACS	16.26		2.71	4206	102	13.55	Gravel for Cemetery
31/05/2023	Herefordshire Wildlife	BACS	200.00		33.33	4607	127	166.67	Wild Play for WBD
31/05/2023	Amazon	BACS	19.99		3.33	4607	127	16.66	Transfers for Bunting
31/05/2023	PJ Nicholls Ltd	BACS	163.85		27.31	4330	102	136.54	Fuel for van and mower
31/05/2023	Printerbase	BACS	317.58		52.93	4400	235	264.65	Ink Cartridges
31/05/2023	OMS UK Ltd	BACS	30.00		5.00	4460	220	25.00	Microsoft Windows
31/05/2023	Redkite	BACS	1,080.00			1160	102	1,080.00	Redkite Law
31/05/2023	NPower	BACS	80.72		3.84	4122	201	76.88	Market Stall Market Stall
31/05/2023	Price, Mrs A	BACS	74.94		10.82	4607	127	64.12	Re-imbusement for Coronation
31/05/2023	Lyreco UK Ltd	BACS	151.87		25.31	4400	235	126.56	Stationery
31/05/2023	Cllr P Howells	BACS	193.78			4520	225	193.78	Mayors Expenses
31/05/2023	Mirrorball	BACS	740.00			4607	127	740.00	Live band for Coronation
31/05/2023	Thompson & Co	BACS	55.20		9.20	4000	230	46.00	Monthly Payroll
31/05/2023	Water Plus	BACS	8.21			4115	201	8.21	Water drainage Market House

Subtotal Carried Forward:

71,403.65

0.00

3,107.99

68,295.66

Lloyds A/c (235) (Bus Ext)

Payments made between 01/05/2023 and 31/05/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
31/05/2023	Amazon	BACS	6.75		1.13	4607	127	5.62	TShirtTransfers
Total Payments:			71,410.40	0.00	3,109.12			68,301.28	

List of Payments made between 01/05/2023 and 31/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2023	ELAS	BACS	345.00	430482	OHP CB Telephone Consultation
02/05/2023	Advansys Ltd	DD	114.00	Mth 3	Monthly Web Hosting
02/05/2023	Lloyds Bank	DD	18.00	395699957	Bank Charges
02/05/2023	Takepayments	DD	30.00	3194932	Card Machine Rental PRoom
03/05/2023	Takepayments	DD	30.00	13194931	Card Terminal Reception
04/05/2023	NPower	BACS	1,202.00	06690487	Elect for Christmas Lights
04/05/2023	Herefordshire Council	BACS	263.93	91546884	Contribution to Hfdshire CCTV
04/05/2023	Olivia Trueman	BACS	22.00	Expenses	WBD Meetings
04/05/2023	Printerbase	BACS	317.25	715659	Ink Cartridges
04/05/2023	Paperstation Ltd.	BACS	161.95	149481	Stationery
04/05/2023	PPL PRS	BACS	90.82	2343465	Music Licentre for Coronation
04/05/2023	Citizens Advice Bureau	BACS	2,500.00	1020	Contribution to Worcestershire
04/05/2023	Newsquest Media (Southern) Ltd	BACS	331.93	42475835	Advert for Roof Tender MH
04/05/2023	Waterplus	BACS	14.26	01743324	Water Drainage LTC Offices
04/05/2023	Advansys Ltd	BACS	1,140.00	42652	Social Media Training
04/05/2023	Advansys Ltd	BACS	1,722.00	42653	Web development
04/05/2023	Parish Uk	BACS	39.00	29993	Listing Ledbury Parish Bus
04/05/2023	Instantprint	BACS	147.55	10139158	Coronation Leaflets
04/05/2023	Destiny Entertainments	BACS	17.98	733710	Mono jack cable
04/05/2023	NPower	BACS	155.47	06755155	Market House Electricity
04/05/2023	Paperstation Ltd.	BACS	134.36	149585	Stationery
04/05/2023	Waterstones	BACS	170.00	0092601	Parish Councillors Guide
04/05/2023	Rural Market Town Group	BACS	159.60	RMTG/23/24/71	Membership
04/05/2023	Citation Limited	BACS	780.00	1448028	On Site HR for half day
04/05/2023	Ledbury Garden Machinery	BACS	243.46	17817	Service of Mower
04/05/2023	Price, Mrs A	BACS	19.90	1936	Games for Kings Coronation
04/05/2023	Rialtas Business Solutions Ltd	BACS	289.50	27419	Cemeteries software support
04/05/2023	Ledbury News Ltd	BACS	13.20	1013	Weekly Ledbury paper
04/05/2023	ICCM	BACS	360.00	16020	Staff Training
04/05/2023	The Countryside Charity	BACS	36.00	7066524	Annual Subscription
04/05/2023	Defib Warehouse	BACS	101.94	71487	Twin pad for defib
04/05/2023	Christopher Dold	BACS	567.00	AP	Cemetery Maintenance
04/05/2023	Pear Mapping	BACS	102.00	137477	Cemetery Mapping
04/05/2023	Centre of Excellence	BACS	29.00	1905	Staff Training
04/05/2023	Malcolm Wytcherley	BACS	105.00	2130	Replace damaged glass MH
04/05/2023	EE Limited	DD	17.99	81133 Mth 1	Wedding Co-ordinator phone
04/05/2023	O2	DD	182.04	20192039	LTC Monthly mobile phones
04/05/2023	Acer Tree Services (Hereford)	BACS	2,784.00	P7654	Tree Works Acer Tree Services
04/05/2023	The Sign People	BACS	878.40	2642	Tourist information signage
04/05/2023	Ledbury Garden Machinery	BACS	38.00	17688	Ledbury Garden Machinery
04/05/2023	Quickskip Hereford Ltd	BACS	246.00	213069	Skip exchange Cemetery
04/05/2023	Ledbury Community Day	BACS	300.00	Community Day	Grant Application
04/05/2023	Three Counties Home Educators	BACS	500.00	LTC Grant	Grant Application
04/05/2023	John Masefield High School	BACS	500.00	LTC Grants	Grant Application
04/05/2023	Community Action Ledbury	BACS	10,000.00	LTC Grant	Grant Application
04/05/2023	Friends Of Ledbury Children's	BACS	350.00	LTC Grants	Grant Application
04/05/2023	Riah Pryor	BACS	875.00	LTC1	Project Management JMM

List of Payments made between 01/05/2023 and 31/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/05/2023	Citation Limited	DD	251.49	41037	Employee Assitance Programme
09/05/2023	Welsh Water	DD	27.32	4035400174	LTC Offices
09/05/2023	Welsh Water	DD	17.75	4035398992	Water LTC Offices
09/05/2023	Parish UK	BACS	-39.00	LED29993LED	Listing in Ledbury Directory
09/05/2023	Rialtas Business Solutions Ltd	BACS	-289.50	SM27419	Cemeteries Annual Support
09/05/2023	NPower	BACS	-1,202.20	06690487	LTC backdated electricity
10/05/2023	Octopus Energy	DD	739.69	A-6295D2CA	LTC Electricity
10/05/2023	Octopus Energy	BACS	-5.00	A-6295D2CA	LTC Electricity
10/05/2023	Octopus Energy	DD	23.50	A-B092647B	Cemetery Electricity
11/05/2023	Waterplus	BACS	10.74	7001422092	Water drainage LTC offices
11/05/2023	Barclaycard	BACS	10.00	016436890423	Card machine transactions
11/05/2023	Barclaycard	BACS	15.76	TPM20164h2	Card transactions Painted Room
12/05/2023	Siemens Financial Services	BACS	414.00	A10065511	Photocopier Hire
16/05/2023	The John Masefield Society	CHQ	8.00	Meeting	JMMMWP
17/05/2023	OMS UK Ltd	DD	943.48	120532	Managed Monthly IT Services
18/05/2023	Octopus Energy	BACS	108.87	A30D6C022	LTC Electricity
18/05/2023	E.on	BACS	299.76		Market House Electricity
25/05/2023	Ledbury Food Group	BACS	1,500.00	LTC Grant	Grant Application
25/05/2023	CSP	BACS	500.00	LTC Grant	Grant Application
25/05/2023	Staff Salaries	BACS	16,992.08	Payroll	Salaries Mth 2
25/05/2023	Worcester County Council	BACS	6,042.55	Payroll	Pensions Mth 2
25/05/2023	H M Revenue & Customs	BACS	6,397.61	Payroll	PAYE Mth 2
25/05/2023	NPower	BACS	1,202.00	06690487	Christmas supply
25/05/2023	Staff Salaries	BACS	-16,992.08	Payroll	Staff Salaries Mth 2
25/05/2023	Staff Salaries	BACS	16,992.08	Payroll	Staff Salaries Mth 2
26/05/2023	Herefordshire Council	BACS	633.00	85237264	LTC Rates Mth 2
26/05/2023	Herefordshire Council	BACS	56.00	85806086	Market House Rates Mth 2
26/05/2023	Herefordshire Council	BACS	91.00	8427557X	Mortuary Rates Mth 2
26/05/2023	Herefordshire Council	BACS	155.00	84275471	Cemetery Rates Mth 2
26/05/2023	Rialtas Business Solutions Ltd	BACS	397.31	27273	Cashbook annual support
26/05/2023	Rialtas Business Solutions Ltd	BACS	289.50	27419	Cemeteries annual support
26/05/2023	Lloyds Bank	BACS	34.81	397209276	Bank Charges
30/05/2023	Lloyds Bank	BACS	5.70	398126020	Bank Charges
30/05/2023	Lloyds Bank	CHEQUE	165.60	Petty Cash	Petty Cash
31/05/2023	Vision Office Tech Services Lt	BACS	220.65	100185394	Monthly fee photocopier
31/05/2023	Onecom Limited	BACS	657.23	789647	LTC Phone system
31/05/2023	CPC	BACS	10.33	3842572	Female Adaptor
31/05/2023	Baker Ross Limited	BACS	164.60	1398044	Craft items Coronation Event
31/05/2023	Screwfix	BACS	166.99	1368692818	Wheel Clamp for Trailer
31/05/2023	Screwfix	BACS	13.99	1369964811	Combination Key Safe
31/05/2023	J Lacey Steeplejacks	BACS	366.00	22040	Lighning Test Cemetery Chapel
31/05/2023	Grapevine Publications Ltd	BACS	360.00	22860	Leaflet delivery Ledbury Focus
31/05/2023	Ledbury Hardware Limited	BACS	48.53	62	DIY Goods
31/05/2023	Paperstation Ltd.	BACS	8.51	150008	Tape Dispenser
31/05/2023	Paperstation Ltd.	BACS	79.66	149954	Stationary & Papertowels
31/05/2023	Shredall Ltd	BACS	87.45	30200	LTC Shredding
31/05/2023	Shredall Ltd	BACS	57.00	29590	Annual compliance charge

List of Payments made between 01/05/2023 and 31/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/05/2023	Citation Limited	BACS	663.00	1468773	On site HR - Half Day
31/05/2023	Lyreco UK Ltd	BACS	327.17	6190355775	Stationery Handtowels
31/05/2023	BT Finance	BACS	528.00	2123/2304/1	Train Station phone
31/05/2023	J B Gaynan & Son	BACS	230.75	0009	Citizen awards x 4
31/05/2023	Amazon	BACS	39.04	2023-3437	3 x Rosettes
31/05/2023	Radbournes	BACS	16.26	253237	Gravel for Cemetery
31/05/2023	Herefordshire Wildlife	BACS	200.00	10174	Wild Play for WBD
31/05/2023	Amazon	BACS	19.99	2023-456	Transfers for Bunting
31/05/2023	PJ Nicholls Ltd	BACS	163.85	548	Fuel for van and mower
31/05/2023	Printerbase	BACS	317.58	71888351	Ink Cartridges
31/05/2023	OMS UK Ltd	BACS	30.00	120514	Microsoft Windows
31/05/2023	Redkite	BACS	1,080.00	88004	Redkite Law
31/05/2023	NPower	BACS	80.72	07009023	Market Stall Market Stall
31/05/2023	Price, Mrs A	BACS	74.94	Expenses	Re-imburement for Coronation
31/05/2023	Lyreco UK Ltd	BACS	151.87	6190354785	Stationery
31/05/2023	Cllr P Howells	BACS	193.78	Expenses	Mayors Expenses
31/05/2023	Mirrorball	BACS	740.00	230508-1	Live band for Coronation
31/05/2023	Thompson & Co	BACS	55.20	RBMFN38	Monthly Payroll
31/05/2023	Water Plus	BACS	8.21	7001425159	Water drainage Market House
31/05/2023	Amazon	BACS	6.75	Coronation	TShirtTransfers

Total Payments	71,410.40
-----------------------	-----------

Premier A/c (736) Comm Call

Payments made between 01/05/2023 and 31/05/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
02/05/2023	Lloyds A/c (235) (Bus Ext)	02052023	80,000.00			200	80,000.00	from 736 - 235
26/05/2023	Lloyds Bank	DD	5.18			4550 220	5.18	Bank Charges
Total Payments:			80,005.18	0.00	0.00		80,005.18	

List of Payments made between 01/05/2023 and 31/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/05/2023	Lloyds A/c (235) (Bus Ext)	02052023	80,000.00		from 736 - 235
26/05/2023	Lloyds Bank	DD	5.18	397641512	Bank Charges
Total Payments			<u>80,005.18</u>		

Petty Cash

Payments made between 01/05/2023 and 31/05/2023

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
04/05/2023	Ledbury News	PETTY CASH	2.90			4444	235	2.90	Biscuits for volunteer Meeting
04/05/2023	T M Factors	PETTY CASH	16.00		2.67	4444	235	13.33	Number plate for Trailer
04/05/2023	Well Worth It	PETTY CASH	15.96		2.66	4444	235	13.30	Bunting for Coronation
10/05/2023	One Stop	PETTY CASH	20.00		3.33	4444	235	16.67	Books Sweets for Coronation
11/05/2023	Well Worth It	PETTY CASH	7.76		1.29	4444	235	6.47	Napkins & Foil
23/05/2023	Well Worth It	PETTY CASH	1.49		0.25	4444	235	1.24	Jiffy Bags for parcel
23/05/2023	Invision	PETTY CASH	10.00			4444	235	10.00	Inspection Charge for Hoover
Total Payments:			74.11	0.00	10.20			63.91	

Time: 15:20

Petty Cash

List of Payments made between 01/05/2023 and 31/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/05/2023	Ledbury News	PETTY CASH	2.90	Petty Cash	Biscuits for volunteer Meeting
04/05/2023	T M Factors	PETTY CASH	16.00	Petty Cash	Number plate for Trailer
04/05/2023	Well Worth It	PETTY CASH	15.96	Petty Cash	Bunting for Coronation
10/05/2023	One Stop	PETTY CASH	20.00	Petty Cash	Books Sweets for Coronation
11/05/2023	Well Worth It	PETTY CASH	7.76	Petty Cash	Napkins & Foil
23/05/2023	Well Worth It	PETTY CASH	1.49	Petty Cash	Jiffy Bags for parcel
23/05/2023	Invision	PETTY CASH	10.00	Petty Cash	Inspection Charge for Hoover

Total Payments	<u>74.11</u>
-----------------------	--------------

Lloyds A/c (235) (Bus Ext)

Receipts received between 01/06/2023 and 30/06/2023

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
PAY	Banked: 01/06/2023	166.67						
PAY	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
STONE	Banked: 01/06/2023	277.78						
STONE	The Stone Workshop	277.78			1289	118	277.78	War Memorial Refund
500486	Banked: 01/06/2023	765.00						
500486	Ledbury Funeral Services	432.00			1100	102	432.00	Interment
500486	Max's Fish Sales	148.00			1090	301	148.00	Charter Market
500486	Jacobean Room	185.00			1460	120	185.00	Wedding
556138	Banked: 02/06/2023	80.00						
556138	Taynton Farm Sales	80.00			1090	301	80.00	Charter Market
556138	Banked: 02/06/2023	-80.00						
556138	Taynton Farm Sales	-80.00			1090	301	-80.00	Charter Market
1920	Banked: 05/06/2023	74.00						
1920	Le Delice	74.00			1090	301	74.00	Charter Market
1920	Banked: 05/06/2023	-74.00						
1920	Le Delice	-74.00			1090	301	-74.00	Charter Market
	Banked: 05/06/2023	10,000.00						
05062023	Premier A/c (736) Comm Call	10,000.00			202		10,000.00	736 - 235
FARN	Banked: 05/06/2023	10.33						
FARN	Farnell Ltd	10.33		1.72	4607	127	8.61	Splitter box part refund
INT	Banked: 09/06/2023	239.16						
INT	Lloyds Bank	239.16			1870	220	239.16	Bank Interest
INT	Banked: 09/06/2023	19.07						
INT	Lloyds Bank	19.07			1870	220	19.07	Bank Interest
INT	Banked: 09/06/2023	-239.16						
INT	Lloyds Bank	-239.16			1870	220	-239.16	Interest
500487	Banked: 15/06/2023	635.00						
500487	Painted Room Sales	152.20			1451	105	152.20	Painted Room
500487	Dog Bags	21.00			1471	127	21.00	Dog Bags
500487	Tourist Information	12.60			1034	301	12.60	Tourist Maps
500487	Painted Room Sales	375.20			1451	105	375.20	Donations
500487	Charter Market	74.00			1090	301	74.00	Charter Market
500488	Banked: 16/06/2023	104.00						
500488	Dawes Brothers	104.00			1100	102	104.00	Interment
500488	Banked: 16/06/2023	104.00						
500488	Dawe Bros	104.00			1100	102	104.00	Interment
535041	Banked: 20/06/2023	22.00						
535041	Young & Green	22.00			1090	301	22.00	Charter Market
Subtotal Carried Forward:		12,103.85	0.00	1.72			12,102.13	

Lloyds A/c (235) (Bus Ext)

Receipts received between 01/06/2023 and 30/06/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
1941	Banked: 20/06/2023	44.00						
1941	Frost & Wallet	44.00			1090	301	44.00	Charter Market
1697	Banked: 20/06/2023	22.00						
1697	Workshop - Caroline	22.00			1090	301	22.00	Charter Market
535041	Banked: 20/06/2023	-22.00						
535041	Young & Green	-22.00			1090	301	-22.00	Charter Market
1941	Banked: 20/06/2023	-44.00						
1941	Frost & Wallett	-44.00			1090	301	-44.00	Charter Market
1697	Banked: 20/06/2023	-22.00						
1697	Young & Green	-22.00			1090	301	-22.00	Charter Market
	Banked: 22/06/2023	30,000.00						
22062023	Premier A/c (736) Comm Call	30,000.00			202		30,000.00	736 - 235
	CARD Banked: 30/06/2023	749.00						
CARD	Jacobean Room	715.00			1460	120	715.00	Wedding
CARD	Doggy Bags	27.00			1471	127	27.00	Doggy Bags
CARD	Tourist Information	1.00			1034	301	1.00	Maps
CARD	Photocopier	6.00			1470	235	6.00	Copying for Public
	CARD Banked: 30/06/2023	105.00						
CARD	Painted Room Sales	30.00			1450	105	30.00	Painted Room Sales
CARD	Painted Room Donation	75.00			1451	105	75.00	Donations
21143	Banked: 30/06/2023	-166.67						
21143	The Co-operative Group (CGP)	-166.67			1160	102	-166.67	Mortuary Rent
	Banked: 30/06/2023	36,000.00						
30062023	Premier A/c (736) Comm Call	36,000.00			202		36,000.00	736 - 235
	CARD Banked: 30/06/2023	-2.00						
CARD	Painted Room Sales	-2.00			1450	105	-2.00	Sales
Total Receipts:		78,767.18	0.00	1.72			78,765.46	

Cashbook 3

Premier A/c (736) Comm Call

Receipts received between 01/06/2023 and 30/06/2023

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
21143	Banked: 01/06/2023	166.67						
21143	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
21143	Banked: 01/06/2023	166.67						
21143	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
TAYNT	Banked: 01/06/2023	-166.67						
TAYNT	Taynton Farm Sales	-166.67			1090	301	-166.67	Charter Market
TAYNT	Banked: 02/06/2023	80.00						
TAYNT	Taynton Farm Sales	80.00			1090	301	80.00	Charter Market
1920	Banked: 02/06/2023	74.00						
1920	Le Delice	74.00			1090	301	74.00	Charter Market
TAYNT	Banked: 02/06/2023	80.00						
TAYNT	Taynton Farm Sales	80.00			1090	301	80.00	Charter Market
TAYNT	Banked: 02/06/2023	-80.00						
TAYNT	Taynton Farm Sales	-80.00			1090	301	-80.00	Charter Market
INT	Banked: 09/06/2023	239.16						
INT	Lloyds Bank	239.16			1870	220	239.16	Bank Interest
535041	Banked: 20/06/2023	22.00						
535041	P V Young	22.00			1090	301	22.00	Charter Market
1941	Banked: 20/06/2023	44.00						
1941	Frost & Walleth	44.00			1090	301	44.00	Charter Market
1697	Banked: 20/06/2023	22.00						
1697	Caroline	22.00			1090	301	22.00	Charter Market
River	Banked: 23/06/2023	22.00						
River	Riverford Organic	22.00			1090	301	22.00	Charter Market
1929	Banked: 26/06/2023	620.00						
1929	Ledbury Funeral Services	620.00			1100 1105	102 102	470.00 150.00	Interment & EROB Interment & EROB
1933	Banked: 29/06/2023	22.00						
1933	The Suffolk	22.00			1090	301	22.00	Charter Market
1945	Banked: 29/06/2023	44.00						
1945	Vivien Brandt	44.00			1090	301	44.00	Charter Market
21143	Banked: 30/06/2023	166.67						
21143	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
TAYN	Banked: 30/06/2023	100.00						
TAYN	Taynton Farm Sales	100.00			1090	301	100.00	Charter Market
Total Receipts:		1,622.50	0.00	0.00			1,622.50	

Public Sector Deposit Fund

Receipts received between 01/06/2023 and 30/06/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Dividend	Banked: 01/06/2023	614.93						
Dividend	The Public Sector Deposit Fund	614.93			1870	220	614.93	Dividend Re-invested
Total Receipts:		614.93	0.00	0.00			614.93	

Cashbook 6

Petty Cash

Receipts received between 01/06/2023 and 30/06/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
1929	Banked: 26/06/2023	620.00						
1929	Ledbury Funeral Services	620.00			1105	102	154.00	EROB & Interments
					1100	102	416.00	EROB & Interments
					1105	102	50.00	EROB & Interments
1929	Banked: 26/06/2023	-620.00						
1929	Ledbury Funeral Services	-620.00			1105	102	-154.00	EROB & interment
					1100	102	-416.00	EROB & Interment
					1105	102	-50.00	EROB & Interment
Total Receipts:		0.00	0.00	0.00			0.00	

Lloyds A/c (235) (Bus Ext)

Payments made between 01/06/2023 and 30/06/2023

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/06/2023	Grapevine Publications Ltd	BACS	234.00		39.00	4886	302	195.00	Advert in the Ledbury Focus
01/06/2023	Grapevine Publications Ltd	BACS	234.00		39.00	4607	127	195.00	Advert in Ledbury Focus
01/06/2023	Advansys Ltd	DD	114.00		19.00	4482	401	95.00	Website Hosting
01/06/2023	O2	DD	176.04		29.34	4481	401	146.70	Mobile phones mth 3
02/06/2023	Take Payments	DD	30.00		5.00	4433	105	25.00	Card Management Painted Room
05/06/2023	EE Limited	DD	17.99		3.00	4481	401	14.99	Wedding Co-ordinator Mobile
06/06/2023	Quickskip Hereford Ltd	BACS	258.00		43.00		102	215.00	Cemetery skip exchange
06/06/2023	Hereford & Worcester Training	BACS	375.00		62.50	4050	230	312.50	Staff Training
06/06/2023	Screwfix	BACS	42.99			4592	102	42.99	Forestry Helmet
06/06/2023	Riah Pryor	BACS	1,000.00			4886	302	1,000.00	Project Management for JMM
06/06/2023	Herefordshire Council	BACS	38.00			4886	302	38.00	Herefordshire Countil
06/06/2023	John Walsh Tree Surgery	BACS	350.00			4228	108	350.00	Cut back trees
06/06/2023	D M Property Maintenance	BACS	1,608.74			4205	108	336.66	Contract Works
						4205	110	1,120.00	Contract Works
						4236	110	100.00	Contract Works
						4013	125	52.08	Contract Works
06/06/2023	Ledbury Garden Machinery	BACS	151.13			4416	102	151.13	Mower Parts
06/06/2023	Shredall Ltd	BACS	87.45		14.58	4116	202	72.87	LTC Shredding
06/06/2023	Ken White Signs	BACS	144.00		24.00	4170	108	120.00	2 x sections to repair signs
06/06/2023	Sophie Jarvis	BACS	18.36			4051	230	18.36	Charity Visit with Mayor
06/06/2023	Scripti	BACS	900.00		150.00	4594	102	750.00	Transcription Uploading
06/06/2023	Riah Pryor	BACS	875.00			4886	302	875.00	Project Management JMM
06/06/2023	Local Hire Service	BACS	216.00		36.00	4607	127	180.00	CherryPicker for Bunting
06/06/2023	Octopus Energy	DD	135.08		6.43	4122	202	128.65	LTC Electricity
06/06/2023	Octopus Energy	DD	700.36		116.73	4122	202	583.63	LTC electricity
07/06/2023	Citation Limited	DD	251.49		41.92	4415	235	209.57	HR Assistance
08/06/2023	Right Workwear	BACS	389.79		64.96	4592	102	324.83	Staff Uniform
08/06/2023	Welsh Water	DD	17.75			4115	202	17.75	Water for LTC Offices
08/06/2023	Welsh Water	DD	27.34			4115	202	27.34	Water for LTC Offices
08/06/2023	Welsh Water	DD	-0.02			4115	202	-0.02	LTC Offices Mth 3
12/06/2023	Barclaycard	DD	15.76			4435	105	15.76	Card Machine Charges
Subtotal Carried Forward:			8,408.25	0.00	694.46			7,713.79	

Lloyds A/c (235) (Bus Ext)

Payments made between 01/06/2023 and 30/06/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
12/06/2023	Barclaycard	DD	10.00			4435	220	10.00	Card Machine Transactions
12/06/2023	Water Plus	DD	8.21			4115	201	8.21	Market House Water Drainage
12/06/2023	Water Plus	DD	10.74			4115	202	10.74	LTC Water Drainage
14/06/2023	Octopus Energy	DD	32.44		1.54	4122	102	30.90	Cemetery Electricity
15/06/2023	Spadwick Motors	BACS	493.81		73.16	4340	102	420.65	MOT for van
19/06/2023	OMS UK Ltd	DD	823.69		137.28	4590	220	686.41	Monthly IT Services
20/06/2023	E.on	DD	53.32		2.54	4122	201	50.78	Market House Electricity
23/06/2023	Staff Salaries	BACS	13,077.61			4000	230	13,077.61	Staff Salaries Mth 3
23/06/2023	Staff Salaries	BACS	1,340.00			4016	103	1,340.00	Salaries Mth 3
23/06/2023	Staff Salaries	BACS	1,884.97			4000	102	1,884.97	Staff Salaries Mth 3
23/06/2023	Staff Salaries	BACS	1,066.55			4000	105	1,066.55	Salaries Mth 3
23/06/2023	Penions	BACS	4,781.36			4019	230	4,781.36	Pension Mth 3
23/06/2023	Worcester County Council	BACS	651.43			4000	102	651.43	Pensions Mth 3
23/06/2023	Worcester County Council	BACS	510.92			4000	103	510.92	Pensions Mth 3
23/06/2023	Worcester County Council	BACS	289.65			4000	105	289.65	Pensions Mth 3
23/06/2023	H M Revenue & Customs	BACS	5,396.73			4018	230	5,396.73	PAYE Mth 3
23/06/2023	H M Revenue & Customs	BACS	658.05			4018	103	658.05	PAYE Mth 3
23/06/2023	H M Revenue & Customs	BACS	630.93			4018	103	630.93	PAYE Mth 3
23/06/2023	H M Revenue & Customs	BACS	63.84			4018	105	63.84	PAYE Mth 3
24/06/2023	Take Payments	DD	30.00		5.00	4483	220	25.00	Card Machine Rental RCP
26/06/2023	Herefordshire Council	DD	56.00			4110	201	56.00	Market House Rates Mth 3
26/06/2023	Herefordshire Council	DD	91.00			4110	102	91.00	Mortuary Rates Mth 3
26/06/2023	Herefordshire Council	DD	155.00			4110	102	155.00	Cemetery Rates Mth 3
26/06/2023	Herefordshire Council	DD	633.00			4110	202	633.00	LTC Rates Mth 3
26/06/2023	Lloyds Bank	DD	27.30			4550	220	27.30	Service Charge
27/06/2023	Staff Salaries	BACS	0.99			4000	103	0.99	Salaries Mth 3
28/06/2023	Lloyds Bank	DD	45.26			4550	220	45.26	Service Charge
30/06/2023	Vision Office Tech Services Lt	DD	298.36		49.73	4410	235	248.63	Photocopier
30/06/2023	Onecom Limited	DD	382.36		63.73	4481	401	318.63	Telephone Package Mth 3
30/06/2023	Thompson & Co	SDD	55.20		9.20	4590	220	46.00	Payroll Mth 3
Total Payments:			41,966.97	0.00	1,036.64			40,930.33	

Lloyds A/c (235) (Bus Ext)

List of Payments made between 01/06/2023 and 30/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2023	Grapevine Publications Ltd	BACS	234.00	22957	Advert in the Ledbury Focus
01/06/2023	Grapevine Publications Ltd	BACS	234.00	22958	Advert in Ledbury Focus
01/06/2023	Advansys Ltd	DD	114.00	42567	Website Hosting
01/06/2023	O2	DD	176.04	001	Mobile phones mth 3
02/06/2023	Take Payments	DD	30.00	Painted Room	Card Machine Rental PR
05/06/2023	EE Limited	DD	17.99	682902	Wedding Co-ordinator Mobile
06/06/2023	Quickskip Hereford Ltd	BACS	258.00	216009	Cemetery skip exchange
06/06/2023	Hereford & Worcester Training	BACS	375.00	17517	Staff Training
06/06/2023	Screwfix	BACS	42.99	1376636166	Forestry Helmet
06/06/2023	Riah Pryor	BACS	1,000.00	LTC2	Project Management for JMM
06/06/2023	Herefordshire Council	BACS	38.00	Room Hire	Herefordshire Council
06/06/2023	John Walsh Tree Surgery	BACS	350.00	JWTS	Cut back trees
06/06/2023	D M Property Maintenance	BACS	1,608.74	APRIL23	Contract Works
06/06/2023	Ledbury Garden Machinery	BACS	151.13	17938	Mower Parts
06/06/2023	Shredall Ltd	BACS	87.45	32578	LTC Shredding
06/06/2023	Ken White Signs	BACS	144.00	43224	2 x sections to repair signs
06/06/2023	Sophie Jarvis	BACS	18.36	Expenses	Charity Visit with Mayor
06/06/2023	Scripti	BACS	900.00	1012	Transcription Uploading
06/06/2023	Riah Pryor	BACS	875.00	LTC3	Project Management JMM
06/06/2023	Local Hire Service	BACS	216.00	IN1042	CherryPicker for Bunting
06/06/2023	Octopus Energy	DD	135.08	K1-30D6C022	LTC Electricity
06/06/2023	Octopus Energy	DD	700.36	K1-6295D2CA	LTC electricity
07/06/2023	Citation Limited	DD	251.49	CT0041037	HR Assistance
08/06/2023	Right Workwear	BACS	389.79	1220	Staff Uniform
08/06/2023	Welsh Water	DD	17.75	4035398992	Water for LTC Offices
08/06/2023	Welsh Water	DD	27.34	4035400174	Water for LTC Offices
08/06/2023	Welsh Water	DD	-0.02	3237910304	LTC Offices Mth 3
12/06/2023	Barclaycard	DD	15.76	Painted Room	Card Machine Charges
12/06/2023	Barclaycard	DD	10.00	Reception	Card Machine Transactions
12/06/2023	Water Plus	DD	8.21	161374	Market House Water Drainage
12/06/2023	Water Plus	DD	10.74	7001422092	LTC Water Drainage
14/06/2023	Octopus Energy	DD	32.44	K1-B092647B-0025	Cemetery Electricity
15/06/2023	Spadwick Motors	BACS	493.81	16394	MOT for van
19/06/2023	OMS UK Ltd	DD	823.69	121014	Monthly IT Services
20/06/2023	E.on	DD	53.32	A-1DBC1576	Market House Electricity
23/06/2023	Staff Salaries	BACS	13,077.61	Payroll	Staff Salaries Mth 3
23/06/2023	Staff Salaries	BACS	1,340.00	Payroll	Salaries Mth 3
23/06/2023	Staff Salaries	BACS	1,884.97	Payroll	Staff Salaries Mth 3
23/06/2023	Staff Salaries	BACS	1,066.55	Payroll	Salaries Mth 3
23/06/2023	Penions	BACS	4,781.36	Payroll	Pension Mth 3
23/06/2023	Worcester County Council	BACS	651.43	Payroll	Pensions Mth 3
23/06/2023	Worcester County Council	BACS	510.92	Payroll	Pensions Mth 3
23/06/2023	Worcester County Council	BACS	289.65	Payroll	Pensions Mth 3
23/06/2023	H M Revenue & Customs	BACS	5,396.73	Payroll	PAYE Mth 3
23/06/2023	H M Revenue & Customs	BACS	658.05	Payroll	PAYE Mth 3
23/06/2023	H M Revenue & Customs	BACS	630.93	Payroll	PAYE Mth 3

Lloyds A/c (235) (Bus Ext)

List of Payments made between 01/06/2023 and 30/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/06/2023	H M Revenue & Customs	BACS	63.84	Payroll	PAYE Mth 3
24/06/2023	Take Payments	DD	30.00	Reception	Card Machine Rental RCP
26/06/2023	Herefordshire Council	DD	56.00	85806086	Market House Rates Mth 3
26/06/2023	Herefordshire Council	DD	91.00	8427557x	Mortuary Rates Mth 3
26/06/2023	Herefordshire Council	DD	155.00	84275471	Cemetery Rates Mth 3
26/06/2023	Herefordshire Council	DD	633.00	85237264	LTC Rates Mth 3
26/06/2023	Lloyds Bank	DD	27.30	400532027	Service Charge
27/06/2023	Staff Salaries	BACS	0.99	Payroll	Salaries Mth 3
28/06/2023	Lloyds Bank	DD	45.26	399577609	Service Charge
30/06/2023	Vision Office Tech Services Lt	DD	298.36	100201509	Photocopier
30/06/2023	Onecom Limited	DD	382.36	806133	Telephone Package Mth 3
30/06/2023	Thompson & Co	SDD	55.20	RBMFN38	Payroll Mth 3
Total Payments			41,966.97		

Premier A/c (736) Comm Call

Payments made between 01/06/2023 and 30/06/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
05/06/2023	Lloyds A/c (235) (Bus Ext)	05062023	10,000.00			200		10,000.00	736 - 235
22/06/2023	Lloyds A/c (235) (Bus Ext)	22062023	30,000.00			200		30,000.00	736 - 235
28/06/2023	Lloyds Bank	PAY	5.92			1870	220	5.92	Service Charge
30/06/2023	Lloyds A/c (235) (Bus Ext)	30062023	36,000.00			200		36,000.00	736 - 235
Total Payments:			76,005.92	0.00	0.00			76,005.92	

List of Payments made between 01/06/2023 and 30/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/06/2023	Lloyds A/c (235) (Bus Ext)	05062023	10,000.00		736 - 235
22/06/2023	Lloyds A/c (235) (Bus Ext)	22062023	30,000.00		736 - 235
28/06/2023	Lloyds Bank	PAY	5.92	400011907	Service Charge
30/06/2023	Lloyds A/c (235) (Bus Ext)	30062023	36,000.00		736 - 235
Total Payments			<u>76,005.92</u>		

Petty Cash

Payments made between 01/06/2023 and 30/06/2023

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>Nominal Ledger Analysis</u>			<u>£ Amount</u>	<u>Transaction Details</u>
					<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>		
01/06/2023	B&M	PETTYCASH	21.00		3.50	4444	235	17.50	Shelves, keyboard & mouse
13/06/2023	Wellworth It	PETTY CASH	1.99			4444	235	1.99	Envelope & Milk
13/06/2023	Pollyphil Ltd	PETTY CASH	3.48		0.27	4444	235	3.21	Juice and Milk - Big Green wee
13/06/2023	Ledbury News	PETTYCASH	1.10			4444	235	1.10	Milk for Mayors Coffee Morning
14/06/2023	Agrimec	PETTYCASH	5.14		0.86	4444	235	4.28	Rubber Nipple for Garden Machi
14/06/2023	JMart	PETTYCASH	2.49		0.42	4444	235	2.07	Baking Parchment
15/06/2023	Boots UK	PETTYCASH	16.00		2.67	4444	235	13.33	2 x Sunscreen for outside staf
15/06/2023	Ledbury News	PETTYCASH	5.34		0.89	4444	235	4.45	Refreshments Armed Forces Day
28/06/2023	Homebase	PETTYCASH	33.00		5.50	4444	235	27.50	Outdoor paint
Total Payments:			89.54	0.00	14.11			75.43	

Time: 15:59

Petty Cash

List of Payments made between 01/06/2023 and 30/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2023	B&M	PETTYCASH	21.00	Petty Cash	Shelves, keyboard & mouse
13/06/2023	Wellworth It	PETTY CASH	1.99	Petty Cash	Envelope & Milk
13/06/2023	Ledbury News	PETTYCASH	1.10	Petty Cash	Milk for Mayors Coffee Morning
13/06/2023	Pollyphil Ltd	PETTY CASH	3.48	Petty Cash	Juice and Milk - Big Green wee
14/06/2023	Agrimec	PETTYCASH	5.14	Petty Cash	Rubber Nipple for Garden Machi
14/06/2023	JMart	PETTYCASH	2.49	Big Green Week	Baking Parchment
15/06/2023	Boots UK	PETTYCASH	16.00	Petty Cash	2 x Sunscreen for outside staf
15/06/2023	Ledbury News	PETTYCASH	5.34	Petty Cash	Refreshments Armed Forces Day
28/06/2023	Homebase	PETTYCASH	33.00	Petty Cash	Outdoor paint
Total Payments			89.54		

Agenda Item 9
May

Date : 21/06/2023

Ledbury Town Council Current Year

Page 1

Time: 15:20

Trial Balance for Month No: 2

User : SAE

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
120	Vat Due			8,349.47	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			8,478.58	
202	Premier A/c (736) Comm Call			377,056.05	
203	Public Sector Deposit Fund			155,863.50	
215	Petty Cash			175.89	
310	General Fund				77,811.49
320	Earmarked Reserves				112.92
321	EMR - Recreation Ground Equipm				25,830.00
322	EMR - Traffic Management				9,000.00
323	EMR - Charter Market Improveme				1,000.00
324	EMR - Listed Buildings				120,000.00
325	EMR - Elections				10,000.00
326	EMR - Youth Support				5,000.00
327	EMR- Play/Skate Park				24,500.00
328	EMR - War Memorial				40,000.00
329	EMR - Paths, Bins, Benches				2,500.00
330	EMR - CCTV				10,000.00
331	EMR - Advertising				5,000.00
332	EMR - Climate Change				2,000.00
333	EMR - Perimeter Wall Cemetery				15,000.00
1034	Tourist Information Centre	301	Planning/Economic Development		43.50
1036	Photocopier Printing	235	Office Facilities & Equipment		6.00
1090	Charter Market Income	301	Planning/Economic Development		1,823.00
1100	Cemetery Interment Income	102	Cemetery & Buildings		1,450.00
1105	Exclusive Right of Burial	102	Cemetery & Buildings		1,113.00
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		258.00
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		32.50
1160	Mortuary Rent Income	102	Cemetery & Buildings	913.33	
1161	Chapel Hire	102	Cemetery & Buildings		125.00
1271	Event Sponsorship	127	Services and Events		150.00
1289	War Memorial Refund	118	Minor Infrastructure		555.56
1450	Painted Room Sales Income	105	Painted Room		205.40
1451	Painted Room Donations Income	105	Painted Room		831.10
1460	Ceremony Room Income	120	Non-Statutory Services		45.80
1460	Ceremony Room Income	205	Ceremony Room	1,152.76	
1470	Photocopies Income	235	Office Facilities & Equipment		12.00
1471	Dog Poop Bags	127	Services and Events		87.00
1870	Bank Interest Received Income	220	Finance and General Purposes		1,373.75
1900	Precept Income	220	Finance and General Purposes		320,335.50
4000	Staff Salaries	102	Cemetery & Buildings	6,081.27	
4000	Staff Salaries	103	Grounds Maintenance	2,588.94	

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	105	Painted Room	2,772.24	
4000	Staff Salaries	202	Town Council Offices	27,775.72	
4000	Staff Salaries	230	Management and Payroll		4,982.54
4018	National Insurance	102	Cemetery & Buildings	624.17	
4018	National Insurance	103	Grounds Maintenance	491.31	
4018	National Insurance	105	Painted Room	255.79	
4018	National Insurance	230	Management and Payroll	11,355.42	
4019	Pension	102	Cemetery & Buildings	612.01	
4019	Pension	103	Grounds Maintenance	597.77	
4019	Pension	105	Painted Room	34.36	
4019	Pension	230	Management and Payroll	12,567.40	
4050	Staff Training	230	Management and Payroll	1,279.00	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	402.00	
4110	Rates	102	Cemetery & Buildings	487.23	
4110	Rates	105	Painted Room	56.00	
4110	Rates	201	Market House	56.96	
4110	Rates	202	Town Council Offices	1,267.27	
4115	Water	201	Market House	8.21	
4115	Water	202	Town Council Offices	115.19	
4116	Confidential Waste - Shredding	202	Town Council Offices	201.29	
4122	Electricity	102	Cemetery & Buildings	32.49	
4122	Electricity	108	Amenity Areas	267.08	
4122	Electricity	115	Town Centre Decorations	2,289.52	
4122	Electricity	201	Market House	1,062.90	
4122	Electricity	202	Town Council Offices		6,569.86
4122	Electricity	220	Finance and General Purposes	12,490.18	
4155	Housekeeping	202	Town Council Offices	45.70	
4170	Maintenance	102	Cemetery & Buildings	912.44	
4170	Maintenance	202	Town Council Offices	105.00	
4173	Defibrillator maintenance	108	Amenity Areas	84.95	
4176	CCTV Link to Hereford	118	Minor Infrastructure	263.93	
4200	New Equipment	102	Cemetery & Buildings	139.16	
4206	Grounds Maintenance	102	Cemetery & Buildings	13.55	
4206	Grounds Maintenance	110	Recreation Ground	388.57	
4221	War Memorial refurbishment	118	Minor Infrastructure	926.15	
4225	Skip Hire	102	Cemetery & Buildings	205.00	
4228	General Tree works	108	Amenity Areas	2,320.00	
4280	Station Telephone Kiosk	118	Minor Infrastructure	440.00	
4300	Vehicle Repair	102	Cemetery & Buildings	7.80	
4330	Fuel	102	Cemetery & Buildings	267.28	
4400	Stationery	230	Management and Payroll	40.39	
4400	Stationery	235	Office Facilities & Equipment	1,174.19	

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>
4405	Photocopier Hire	235	Office Facilities & Equipment	345.00	
4410	Photocopier Costs	235	Office Facilities & Equipment	514.11	
4415	Office Support & Equipment	235	Office Facilities & Equipment	455.67	
4415	Office Support & Equipment	401	Full Council	808.73	
4416	Equipment Maintenance	102	Cemetery & Buildings	234.55	
4430	Advertising	105	Painted Room	276.61	
4430	Advertising	220	Finance and General Purposes	13.20	
4433	Card Machine rental	105	Painted Room	75.76	
4433	Card Machine rental	220	Finance and General Purposes	50.00	
4435	Card Machine Transactions	105	Painted Room	15.76	
4435	Card Machine Transactions	220	Finance and General Purposes	29.97	
4444	Petty Cash	235	Office Facilities & Equipment	84.16	
4455	Postage	401	Full Council	61.71	
4460	Subscriptions	220	Finance and General Purposes	289.50	
4481	Telephones	401	Full Council	1,025.79	
4482	Website	401	Full Council	190.00	
4483	ICT Services & Software Lease	401	Full Council	2,477.15	
4520	Councillors Expenses	225	Councillors/Newsletter	193.78	
4525	Councillors Training	225	Councillors/Newsletter	170.00	
4550	Bank Charges	102	Cemetery & Buildings	29.01	
4550	Bank Charges	220	Finance and General Purposes	63.84	
4553	Tourist Information Centre	301	Planning/Economic Development	732.00	
4590	Professional Services	220	Finance and General Purposes	2,254.92	
4607	Events	127	Services and Events	1,773.24	
4640	Christmas Lights & Install	115	Town Centre Decorations	20,532.46	
4805	Citizens Advice Worcs	214	Grants with Powers	2,500.00	
4857	Great Places to Visit Funding	214	Grants with Powers	8.61	
4875	Distinguished Citizen Awards	214	Grants with Powers	192.29	
4886	John Masefield Memorial	302	Special Projects		8,117.00
4890	Unspecified Grants	214	Grants with Powers	13,650.00	
Trial Balance Totals :				695,870.92	695,870.92
Difference				0.00	

Detailed Balance Sheet - Excluding Stock Movement**Month 2 Date 31/05/2023**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
120	Vat Due	8,349
150	Stock	1,728
200	Lloyds A/c (235) (Bus Ext)	8,479
202	Premier A/c (736) Comm Call	377,056
203	Public Sector Deposit Fund	155,864
215	Petty Cash	176
Total Current Assets		551,651
<u>Represented by :-</u>		
300	Current Year Fund	203,897
310	General Fund	77,811
320	Earmarked Reserves	113
321	EMR - Recreation Ground Equipm	25,830
322	EMR - Traffic Management	9,000
323	EMR - Charter Market Improve	1,000
324	EMR - Listed Buildings	120,000
325	EMR - Elections	10,000
326	EMR - Youth Support	5,000
327	EMR- Play/Skate Park	24,500
328	EMR - War Memorial	40,000
329	EMR - Paths, Bins, Benches	2,500
330	EMR - CCTV	10,000
331	EMR - Advertising	5,000
332	EMR - Climate Change	2,000
333	EMR - Perimeter Wall Cemetery	15,000
Total Equity		551,651

Date : 17/07/2023

Ledbury Town Council Current Year

Agenda Item 9
June

Page 1

Time: 16:00

Trial Balance for Month No: 3

User : SAE

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
102	Other Debtors			215.00	
120	Vat Due			9,398.50	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			45,174.79	
202	Premier A/c (736) Comm Call			302,672.63	
203	Public Sector Deposit Fund			156,478.43	
215	Petty Cash			86.35	
310	General Fund				86,811.49
320	Earmarked Reserves				112.92
321	EMR - Recreation Ground Equipm				25,830.00
322	EMR - Traffic Management				9,000.00
323	EMR - Charter Market Improveme				1,000.00
324	EMR - Listed Buildings				120,000.00
325	EMR - Elections				10,000.00
326	EMR - Youth Support				5,000.00
327	EMR- Play/Skate Park				24,500.00
328	EMR - War Memorial				40,000.00
329	EMR - Paths, Bins, Benches				2,500.00
330	EMR - CCTV				10,000.00
331	EMR - Advertising				5,000.00
332	EMR - Climate Change				2,000.00
333	EMR - Perimeter Wall Cemetery				15,000.00
1034	Tourist Information Centre	301	Planning/Economic Development		57.10
1036	Photocopier Printing	235	Office Facilities & Equipment		6.00
1090	Charter Market Income	301	Planning/Economic Development		2,308.33
1100	Cemetery Interment Income	102	Cemetery & Buildings		2,456.00
1105	Exclusive Right of Burial	102	Cemetery & Buildings		1,263.00
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		258.00
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		32.50
1160	Mortuary Rent Income	102	Cemetery & Buildings	413.32	
1161	Chapel Hire	102	Cemetery & Buildings		125.00
1271	Event Sponsorship	127	Services and Events		150.00
1289	War Memorial Refund	118	Minor Infrastructure		833.34
1450	Painted Room Sales Income	105	Painted Room		233.40
1451	Painted Room Donations Income	105	Painted Room		1,433.50
1460	Ceremony Room Income	120	Non-Statutory Services		945.80
1460	Ceremony Room Income	205	Ceremony Room	1,152.76	
1470	Photocopies Income	235	Office Facilities & Equipment		18.00
1471	Dog Poop Bags	127	Services and Events		135.00
1870	Bank Interest Received Income	220	Finance and General Purposes		2,240.99
1900	Precept Income	220	Finance and General Purposes		320,335.50
4000	Staff Salaries	102	Cemetery & Buildings	8,617.67	

Continued over page
237

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	103	Grounds Maintenance	3,100.85	
4000	Staff Salaries	105	Painted Room	4,128.44	
4000	Staff Salaries	202	Town Council Offices	27,775.72	
4000	Staff Salaries	230	Management and Payroll	8,095.07	
4013	Devolved Services (grass cutti	125	Green Spaces Maintenance	52.08	
4016	Town Cleaner	103	Grounds Maintenance	1,340.00	
4018	National Insurance	102	Cemetery & Buildings	624.17	
4018	National Insurance	103	Grounds Maintenance	1,780.29	
4018	National Insurance	105	Painted Room	319.63	
4018	National Insurance	230	Management and Payroll	16,752.15	
4019	Pension	102	Cemetery & Buildings	612.01	
4019	Pension	103	Grounds Maintenance	597.77	
4019	Pension	105	Painted Room	34.36	
4019	Pension	230	Management and Payroll	17,348.76	
4050	Staff Training	230	Management and Payroll	1,591.50	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	420.36	
4110	Rates	102	Cemetery & Buildings	733.23	
4110	Rates	105	Painted Room	56.00	
4110	Rates	201	Market House	112.96	
4110	Rates	202	Town Council Offices	1,900.27	
4115	Water	201	Market House	16.42	
4115	Water	202	Town Council Offices	171.00	
4116	Confidential Waste - Shredding	202	Town Council Offices	274.16	
4122	Electricity	102	Cemetery & Buildings	63.39	
4122	Electricity	108	Amenity Areas	267.08	
4122	Electricity	115	Town Centre Decorations	2,289.52	
4122	Electricity	201	Market House	1,113.68	
4122	Electricity	202	Town Council Offices		5,857.58
4122	Electricity	220	Finance and General Purposes	12,490.18	
4155	Housekeeping	202	Town Council Offices	45.70	
4170	Maintenance	102	Cemetery & Buildings	912.44	
4170	Maintenance	108	Amenity Areas	120.00	
4170	Maintenance	202	Town Council Offices	105.00	
4173	Defibrillator maintenance	108	Amenity Areas	84.95	
4176	CCTV Link to Hereford	118	Minor Infrastructure	263.93	
4200	New Equipment	102	Cemetery & Buildings	139.16	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	336.66	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	1,120.00	
4206	Grounds Maintenance	102	Cemetery & Buildings	13.55	
4206	Grounds Maintenance	110	Recreation Ground	388.57	
4221	War Memorial refurbishment	118	Minor Infrastructure	926.15	
4225	Skip Hire	102	Cemetery & Buildings	205.00	

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4228	General Tree works	108	Amenity Areas	2,670.00	
4236	Play Equipment Maintenance	110	Recreation Ground	100.00	
4280	Station Telephone Kiosk	118	Minor Infrastructure	440.00	
4300	Vehicle Repair	102	Cemetery & Buildings	7.80	
4330	Fuel	102	Cemetery & Buildings	267.28	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	420.65	
4400	Stationery	230	Management and Payroll	40.39	
4400	Stationery	235	Office Facilities & Equipment	1,174.19	
4405	Photocopier Hire	235	Office Facilities & Equipment	345.00	
4410	Photocopier Costs	235	Office Facilities & Equipment	762.74	
4415	Office Support & Equipment	235	Office Facilities & Equipment	665.24	
4415	Office Support & Equipment	401	Full Council	808.73	
4416	Equipment Maintenance	102	Cemetery & Buildings	385.68	
4430	Advertising	105	Painted Room	276.61	
4430	Advertising	220	Finance and General Purposes	13.20	
4433	Card Machine rental	105	Painted Room	100.76	
4433	Card Machine rental	220	Finance and General Purposes	50.00	
4435	Card Machine Transactions	105	Painted Room	31.52	
4435	Card Machine Transactions	220	Finance and General Purposes	39.97	
4444	Petty Cash	235	Office Facilities & Equipment	159.59	
4455	Postage	401	Full Council	61.71	
4460	Subscriptions	220	Finance and General Purposes	289.50	
4481	Telephones	401	Full Council	1,506.11	
4482	Website	401	Full Council	285.00	
4483	ICT Services & Software Lease	220	Finance and General Purposes	25.00	
4483	ICT Services & Software Lease	401	Full Council	2,477.15	
4520	Councillors Expenses	225	Councillors/Newsletter	193.78	
4525	Councillors Training	225	Councillors/Newsletter	170.00	
4550	Bank Charges	102	Cemetery & Buildings	29.01	
4550	Bank Charges	220	Finance and General Purposes	136.40	
4553	Tourist Information Centre	301	Planning/Economic Development	732.00	
4590	Professional Services	220	Finance and General Purposes	2,987.33	
4592	PPE/Health & Safety	102	Cemetery & Buildings	367.82	
4594	Cemetery Mapping	102	Cemetery & Buildings	750.00	
4607	Events	127	Services and Events	2,139.63	
4640	Christmas Lights & Install	115	Town Centre Decorations	20,532.46	
4805	Citizens Advice Worcs	214	Grants with Powers	2,500.00	
4857	Great Places to Visit Funding	214	Grants with Powers	8.61	
4875	Distinguished Citizen Awards	214	Grants with Powers	192.29	
4886	John Masefield Memorial	302	Special Projects	2,991.00	
4890	Unspecified Grants	214	Grants with Powers	13,650.00	

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	27 JULY 2023	AGENDA ITEM: 10(i)
---	---------------------	---------------------------

Report prepared by Angela Price – Town Clerk

2022/23 END OF YEAR MOVEMENTS

Purpose of Report

The purpose of this report is to provide Members of the Finance, Policy & General Purposes Committee with feedback from a discussion with the Chair of the Committee, Councillor Hughes, at the recently scheduled Budget Monitoring Meeting.

Detailed Information

At the meeting of the Finance, Policy & General Purposes Committee held on 1 June 2023, it was resolved that the Clerk would arrange a budget meeting to consider the year-end turnout figure and allocation of funds to earmarked reserves accordingly.

The meeting was arranged for 12 July at 3.00 pm, and unfortunately only one Councillor was in attendance, Councillor Hughes. Also present were the Clerk, Deputy Clerk and Accounts Clerk.

It was noted that, and as can be seen from the attached year-end balance sheet, the year-end closing balance for the general fund was £86,811, with an allocation of £269,943 to earmarked reserves.

The purpose of the Budget Monitoring meeting was to consider what, if any, funds could be moved from the general fund to earmarked reserves following the 2022/23 year-end closedown. It was considered that due to the low amount in the general fund that it should be recommended to the Finance, Policy & General Purposes Committee and subsequently Full Council that no movements from the general fund to the earmarked reserves be undertaken in respect of the 2022/23 year-end balance.

It should be noted that there is currently a balance of £24,500 showing in an earmarked reserve for Play/Skate Park. It had been agreed that this reserve would be used toward the cost of the skate park refurbishment in 2022/23, however this paper movement was not carried out, and the funds for this work have therefore reduced the general reserve total. Members will be aware that the Environment & Leisure Committee are considering improvements to the play equipment at the recreation ground and therefore officers would recommend that the funds that remain in the earmarked reserve be used in 2023/24 in addition to the £10,000 that has been placed in the budget for new playground equipment. Officers are also investigating the possibility of grant funding through the National Lottery towards the play equipment.

Members will be aware that works have commenced to the War Memorial and that it has been agreed that this will be funded from the War Memorial earmarked reserve, and any funds over and above the £40,000 currently in this reserve will be taken from

the Listed Buildings reserve as previously agreed. Members should also note that they are currently receiving payments from TSW in relation to the War Memorial which should be considered to offset any additional costs before using funds from within the earmarked reserves.

As well as the works to the War Memorial the Environment & Leisure Committee were due to consider a tender in respect of the roof works required to the Market House and quotes for repairs to the plaster panels, in particular the one that recently fell and one that has previously been repaired as a temporary measure at their meeting on 20 July 2023, however this meeting was not quorate and further information is provided later in this agenda for consideration on both of these items.

There is currently a maintenance budget allocation of £5,000 within the 2023/24 budget which it is anticipated will be sufficient to cover the cost of the repairs to the plaster panels, however the works to the roof are considerably higher and it will be necessary for the funds to be taken from the Listed Buildings earmarked reserve in respect of these works.

Recommendation

1. That a recommendation be made to Council that due to the low amount in the general fund at the year-end close no movements from the general fund to the earmarked reserves be undertaken in respect of the 2022/23 year-end balance.
2. That the earmarked reserves for Play/Skate Park in the sum of £24,500 be used for improvements to the play equipment at the recreation ground in 2023/24.
3. That in addition to the £40,000 allocated in the War Memoria earmarked reserve, Members offset any additional costs from the funds being received from The Stone Workshop, with any further additional costs being allocated from within the Listed Buildings Reserve as previously agreed.
4. That the works to repair the Market House Roof be allocated from within the Listed Building earmarked reserve, noting that further information in respect of these works are included in a later report on this agenda.

Ledbury Town Council Current Year
Income and Expenditure Account for Year Ended 31st March 2023

31st March 2022		31st March 2023
	Operating Income	
14,770	Cemetery & Buildings	16,915
2,981	Painted Room	4,042
0	Town Centre Decorations	1,509
250	Minor Infrastructure	1,667
3,250	Non-Statutory Services	3,000
6	Green Spaces Maintenance	0
380	Services and Events	716
922	Market House	1,003
275	Town Council Offices	0
0	Ceremony Room	1,393
92,270	Grants with Powers	13,579
571,341	Finance and General Purposes	610,645
0	Office Facilities & Equipment	62
10,104	Planning/Economic Development	9,082
696,549	Total Income	663,612
	Running Costs	
1,937	Closed Churchyard	273
41,151	Cemetery & Buildings	50,835
3,777	Grounds Maintenance	0
9,407	Painted Room	13,250
67	Town Promotion	75
7,167	Amenity Areas	12,609
20,509	Recreation Ground	102,826
21,008	Town Centre Decorations	23,990
9,771	Minor Infrastructure	12,402
181	Non-Statutory Services	17
3,355	Green Spaces Maintenance	1,642
6,057	Services and Events	7,379
1,915	Market House	1,837
26,635	Town Council Offices	18,083
615	Civic Matters	2,069
41,891	Grants with Powers	119,389
34,099	Finance and General Purposes	49,065
1,852	Councillors/Newsletter	2,263
253,149	Management and Payroll	310,380
12,224	Office Facilities & Equipment	16,515
16,061	Planning/Economic Development	5,180
2,725	Special Projects	0
18,331	Full Council	11,821
533,886	Total Expenditure	761,899
	General Fund Analysis	
292,265	Opening Balance	158,988
696,549	Plus : Income for Year	663,612
988,814		822,600
533,886	Less : Expenditure for Year	761,899
454,928		60,701
295,940	Transfers TO / FROM Reserves	(26,110)
158,988	Closing Balance	86,811

11/05/2023

Ledbury Town Council Current Year

13:09

Balance Sheet as at 31st March 2023**31st March 2022****31st March 2023**

Current Assets		
760	Debtors	1,628
6,733	Vat Due	17,122
1,476	Stock	1,728
14,866	Lloyds A/c (235) (Bus Ext)	11,279
287,352	Premier A/c (736) Comm Call	174,923
151,985	Public Sector Deposit Fund	154,841
54	Petty Cash	108
463,226		361,630
463,226	Total Assets	361,630
Current Liabilities		
7,985	Creditors	0
0	Accruals & Other Creditors	4,400
200	Receipts in Advance	475
8,185		4,875
455,041	Total Assets Less Current Liabilities	356,754
Represented By		
158,988	General Fund	86,811
113	Earmarked Reserves	113
10,830	EMR - Recreation Ground Equipm	25,830
9,000	EMR - Traffic Management	9,000
1,000	EMR - Charter Market Improve	1,000
110,000	EMR - Listed Buildings	120,000
10,000	EMR - Elections	10,000
5,000	EMR - Youth Support	5,000
24,500	EMR - Play/Skate Park	24,500
15,000	EMR - War Memorial	40,000
2,500	EMR - Paths, Bins, Benches	2,500
5,000	EMR - CCTV	10,000
5,000	EMR - Advertising	5,000
2,000	EMR - Climate Change	2,000
15,000	EMR - Perimeter Wall Cemetery	15,000
81,110	EMR Great Places to Visit	0
455,041		356,754

11/05/2023

Ledbury Town Council Current Year

13:09

Balance Sheet as at 31st March 2023

31st March 2022

31st March 2023

The above statement represents fairly the financial position of the authority as at 31st March 2023 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial

_____ Date : _____

Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Closed Churchyard								
4205 Grounds Maintenance (Contract)	0	0	1,500	1,500		1,500	0.0%	
4206 Grounds Maintenance	0	0	1,000	1,000		1,000	0.0%	
4224 Wheely Bins Refuse Collection	0	0	250	250		250	0.0%	
4250 Tree Works/Property Maintenan	0	0	1,000	1,000		1,000	0.0%	
Closed Churchyard :- Indirect Expenditure	0	0	3,750	3,750	0	3,750	0.0%	0
Net Expenditure	0	0	(3,750)	(3,750)				
102 Cemetery & Buildings								
1100 Cemetery Interment Income	1,006	2,456	11,000	8,544			22.3%	
1105 Exclusive Right of Burial	150	1,263	0	(1,263)			0.0%	
1110 Transfer Of Exclusive Right Of	0	0	360	360			0.0%	
1130 Cemetery Memorial Permit Incom	0	258	2,500	2,242			10.3%	
1131 Cemetery Deed Transfers Income	0	33	0	(33)			0.0%	
1160 Mortuary Rent Income	500	(413)	2,500	2,913			(16.5%)	
1161 Chapel Hire	0	125	150	25			83.3%	
Cemetery & Buildings :- Income	1,656	3,721	16,510	12,789			22.5%	0
4000 Staff Salaries	2,536	8,618	30,345	21,727		21,727	28.4%	
4001 Agency Cover	0	0	2,000	2,000		2,000	0.0%	
4018 National Insurance	0	624	4,021	3,397		3,397	15.5%	
4019 Pension	0	612	7,677	7,065		7,065	8.0%	
4110 Rates	246	733	2,970	2,237		2,237	24.7%	
4115 Water	0	0	200	200		200	0.0%	
4122 Electricity	31	63	2,000	1,937		1,937	3.2%	
4150 Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	0	912	1,100	188		188	82.9%	
4200 New Equipment	0	139	1,100	961		961	12.7%	
4201 Equipment Hire	0	0	750	750		750	0.0%	
4206 Grounds Maintenance	0	14	2,000	1,986		1,986	0.7%	
4223 Perimeter Wall Repairs	0	0	2,000	2,000		2,000	0.0%	
4225 Skip Hire	0	205	1,650	1,445		1,445	12.4%	
4227 Memorial Testing	0	0	1,000	1,000		1,000	0.0%	
4250 Tree Works/Property Maintenan	0	0	1,000	1,000		1,000	0.0%	
4300 Vehicle Repair	0	8	1,000	992		992	0.8%	
4330 Fuel	0	267	1,000	733		733	26.7%	
4340 Insurance, Tax & MOT	421	421	1,000	579		579	42.1%	
4416 Equipment Maintenance	151	386	1,100	714		714	35.1%	
4550 Bank Charges	0	29	0	(29)		(29)	0.0%	
4592 PPE/Health & Safety	368	368	500	132		132	73.6%	

Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4594 Cemetery Mapping	750	750	0	(750)		(750)	0.0%	
Cemetery & Buildings :- Indirect Expenditure	4,503	14,149	64,663	50,514	0	50,514	21.9%	0
Net Income over Expenditure	(2,847)	(10,428)	(48,153)	(37,725)				
<u>103 Grounds Maintenance</u>								
4000 Staff Salaries	512	3,101	25,000	21,899		21,899	12.4%	
4016 Town Cleaner	1,340	1,340	0	(1,340)		(1,340)	0.0%	
4018 National Insurance	1,289	1,780	0	(1,780)		(1,780)	0.0%	
4019 Pension	0	598	0	(598)		(598)	0.0%	
Grounds Maintenance :- Indirect Expenditure	3,141	6,819	25,000	18,181	0	18,181	27.3%	0
Net Expenditure	(3,141)	(6,819)	(25,000)	(18,181)				
<u>105 Painted Room</u>								
1450 Painted Room Sales Income	28	233	1,000	767			23.3%	
1451 Painted Room Donations Income	602	1,434	3,000	1,567			47.8%	
Painted Room :- Income	630	1,667	4,000	2,333			41.7%	0
4000 Staff Salaries	1,356	4,128	8,500	4,372		4,372	48.6%	
4018 National Insurance	64	320	0	(320)		(320)	0.0%	
4019 Pension	0	34	0	(34)		(34)	0.0%	
4110 Rates	0	56	0	(56)		(56)	0.0%	
4170 Maintenance	0	0	1,100	1,100		1,100	0.0%	
4430 Advertising	0	277	800	523		523	34.6%	
4433 Card Machine rental	25	101	600	499		499	16.8%	
4434 Music Licence	0	0	350	350		350	0.0%	
4435 Card Machine Transactions	16	32	0	(32)		(32)	0.0%	
4700 Stock Purchase	0	0	550	550		550	0.0%	
Painted Room :- Indirect Expenditure	1,461	4,947	11,900	6,953	0	6,953	41.6%	0
Net Income over Expenditure	(830)	(3,280)	(7,900)	(4,620)				
<u>107 Town Promotion</u>								
4703 Promotional Material	0	0	3,000	3,000		3,000	0.0%	
4704 Tourism/ Town Plan Projects	0	0	5,000	5,000		5,000	0.0%	
4705 Signage	0	0	3,000	3,000		3,000	0.0%	
Town Promotion :- Indirect Expenditure	0	0	11,000	11,000	0	11,000	0.0%	0
Net Expenditure	0	0	(11,000)	(11,000)				

Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
108 Amenity Areas								
4122 Electricity	0	267	1,000	733		733	26.7%	
4170 Maintenance	120	120	0	(120)		(120)	0.0%	
4173 Defibrillator maintenance	0	85	0	(85)		(85)	0.0%	
4200 New Equipment	0	0	200	200		200	0.0%	
4204 Dog Hill Wood Management Plan/	0	0	1,000	1,000		1,000	0.0%	
4205 Grounds Maintenance (Contract)	337	337	4,040	3,703		3,703	8.3%	
4209 Dog Hill Wood Maintenance	0	0	500	500		500	0.0%	
4210 Dog Hill Wood Coppicing	0	0	1,000	1,000		1,000	0.0%	
4228 General Tree works	350	2,670	1,650	(1,020)		(1,020)	161.8%	
4252 General Park Maintenance	0	0	2,000	2,000		2,000	0.0%	
Amenity Areas :- Indirect Expenditure	807	3,479	11,390	7,911	0	7,911	30.5%	0
Net Expenditure	(807)	(3,479)	(11,390)	(7,911)				
110 Recreation Ground								
4175 CCTV Maintenance	0	0	1,000	1,000		1,000	0.0%	
4205 Grounds Maintenance (Contract)	1,120	1,120	7,854	6,734		6,734	14.3%	
4206 Grounds Maintenance	0	389	3,000	2,611		2,611	13.0%	
4224 Wheely Bins Refuse Collection	0	0	8,208	8,208		8,208	0.0%	
4229 Street Light Maintenance	0	0	500	500		500	0.0%	
4230 ROSPA Reports	0	0	71	71		71	0.0%	
4234 Skate Park Equipment	0	0	1,000	1,000		1,000	0.0%	
4235 Play Equipment-New	0	0	10,000	10,000		10,000	0.0%	
4236 Play Equipment Maintenance	100	100	5,000	4,900		4,900	2.0%	
4237 Skate Park Maintenance	0	0	3,000	3,000		3,000	0.0%	
4238 Youth Shelter Maintenance	0	0	1,000	1,000		1,000	0.0%	
Recreation Ground :- Indirect Expenditure	1,220	1,609	40,633	39,024	0	39,024	4.0%	0
Net Expenditure	(1,220)	(1,609)	(40,633)	(39,024)				
115 Town Centre Decorations								
1270 Chritmas Lights Event	0	0	1,000	1,000			0.0%	
Town Centre Decorations :- Income	0	0	1,000	1,000			0.0%	0
4122 Electricity	0	2,290	0	(2,290)		(2,290)	0.0%	
4640 Christmas Lights & Install	0	20,532	23,000	2,468		2,468	89.3%	
4650 Ledbury In Bloom	0	0	4,000	4,000		4,000	0.0%	
Town Centre Decorations :- Indirect Expenditure	0	22,822	27,000	4,178	0	4,178	84.5%	0
Net Income over Expenditure	0	(22,822)	(26,000)	(3,178)				

Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
116 Christmas Lights								
4641 Christmas Lights	0	0	23,000	23,000		23,000	0.0%	
Christmas Lights :- Indirect Expenditure	0	0	23,000	23,000	0	23,000	0.0%	0
Net Expenditure	0	0	(23,000)	(23,000)				
118 Minor Infrastructure								
1289 War Memorial Refund	278	833	3,333	2,500			25.0%	
Minor Infrastructure :- Income	278	833	3,333	2,500			25.0%	0
4176 CCTV Link to Hereford	0	264	9,500	9,236		9,236	2.8%	
4221 War Memorial refurbishment	0	926	0	(926)		(926)	0.0%	
4276 External power supply -High St	0	0	120	120		120	0.0%	
4280 Station Telephone Kiosk	0	440	0	(440)		(440)	0.0%	
4285 Defibrillator Maintenance	0	0	350	350		350	0.0%	
Minor Infrastructure :- Indirect Expenditure	0	1,630	9,970	8,340	0	8,340	16.3%	0
Net Income over Expenditure	278	(797)	(6,637)	(5,840)				
120 Non-Statutory Services								
1460 Ceremony Room Income	900	946	2,200	1,254			43.0%	
Non-Statutory Services :- Income	900	946	2,200	1,254			43.0%	0
4007 Ceremony Room Licence Fee	0	0	500	500		500	0.0%	
4020 Cleaning	0	0	500	500		500	0.0%	
4430 Advertising	0	0	500	500		500	0.0%	
Non-Statutory Services :- Indirect Expenditure	0	0	1,500	1,500	0	1,500	0.0%	0
Net Income over Expenditure	900	946	700	(246)				
125 Green Spaces Maintenance								
4013 Devolved Services (grass cutti	52	52	0	(52)		(52)	0.0%	
4014 Lengthsman Scheme/P3 Scheme	0	0	3,000	3,000		3,000	0.0%	
Green Spaces Maintenance :- Indirect Expenditure	52	52	3,000	2,948	0	2,948	1.7%	0
Net Expenditure	(52)	(52)	(3,000)	(2,948)				
127 Services and Events								
1271 Event Sponsorship	0	150	0	(150)			0.0%	
1471 Dog Poop Bags	48	135	1,000	865			13.5%	
Services and Events :- Income	48	285	1,000	715			28.5%	0

16:00

Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4271 Dog Bags	0	0	700	700		700	0.0%	
4600 Town Crier/Fees & Subs	0	0	500	500		500	0.0%	
4601 Town Crier/Uniforms	0	0	500	500		500	0.0%	
4605 Events Barriers	0	0	100	100		100	0.0%	
4607 Events	366	2,140	7,500	5,360		5,360	28.5%	
4850 Poppy Wreath	0	0	20	20		20	0.0%	
Services and Events :- Indirect Expenditure	366	2,140	9,320	7,180	0	7,180	23.0%	0
Net Income over Expenditure	(318)	(1,855)	(8,320)	(6,465)				
201 Market House								
1030 Market House Income	0	0	1,100	1,100			0.0%	
Market House :- Income	0	0	1,100	1,100			0.0%	0
4110 Rates	56	113	1,650	1,537		1,537	6.8%	
4115 Water	8	16	100	84		84	16.4%	
4122 Electricity	51	1,114	1,500	386		386	74.2%	
4150 Cleaning	0	0	100	100		100	0.0%	
4170 Maintenance	0	0	5,000	5,000		5,000	0.0%	
Market House :- Indirect Expenditure	115	1,243	8,350	7,107	0	7,107	14.9%	0
Net Income over Expenditure	(115)	(1,243)	(7,250)	(6,007)				
202 Town Council Offices								
4000 Staff Salaries	0	27,776	0	(27,776)		(27,776)	0.0%	
4021 Rubbish Collection	0	0	1,000	1,000		1,000	0.0%	
4110 Rates	633	1,900	6,820	4,920		4,920	27.9%	
4115 Water	56	171	550	379		379	31.1%	
4116 Confidential Waste - Shredding	73	274	0	(274)		(274)	0.0%	
4122 Electricity	712	(5,858)	6,000	11,858		11,858	(97.6%)	
4150 Cleaning	0	0	2,500	2,500		2,500	0.0%	
4155 Housekeeping	0	46	500	454		454	9.1%	
4160 Window Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	0	105	3,300	3,195		3,195	3.2%	
4179 Quinquennial Works	0	0	2,000	2,000		2,000	0.0%	
4185 Alarms	0	0	4,620	4,620		4,620	0.0%	
Town Council Offices :- Indirect Expenditure	1,474	24,414	27,540	3,126	0	3,126	88.7%	0
Net Expenditure	(1,474)	(24,414)	(27,540)	(3,126)				

Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

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>205 Ceremony Room</u>								
1460 Ceremony Room Income	0	(1,153)	0	1,153			0.0%	
Ceremony Room :- Income	0	(1,153)	0	1,153				0
Net Income	0	(1,153)	0	1,153				
<u>210 Civic Matters</u>								
4501 Mayor's Hospitality	0	0	1,100	1,100		1,100	0.0%	
4529 Civic Insignia	0	0	400	400		400	0.0%	
4531 Roll of Honour	0	0	50	50		50	0.0%	
4532 Flag Pole	0	0	132	132		132	0.0%	
4535 Civic Hospitality	0	0	1,100	1,100		1,100	0.0%	
Civic Matters :- Indirect Expenditure	0	0	2,782	2,782	0	2,782		0
Net Expenditure	0	0	(2,782)	(2,782)				
<u>214 Grants with Powers</u>								
1718 October Fair Donation Income	0	0	2,250	2,250			0.0%	
Grants with Powers :- Income	0	0	2,250	2,250				0
4805 Citizens Advice Worcs	0	2,500	5,000	2,500		2,500	50.0%	
4826 Malvern Hilss AONB Partnership	0	0	500	500		500	0.0%	
4827 Community Action Ledbury	0	0	10,000	10,000		10,000	0.0%	
4857 Great Places to Visit Funding	0	9	0	(9)		(9)	0.0%	
4870 Youth Budget	0	0	5,000	5,000		5,000	0.0%	
4875 Distinguished Citizen Awards	0	192	250	58		58	76.9%	
4876 October Fair Expenditure	0	0	1,000	1,000		1,000	0.0%	
4890 Unspecified Grants	0	13,650	20,000	6,350		6,350	68.3%	
Grants with Powers :- Indirect Expenditure	0	16,351	41,750	25,399	0	25,399	39.2%	0
Net Income over Expenditure	0	(16,351)	(39,500)	(23,149)				
<u>220 Finance and General Purposes</u>								
1870 Bank Interest Received Income	867	2,241	1,000	(1,241)			224.1%	
1900 Precept Income	0	320,336	0	(320,336)			0.0%	
1902 Western Power WayLeave	0	0	120	120			0.0%	
Finance and General Purposes :- Income	867	322,576	1,120	(321,456)				28801.5
4122 Electricity	0	12,490	0	(12,490)		(12,490)	0.0%	
4130 Insurance	0	0	17,557	17,557		17,557	0.0%	
4430 Advertising	0	13	1,000	987		987	1.3%	
4433 Card Machine rental	0	50	600	550		550	8.3%	

Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4435 Card Machine Transactions	10	40	0	(40)		(40)	0.0%	
4460 Subscriptions	0	290	5,000	4,711		4,711	5.8%	
4483 ICT Services & Software Lease	25	25	0	(25)		(25)	0.0%	
4550 Bank Charges	73	136	500	364		364	27.3%	
4551 Data Protection	0	0	500	500		500	0.0%	
4579 Audit Internal	0	0	2,000	2,000		2,000	0.0%	
4580 Audit External	0	0	3,000	3,000		3,000	0.0%	
4590 Professional Services	732	2,987	10,000	7,013		7,013	29.9%	
4592 PPE/Health & Safety	0	0	500	500		500	0.0%	
Finance and General Purposes :- Indirect Expenditure	840	16,032	40,657	24,625	0	24,625	39.4%	0
Net Income over Expenditure	27	306,545	(39,537)	(346,082)				
<u>225 Councillors/Newsletter</u>								
4420 Newsletter	0	0	500	500		500	0.0%	
4500 Town Mayors Expenses	0	0	1,000	1,000		1,000	0.0%	
4502 Mayor's Advertising	0	0	500	500		500	0.0%	
4520 Councillors Expenses	0	194	500	306		306	38.8%	
4525 Councillors Training	0	170	1,500	1,330		1,330	11.3%	
4545 Annual & Other Meetings	0	0	1,000	1,000		1,000	0.0%	
Councillors/Newsletter :- Indirect Expenditure	0	364	5,000	4,636	0	4,636	7.3%	0
Net Expenditure	0	(364)	(5,000)	(4,636)				
<u>230 Management and Payroll</u>								
4000 Staff Salaries	13,078	8,095	201,642	193,547		193,547	4.0%	
4001 Agency Cover	0	0	8,000	8,000		8,000	0.0%	
4018 National Insurance	5,397	16,752	26,698	9,946		9,946	62.7%	
4019 Pension	4,781	17,349	50,978	33,629		33,629	34.0%	
4050 Staff Training	313	1,592	3,000	1,409		1,409	53.0%	
4051 Officers Travel/Conference/Sub	18	420	1,100	680		680	38.2%	
4400 Stationery	0	40	0	(40)		(40)	0.0%	
Management and Payroll :- Indirect Expenditure	23,587	44,248	291,418	247,170	0	247,170	15.2%	0
Net Expenditure	(23,587)	(44,248)	(291,418)	(247,170)				
<u>235 Office Facilities & Equipment</u>								
1036 Photocopier Printing	0	6	0	(6)			0.0%	
1470 Photocopies Income	6	18	0	(18)			0.0%	
Office Facilities & Equipment :- Income	6	24	0	(24)				0

Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4170 Maintenance	0	0	1,650	1,650		1,650	0.0%	
4400 Stationery	0	1,174	3,500	2,326		2,326	33.5%	
4405 Photocopier Hire	0	345	780	435		435	44.2%	
4410 Photocopier Costs	249	763	2,500	1,737		1,737	30.5%	
4415 Office Support & Equipment	210	665	0	(665)		(665)	0.0%	
4444 Petty Cash	75	160	1,000	840		840	16.0%	
Office Facilities & Equipment :- Indirect Expenditure	534	3,107	9,430	6,323	0	6,323	32.9%	0
Net Income over Expenditure	(528)	(3,083)	(9,430)	(6,347)				
301 Planning/Economic Development								
1034 Tourist Information Centre	14	57	0	(57)			0.0%	
1090 Charter Market Income	485	2,308	5,500	3,192			42.0%	
Planning/Economic Development :- Income	499	2,365	5,500	3,135			43.0%	0
4546 Traffic Management	0	0	2,000	2,000		2,000	0.0%	
4549 Charter Market improvements	0	0	2,000	2,000		2,000	0.0%	
4553 Tourist Information Centre	0	732	1,000	268		268	73.2%	
Planning/Economic Development :- Indirect Expenditure	0	732	5,000	4,268	0	4,268	14.6%	0
Net Income over Expenditure	499	1,633	500	(1,133)				
302 Special Projects								
4886 John Masefield Memorial	2,108	2,991	0	(2,991)		(2,991)	0.0%	
Special Projects :- Indirect Expenditure	2,108	2,991	0	(2,991)	0	(2,991)		0
Net Expenditure	(2,108)	(2,991)	0	2,991				
401 Full Council								
4415 Office Support & Equipment	0	809	2,000	1,191		1,191	40.4%	
4455 Postage	0	62	500	438		438	12.3%	
4480 ICT-Computers	0	0	1,000	1,000		1,000	0.0%	
4481 Telephones	480	1,506	4,950	3,444		3,444	30.4%	
4482 Website	95	285	1,500	1,215		1,215	19.0%	
4483 ICT Services & Software Lease	0	2,477	5,000	2,523		2,523	49.5%	
Full Council :- Indirect Expenditure	575	5,139	14,950	9,811	0	9,811	34.4%	0
Net Expenditure	(575)	(5,139)	(14,950)	(9,811)				

Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	4,884	331,265	38,013	(293,252)			871.5%	
Expenditure	40,782	172,266	689,003	516,737	0	516,737	25.0%	
Net Income over Expenditure	<u>(35,898)</u>	<u>158,999</u>	<u>(650,990)</u>	<u>(809,989)</u>				
Movement to/(from) Gen Reserve	<u>(35,898)</u>	<u>158,999</u>						

The Public Sector Deposit Fund

UK domiciled short-term LVNAV Qualifying Money Market Fund rated AAmmf
Fact Sheet – 31 May 2023

Investment objective

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

Investment policy

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

Key risks

Investors should consider the following risk factors before investing: Issuer/Credit Risk (issuer/financial institution may not pay), Market Risk (investment value affected by market conditions), Operational Risk (general 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.

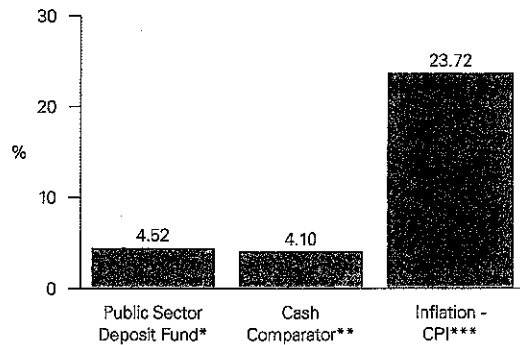
Top 10 counterparty exposures (%)

9.3%	Landesbank Baden-Wuerttemberg
9.3%	Nationwide Building Society
9.3%	Royal Bank of Canada
9.3%	Yorkshire Building Society
6.8%	HM Treasury
6.2%	DBS Bank Limited
3.4%	Credit Agricole Corporate and Investment Bank
3.4%	Handelsbanken plc
3.1%	MUFG Bank
3.0%	Toronto Dominion Bank (The)

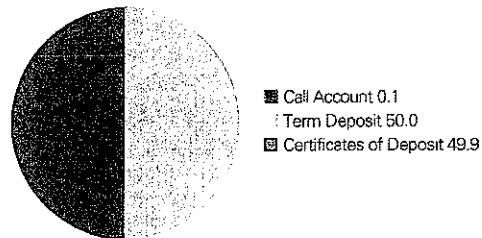
Share class 4 yield as at 31 May 2023

4.4486%

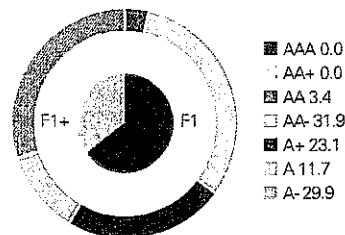
5 years cumulative performance



Asset type (%)



Credit rating† (%)



Top 10 country exposures (%)

34.7%	UK Institutions
13.5%	Canada
10.8%	Japan
10.5%	Germany
8.3%	France
7.1%	Singapore
5.6%	Sweden
3.1%	Netherlands
2.6%	Australia
1.5%	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 May

Average yield over the month	4.3731%
Yield at the month end	4.4486%

Discrete year total return performance

12 months to 31 May	2023	2022	2021	2020	2019
The Public Sector Deposit Fund	+2.78%	+0.22%	+0.09%	+0.66%	+0.71%
Comparator Benchmark	+2.85%	+0.26%	-0.03%	+0.42%	+0.55%
Relative	-0.07%	-0.04%	+0.12%	+0.24%	+0.16%

Annualised total return performance

Performance to 31 May	1 year	3 years	5 years
The Public Sector Deposit Fund	+2.78%	+1.02%	+0.89%
Comparator Benchmark	+2.85%	+1.02%	+0.81%
Relative	-0.07%	+0.00%	+0.08%

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

Borrowing rates in the UK rose to their highest level since 2008 when the Bank of England's monetary policy committee (MPC) announced a 0.25% increase in its policy rate, from 4.25% to 4.50%. In its report the MPC also presented a less gloomy forecast for the UK economy that the outlook it described a few months ago. It is increasingly confident that recession will be avoided, although growth will be slow and may not exceed 1% per year for the next three years.

In bonds, the yield on the benchmark 10-year UK government bond ('gilt') rose significantly over the month, from around 3.7% to 4.2%, as disappointment over the persistence of inflation led traders to expect that the Bank of England would have to raise rates further than had previously been priced into the market. Since bond prices move inversely to yields, valuations fell and the total return from the UK gilt market as a whole was -3.8% for May, while the non-gilts market lost -2.2%.

Key facts

Fund size	£1,620m
Credit quality and sensitivity rating by Fitch	AAAmmf
Weighted average maturity (Maximum 60 days)	44.73 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%***

Please Contact

Kelly Watson

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

Jamie Charters

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

Lee Jagger

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

*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>.

One Angel Lane | London | EC4R 3AB | Freephone: 0800 022 3505 | www.ccla.co.uk

The Public Sector Deposit Fund

Fund fact sheet – 30 June 2023

Investment objective

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

Investment policy

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

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

Target investors

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

Who can invest?

Any public sector organisation can invest in the fund, but it may be marketed to any retail or professional client.

Responsible investment policy

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

Key risks

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

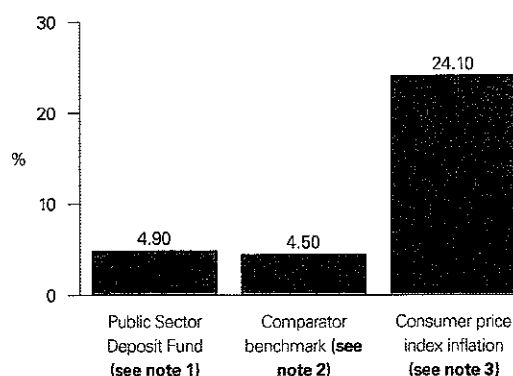
Top 10 counterparty exposures (%)

9.5%	Landesbank Baden-Wuerttemberg
9.5%	Royal Bank of Canada
9.5%	Yorkshire Building Society
7.4%	Nationwide Building Society
6.8%	DBS Bank Limited
3.7%	BNP Paribas
3.7%	Credit Agricole Corporate and Investment Bank
3.7%	Toronto Dominion Bank (The)
3.4%	Sumitomo Mitsui Trust Bank
3.0%	Lloyds Bank Corporate Markets plc

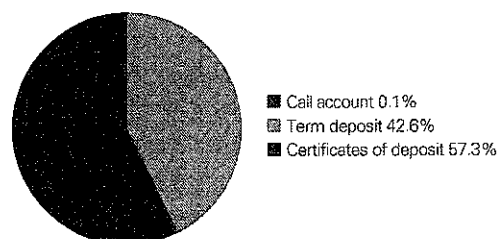
Share class 4 yield as at 30 June 2023

4.79%

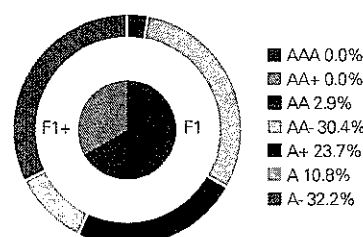
5 years performance



Asset type (%)



Credit rating (%) see note 4



Top 10 country exposures (%)

27.2%	UK
14.5%	Canada
11.8%	Japan
10.8%	Germany
10.8%	Singapore
10.7%	France
5.3%	Sweden
3.1%	Netherlands
2.3%	Australia
1.4%	Denmark

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

Income

Average yield over the month	4.57%
Yield at the month-end shown	4.79%

Total return performance by year

12 months to 30 June	2019	2020	2021	2022	2023
The Public Sector Deposit Fund	+0.7%	+0.6%	+0.1%	+0.3%	+3.1%
Comparator benchmark	+0.6%	+0.4%	-0.0%	+0.3%	+3.1%
Relative (difference)	+0.1%	+0.2%	+0.1%	+0.0%	+0.0%

Annualised total return performance

Performance to 30 June	1 year	3 years	5 years
The Public Sector Deposit Fund	+3.1%	+1.1%	+1.0%
Comparator benchmark	+3.1%	+1.1%	+0.9%
Relative (difference)	+0.0%	+0.0%	+0.1%

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

Market update

Labour markets showed some signs of softening at the margins but remained tight by historical standards. In the UK the unemployment rate nudged upwards by 0.1 percentage point to 3.8%, but wages continued to rise strongly. The annual rate of consumer price inflation (CPI) remained at 8.7% in May, disappointing official forecasters who had been anticipating a lower figure. Policy makers and markets were especially concerned by a further rise in core inflation, which strips out volatile energy and food price movement from the headline rate, and which came in at 7.1% – the highest level since 1992. The Bank of England responded to evidence of the UK's stubborn inflation with a hike of 0.5% in its policy rate, from 4.5% to 5%. Amid signals from central bank officials that further rises were likely to follow, markets moved to price in a peak of over 6% within the next twelve months.

Key facts

Authorised corporate director	CCLA Investment Management Limited
Fund size	£1,480m
Fitch money-market fund rating	AAAmmf
Weighted average maturity	47.41 days
Launch date	May 2011
Minimum initial investment	£25,000.00
Minimum subsequent investment	£5,000.00
Dealing day	Each business day (see note 5)
Withdrawals	On demand
Fund domicile	United Kingdom
ISIN (share class 4)	GB00B3LDFH01
Interest payment dates	End of each month
Ongoing charges figure	0.08% (see note 6)

Please Contact

Kelly Watson

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

Jamie Charters

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

Lee Jagger

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

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

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

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

Risk warning and disclosures

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

One Angel Lane | London | EC4R 3AB | Freephone: 0800 022 3505 | Website: www.ccla.co.uk

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	27 JULY 2023	AGENDA ITEM: 14
---	---------------------	------------------------

Report prepared by Angela Price – Town Clerk

CHANGE OF BANK ACCOUNT

Purpose of Report

The purpose of this report is to advise Members of issue encountered whilst trying to set up new bank accounts with Starling Bank.

Detailed Information

Members of the Finance, Policy & General Purposes Committee will recall that at the meeting held on 26 January 2023 they considered a report from Councillor Sinclair providing banking charge comparisons. At that meeting it was resolved that the Clerk be instructed to switch Ledbury Town Council bank accounts to Starling Bank as soon as possible (minute F556 refers).

Due to workload, end of year close down and the election, officers did not have time to action this instruction until both the Clerk and Accounts Clerk had returned from annual leave in July.

On starting this process, it became apparent that whilst Starling Bank do have the facility for business banking it was not a straightforward process for a Council to set up an account.

The process to set the account up is done on their app on a mobile phone and the information requested is that of the individual setting up the account as if they are the business owner and requires the account to be linked to that person's personal account.

The Clerk as the Responsible Finance Officer would be the primary on the Council's bank account, with access being granted to the Deputy Clerk and Accounts Clerk, along with Councillors who the Council have resolved to be signatories. If the Clerk were to leave the employ of the Council the account would be transferred to the incoming Clerk/RFO.

The information being requested was such as how much my annual income is, how this income is received, the name of the organisation I work for, what industry does the organisation carry out. It stated on the app that this information was legally required to be able to set the account up. This was after I had entered information about the Council, and it also asked for a photo ID and video of the person setting up the account.

At this point I was uncomfortable with the questions being asked because it appeared that Starling Bank thought I was the owner of the business for which I was trying to set the account up for, which of course is not the case. With this in mind I decided to

contact some other banks that I know Council's have accounts with to find out what questions they would ask of an individual setting up an account for a Council. All those contacted advised that they would ask for the name, address, and date of birth of anyone who was to be associated with the account, and a three-year address history. When asked whether they would need to know personal details such as those being asked by Starling Bank (the bank name was not identified to the other banks), they advised that this information would not be required from anyone who would hold a position on the account, no matter what their role was in relation to the account.

Therefore, officers did not proceed with setting this bank account up pending this report and further consideration by Finance, Policy & General Purposes Committee on whether the Council should continue setting up new accounts with Starling Bank or consider an alternative option, noting that the Clerk/RFO, as the Principle Officer and Section 151 Officer of the Council, will be the primary on the Councils bank account and they are not comfortable providing the type of personal information to this organisation that they are requesting.

One of the banks contacted was Unity Trust Bank who provide a number of councils, and community organisations, and who were chosen by the Council a number of years ago to switch to, but unfortunately due to circumstances this was never actioned. Unity Trust also carries out ethical banking and who focus on businesses and communities.
<https://www.unity.co.uk/>

Recommendation

Members of the Finance, Policy & General Purposes Committee are requested to give consideration to the above information and consider whether the council should proceed with signing up to Starling Bank as agreed in January 2023, or consider an alternative option, noting that the Clerk/RFO is not comfortable having to provide personal information that is being requested, when other banks have advised that this information would not be required.

CONFIDENTIAL

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	27 JULY 2023	AGENDA ITEM: 15
---	---------------------	------------------------

Report prepared by Angela Price –Town Clerk

MARKET HOUSE

Purpose of Report

The purpose of this report is to ask Members of the Finance, Policy & General Purposes Committee to consider two reports that were due to be presented at the Environment & Leisure Committee meeting on 20 July 2023, namely “Market House” and “Market House Plaster Repairs”.

Detailed Information

Unfortunately, the Environment & Leisure Committee meeting scheduled for Thursday, 20 July 2023 was not quorate and therefore will need to be rescheduled.

The attached reports were due to be discussed at that meeting and would likely have resulted in recommendations to this committee for consideration and therefore officers agreed that the reports should come directly to the Finance, Policy & General Purposes Committee to avoid any unnecessary delay in the works to the Market House. The reports are attached for consideration.

It should be noted that the quotes received from companies A and B are not like for like, and officers have contacted company B to ask them to provide a quote to include the carrying out of an inspection to all other panels. This will be provided to Members once received.

A senior Conservation Officer from Hereford Council visited Ledbury recently to look at the rear entrance to the council offices in respect of possible solutions to prevent the offices flooding in heavy rain. During that visit the Clerk discussed the works to the repair the plaster and asked whether there would be any requirement for Listed Building Consent for like for like repairs to the plaster. The Officer advised that this would not be required, however the Clerk would recommend that confirmation of this be obtained in writing by the Deputy Clerk

Members will note that they were advised in agenda item 10(i) that there is currently a maintenance budget allocation of £5,000 within the 2023/24 budget which it is anticipated will be sufficient to cover the cost of the repairs to the plaster panels, however the works to the roof are considerably higher and it will be necessary for the funds to be taken from the Listed Buildings earmarked reserve in respect of these works.

Recommendation

1. That Members of the Finance, Policy & General Purposes Committee give consideration to the tender received in respect of the roofing works required to the Market House and decided whether to accept it subject to Caroe & Partners confirming the costings and materials to be correct.
2. That Caroe & Partners be asked to assist officers in ensuring that all relevant planning permissions and Listed Building Consent are obtained where applicable in respect of the roof repairs.
3. That it be agreed that the funds for the cost of the roof repairs be taken from the Listed Buildings Earmarked Reserve.
4. That Members give consideration to the quotes received in respect of the plaster works required to the Market House and decide which, if any, contractor to appoint and that the Conservation Officers be contacted to establish whether any Listed Building Consent would be required for like for like repairs to the plaster.

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	20 JULY 2023	AGENDA ITEM: 10
--	---------------------	------------------------

Report prepared by Julia Lawrence – Deputy Town Clerk

MARKET HOUSE

Purpose of Report

The purpose of this report is to provide Members of the Environment & Leisure Committee with a general update on the Market House.

Detailed Information

1 Roof Tender

Members will note that tenders had been sought on two separate occasions in respect of roof repairs and other works as identified within the Quinquennial Survey. The two separate tender processes only achieved one response (from the first stage) and at the Committee meeting held on 15 June 2023, Members agreed that the existing tender submission should now be opened in accordance with formal tendering procedures. This was carried out on Friday, 30 June 2023 in the presence of the Clerk, Deputy Clerk and two Councillors – Chair of Environment and Leisure Committee and Chair of Finance, Policy & General Purposes Committee.

The tender was reviewed by the above mentioned panel and forwarded on to Caroe & Partners for them to review the tender in line with the specification, that had been provided to all companies, to check its accuracy and that the costings provided are value for money. At the time of writing this report, no response has been received from Caroe & Partners.

2 Damage to Limewater Plaster on the Market House

During the course of the evening of Sunday, 25 June 2023 or morning of Monday, 26 June 2023, limewater plaster had fallen off the façade at the front of the Market House onto the pavement below by the bus stop revealing the internal laths. It is suspected that this is due to the extreme weather conditions or vibrations from heavy traffic passing by (as suggested by one of the companies tendering for the works).

Three companies were contacted on Monday, 26 June 2023 to invite them to visit the site and assess the damage in order to submit a quotation for the repairs. Company 1 attended the Market House on Wednesday, 28 June 2023 and has submitted their quotation. Company 2 attended site on Friday, 30 June 2023 and Company 3 attended on Tuesday, 4 July 2023. Quotations have yet to be received from Companies 2 and 3.

The remit was also to include the inspection of other panels around the Market House to see if there were any other sections of plaster that might need attention since some remedial works had taken place approximately 3 to 4 years ago. Companies were asked to provide valid insurance certificates, risk assessment and method statements as part of their response and asked how they would approach the work should they be successful, i.e. whether they would use scaffolding, a MEWP (Mobile Elevated Works Platform) or even a ladder.

In the meantime, Herefordshire Council Building Control attended on Monday, 3 July 2023 to assess the Market House in case the structure was considered dangerous but have confirmed that as it was made safe, they were content with their findings. The Deputy Clerk has also contacted the Planning Team/Conservation Officers at Herefordshire Council to check whether any planning permission is required for the repair works to be undertaken. Their response is also awaited.

Stairlift

Members of the Environment and Leisure Committee are advised that the prospect of installing a stairlift at the Market House is still on the radar of Officers. This project is ongoing, but Members need to appreciate that installing a stairlift is not that straightforward as the Council is faced with obstacles such as a wrought iron gate which splits the top section of stairs with the bottom section of stairs so a continuous rail for a stairlift seat to travel from top to bottom would not work. Even if two separate rails were considered, again there is limited space for a seat to be "parked" when not in use. For example, if such a chair was "parked" at the foot of the first flight of stairs, then it could be deemed that there wouldn't be sufficient space for any other users walking up/down the stairs and what would happen if there was an emergency upstairs and everyone had to vacate quickly. The stairlift unit/seat could then be considered as an obstacle.

Recommendation

That Members of the Environment and Leisure Committee receive and note the contents of this report.

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	20 JULY 2023	AGENDA ITEM: 10.1(additional information)
--	---------------------	--

Report prepared by Julia Lawrence – Deputy Town Clerk

MARKET HOUSE PLASTER REPAIRS

Purpose of Report

The purpose of this report is to update Members of the Environment & Leisure Committee regarding quotations received for the plaster repairs to the Market House.

Detailed Information

As noted in the report, Agenda Item No. 10, submitted to Members of the Environment & Leisure Committee for the meeting on 20 July 2023, quotations have now been received from three companies to carry out repair works as detailed in the report referred to above. However, it should be noted that it now transpires that Company C are property and construction consultants and have not actually quoted for the works to be carried out; their quotation relates purely to preparatory work in order to achieve a quotation. Their role is similar to that of Caroe & Partners.

Members are now asked to give consideration to the quotations received in order that one company can be selected so that works can be undertaken as soon as possible.

Company A

This company specialises in stone masonry and building conservation and is based in Tewkesbury. The company has carried out works for Ledbury Town Council in the past.

Their costs are as follows:

Supply of mobile tower and cherry picker access. Traffic/ pedestrian control.	£ PC 2,000.00
Carry out a full inspect of all lime render panels and recent Repairs.	750.00
Carry out full repair to road side panel and re-render recent repaired panel on North elevation – 1 x backing coat of washed 2mm sand and NHL2 Hydraulic lime ratio 3:1. Smooth top coat of silver sand and hydraulic lime ratio 3:1 (Provisional sum of £300 for lath repair).	1,300.00
Carry out localised repair/pinning to cracking and loose render Work.	<u>PC 1,000.00</u>
Estimated cost	5,050.00

15% contingency	750.00
	<hr/>
Final estimated costs, excluding VAT	5,800.00
	<hr style="border-top: 1px dashed black;"/>

Members are asked to note that this company has included what it believes to be the maximum amount of work required but this would be adjusted accordingly following a full inspection albeit it would be sensible to deal with any minor works whilst access for inspection is in place. The quotation does not allow for decoration at this stage.

Company B

This Company, again known to Ledbury Town Council, has also carried out works for the Council due to its specialist expertise when dealing with heritage buildings.

Their costs are as follows:

£

Apply for a pavement licence with Herefordshire Council.
Place signage on the pavement either side of the scaffolding.
Lay protection on the pavement.
Erect independent allow tower on the pavement adjacent to the bus stop, this will be only on the pavement and will not affect the bus.
Clean off existing timber laths and check fixings etc, if required, refix.
The company will have some split laths should they need to replace any of them.
Apply a base coat of reinforced BM2 mortar mix as supplied by Trad Lyme of Cheltenham, cover panel with damp hessian and leave to dry.
Carry out whilst onsite inspections of other panels and report findings, to be done via a ladder.
Remove scaffolding and clear any debris from site.
Return 3 to 4 days later, re-erect the tower scaffolding and signage and protection as before and apply a top coat of plaster. This will be covered again and left to cure.
Remove scaffolding and clear site.
Once finally cured/dried, return back to site and paint plasterwork with White Kiem mineral paint to match that of the existing.

Costs, excluding VAT	<hr/>
	1,312.00
	<hr/>

The Company propose to carry out each of the operations early in the morning so as to minimise disruption to pedestrians etc.

Company C

Company C are property and construction consultants, based in Cheltenham and when the plaster had fallen off the Market House, expressed a wish to submit a quotation for the works. However, on receiving their quotation, Members must be aware that should Ledbury Town Council decide to proceed with the recommended repairs, this company would be happy to offer their expertise as project managers, specifiers and contract administrators for the project; they would not be undertaking the works. As noted above, this company is, in effect, offering the same services that we receive from Caroe & Partners.

The company has explicitly stated that they would be happy to organise a tender process involving three suitable contractors for an additional fee.

Their costs have been broken down into two areas, survey and project management services, as follows:

Façade Survey	
Façade survey and report including marked-up sketch drawings, And recommendations for repairs	1,200.00
MEWP Hire	750.00
Preparation and submission of pavement closure application to Herefordshire Council	
	<hr/>
	1,950.00
Project Management Services	
Production of schedule of works/specification for contractors to Price	1,800.00
Initial consultation with Local Planning Authority (excluding any Fees that may be payable)	800.00
Technical due diligence and works quality monitoring (£375 per Site visit and report, assuming 4 visits)	1,500.00
	<hr/>
Costs, excluding VAT	6,050.00
	<hr/>

The £6,050.00 (ex VAT) does not cover for actual works to take place and carry out repairs.

Recommendation

That Members of the Environment and Leisure Committee give consideration to the costings put forward provided above and decide which, if any, of the companies to appoint to undertake the repairs to the plaster on the Market House to enable that the works being commenced as soon as possible, subject to ensuring that planning permission will not be required for these works. Members will recall that Herefordshire Council Building Control had attended at the time when the plaster had fallen off and were content that everything had

been made safe. Whilst the Planning Team/Conservation Officers had also been contacted to obtain their views, no response has been received.

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

RECEIVED
14 JUL 2023

Funding Request of £500 or less

Grant Application Form

1. Tell us about your organisation

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

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

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

What does your organisation do? PROMOTES THE ARTS IN LEDBURY

2. Tell us what support you need

Project title:

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

Which one of the following five areas best fits your group's area of interest?

- Sport
- Arts
- Health
- Environment
- Youth

What do you want to do, and why?

PROMOTE THE ARTS IN LEDBURY WITH AN ANNUAL COMPETITION THAT WILL INVOLVE THE COMMUNITY WITH A VISUAL RESPONSE TO THE POETRY FESTIVAL

11 JUL 2023

local need/demand for your services?

(This might be survey work or statistical evidence)

A NEED FOR A COMMUNITY ARTS PROJECT.

What support have you received?

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

A SMALL GRANT FROM LEDBURY POETRY FESTIVAL.

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

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

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

- WE WILL ADVERTISE THAT WE HAVE RECEIVED FUNDING.

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

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

3. Tell us how you plan to fund your project

Amount requested from Ledbury Town Council.

Year 1 £ 250.00
Year 2 £ ~~250.00~~ 250.00.
Year 3 £ 250.00.

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

NO.

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

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

Granted (please tick as appropriate)



LEDBURY POETRY FESTIVAL £250.00

4. Further information provided in support of your application

Information

Enclosed Office Use Only

RECEIVED
14 JUL 2023

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

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

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

A copy of your organisation's
committee and meeting
structure

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

Copies of any letters of
support for your project

5. Declaration by the applicant

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

I/we accept the following:

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

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

Signed:

Name (s):

CAROLINETH GREEN

Date:

3/7/2023

RECEIVED
14 JUL 2023

How will your project be helpful to Ledbury?

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

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

→ WE WILL ADVERTISE THAT THE COUNCIL HAVE CONTRIBUTED.

3. Tell us how you plan to fund your project

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

Amount requested from Ledbury Town Council. £ 250.00 .

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

NO

4. Further information provided in support of your application

Information

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

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

Copies of any letters of support for your project

5. Declaration by the applicant

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

I/we accept the following:

RECEIVED
14 JUL 2023

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

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

Signed:



Name (s):

CAROLINE HELGA GREEN

Date:

3/7/2023

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

LEDBURY TOWN COUNCIL

RISK REGISTER -May 2023

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.

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

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

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

	Unpaid invoices	2	1	2	Unpaid invoices to the council are pursued and where possible payment is obtained in advance	Review Financial Regulations annually	2	1	2
Council budget	Budget Overspend	1	4	4	Payment procedures in place to ensure all receipts and payments are reported to monthly finance meeting.	Review Financial Regulations annually	1	2	2
	Committee budget/line item overspend	1	4	4	Financial Regulations provide procedures to be followed - finance committee to review committee budgets quarterly and agree any necessary in-year virements	Review Financial Regulations annually	1	2	2
Investment Policy	No investment policy in place to provide clear guidance on how to manage council investments	3	4	12	Council to comply with Statutory Guidance on Local Government Investments - paragraph 14 and ensure that they have in place an investment strategy	Review Annually	2	2	4
Petty Cash	Petty Cash not replenished to an agreed amount	3	3	9	Petty cash to be replenished on a top up basis to a limit of £250. Reimbursements to be supported by receipts of cash payments made.		1	2	3
2) EMPLOYER'S LIABILITIES									
Employment Law	Failure to comply with employment law	3	4	12	Professional bodies are available for advice, support and regular review. Staff/councillors are encouraged to identify and attend appropriate training. Council policies and procedures to be put in place, with copies provided to staff and requested to confirm receipt and reading of said policies and procedures. Budget is in place for staff and councillor training.		2	3	6
Long term unavailability of Clerk or loss of Clerk without a period of notice		1	4	4	The appointment of a Deputy Clerk ameliorates this situation in the short term and backfill with longer term replacement if necessary. The Deputy Clerk will be supported in their studies to become CiLCA qualified. Contingency to be considered in the annual budget to cover any associated costs to employ a locum clerk		1	2	2
Long term unavailability of the staff other than the Clerk		2	3	6	The Council will employ short term contract or agency staff.		2	2	4

Health & Safety	Failure to maintain a safe working environment	2	4	8	Health and Safety Policy - adopt and practice		1	3	3
Staff Safety from Members of Public	Protection of office based staff from visitors	2	3	6	When Council offices are open, two staff (staff can include a Councillor) must be on the premises. When closed, an electronic door lock and speaker system is fitted (and must be used). Lone working policy in place; staff receive appropriate training. CCTV installed.		1	2	2
Lease agreements	Lease agreements not renewed or reviewed at specified times	3	4	12	Council to review and update lease agreements regularly	Review annually	2	3	6
3. OTHER LIABILITIES									
The Town Council expends funds on an activity outside its legal powers	Council is acting with ultra vires	1	4	4	Clerk checks the legal position with professional bodies prior to expenditure. Internal auditor reviews expenditure annually. Financial Regulations in place. Regularly review financial regulations and procedures.		1	3	3
Document Control	Failure to maintain full document control	3	3	9	Primary copies of unsigned documents are held electronically offsite and secured to backup media within one day of creation or amendment. Stored at appropriate off-site location. A file retention protocol is in place..		1	3	3
Employee contracts	Contracts do not reflect employee roles and salaries correctly	3	3	9	Employee contracts to be reviewed regularly. New contracts to be issued when job role or rates of pay change due	Annually and when job role or rates of pay change	1	2	2
General Data Protection Regulations	Failure to keep records in accordance with the GDPR	3	3	9	A Council policy is in place to ensure compliance with the GDPR or FOI, as appropriate. The Policy is administered by the Clerk, who will report failings to Councillors on operation of the record keeping of the Council as soon as possible.	Reviewed if there is a change in law or every three years, whichever is the sooner. Clerk attends appropriate training.	1	3	3
	Failure to respond to Data Protection/FOI disclosure requests as required by law	3	4	12	A Council policy is in place to ensure compliance with the DPA or FOIA, as appropriate. The Policy is administered by the Clerk, who will report failings to Councillors on operation of the record keeping of the Council as soon as possible.		1	3	3

GDPR	Rule changes	3	3	9	Reported to Council at the earliest opportunity. Staff and Councillors receive available training		1	3	3
Insurance Cover	Insufficient insurance cover for any aspect of Council responsibilities	2	4	8	All appropriate insurances are in place. List is maintained in the Council offices covering policies, types and amounts.	Annual review in FP&GP. Up to date valuations to be sought regularly	1	2	2
Register of Interests for Councillors	Failure to maintain accurate Register of Interests	2	1	2	Register of Interest forms are provided to Councillors by the Clerk upon appointment to the Council. Completed forms are returned to the Clerk and forwarded on to Herefordshire Council.	Councillors reminded annually by the Clerk of the duty of Councillors to update. It is a criminal offence with the impact on the Councillor and not the Council. Council would have to elect new Councillor in worst case.	1	1	1
Slander (Councillors)	Slander and/or libel by a Councillor	3	1	3	Councillors are personally responsible for their own actions and are covered by Code of Conduct and Nolan Principles		3	1	3
Slander (Staff)	Slander and/or libel by a member of staff	2	3	6	Staff covered by TC's liability insurance and employment conditions. Staff to be provided with relevant training and to read Council policies including the media and ICT policy. Only designated staff will have access to social media accounts and LTC website. All publications on social media and press release to be approved by Clerk or Deputy Clerk in their absence prior to publication		1	2	2
4. COUNCIL PROPERTY									
Weather conditions affecting Council Offices	Impact of flooding or other similar occurrences	2	3	6	Adequate insurance cover in place. Disaster recovery plan in place.		1	2	2

Weather conditions affecting Parish	Impact of flooding within Parish	2	3	6	Sandbags/HC weather alerts/processes and personnel in place	Regular monitoring of weather conditions	1	2	2
	Impact of snow/ice within Parish	2	3	6	HC gritting routes, LTC 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.	All Council play equipment has an annual inspection by appropriately qualified person	2	2	4

Trees	Falling tree or branch hits person	2	3	6	Groundsman/Contractor to monitor the state of trees in all Council grounds for any signs of damage or other weakness particularly in the event of any storm or other extreme weather conditions. Reports received by residents are acted upon where applicable.	Regular tree surveys are undertaken by tree warden and regular maintenance performed.	1	2	2
Street furniture	Damage caused to street furniture	1	2	2	All signs of damage/safety issues to be reported immediately to the Clerk. Intentional damage is reported to the Police and an incident number obtained.		1	2	2
Forced entry to Council property	Theft and damage	2	2	4	The buildings rather than the contents are the main assets. Doors are kept locked when not in use and intruder alarms fitted and set when buildings unoccupied. Council data is stored offsite; only paper copies are stored onsite. Security alarms managed by CHUBB		1	2	2
Foamstream Weeding Machine	Theft and damage	3	2	6	Security measures put in place - machine to be padlocked to trailer during and covered with a tarpaulin in summer months when stored outside - to be stored inside during winter months when not in use	Annually	2	2	4
Trailer for use by cemetery groundsman	Theft and damage	3	2	6	Security measures put in place - hitchlock fitted, wheel clamp/lock, and tracker to be fitted	Annually	1	1	2
5. OTHER ASSETS									
Asset register	Failure to maintain a full and accurate Asset Register	4	3	12	The Asset Register is administered by the Clerk.	Register revised annually and Clerk prepares a report to FP&GP and FC.	1	1	1
6. CONTRACTUAL									
Tender rules	Incorrect application of tender rules	3	3	9	The Clerk checks the legal position with professional bodies, either when requested by Councillors or in his/her judgement if there is a risk to Council.		1	3	3

Tender Threshold	Incorrect tender threshold set	2	2	4	Council to review its Financial Regulations annually and set tender threshold in line with the limit set out in the Public Contracts Regulations.		1	2	3
CIC Confidentiality	Failure to maintain privacy of CIC information	4	3	12	The Clerk checks the legal position with professional bodies, either when requested by Councillors or in his/her judgement if there is a risk to Council.		1	4	4
Contracts	A member of staff and/or a Councillor commit to a contract without proper authority	2	3	6	The authority for the commitment to all contracts rests solely with Councillors at a properly convened meeting of Ledbury Town Council except when the Clerk commits to a contract for daily operation of the Council. All commitments made outside the conditions above will be considered a misrepresentation by Council and will be reported to the Police and may result in court action in either the criminal or civil court. Councillor training ensures they are aware that any contract entered into outside of these provisions is invalid and would render them personally liable.		1	2	2
Year End	Dates for Exercise of Public Rights not approved by Council	2	2	4	Council to ensure that the date set for the Period of Public Rights is recorded in Council Minutes	Annually	1	1	2
7. COUNCIL ACTIVITIES									
Failure to provide reports for any Council, Committee or Working Party Meeting	Failure to follow legal requirements and provide councillors with information on projects and council business	4	2	8	All minutes of meetings are prepared within agreed timescales and agreed by Councillors at the next meeting. All minutes are made available for public access on the Town Council website at the time of publishing the next agenda for each committee.		2	2	4

Allocation of grant monies	Failure to follow proper procedures during the allocation of grant monies.	1	2	2	Councillors have a personal duty to ensure that their decisions regarding the allocation of grant monies is in accordance with the Financial Regulations and Grant criteria. If the Clerk or any Councillor believes or becomes aware of any infringement of procedures in the allocation of grant monies, they must raise the matter as a point of order immediately if part of the meeting where the subject is under discussion. Councillors will consider their own position as to whether any breach of procedures warrants a code of conduct report to the monitoring officer. Grant applications are recorded on appropriate forms and final reports are produced to ensure monies are spent correctly. Approved by F&GP and ratified by FC.		1	2	2
Consultation invitations from senior authorities	Failure to respond to consultation invitations from senior authorities or other public bodies within the allotted time. This risk has little financial consequence; the primary risk is reputational damage to LTC.	2	2	4	The Clerk is responsible for notifying LTC of deadlines. Where consultation deadlines are unreasonably short, the Council will make strong representations to the relevant authority to gain an acceptable period.		2	1	2
Long term consultation processes	Failure to complete consultations on long term plans, eg Neighbourhood Development Plan	3	3	9	Hold proper consultations, involving appropriately qualified personnel. Take expert advice at the correct stages of the project. Manage the project correctly and ensure all provisions of the Localism Act are followed.		2	2	4
8. NEW WEBSITE									
Specification	Website not delivered to specification	3	4	12	Requirements document developed before tendering process and ratified by LTC and FC.	All tenders evaluated to the specification	1	2	2
	Specification is not what is actually required	2	4	8	Requirements document evaluated extensively by the ITC and ratified by FC		1	1	1
	Tenderer does not understand the nature of the requirement	2	4	8	Development of a requirement document and measurement of each tender against that document		1	1	1

Budget	Website not delivered to budget.	3	4	12	LTC will favour a fixed price contract which places risk on the contractor and not on LTC.		1	1	1
Timescales	Website not delivered to time	2	2	4	Prince 2 Project Management principles will be followed by LTC in its dealings with the contractors. Relevant staff to be trained in PRINCE accordingly.	Regular project reviews will take place to ensure that there are no over-runs which can be prevented by LTC.	1	2	2
Selection Process	Tendering rules not followed correctly	3	3	9	Consultation with clerk/deputy clerk and consultation with suitably qualified legal professionals		1	2	2
Appointment of website provider	Unsuitable tenderer chosen	3	4	12	Evaluation of the tenderer against the requirements document. Evaluation of the tenderer's project plan and contract requirements.		1	2	2
Lack of suitable bids	No contractor produces a suitable bid	2	2	4	LTC reserves the right not to aware the tender at all.		1	1	1