

LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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27 January 2022

TO: Councillors Bradford, Eakin (Chair), Harvey, Howells, Hughes (Vice Chair), Knight, Manns (Town Mayor – ex-officio) and Sinclair

Dear Member

You are hereby summoned to attend an Extraordinary meeting of the **Finance, Policy & General Purposes Committee** which will be held in **Burgage Hall, Church Lane, Ledbury on Thursday, 27 January 2022 at 7.00 pm** for the purpose of transacting the business set out below.

Yours faithfully

Angela Price PSLCC
Town Clerk

A G E N D A

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

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

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

3. **Nolan Principles** (Page 1930)
4. **Terms of Reference – Quorum** (Pages 1932 – 1935)

5. 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

6. To approve and sign as a correct record the minutes of a meeting of Council held on 25 November 2021 (Pages 1936-1945)
7. To review the action sheet (Pages 1946 - 1949)

Financial Matters

8. To approve invoices for payment for December 2021 and January 2022 (Pages 1950 - 1951)
9. To receive the record of Receipts and Payments for November and December 2021 (Pages 1952 - 1975)
10. To receive the Balance Sheet and Trial Balance for months 8 and 9 (Pages 1976 - 1989)
11. To confirm verification of bank statements and reconciliations for August, November and December 2021
12. 2021/22 Budget Update Report (Pages 1990 - 1997)
13. External and Internal Audit (Standing Item) (Pages 1998 - 1999)
 - i. Letter of engagement – IAC audit
14. Subscriptions (Standing item)
15. Recommendations from other committees (If any)
16. 2022/23 Draft Budget (Pages 2000 - 2035)
17. Grant Applications (Pages 2036 - 2041)
 - a. Over £500
 - i. Ledbury Places

Governance

- 18. Risk Management (Standing Item) (Pages 2042 - 2053)
- 19. Draft Shop Front Improvement Grant Scheme (Pages 2054 - 2063)
- 20. General Data Protection Regulations (GDPR) (Standing Item)
- 21. Outcome of decision taken by Emergency Powers (Pages 2064- 2065)
- 22. LGPS Pension re-enrolment (Pages 2066- 2067)
- 23. Terms and Conditions of Business – Red Kite Solicitors in respect of Cemetery Mortuary Lease (Pages 2068- 2093)

Policies

- 24. Draft Annual Leave Policy (Pages 2094- 2097)

Correspondence

- 25. Pension Administration Strategy – Policy Statement on Communications (Pages 2098- 2119)
- 26. Date of next meeting

The next meeting of the Finance and General Purposes Committee is scheduled for 27 January 2022

- 27. Exclusion of Press and Public

In accordance with Section 912) 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

- 28. Cemetery Lease
 - 1. Lease Questinaire
 - 2. Commercial Property Standard Enquiries
- 29. Schedule of Costs re Building Valuations

Distribution: Full agenda to: - Committee members (6)
Town Mayor (ex-officio)
Councillor Sinclair

Agenda excluding confidential papers to:
The Press
Library

Agenda front pages to all non-committee members (5)

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	27 JANUARY 2022	AGENDA ITEM: 3
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LEDBURY TOWN COUNCIL

The Seven Principles of Public Life

(Nolan Principles)

1. Selflessness

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

2. Integrity

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

3. Objectivity

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

4. Accountability

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

5. Openness

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

6. Honesty

Holders of public office should be truthful.

7. Leadership

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

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LEDBURY TOWN COUNCIL

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	27 JANUARY 2022	AGENDA ITEM: 4
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Report prepared by Angela Price – Town Clerk

TERMS OF REFERENCE – QUORUM

Purpose of Report

The purpose of this report is to ask Members of the Finance, Policy & General Purposes Committee to agree a quorum figure for their meetings for inclusion in the Terms of Reference of the Committee.

Detailed Information

There has recently been some concerns over what the quorum requirements are for each of the Standing Committees.

The Council's Standing Orders refer to quorum for Council meetings in 3(v) as follows:

“3v – No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.”

Standing Order 4(viii) refers to quorum for Committee meetings:

“4viii – Committees and sub-committees shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases shall be no less than three;”

Previously committees have not agreed a quorum and they have functioned on the theory that there must be at least three Members of the Committee present for a meeting to be quorate, which has is legally acceptable. However, this has often raised a question from Councillors as to whether committee meetings are quorate.

The Clerk has contacted the SLCC for advice on quorum and the advice received was that it is good practice for committees to agree their quorum requirements as part of their Terms of Reference.

The Finance, Policy & General Purposes Committee currently consists of seven members and therefore the committee needs to consider what they wish the quorate of their meeting to be and this then should be incorporated into the Terms of Reference of the Committee.

Recommendation

That Members of the Finance, Policy & General Purposes Committee agree the quorum requirements of the committee, noting that it can be no less than three and that the Terms of Reference will need to be amended to include the quorum requirements.

LEDBURY TOWN COUNCIL

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

TERMS OF REFERENCE

QUORUM – The quorum of the Finance, Policy & General Purposes Committee shall be agreed by the committee and recommended to Full Council for agreement.

The Finance, Policy & General Purposes Committee Quorum will be

UNDER DELEGATED POWERS

1. To monitor the keeping of the Council's accounts and generally to have the management of the financial affairs of the Council including regular budget monitoring and the approval of in year virements.
2. To determine applications for financial assistance through the grants process.
3. To authorise expenditure in respect of recommendations from Working Parties in accordance with the Council's Financial Regulations.
4. To make decision in respect of the use of reserves and review and determine the Reserves Policy.
5. To review and determine the Council's Investment Strategy annually.
6. To make in-year decisions to authorise orders and contracts for new works, goods, or services outside of existing budget provision taking into account budget monitoring and reserves policy.
7. To review and determine arrangements for insurances in respect of the Council's activities.
8. To investigate the recovery of monies due to the Council, not falling within the remit of any other committee.
9. To carry out the powers and duties of the Council with regard to advertising and publicity in accordance with the Council's Financial Regulations.
10. To promote and maintain good public relations with all local stakeholders, and with regional and national agencies.
11. To receive and approve revised, updated or newly drafted policies recommended from other committees or officers.
12. To draft the financial and economical policies of the council considering where appropriate the recommendations of other committees and officers.

13. The Chair or Vice-Chair of the Committee will attend the meetings of other council committees to explain why the Finance, Policy & General Purposes Committee has rejected a recommendation/proposal put forward by that committee.

BY WAY OF RECOMMENDATION TO FULL COUNCIL

1. To review and make recommendations regarding the effectiveness of the Council's work, its use of resources, and standard levels of service provided.
2. To draft and finalise the Council's four-year Corporate Plan including the consideration of recommendations of any Committee in regard to the Corporate Plan before it is submitted for approval of Council.
3. To consider and make recommendations regarding any other matters concerning or affecting the town which do not fall within the terms of reference of any other committee.
4. To make recommendations concerning the levying of precepts by the Town Council.
5. To make recommendations concerning applications to Government Departments for sanction on the borrowing of money in relation to matters coming within the parameters of the Council.
6. To make recommendations regarding loans required by the Council
7. To submit for approval of the council draft capital and revenue budgets and proposals for supplementary estimates.
8. to review the Standing Orders and Financial Regulations of the Council making recommendations where appropriate.
9. Give initial consideration to all matters affecting the town passing through Parliament, local authorities, and public bodies, unless delegated to another committee or working party.
10. To make recommendations on the collection and legal proceedings for the recovery of monies due to the Council, not falling within the remit of any other committee.

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES
COMMITTEE HELD ON
25 NOVEMBER 2021**

PRESENT: Councillors Bradford, Eakin (Chair), Howells and Knight

ALSO PRESENT: Angela Price – Town Clerk
Councillor Sinclair

F362 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Harvey, Hughes and Manns.

F363 DECLARATIONS OF INTEREST

None received.

F634 PUBLIC PARTICIPATION

No members of the public were present.

**F365 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES
OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES
COMMITTEE HELD ON 23 SEPTEMBER 2021 AND AN
EXTRAORDINARY MEETING OF THE COMMITTEE HELD ON
27 SEPTEMBER 2021**

RESOLVED:

- 1. That the minutes of the meeting of the Finance, Policy & General Purposes Committee held on 23 September 2021 be approved and signed as a correct record.**
- 2. That the minutes of the extraordinary meeting of the Finance, Policy & General Purposes Committee held on 27 September 2021 be approved and signed as a correct record.**

F366 ACTION SHEETS

RESOLVED:

That the Action Sheets be received and noted.

F367

TO APPROVE THE INVOICES FOR PAYMENTS FOR NOVEMBER 2021

Councillor Knight raised queries in respect of outstanding invoices:

1. Officer Travel - £166.95 – the Clerk advised that this was for travel to the SLCC Conference in Leicester and the Travel & Tourism Show in the NEC.
2. Gazebo Hire - £1,320.00 – The Clerk confirmed that this expenditure would be claimed back as part of the Welcome Back Fund.
3. Office Cleaning x 3 – The Clerk advised that these were for September and October and that the October invoice had been listed twice and that this would be deleted from the list.
4. Removal/Storage of Hanging Baskets - £216.00 – The Clerk confirmed that 8 of the hanging Baskets were owned by the Council with the remainder being provided by the Yard House as part of the contract. These are stored and reused each year.
5. Martin Sullivan Reimbursement – The Clerk advised that this figure was incorrect as one of the invoices included in this had been paid by the Clerk – she advised that these were for items that had been purchased by the Town Cleaner directly. She also confirmed that she had discussed this issue with the Member of staff and his line manager and advised that procurement procedures are in place that should be adhered to in order to avoid this happening in the future.

RESOLVED:

That the invoices for payment for November 2021 be approved, with the addition of the following invoices and in the total sum of £19,892.19:

Shredall – Confidential Waste Collection November 2021 - £65.52
SLCC - Clerks Annual Membership 2022 - £406.00
Hoople – Supply of maps for NDP - £441.60
Vision – Photocopier meterage costs November 2021 – £437.04

F368

TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR AUGUST, SEPTEMBER AND OCTOBER 2021

Councillor Bradford raised concerns over the amount of paperwork being presented in respect of this item and asked whether it was necessary. The Chair advised that there is a legal requirement for the committee to consider the information.

The Clerk suggested that in order to reduce the amount of paperwork being produced, in future the information could be included in the electronic versions of the agenda sent to Councillors, with paper copies only being provided to those Councillors who request them.

RESOLVED:

1. That in future the documents in respect of the financial reports be included in the electronic agenda packs sent to Councillors, with paper copies only being provided to those Councillors who request them.
2. That the receipts and payments for September, October and November 2021 be received and noted.

F369

TO RECEIVE AND NOTE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTHS 5, 6 AND 7

RESOLVED:

That the balance sheet and trial balance for months 5, 6 and 7 be received and noted.

F370

TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR AUGUST, SEPTEMBER AND OCTOBER 2021

Councillor Eakin confirmed that he had visited the Council offices to inspect and sign the bank statements and reconciliations for August, September and October 2021, confirming that these were all in order.

RESOLVED:

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

F371

BUDGET MONITORING REPORT

RESOLVED:

That the budget monitoring report be received and noted.

F372

EXTERNAL AND INTERNAL AUDIT

Quotes received in respect of Internal Auditor Services for the period April 2022/23 – March 2024/25

Members were provided with two quotes in respect of the appointment of an internal auditor for the period April 2022/23 – March 2024/25.

Councillor Sinclair raised a concern over there only being two quotes. The Clerk advised that she had contacted a number of companies known to provide internal auditing services to Town and Parish Councils, however some of them had advised that they were not taking on any more councils at the current time or had not responded.

Councillor Sinclair was satisfied with the explanation and supported Councillor Howells' proposal to appoint the company that had provided quotation 2. It was noted that this quotation was slightly higher than quotation 1, however the information provided was more detailed and substantial compared to that of quotation no. 1.

RESOLVED:

That Quotation no. 2 be accepted in respect of the 2022/23-2024/25 internal audit services in the sum of £750.00 per annum, which will include two visits to the Council offices for the purpose of audit.

F373

SUBSCRIPTIONS

RESOLVED:

That the Acrobat pro subscription licence renewal be approved in the sum of £343.92.

F374

RECOMMENDATIONS FROM OTHER COMMITTEES

Members were advised of two recommendations in respect of items for inclusion in the 2022/23 Budget.

1. Economy & Tourism Committee had requested consideration be given to the inclusion of funds to create QR codes to be used around the town to promote places to visit in and around Ledbury.

The Clerk advised that the Community Development Officer had carried out research on QR Codes and identified a number of websites that enable individuals to create QR Codes free of charge. As a result of this information the Committee agreed that there would be no requirement for funds to be included in the 2022/23 budget for QR Codes.

RESOLVED:

That the request for funds to be included in the 2022/23 budget for the creation of QR Codes be declined.

2. Planning Committee had requested consideration be given to the inclusion of funds in the 2022/23 budget for the installation of white traffic calming gates in Parkway.

Councillor Bradford raised the issue of placing such gates on land owned by Hereford Council. He advised that the Council had considered this previously however, BBLP had not supported the request and he did not believe this should be the responsibility of the Town Council, but that it should be the responsibility of the Highways Department of Herefordshire Council.

There was further discussion on this matter, including concerns being raised about not being in possession of a proposed cost for the gates should it be agreed.

RESOLVED:

That the Clerk investigate whose responsibility it is to pay for the installation of traffic calming gates in Towns and Parishes, along with the cost and refer this back to a future meeting of the Finance, Policy & General Purposes Committee for consideration in the 2022/23 budget.

F375

ANNUAL GRANTS PROCEDURE

Members were requested to agree a timeline for the advertising and consideration of the grants policy for the remainder of the 2021/22 financial year and 2022/23

RESOLVED:

That the grants procedure, timeline and press release presented to Committee be approved.

F376

RISK MANAGEMENT

RESOLVED:

To note that officers were working on this document and that an updated version will be available on the agenda of the Finance, Policy & General Purposes Committee in January 2022.

F377

ADVICE RECEIVED FROM RIALTAS

Members were provided with information received from Rialtas Support advising that the Council should not amend their general reserve versus expenditure in-year. They were advised that doing this would change the AGAR figure in box 6 (or 4) when the money has not been spent and that this would lead to the Annual Governance Audit Return (AGAR)

being wrong and there being a difference between box 7 of the AGAR and the reserves reconciliation report at year end.

RESEOLVED:

That the advice received from Rialtas Support be received and noted.

F378

DRAFT SHOP FRONT IMPROVEMENT GRANT SCHEME

Members were provided with a draft Shop Front Improvement Grant Scheme to consider, as this was something that could potentially be considered as part of the Great Places to Visit funding project. However, Members did not feel they were able to consider this at this stage due to no decision having been made in respect of the Great Places to Visit funding and concerns over whether this is something that the Town Council should be funding.

A proposal was put forward and seconded to defer the Draft Shop Front Grant Scheme to Full Council for further consideration as part of the discussion on the Great Places to Visit. The vote was tied 2-2 and the Chair used his deciding vote to agree to the item being deferred to Council.

RESOLVED:

That the Draft Shop Front Improvement Grant Scheme be deferred to a meeting of Council for further discussion as part of the Great Places to Visit funding.

F379

GENERAL DATA PROTECTION REGULATIONS

There was no update to report in respect of GDPR.

F380

CORRESPONDENCE RECEIVED FROM LEDBURY COMMUNITY HALL

Members were requested to give consideration to a request from Ledbury Community Association in respect of the cost of electricity for the CCTV and lighting at the Recreational Ground.

Councillor Bradford asked why grant support had been withdrawn from the Community Hall for the past two years, as he felt this issue could be resolved by reinstating the grant funding.

Councillor Knight asked why the CCTV could not be housed in the Council offices; the Clerk advised that this had been looked into in 2019 but that the cost had been several thousands and it had been agreed not to pursue that option.

Councillor Howells advised that when he and other Councillors had visited the CCTV suite in Hereford they had been advised that it would be possible to link the CCTV to theirs and therefore it would be possible to have it in the council offices.

The Clerk pointed out that having the CCTV linked with Herefordshire CCTV was different to what Councillor Knight was asking and reminded members that this conversation had been going on with the CCTV suite for some time, however due to Covid and work pressures of Debbie Turner and her team this had not been progressed.

Councillor Bradford advised that he would like the matter of the grant funding to be discussed at a future meeting of Council and that he would like a copy of the minutes of the meetings where councillors had decided to no longer grant funding to the Community Hall.

Councillor Bradford left the meeting at 8.10 pm.

The Chair did not consider this item should be referred back to Full Council and proposed that it be placed on the next agenda of the Finance, Policy & General Purposes Committee for further discussion.

Councillor Howells advised that he believed the matter of the electricity costs etc. raised in Mr Eager's letter were separate to the matter of the grant funding and proposed that the Clerk should investigate the costs as highlighted in the letter and submit a further report to the next meeting of the Finance, Policy & General Purposes Committee for consideration.

RESOLVED:

- 1. That the matter of grant funding for the Community Hall be placed on the next agenda of the Finance, Policy & General Purposes Committee for consideration.**
- 2. That a copy of the minutes where the Committee had decided to no longer support the community hall with grant funding be emailed to Councillor Bradford.**
- 3. That the Clerk investigate the costs as highlighted in the letter and provide a copy to Mr Eager and submit a further report to a future meeting of the Finance, Policy & General Purposes Committee for consideration.**

F381 CORRESPONDENCE RECEIVED IN RESPECT OF OIL PAINTING OF LEDBURY MARKET HOUSE

RESOLVED:

That the Clerk be instructed to write back to Mr Bottomley to advise that the Council would not be interested in purchasing the oil painting of the Market House.

F382 DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next meeting of the Finance, Policy & General Purposes Committee is scheduled for 27 January 2021.

F383 EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public were excluded from the remainder of the meeting.

F384 SCHEDULE OF COSTS RE BUILDING VALUATIONS

Members were requested to give consideration to a quote received in respect of the valuation of Council owned buildings.

Councillor Sinclair advised where drawings of the buildings may be able to be obtained, which would help reduce the cost of the quote.

RESOLVED:

That this item be deferred to the next meeting of the Finance, Policy & General Purposes Committee to allow the Clerk to obtain further information on drawings etc. that can be provided to the valuers with a view to a revised quote being provided.

F385 RECOMMENDATION FROM OTHER COMMITTEES

Environment & Leisure Committee – Land Valuation Report

Members were requested to authorise the Clerk to confirm with the Council's Solicitors the suggested market rental value of the mortuary at the Cemetery on New Street, for inclusion in the draft lease between the Council and Co-operative Funeral Care, Ledbury.

RESOLVED:

- 1. That the Clerk be authorised to confirm with the Council's Solicitors the suggested market rental value of the mortuary at the Cemetery on New Street, for inclusion in the draft lease between the Council and Co-operative Funeral Care, Ledbury.**
- 2. That once the draft lease has been drawn up a copy be provided to the Co-operative Funeral Care Solicitors for consideration and comment.**

F386

INSURANCE RENEWAL QUOTATIONS

Members were requested to give consideration to the insurance quotes provided by the Council's brokers in respect of insurance for the Council and all properties etc. which was due for renewal in December 2021.

Members were advised that their current insurance provider Ecclesiastical had ceased providing insurance cover for Town and Parish Council's and that this is the case with many other insurance companies. The Council's insurance broker, Gallagher (formerly Came & Company) had advised that they were only able to obtain a quote from one company in respect of the Council, but that this company do not provide insurance cover for listed properties. Therefore, they had had to approach a specialist insurance company in respect of this.

The Clerk advised that she had also spoken to Zurich Municipal about insurance, however they had also advised that they do not insure listed properties and that Ledbury Town Council may be too small for them to consider for insurance purposes.

As a consequence of the above Gallagher had provided one quote for general insurance and one from a specialist insurance provider in respect of the Listed Buildings. These were as follows:

Quote 1 – Hiscox Insurance Company Ltd

The total Cost for insurance of all council property, excluding the buildings as listed above is 2022/23 is £3,281.61.

Quote 2 – Ecclesiastical

The total cost for the insurance of the four buildings as listed and Business interruption cover should anything happen to any of those buildings which would mean the council would need to relocate to be able to continue to function is £10,639.99.

Members were advised that should they agree to accept both quotes for the period December 2022-December 2023, the cost would be:

Hiscox	3,281.61
Ecclesiastical	<u>10,639.99</u>
<u>TOTAL</u>	<u>13,921.60</u>

The total cost of the insurance renewal costs with Ecclesiastical in 2021/22 were £9,872.65, and therefore this is an increase of £4,048.95, which is due to the costs to insure the Listed Buildings via a separate policy to that of the standard business insurance policy and Ecclesiastical no longer providing insurance cover for town and parish councils.

The Clerk advised that the prices quoted were for one year only, and that Gallagher's had advised that they were hopeful there would be other insurance companies able to provide insurance to town and parish councils in 2022/23 onwards.

Members acknowledge that there was a need to agree both of the quotes above, due to there being limited alternative options and also noting that the Council's current insurance provision expires on 18 December 2021.

RESOLVED:

That the above quotes be approved in respect of the Council's insurance requirements for 2022/23 in the total sum of £13,921.60.

The meeting ended at 8.31 pm.

Signed
(Chair)

Dated

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

25.11.2021

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
F368(1)	That in future documents in respect of the financial reports will be included in the electronic agenda packs set to Cllrs with paper copies only being provided to those who request them	TC	Every agenda despatch		Ongoing
F372	That quotation no. 2 be accepted in respect of the 2022/23-2024/25 internal audit services in the sum of £750 per annum, which will include two visits to the Council offices for the purpose of audit	TC	Dec-21	Confirmation sent to IAC audit advising them that LTC advising that they have been appointed as IA's for a period of three years	Completed
F374(2)	That the Clerk investigate whose responsibility it is to pay for the installation of traffic calming gates in towns and parishes, along with the cost and refer this back to a future meeting of the FP&GP Committee for consideration in the 22/23 budget.	TC	Feb-22	Information included in agenda item to consider the draft budget 2022/23	In Progress
F378	That the draft shop front improvement grant scheme be deferred to a meeting of Council for further discussion as part of the GPV funding	TC	Dec-21	Due to time constraints at the meeting of Council and the delay in completion of the GPV application this item was not considered	In Progress
F380(1)	That the matter of grant funding for the Community Hall be placed on the next agenda of the FP & GP committee for consideration	TC	27.301.2022	Awaiting information from BBLP & Sentinel	In progress
F380(2)	That a copy of the minutes where the committee decided to no longer support the community hall with grant funding be emailed to Cllr Bradford	TC	Jan-22	Copy of minutes sent	Completed
F380(3)	That the clerk investigate the costs as highlighted in the letter and provide these to Mr Eager and submit a report to a future meeting of the FP & GP Committee for consideration	TC	Feb-22	Awaiting information from BBLP & Sentinel	In Progress

F381	That the Clerk be instructed to write back to Mr Bottomley to advise that the council would not be interested in purchasing the oil painting of the market house	TC		Dec-21	Reply email sent	Completed
F384	That this item be deferred to the next meeting of the FP & GP Committee to allow the Clerk to obtain further information on drawings etc. That can be provided to the valuers with a view to a revised quote being provided	TC		15.12.2021	Plans acquired and forwarded to valuers - amended fee proposal received and on agenda for consideration	Completed
F385(1)	That the TC be authorised to confirm with the Council's solicitors the suggested market rental value of the mortuary at the cemetery on New Street, for inclusion in the draft lease between the Council & Co-operative Funeral Care, Ledbury	TC		Dec-21	Confirmed market rent with solicitor - conditions of business and lease questionnaire on agenda for consideration	Completed
F385(2)	That once the draft lease has been drawn up a copy be provided to the Co-op FC solicitors for consideration and comment	TC		Feb-22	Clerk advised Co-op solicitors of current status of the lease renewal	In Progress
F386	That the quotes be approved as per the agenda report in respect of the Council's insurance requirements for 2022/823 in the total sum of £13,921.60.	TC		Dec-21	Confirmed with Gallagher that Council accept quotes as provided for council insurance - awaiting invoice for payment	Completed

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
2021					
F326	That the Clerk review sections 7 and 8 and bring them back to the next meeting of the finance committee	TC	27.01.2022	On agenda for consideration	In Progress
F350	That the Clerk investigate a report button being added to the website for errors to be reported by users	TC	Feb-22	Awaiting information on the costs	In Progress
F361(2)	That a recommendation be made to a future meeting of Full Council that the conclusions of the Special Audit report be accepted in full	TC	03.02.2022	Insufficient time to consider at full council on 2 Dec 2021 - to be part of first business of full council agenda in Feb 2022	In progress
F361(3)	That a recommendation be made to a future meeting of Full Council that the report be placed in the public domain	TC	03.02.2022	Insufficient time to consider at full council on 2 Dec 2021 - to be part of first business of full council agenda in Feb 2022	In progress
F361(4)	That the Clerk be requested to provide a report for consideration at a future meeting of Full Council addressing the conclusions of the Special Audit Report, giving details of what has been done to date to improve governance within LTC and providing suggestions as to what still needs to be done.	TC	03.02.2022	Report included on agenda item for discussion at the meeting in Dec 2021 - please see above	In progress

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Agenda
Ivan

Invoices to Pay December 2021

INVOICE DATE	INVOICE NO.	BACS/DD/Chq	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT
Jan-22			Clerks & Councils Direct	Renewal of Clerks & Councils Subscription - Annual	£12.00	£0.00	£12.00
01.11.2021	37601	BACS	Advansys	Monthly Website Hosting (December 2021)	£75.00	£15.00	£90.00
12.11.2021	540636	DD	One Com	Hosting of Voice Calls (October 2021)	£167.40	£33.48	£200.88
01.11.2021	22613081	DD	Francotyp Postalia	Teleset Postage	£80.00	£0.00	£80.00
09.11.2021	6	DD	Francotyp Postalia	Teleset Postage	£1.26	£0.06	£1.32
01.11.2021	91449517	DD	Octopus Energy	Cemetery Electric (1-27 October 2021)	£1,522.96	£304.59	£1,827.55
30.11.2021	37899	BACS	Herefordshire Council	Ledbury Churchyard Lights repair	£17.00	£0.00	£17.00
01.12.2021	37899	DD	Advansys	Monthly Website Hosting (January 2022)	£79.65	£9.98	£89.63
01.12.2021	7	DD	Octopus Energy	Cemetery Electric (28/10/2021-29/11/2021)	£57.05	£2.85	£59.90
02.12.2021	12	DD	Octopus Energy	Church Street Electric (01.11.2021-30.11.2021)	£1,820.70	£364.14	£2,184.84
15.12.2021	30951	BACS	Ellis Whitlam	Health & Safety Year 3 of 5	£268.01	£53.60	£321.61
30.11.2021	6250185250	BACS	Lyreco	Stationery	£2,002.00	£0.00	£2,002.00
30.11.2021	1576	DD	DM Property Maintenance	Groundworks (November 2021)	£268.61	£13.43	£282.04
09.12.2021	66835986	BACS	e.on	Market House Electric (01.11.2021-01.12.2021)	£184.00	£36.80	£220.80
09.12.2021	189217	BACS	Hoople	Ledbury Town Centre Map (NDP)	£195.00	£39.00	£234.00
12.11.2021	2021	BACS	Quick Skip	Skip For Cemetery	£1,529.00	£305.80	£1,834.80
06.12.2021	12315314531	BACS	Demaus Building Diagnostics Ltd	Assess Timber Degradation on Market House & Offices	£2.66	£0.53	£3.19
09.11.2021	2875	BACS	Screwfix	Sanding Discs	£120.75	£0.00	£120.75
01.12.2021	21-439	BACS	J.B. Gayman Jewellers	2x Distinshed Citizen Awards	£753.00	£150.60	£903.60
29.11.2021	1749	BACS	Stephen C Large	Moving and Strimming Work at Cemetery	£1,000.00	£200.00	£1,200.00
26.11.2021	1216756694	BACS	NABMA	OT- Diploma in Market Administration course	£373.72	£74.74	£448.46
25.11.2021	1216756694	BACS	Infinity Christmas Trees	Market House and Cemetery Christmas Trees	£16.66	£3.33	£19.99
09.11.2021	1211725197	BACS	Screwfix	Undercoat paint for recreation ground benches	£24.97	£5.00	£29.97
17.11.2021	4817765	BACS	O2	Brush Set, Hammerite and Decking Cleaner	£106.66	£2.33	£108.99
02.12.2021	1919996	BACS	PPL PRS Ltd	Mobile phones for LTC staff x 5 (TCD, DCO, Groundsman & Town Cleaner)	£127.20	£25.44	£152.64
11.11.2021	35683364	DD	Lloyds Bank	Music Licence Council Offices	£56.80	£0.00	£56.80
04.12.2021	2636	BACS	EKM Specialist Construction	Bank Charges	£51.00	£10.20	£61.20
30.11.2021	83	BACS	Ledbury Hardware	Parts for Shelter on REC	£26.20	£0.00	£26.20
11.11.2021	35729662	DD	Lloyds Bank	Cable Ties and Hinges	£2.59	£0.00	£2.59
08.12.2021	44501	BACS	Aurelia Payroll Services	Bank Charges	£70.88	£14.18	£85.06
08.12.2021	54208	BACS	Diamond Cleaning Services	Charges for Payroll Process	£243.00	£0.00	£243.00
03.12.2021	1921120	DD	BNP Paribas Leasing Solutions	Cleaning of TC Offices (Nov 2021)	£2,205.90	£441.10	£2,646.60
04.12.2021	436	BACS	Waterplus	Storage of Christmas Lights	£258.29	£51.66	£309.95
08.12.2021	9097215	BACS	Chubb	Office Telecoms	£15.21	£3.05	£18.26
08.12.2021	9097233	BACS	Chubb	Surface Water Drainage	£56.90	£14.41	£71.31
10.12.2021	1221305778	BACS	Screwfix	Fuels for LTC Van	£92.94	£18.59	£111.53
10.12.2021	1221305786	BACS	Screwfix	Service of Fire Extinguishers	£59.10	£11.82	£70.92
10.12.2021	112320	DD	ONS	Minimum Visit Charge	£64.82	£12.97	£77.79
11.12.2021	91452238	BACS	Herefordshire Council	Paint	£59.11	£11.83	£70.94
11.12.2021	91452237	BACS	Herefordshire Council	LED Floodlight and Coach Bolts	£583.24	£116.65	£699.89
11.12.2021	91451528	BACS	Herefordshire Council	Monthly Managed Service December	£2,048.61	£0.00	£2,048.61
09.12.2021	209971559	DD	Welsh Water	Contribution towards Herefordshire CCTV	£70.98	£0.00	£70.98
13.12.2021	2023	DD	Malcolm Wytcherley	Waste Collection Charges (Stg Michaels)	£104.20	£0.00	£104.20
09.12.2021	Grant	BACS	Ledbury Primary School	Recycling at Church St	£24.52	£0.00	£24.52
09.12.2021	184354	BACS	Quick skip	Water to Cemetery New Street	£100.00	£0.00	£100.00
14.12.2021	63	BACS	CH Baetter	Repair of stained glass window in Market House	£1,000.00	£0.00	£1,000.00
15.12.2021	17122021/1	BACS	Facel the Crowd	Grant towards Defibrillator	£195.00	£39.00	£234.00
				Hire of Skip at Cemetery	£40.00	£0.00	£40.00
				Repairs to BBI Clock face	£20.00	£0.00	£20.00
				Hire of Barrett Browning Inst October 29 & 30 October 2021	£1,100.00	£220.00	£1,320.00
				Christmas characters for lights switch on (To be reclaimed from Welcome Back Fund)			
					£19,422.15	£2,617.16	£22,039.31

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Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
L021143	Banked: 01/11/2021	166.67						
L021143	CGGroup	166.67			1160	102	166.67	Mortuary Rent
L021143	Banked: 01/11/2021	-166.67						
L021143	CGProperty	-166.67			1160	102	-166.67	Mortuary Rent
HMRC	Banked: 02/11/2021	6,885.72						
HMRC	H M Revenue & Customs	6,885.72			120		6,885.72	HMRC VAT Return
Interest	Banked: 09/11/2021	3.52						
Interest	Lloyds Bank	3.52			1870	220	3.52	Interest
Interest	Banked: 09/11/2021	-3.52						
Interest	Lloyds Bank	-3.52			1870	220	-3.52	Interest
Interest	Banked: 09/11/2021	0.15						
Interest	Lloyds Bank	0.15			1870	220	0.15	Interest
	Banked: 22/11/2021	30,000.00						
309414	Premier A/c (736) Comm Call	30,000.00			202		30,000.00	
500446	Banked: 29/11/2021	379.12						
500446	Keith	51.00			1090	301	51.00	Charter Market
500446	Wedding Deposits	100.00			1460	120	100.00	Jacobean Room
500446	Dog Bags	60.00			1471	127	60.00	Dog Bags
500446	Painted Room	139.22			1451	105	139.22	Donations
500446	Painted Room Sales	7.40		1.23	1450	105	6.17	Painted Room - VAT
500446	Painted Room Sales	21.50			1450	105	21.50	Painted Room
500447	Banked: 29/11/2021	965.00						
500447	Ledbury Carnival Committee	18.00			1030	201	18.00	Use of Market House
500447	Max's Fish Sales	17.00			1090	301	17.00	Charter Market
500447	Taynton Farm Sales	72.00			1090	301	72.00	Charter Market
500447	Dawes Brothers	429.00			1100	102	429.00	EROB (A Morris)
500447	Dawes Brothers	429.00			1100	102	429.00	EROB (Percival)
	Banked: 29/11/2021	15,000.00						
Inter	Premier A/c (736) Comm Call	15,000.00			202		15,000.00	
500447	Banked: 30/11/2021	-18.00						
500447	Ledbury Carnival Committee	-18.00			1030	201	-18.00	Use of Market House
500447	Banked: 30/11/2021	-17.00						
500447	Max's Fish Sales	-17.00			1090	301	-17.00	Charter Market
500447	Banked: 30/11/2021	-72.00						
500447	Taynton Farm Sales	-72.00			1090	301	-72.00	Charter Market
500447	Banked: 30/11/2021	-429.00						
500447	Dawes Brothers	-429.00			1100	102	-429.00	EROB (A Morris)
500447	Banked: 30/11/2021	-429.00						
500447	Dawes Brothers	-429.00			1100	102	-429.00	EROB (Percival)
Subtotal Carried Forward:		52,264.99	0.00	1.23			52,263.76	

13/12/2021

Ledbury Town Council Current Year

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Cashbook 1

User: SAE

Lloyds A/c (235) (Bus Ext)

Receipts received between 01/11/2021 and 30/11/2021

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:		52,264.99	0.00	1.23			52,263.76	

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List of Payments made between 01/11/2021 and 30/11/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/11/2021	Paperstation Ltd.	BACS	35.41	135757	Handsanitiser and Toilet Roll
02/11/2021	O2	DD	158.57	Staff Mobiles	O2
03/11/2021	Francotyp Postalia	DD	80.00	22593574	Teleset Postage
03/11/2021	EE Limited	DD	30.50	2692	Mobile Wedding Co-ordinator
05/11/2021	Advansys	DD	90.00	37352	Monthly Hosting of Website
05/11/2021	Fields in Trust	CHQ	65.00	649	Membership Fee
08/11/2021	Welsh Water	DD	14.90	2082062084	Water Church Lane Offices
08/11/2021	Welsh Water	DD	22.91	2082062960	Water Church Lane Offices
08/11/2021	Citation Limited	DD	216.51	LEDB01	Employee Assistance Programme
09/11/2021	British Gas	DD	16.71	9000	Church Lane Electricity
10/11/2021	Octopus Energy	DD	82.60	0011	Electricity Church Lane Office
17/11/2021	Newsquest Media (Southern) Ltd	BACS	378.00	37820613	Malvern Gazette
17/11/2021	GFH Events	BACS	1,320.00	516	Xmas Light Switch on
17/11/2021	OMS UK Ltd	DD	699.89	111826	Monthly Managed Service - IT
18/11/2021	Vision Abbey	DD	632.64	100150095	Meterage Charges
18/11/2021	Malvern Town Council	BACS	-25.00		Mayor Event Cancelled
23/11/2021	Lloyds Bank	DD	14.10	355433516	Bank Charges
24/11/2021	Staff Salaries	BACS	452.07	Mth 8	Salary
24/11/2021	Staff Salaries	BACS	80.19	Mth 8	Salary
24/11/2021	Staff Salaries	BACS	126.86	Mth 8	Salary
24/11/2021	Staff Salaries	BACS	80.23	Mth 8	Salary
24/11/2021	Staff Salaries	BACS	1,692.58	Mth 8	Salary
24/11/2021	Staff Salaries	BACS	1,365.75	Mth 8	Salary
24/11/2021	Staff Salaries	BACS	3,245.82	Mth 8	Salary
24/11/2021	Staff Salaries	BACS	1,592.79	Mth 8	Salary
24/11/2021	Staff Salaries	BACS	1,805.53	Mth 8	Salary
24/11/2021	Staff Salaries	BACS	2,357.97	Mth 8	Salary
24/11/2021	Staff Salaries	BACS	1,653.90	Mth 8	Salary
24/11/2021	Staff Salaries	BACS	1,988.95	Mth 8	Salary
24/11/2021	HMRC Cumbernauld	BACS	5,651.90	Mth 8	HMRC Cumbernauld
24/11/2021	Worcester County Council	BACS	4,798.07	Mth 8	Pensions
24/11/2021	E.on	DD	251.06	0003	Electricity Market House
24/11/2021	Staff Salaries	BACS	-1,100.00	Mth 8	Salary
25/11/2021	Francotyp Postalia	DD	80.00	22593574	Teleset Postage
26/11/2021	Lloyds Bank	DD	36.66	354430152	Bank Charges
26/11/2021	Herefordshire Council	DD	603.00	20/0	Rates Church Lane Offices
26/11/2021	Herefordshire Council	DD	86.00	21/0	Mortuary Rates
26/11/2021	Herefordshire Council	DD	148.00	21/0	Cemetery Rates
26/11/2021	Herefordshire Council	DD	52.00	Market House	20/1
30/11/2021	Onecom Limited	DD	200.88	2091825	Telephone Hosts
Total Payments			31,082.95		

Lloyds A/c (235) (Bus Ext)

Payments made between 01/11/2021 and 30/11/2021

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/11/2021	Paperstation Ltd.	BACS	35.41		5.90	4155	202	29.51	Handsanitiser and Toilet Roll
02/11/2021	O2	DD	158.57		26.43	4481	235	132.14	O2
03/11/2021	Francotyp Postalia	DD	80.00			4455	235	80.00	Teleset Postage
03/11/2021	EE Limited	DD	30.50		5.08	4481	120	25.42	Mobile Wedding Co-ordinator
05/11/2021	Fields in Trust	CHQ	65.00			4460	220	65.00	Membership Fee
05/11/2021	Advansys	DD	90.00		15.00	4482	401	75.00	Monthly Hosting of Website
08/11/2021	Welsh Water	DD	14.90		2.48	4115	202	12.42	Water Church Lane Offices
08/11/2021	Welsh Water	DD	22.91			4115	202	22.91	Water Church Lane Offices
08/11/2021	Citation Limited	DD	216.51		36.08	4415	235	180.43	Employee Assistance Programme
09/11/2021	British Gas	DD	16.71		2.78	4122	202	13.93	Church Lane Offices
10/11/2021	Octopus Energy	DD	82.60		3.93	4122	202	78.67	Electricity Church Lane Office
17/11/2021	Newsquest Media (Southern) Ltd	BACS	378.00		63.00	4430	220	315.00	Malvern Gazette
17/11/2021	GFH Events	BACS	1,320.00		220.00	4607	127	1,100.00	Xmas Light Switch on
17/11/2021	OMS UK Ltd	DD	699.89		116.65	4415	235	583.24	Monthly Managed Service - IT
18/11/2021	Malvern Town Council	BACS	-25.00			4535	210	-25.00	Mayor Event Cancelled
18/11/2021	Vision Abbey	DD	632.64		105.44	4410	235	527.20	Meterage Charges
23/11/2021	Lloyds Bank	DD	14.10			4550	220	14.10	Bank Charges
24/11/2021	Staff Salaries	BACS	452.07			4702	105	452.07	Salary
24/11/2021	Staff Salaries	BACS	80.19			4702	105	80.19	Salary
24/11/2021	Staff Salaries	BACS	126.86			4702	105	126.86	Salary
24/11/2021	Staff Salaries	BACS	80.23			4000	105	80.23	Salary
24/11/2021	Staff Salaries	BACS	1,692.58			4000	102	1,692.58	Salary
24/11/2021	Staff Salaries	BACS	1,365.75			4000	235	1,365.75	Salary
24/11/2021	Staff Salaries	BACS	3,245.82			4000	230	3,245.82	Salary
24/11/2021	Staff Salaries	BACS	1,592.79			4000	235	1,592.79	Salary
24/11/2021	Staff Salaries	BACS	1,805.53			4000	235	1,805.53	Salary
24/11/2021	Staff Salaries	BACS	2,357.97			4000	235	2,357.97	Salary
24/11/2021	Staff Salaries	BACS	1,653.90			4000	235	1,653.90	Salary
24/11/2021	Staff Salaries	BACS	1,988.95			4000	235	1,988.95	Salary
24/11/2021	HMRC Cumbernauld	BACS	5,651.90			4018	230	5,651.90	HMRC Cumbernauld
24/11/2021	Worcester County Council	BACS	4,798.07			4019	230	4,798.07	Pensions
24/11/2021	Staff Salaries	BACS	-1,100.00			4000	235	-1,100.00	Salary
Subtotal Carried Forward:			29,625.35	0.00	602.77			29,022.58	

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Date: 13/12/2021

Ledbury Town Council Current Year

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Time: 10:44

Cashbook 1

User: SAE

Lloyds A/c (235) (Bus Ext)

Payments made between 01/11/2021 and 30/11/2021

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
24/11/2021	E.on	DD	251.06		11.96	4122	201	239.10	Electricity Market House
25/11/2021	Francolyp Postalia	DD	80.00			4455	235	80.00	Teleset Postage
26/11/2021	Lloyds Bank	DD	36.66			4550	220	36.66	Bank Charges
26/11/2021	Herefordshire Council	DD	603.00			4110	202	603.00	Rates Church Lane Offices
26/11/2021	Herefordshire Council	DD	86.00			4110	102	86.00	Mortuary Rates
26/11/2021	Herefordshire Council	DD	148.00			4110	102	148.00	Cemetery Rates
26/11/2021	Herefordshire Council	DD	52.00			4110	201	52.00	20/1
30/11/2021	Onecom Limited	DD	200.88		33.48	4415	235	167.40	Telephone Hosts
Total Payments:			31,082.95	0.00	648.21			30,434.74	

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Premier A/c (736) Comm Call

Receipts received between 01/11/2021 and 30/11/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
L021143	Banked: 01/11/2021	166.67						
L021143	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
INT	Banked: 09/11/2021	3.52						
INT	Lloyds Bank	3.52			1870	220	3.52	Interest
1603	Banked: 10/11/2021	40.00						
1603	Orchards Grove Preserves	40.00			1090	301	40.00	Charter Market
1599	Banked: 15/11/2021	68.00						
1599	Le Delice	68.00			1090	301	68.00	Charter Market
1246	Banked: 19/11/2021	185.00						
1246	H Hancock	185.00			1460	120	185.00	H Hancock
1606	Banked: 25/11/2021	2,587.00						
1606	Ledbury Funeral Services	2,587.00			1100	102	628.00	Interment - T Weaver
					1100	102	628.00	Interment - E Sandford
					1100	102	608.00	Interment - P Drew
					1100	102	431.00	R & B Parry Evans -
					1100	102	96.00	B Watson - Interment
					1100	102	96.00	A Rose
					1161	102	25.00	C Faizey - Chapel Visit
					1161	102	25.00	D Kennard - Chapel Visit
					1161	102	25.00	A Baker - Chapel Visit
					1161	102	25.00	C Barrell - Chapel Visit
1101	Banked: 25/11/2021	235.00						
1101	A Beever & J Mureu	235.00			1460	120	235.00	Wedding Jacobean Room
Mth 8	Banked: 30/11/2021	166.67						
Mth 8	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
Total Receipts:		3,451.86	0.00	0.00			3,451.86	

Date: 13/12/2021

Ledbury Town Council Current Year

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Time: 11:35

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User: SAE

Premier A/c (736) Comm Call

Payments made between 01/11/2021 and 30/11/2021

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>
22/11/2021	Lloyds A/c (235) (Bus Ext)	309414	30,000.00				200	30,000.00	
26/11/2021	Lloyds Bank	DD	2.22			4550	220	2.22	Bank Charges
29/11/2021	Lloyds A/c (235) (Bus Ext)	Inter	15,000.00				200	15,000.00	
Total Payments:			45,002.22	0.00	0.00			45,002.22	

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Date: 13/12/2021

Ledbury Town Council Current Year

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Time: 11:36

Premier A/c (736) Comm Call

List of Payments made between 01/11/2021 and 30/11/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/11/2021	Lloyds A/c (235) (Bus Ext)	309414	30,000.00		
26/11/2021	Lloyds Bank	DD	2.22	354958835	Bank Charges
29/11/2021	Lloyds A/c (235) (Bus Ext)	Inter	15,000.00		
Total Payments			45,002.22		

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Ledbury Town Council Current Year

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Cashbook 4

User: SAE

Public Sector Deposit Fund

Receipts received between 01/11/2021 and 30/11/2021

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>
	Banked: 30/11/2021	3.22						
	The Public Sector Deposit Fund	3.22			1870	220	3.22	Dividend Re-invested
	Total Receipts:	3.22	0.00	0.00			3.22	

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Public Sector Deposit Fund

Payments made between 01/11/2021 and 30/11/2021

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>
30/11/2021	The Public Sector Deposit Fund	DD	3.22			1870	220	3.22	Dividend Re-invested
30/11/2021	The Public Sector Deposit Fund	DD	-3.22			1870	220	-3.22	Dividend Re-invested
Total Payments:			0.00	0.00	0.00			0.00	

Date: 13/12/2021

Ledbury Town Council Current Year

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Time: 11:46

Public Sector Deposit Fund

List of Payments made between 01/11/2021 and 30/11/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/11/2021	The Public Sector Deposit Fund	DD	3.22		Dividend Re-invested
30/11/2021	The Public Sector Deposit Fund	DD	-3.22		Dividend Re-invested
Total Payments			0.00		

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Lloyds A/c (235) (Bus Ext)

Receipts received between 01/12/2021 and 31/12/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
500447	Banked: 01/12/2021	965.00						
500447	Ledbury Carnival Committee	18.00			1030	201	18.00	Hire of Market House
500447	Max's Fish Sales	17.00			1090	301	17.00	Charter Market Income
500447	Taynton Farm Sales	72.00			1090	301	72.00	Charter Market Income
500447	Dawes Brothers	429.00			1110	102	429.00	EROB
500447	Dawes Brothers	429.00			1110	102	429.00	EROB
Interest	Banked: 09/12/2021	0.13						
Interest	Lloyds Bank	0.13			1870	220	0.13	Interest
Holt	Banked: 16/12/2021	50.00						
Salt	Holy Salt	50.00			1460	202	50.00	Holy Salt
	Banked: 22/12/2021	25,000.00						
106086939	Premier A/c (736) Comm Call	25,000.00			202		25,000.00	From 736 to 235
	Banked: 22/12/2021	25,000.00						
106086939	Premier A/c (736) Comm Call	25,000.00			202		25,000.00	Lloyds A/c 235 (bus)
Total Receipts:		51,015.13	0.00	0.00			51,015.13	

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Lloyds A/c (235) (Bus Ext)

Payments made between 01/12/2021 and 31/12/2021

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/12/2021	Chubb Fire & Security Ltd	BACS	1,666.38		277.73	4185	202	1,388.65	Intruder Alarm Charges
01/12/2021	Shredall Ltd	BACS	65.52		10.92	4021	202	54.60	Office Shredding
01/12/2021	Diamond Cleaning	BACS	243.00			4150	202	243.00	Office Cleaning
01/12/2021	Roger Knight & Co	BACS	570.00		95.00	4221	118	475.00	Inspection Report War Memorial
01/12/2021	Herefordshire Council	BACS	30.00			4540	225	30.00	Election Ledbury West Parish
01/12/2021	Vision Office Tech Support	BACS	632.64		105.44	4410	235	527.20	Photocopier Costs
01/12/2021	Price, Mrs A	BACS	371.00			4051	230	371.00	Mileage, Conference & Tourist
01/12/2021	Balfour Beatty Living Places	BACS	250.00			4876	214	250.00	Road Closure Oct Fair
01/12/2021	Lyreco UK Ltd	BACS	172.32		28.72	4400	235	143.60	Paper for Office
01/12/2021	Redkite Solicitors	BACS	1,800.00			4590	220	1,800.00	Meetings re War Memorial
01/12/2021	Quickskip Hereford Ltd	BACS	234.00		39.00	4225	102	195.00	Ledbury Cemetery
01/12/2021	Ledbury Hardware Limited	BACS	23.43			4170	102	23.43	Tools for Maintenance
01/12/2021	SLCC Enterprises Ltd	BACS	90.00		15.00	4545	225	75.00	Practitioners Conference
01/12/2021	Chubb Fire & Security Ltd	BACS	615.56		102.59	4185	202	512.97	Service Agreement
01/12/2021	John Goodwin	BACS	2,100.00		350.00	4590	220	1,750.00	Cemetery Valuation Report
01/12/2021	Quickskip Hereford Ltd	BACS	234.00		39.00	4225	101	195.00	Cemetery Skip
01/12/2021	Citizens Advice Bureau	BACS	2,500.00			4825	214	2,500.00	Citizens South Worcestershire
01/12/2021	Diamond Cleaning	BACS	216.00			4150	202	216.00	Church Lane Cleaning
01/12/2021	DMPProperty Maintenance	BACS	2,002.00			4270	110	2,002.00	Contract Works
01/12/2021	B.O.D Fabrications	BACS	120.00			4206	110	120.00	Welding Pakr Benches
01/12/2021	Martin Sullivan	BACS	153.33			4330	102	76.60	Fuel, Councillor Lunch
						4545	225	47.46	Fuel, Councillor Lunch
						4206	110	29.27	Fuel, Councillor Lunch
01/12/2021	DM Property Maintenance	BACS	-2,002.00			4208	108	-2,002.00	Contract Works
01/12/2021	DMPProperty Maintenance	BACS	2,002.00			4205	108	366.66	Contract Works
						4205	110	1,120.00	Contract Works
						4236	110	100.00	Contract Works
						4013	125	52.84	Contract Works
						4270	110	362.50	Contract Works

Subtotal Carried Forward:

14,089.18

0.00

1,063.40

13,025.78

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Lloyds A/c (235) (Bus Ext)

Payments made between 01/12/2021 and 31/12/2021

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/12/2021	Jupp, Mrs J	BACS	30.99			4415	235	30.99	Candles for Jacobean Room
01/12/2021	Royal Mail	BACS	0.83		0.14	4543	301	0.69	Freepost
01/12/2021	Shredall Ltd	BACS	65.52		10.92	4021	202	54.60	Office Shredding
01/12/2021	SLCC Enterprises Ltd	BACS	406.00			4460	220	406.00	Membership Fee A Price
01/12/2021	Hoople LTD.	BACS	441.60		73.60	4543	301	368.00	Ledbury Town Map
01/12/2021	Vision Abbey	BACS	437.04		72.84	4410	235	364.20	Photocopier Costs
01/12/2021	A Price	BACS	-371.00			4051	230	-371.00	Travel & Tourism Show
01/12/2021	Vision Office Technical Suppor	BACS	-434.04		-72.34	4410	235	-361.70	Photocopier
01/12/2021	Vision Technical Support	BACS	364.20		60.70	4410	235	303.50	Photocopier
01/12/2021	Vision Office Tech Support	BACS	-0.30		-0.05	4410	235	-0.25	Photocopier Costs
01/12/2021	Vision Office Tech Support	BACS	-2.70		-0.45	4410	235	-2.25	Photocopier Costs
01/12/2021	The Yard House	BAS	216.00		36.00	4650	115	180.00	Remove & Store Hanging Baskets
01/12/2021	Advansys Ltd	DD	102.00		17.00	4415	235	85.00	Monthly Hosting and Support
01/12/2021	O2	DD	127.99		21.33	4481	235	106.66	Staff Mobiles
01/12/2021	OMS UK Ltd	DD	699.89		116.65	4415	235	583.24	Monthly Managed Service IT
01/12/2021	Octopus Energy	DD	82.31		3.92	4122	102	78.39	Electricity Cemetery Buildings
01/12/2021	advansys	DD	-12.00		-2.00	4415	235	-10.00	Advansys
02/12/2021	PPLPRS	08122021	152.64		25.44	4607	127	127.20	Music Licence Xmas Events
02/12/2021	Martin Sullivan	BACS	48.00		8.00	4300	102	40.00	Re-imburse for vehicle maint
02/12/2021	Shed Sounds	BACS	350.00			4607	127	350.00	PA System for xmas events
06/12/2021	Screwfix	BACS	3.19		0.53	4182	202	2.66	Sanding Discs
06/12/2021	EE Limited	DD	235.00		39.17	4481	235	195.83	J Jupp - Mobile Phone
06/12/2021	EE Limited	DD	30.50		5.08	4481	401	25.42	Mobile Phone
06/12/2021	EE Limited	DD	-235.00		-39.17	4481	401	-195.83	Mobile Phone
07/12/2021	Citation Limited	DD	216.51		36.08	4415	235	180.43	Employee Assistance Programme
08/12/2021	Welsh Water	DD	22.91			4115	102	22.91	Water Supply - Cemetery
10/12/2021	Herefordshire Council	BACS	1,827.55		304.59	4250	101	1,522.96	Ledbury Churchyard Lights
10/12/2021	Price, Mrs A	BACS	92.80		15.47	4607	127	77.33	Reimbursement of Amazon paymen
10/12/2021	British Gas	DD	17.25		0.82	4122	235	16.43	Electricity for LTC Offices
Subtotal Carried Forward:			19,004.86	0.00	1,797.67			17,207.19	

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Lloyds A/c (235) (Bus Ext)

Payments made between 01/12/2021 and 31/12/2021

Nominal Ledger Analysis							
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount Transaction Details
10/12/2021	Octopus Energy	DD	59.90		2.85	4122 235	57.05 Electricity LTC Offices
17/12/2021	O2	BACS	134.40		22.40	4481 401	112.00 LTC Mobile Phones
18/12/2021	Welsh Water	DD	14.90			4115 202	14.90 Water Supply LTC Offices
21/12/2021	E.on	DD	282.04		13.43	4122 201	268.61 Electricity Market House
22/12/2021	H M Revenue & Customs	BACS	4,922.23			4019 230	4,922.23 Pensions
22/12/2021	STAFF SALARIES	BACS	668.81			4000 105	668.81 Salary
22/12/2021	STAFF SALARIES	BACS	75.57			4000 105	75.57 Salary
22/12/2021	STAFF SALARIES	BACS	67.48			4000 105	67.48 Salary
22/12/2021	STAFF SALARIES	BACS	1,692.78			4000 102	1,692.78 Salary
22/12/2021	STAFF SALARIES	BACS	1,365.95			4000 230	1,365.95 Salary
22/12/2021	STAFF SALARIES	BACS	3,164.46			4000 230	3,164.46 Salary
22/12/2021	STAFF SALARIES	BACS	1,530.62			4000 230	1,530.62 Salary
22/12/2021	STAFF SALARIES	BACS	1,822.23			4000 230	1,822.23 Salary
22/12/2021	STAFF SALARIES	BACS	1,288.20			4000 230	1,288.20 Salary
22/12/2021	STAFF SALARIES	BACS	1,458.28			4000 230	1,458.28 Salary
22/12/2021	STAFF SALARIES	BACS	1,190.19			4000 230	1,190.19 1190.19
22/12/2021	Worcester County Council	BACS	5,340.25			4018 230	5,340.25 Pensions
22/12/2021	H M Revenue & Customs	BACS	-4,922.23			4018 230	-4,922.23 Pensions
22/12/2021	H M Revenue & Customs	BACS	4,922.23			4018 230	4,922.23 PAYE & NI
22/12/2021	Ledbury Food Group Grant	BACS	4,350.00			500	4,350.00 Discretionary Grant
22/12/2021	STAFF SALAIRES	BACS	115.54			4000 230	115.54 Staff Salary
22/12/2021	Chubb Electronic Security	BACS	0.22		0.04	4170 102	0.18 Chubb Electronic Security
22/12/2021	Welsh Water	DD	24.52			4115 102	24.52 Water - Cemetery
24/12/2021	Clerk & Councils Direct	BACS	12.00			4460 220	12.00 Clerk & Councils Direct
24/12/2021	Ellis Whittam Limited	BACS	2,184.84		364.14	4460 220	1,820.70 H & S Year 3
24/12/2021	Lyreco UK Ltd	BACS	321.61		53.60	4155 202	268.01 Stationary
24/12/2021	DMPProperty Maintenance	BACS	2,002.00			4205 108	366.66 Contract Groundworks
						4205 110	1,120.00 Contract Groundworks
						4236 110	100.00 Contract Groundworks
						4013 125	52.84 Contract Groundworks
						4270 110	362.50 Contract Groundworks
24/12/2021	Hoople LTD.	BACS	220.80		36.80	4543 301	184.00 Ledbury Town Centre Map
24/12/2021	Quickskip Hereford Ltd	BACS	234.00		39.00	4200 102	195.00 Cemetery Skip
Subtotal Carried Forward:			53,548.68	0.00	2,329.93		51,218.75

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Lloyds A/c (235) (Bus Ext)

Payments made between 01/12/2021 and 31/12/2021

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
24/12/2021	Demaus Building Diagnostics	BACS	1,834.80		305.80	4170	202	1,529.00	Timber Assess MH and LTC
24/12/2021	J B Gaynan & Son	BACS	120.75			4875	214	120.75	Distinguished Citizen Awards
24/12/2021	Stephen C Large	BACS	903.60		150.60	4206	102	753.00	Mowing
24/12/2021	NABMA	BACS	1,200.00		200.00	4050	235	1,000.00	Market Administration Course
24/12/2021	Infinity	BACS	448.46		74.74	4607	127	373.72	Christmas trees
24/12/2021	Screwfix	BACS	19.99		3.33	4182	202	16.66	Undercoat
24/12/2021	Screwfix	BACS	29.97		5.00	4182	202	24.97	Paint
24/12/2021	EKM Ltd	BACS	61.20		10.20	4170	110	51.00	Shelter Park - REC
24/12/2021	Ledbury Hardware Limited	BACS	26.20			4182	202	26.20	Cable Ties & Hinges
24/12/2021	Autela Payroll Services	BACS	85.06		14.18	4000	230	70.88	Payroll Charges
24/12/2021	Diamond Cleaning	BACS	243.00			4150	202	243.00	LTC Office Cleaning
24/12/2021	Blachere Ltd	BACS	2,646.60		441.10	4640	115	2,205.50	Storage of Christmas Lights
24/12/2021	Water Plus	BACS	18.26			4115	202	18.26	Surface Drainage Water
24/12/2021	PJ Nicholls Ltd	BACS	86.43		14.40	4330	102	72.03	Fuel for LTC VAn
24/12/2021	Chubb Electronic Security	BACS	111.53		18.59	4592	202	92.94	Gold 4 Plan Agreement
24/12/2021	Chubb Electronic Security	BACS	70.72		11.79	4170	102	58.93	Minimum Visit Charge
24/12/2021	Screwfix	BACS	70.94		11.82	4170	102	59.12	Floodlights
24/12/2021	Herefordshire Council	BACS	2,048.61			4176	118	2,048.61	Contribution to Hereford CCTV
24/12/2021	Herefordshire Council	BACS	70.98			4021	101	70.98	Waste Collection
24/12/2021	Herefordshire Council	BACS	104.20			4021	202	104.20	Recycling at LTC
24/12/2021	Malcolm Wytcherley	BACS	100.00			4170	201	100.00	Repair of Market House Glass
24/12/2021	Ledbury Primary School	BACS	1,000.00			4890	214	1,000.00	Grant toward Defibrillator
24/12/2021	Ledbury Poetry Festival	BACS	20.00			4501	210	20.00	Hire of Barrett Browning I
24/12/2021	Face in the Crowd	BACS	1,320.00		220.00	4607	127	1,100.00	Christmas Ligh Switch on
24/12/2021	Trade Point	BACS	77.79		12.96	4170	110	64.83	Various Paint
24/12/2021	Quickskip Hereford Ltd	BACS	234.00		39.00	4225	102	195.00	Cemetery Skip
24/12/2021	Screwfix	BACS	-0.02			4182	202	-0.02	Brush Set
24/12/2021	Lloyds Bank	DD	14.10			4550	220	14.10	Bank Charges
29/12/2021	Herefordshire Council	DD	603.00			4110	202	603.00	Council Tax LTC Offices
29/12/2021	Herefordshire Council	DD	86.00			4110	102	86.00	Council Tax - Mortuary
Subtotal Carried Forward:			67,204.85	0.00	3,863.44			63,341.41	

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Lloyds A/c (235) (Bus Ext)

Payments made between 01/12/2021 and 31/12/2021

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
29/12/2021	Herefordshire Council	DD	148.00			4110	102	148.00	148.00
29/12/2021	Lloyds Bank	DD	56.80			4550	220	56.80	Bank Charges
29/12/2021	Herefordshire Council	DD	52.00			4110	201	52.00	Market House Council Tax
29/12/2021	Lloyds Bank	DD	-56.80			4550	220	-56.80	Bank Charges
Total Payments:			67,404.85	0.00	3,863.44			63,541.41	

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List of Payments made between 01/12/2021 and 31/12/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/12/2021	Chubb Fire & Security Ltd	BACS	1,666.38	9012424	Intruder Alarm Charges
01/12/2021	Shredall Ltd	BACS	65.52	232689	Office Shredding
01/12/2021	Diamond Cleaning	BACS	243.00	SEP21	Office Cleaning
01/12/2021	Roger Knight & Co	BACS	570.00	20/523	Inspection Report War Memorial
01/12/2021	Herefordshire Council	BACS	30.00	91443144	Election Ledbury West Parish
01/12/2021	Vision Office Tech Support	BACS	632.64	100150095	Photocopier Costs
01/12/2021	Price, Mrs A	BACS	371.00	VU69	Mileage, Conference & Tourist
01/12/2021	Balfour Beatty Living Places	BACS	250.00	114921	Road Closure Oct Fair
01/12/2021	Lyreco UK Ltd	BACS	172.32	6250184520	Paper for Office
01/12/2021	Redkite Solicitors	BACS	1,800.00	70035	Meetings re War Memorial
01/12/2021	Quickskip Hereford Ltd	BACS	234.00	181207	Ledbury Cemetery
01/12/2021	Ledbury Hardware Limited	BACS	23.43	80	Tools for Maintenance
01/12/2021	SLCC Enterprises Ltd	BACS	90.00	203953-1	Practitioners Conference
01/12/2021	Chubb Fire & Security Ltd	BACS	615.56	9032849	Service Agreement
01/12/2021	John Goodwin	BACS	2,100.00	43965/22	Cemetery Valuation Report
01/12/2021	Quickskip Hereford Ltd	BACS	234.00	39.00	Cemetery Skip
01/12/2021	Citizens Advice Bureau	BACS	2,500.00	202020114	Citizens South Worcestershire
01/12/2021	Diamond Cleaning	BACS	216.00	OCT21	Church Lane Cleaning
01/12/2021	DMPProperty Maintenance	BACS	2,002.00	LTC	Contract Works
01/12/2021	The Yard House	BAS	216.00	022021	Remove & Store Hanging Baskets
01/12/2021	B.O.D Fabrications	BACS	120.00	Mr Bodenham	Welding Park Benches
01/12/2021	Martin Sullivan	BACS	153.33		Fuel, Councillor Lunch
01/12/2021	DM Property Maintenance	BACS	-2,002.00		Contract Works
01/12/2021	DMPProperty Maintenance	BACS	2,002.00		Contract Works
01/12/2021	Jupp, Mrs J	BACS	30.99		Candles for Jacobean Room
01/12/2021	Royal Mail	BACS	0.83	9063956128	Freepost
01/12/2021	Shredall Ltd	BACS	65.52	233219	Office Shredding
01/12/2021	SLCC Enterprises Ltd	BACS	406.00	10591	Membership Fee A Price
01/12/2021	Hoople LTD.	BACS	441.60	66835862	Ledbury Town Map
01/12/2021	Vision Abbey	BACS	437.04	100151835	Photocopier Costs
01/12/2021	Advansys Ltd	DD	102.00	37839	Monthly Hosting and Support
01/12/2021	O2	DD	127.99	04817765	Staff Mobiles
01/12/2021	A Price	BACS	-371.00	Mileage	Travel & Tourism Show
01/12/2021	OMS UK Ltd	DD	699.89	112320	Monthly Managed Service IT
01/12/2021	Octopus Energy	DD	82.31	B092647B	Electricity Cemetery Buildings
01/12/2021	advansys	DD	-12.00	37601	Advansys
01/12/2021	Vision Office Technical Support	BACS	-434.04	100151835	Photocopier
01/12/2021	Vision Technical Support	BACS	364.20	100151835	Photocopier
01/12/2021	Vision Office Tech Support	BACS	-0.30	100151835	Photocopier Costs
01/12/2021	Vision Office Tech Support	BACS	-2.70	100151835	Photocopier Costs
02/12/2021	Martin Sullivan	BACS	48.00	David Ripley Spares	Re-imburse for vehicle maint
02/12/2021	Shed Sounds	BACS	350.00	20212811	PA System for xmas events
02/12/2021	PPLPRS	08122021	152.64	1917386	Music Licence Xmas Events
06/12/2021	Screwfix	BACS	3.19	1215314531	Sanding Discs
06/12/2021	EE Limited	DD	235.00	4481	J Jupp - Mobile Phone
06/12/2021	EE Limited	DD	30.50	3035914	Mobile Phone

List of Payments made between 01/12/2021 and 31/12/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
06/12/2021	EE Limited	DD	-235.00		Mobile Phone
07/12/2021	Citation Limited	DD	216.51	CT0041037	Employee Assistance Programme
08/12/2021	Welsh Water	DD	22.91	3237910305	Water Supply - Cemetery
10/12/2021	Herefordshire Council	BACS	1,827.55	91449517	Ledbury Churchyard Lights
10/12/2021	Price, Mrs A	BACS	92.80	3143511	Reimbursement of Amazon paymen
10/12/2021	British Gas	DD	17.25	19000	Electricity for LTC Offices
10/12/2021	Octopus Energy	DD	59.90	30D6C022-0012	Electricity LTC Offices
17/12/2021	O2	BACS	134.40	06815836	LTC Mobile Phones
18/12/2021	Welsh Water	DD	14.90	3237910304	Water Supply LTC Offices
21/12/2021	E.on	DD	282.04	A-1DBC1576-0004	Electricity Market House
22/12/2021	H M Revenue & Customs	BACS	4,922.23	Mth 8	Pensions
22/12/2021	STAFF SALARIES	BACS	668.81	Mth 9	Salary
22/12/2021	STAFF SALARIES	BACS	75.57	Mth 9	Salary
22/12/2021	STAFF SALAIRES	BACS	67.48	Mth 9	Salary
22/12/2021	STAFF SALARIES	BACS	1,692.78	Mth 9	Salary
22/12/2021	STAFF SALARIES	BACS	1,365.95	Mth 9	Salary
22/12/2021	STAFF SALARIES	BACS	3,164.46	Mth 9	Salary
22/12/2021	STAFF SALARIES	BACS	1,530.62	Mth 9	Salary
22/12/2021	STAFF SALARIES	BACS	1,822.23	Mth 9	Salary
22/12/2021	STAFF SALARIES	BACS	1,288.20	Mth 9	Salary
22/12/2021	STAFF SALARIES	BACS	1,458.28	Mth 9	Salary
22/12/2021	STAFF SALARIES	BACS	1,190.19	Mth 9	Salary
22/12/2021	Worcester County Council	BACS	5,340.25	Mth 9	Pensions
22/12/2021	H M Revenue & Customs	BACS	-4,922.23	Mth 9	Pensions
22/12/2021	H M Revenue & Customs	BACS	4,922.23	Mth 9	PAYE & NI
22/12/2021	Welsh Water	DD	24.52	3238045101	Water - Cemetery
22/12/2021	Ledbury Food Group Grant	BACS	4,350.00	LFG	Discretionary Grant
22/12/2021	STAFF SALARIES	BACS	115.54	Mth 9	Staff Salary
22/12/2021	Chubb Electronic Security	BACS	0.22	9097233	Chubb Electronic Security
24/12/2021	Lloyds Bank	DD	14.10	357839286	Bank Charges
24/12/2021	Clerk & Councils Direct	BACS	12.00	Mth 9	Clerk & Councils Direct
24/12/2021	Ellis Whittam Limited	BACS	2,184.84	030351	H & S Year 3
24/12/2021	Lyreco UK Ltd	BACS	321.61	6250185250	Stationary
24/12/2021	DMPProperty Maintenance	BACS	2,002.00		Contract Groundworks
24/12/2021	Hoop LTD.	BACS	220.80	66835986	Ledbury Town Centre Map
24/12/2021	Quickskip Hereford Ltd	BACS	234.00	183217	Cemetery Skip
24/12/2021	Demaus Building Diagnostics	BACS	1,834.80	2021.41	Timber Assess MH and LTC
24/12/2021	J B Gaynan & Son	BACS	120.75	Jewellers	Distinquished Citizen Awards
24/12/2021	Stephen C Large	BACS	903.60	002875	Mowing
24/12/2021	NABMA	BACS	1,200.00	21/440	Market Administration Course
24/12/2021	Infinity	BACS	448.46	1749	Christmas trees
24/12/2021	Screwfix	BACS	19.99	1216756694	Undercoat
24/12/2021	Screwfix	BACS	29.97	1211725197	Paint
24/12/2021	EKM Ltd	BACS	61.20	2636	Shelter Park - REC
24/12/2021	Ledbury Hardware Limited	BACS	26.20	83	Cable Ties & Hinges
24/12/2021	Autela Payroll Services	BACS	85.06	7954	Payroll Charges

List of Payments made between 01/12/2021 and 31/12/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
24/12/2021	Diamond Cleaning	BACS	243.00	NOV21	LTC Office Cleaning
24/12/2021	Blachere Ltd	BACS	2,646.60	54208	Storage of Christmas Lights
24/12/2021	Water Plus	BACS	18.26	05576890	Surface Drainage Water
24/12/2021	PJ Nicholls Ltd	BACS	86.43	0436	Fuel for LTC VAn
24/12/2021	Chubb Electronic Security	BACS	111.53	9097215	Gold 4 Plan Agreement
24/12/2021	Chubb Electronic Security	BACS	70.72	9097233	Minimum Visit Charge
24/12/2021	Screwfix	BACS	70.94	1221305786	Floodlights
24/12/2021	Herefordshire Council	BACS	2,048.61	91452238	Contribution to Hereford CCTV
24/12/2021	Herefordshire Council	BACS	70.98	91452237	Waste Collection
24/12/2021	Herefordshire Council	BACS	104.20	91451528	Recycling at LTC
24/12/2021	Malcolm Wytcherley	BACS	100.00	1458	Repair of Market House Glass
24/12/2021	Ledbury Primary School	BACS	1,000.00		Grant toward Defibrulator
24/12/2021	Ledbury Poetry Festival	BACS	20.00	LTC01	Hire of Barrett Browning I
24/12/2021	Face in the Crowd	BACS	1,320.00	17122021/1	Christmas Ligh Switch on
24/12/2021	Trade Point	BACS	77.79	1221305778	Various Paint
24/12/2021	Quickskip Hereford Ltd	BACS	234.00	184354	Cemetery Skip
24/12/2021	Screwfix	BACS	-0.02	1211725197	Brush Set
29/12/2021	Herefordshire Council	DD	603.00	20/0	Council Tax LTC Offices
29/12/2021	Herefordshire Council	DD	86.00	21/0	Council Tax - Mortuary
29/12/2021	Herefordshire Council	DD	148.00	21/0	Council Tax - Cemetery
29/12/2021	Lloyds Bank	DD	56.80	356833264	Bank Charges
29/12/2021	Herefordshire Council	DD	52.00	20/1	Market House Council Tax
29/12/2021	Lloyds Bank	DD	-56.80	356833264	Bank Charges
Total Payments			67,404.85		

20/01/2022

Ledbury Town Council Current Year

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Cashbook 3

User: SAE

Premier A/c (736) Comm Call

Receipts received between 01/12/2021 and 31/12/2021

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>
Interest	Banked: 09/12/2021	3.40						
Interest	Lloyds Bank	3.40			1870	220	3.40	Bank Interest
	Banked: 17/12/2021	4,350.00						
	Herefordshire Council	4,350.00			500		4,350.00	Discretionary Grant
L021143	Banked: 31/12/2021	166.67						
L021143	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
Total Receipts:		4,520.07	0.00	0.00			4,520.07	

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Premier A/c (736) Comm Call

Payments made between 01/12/2021 and 31/12/2021

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>
22/12/2021	Lloyds A/c (235) (Bus Ext)	1060869393	25,000.00			200		25,000.00	From 736 to 235 22/12/2021
22/12/2021	Lloyds A/c (235) (Bus Ext)	1060869393	25,000.00			200		25,000.00	Lloyds A/c 235 (bus)
29/12/2021	Lloyds Bank	PAY	2.59			4550	220	2.59	Bank Charges
Total Payments:			50,002.59	0.00	0.00			50,002.59	

Time: 11:45

Premier A/c (736) Comm Call

List of Payments made between 01/12/2021 and 31/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/12/2021	Lloyds A/c (235) (Bus Ext)	1060869393	25,000.00	.	From 736 to 235 22/12/2021
22/12/2021	Lloyds A/c (235) (Bus Ext)	1060869393	25,000.00		Lloyds A/c 235 (bus)
29/12/2021	Lloyds Bank	PAY	2.59	357329662	Bank Charges
Total Payments			50,002.59		

Petty Cash

Receipts received between 01/12/2021 and 31/12/2021

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>
Petty Cash	Banked: 23/12/2021	159.58						
Petty Cash	Petty Cash	159.58			210		159.58	Open Petty Cash Cash
Total Receipts:		159.58	0.00	0.00			159.58	

Agenda
Item 10

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
120	Vat Due			4,317.24	
150	Stock			1,975.87	
200	Lloyds A/c (235) (Bus Ext)			28,807.93	
202	Premier A/c (736) Comm Call			393,740.68	
203	Public Sector Deposit Fund			151,908.62	
210	Petty Cash			310.08	
310	General Fund				251,064.75
320	Earmarked Reserves				112.92
321	EMR - Recreation Ground Equipm				10,830.00
322	EMR - Traffic Management				9,000.00
323	EMR - Charter Market Improve				1,000.00
324	EMR - Listed Buildings				110,000.00
325	EMR - Elections				10,000.00
326	EMR - Youth Support				5,000.00
327	EMR- Play/Skate Park				24,500.00
328	EMR - War Memorial				15,000.00
329	EMR - Paths, Bins, Benches				2,500.00
330	EMR - CCTV				5,000.00
331	EMR - Advertising				5,000.00
332	EMR - Climate Change				2,000.00
333	EMR - Perimeter Wall Cemetery				15,000.00
1030	Market House Income	201	Market House		176.00
1033	Localities Grant For NDP	301	Planning/Economic Development		4,954.00
1090	Charter Market Income	301	Planning/Economic Development		2,157.00
1100	Cemetery Interment Income	102	Cemetery & Buildings		6,798.50
1110	Transfer Of Exclusive Right Of	102	Cemetery & Buildings		90.00
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		2,268.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		1,814.03
1161	Chapel Hire	102	Cemetery & Buildings		100.00
1292	Bench Donation	118	Minor Infrastructure		250.00
1450	Painted Room Sales Income	105	Painted Room		781.59
1451	Painted Room Donations Income	105	Painted Room		2,199.63
1460	Ceremony Room Income	120	Non-Statutory Services		2,635.00
1460	Ceremony Room Income	202	Town Council Offices		50.00
1471	Dog Poop Bags	127	Services and Events		345.00
1718	October Fair Donation Income	214	Grants with Powers		2,270.00
1870	Bank Interest Received Income	220	Finance and General Purposes		51.05
1875	Miscellaneous Income	125	Green Spaces Maintenance		5.95
1900	Precept Income	220	Finance and General Purposes		571,081.00
1902	Western Power WayLeave	220	Finance and General Purposes		120.00
4000	Staff Salaries	102	Cemetery & Buildings	16,103.89	
4000	Staff Salaries	105	Painted Room	80.23	

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4000	Staff Salaries	230	Management and Payroll	63,876.64	
4000	Staff Salaries	235	Office Facilities & Equipment	9,664.89	
4001	Salary Contingency	102	Cemetery & Buildings	603.10	
4001	Salary Contingency	230	Management and Payroll	14,092.25	
4009	Wedding Refunds	120	Non-Statutory Services	181.00	
4013	Devolved Services (grass cutti	125	Green Spaces Maintenance	573.86	
4016	Town Cleaner	103	Grounds Maintenance	3,777.41	
4018	National Insurance	230	Management and Payroll	37,832.08	
4019	Pension	230	Management and Payroll	32,711.98	
4021	Rubbish Collection	101	Closed Churchyard	141.96	
4021	Rubbish Collection	202	Town Council Offices	518.46	
4050	Staff Training	230	Management and Payroll	1,630.43	
4050	Staff Training	235	Office Facilities & Equipment	410.00	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	385.00	
4110	Rates	102	Cemetery & Buildings	2,473.88	
4110	Rates	201	Market House	257.92	
4110	Rates	202	Town Council Offices	4,220.50	
4115	Water	102	Cemetery & Buildings	42.22	
4115	Water	202	Town Council Offices	280.02	
4115	Water	235	Office Facilities & Equipment	22.91	
4122	Electricity	102	Cemetery & Buildings	401.77	
4122	Electricity	201	Market House	564.34	
4122	Electricity	202	Town Council Offices	9,147.40	
4122	Electricity	214	Grants with Powers	19.17	
4123	Lighting Heating, Running Cost	202	Town Council Offices		1,321.33
4130	Insurance	220	Finance and General Purposes	291.31	
4150	Cleaning	202	Town Council Offices	1,107.00	
4155	Housekeeping	202	Town Council Offices	104.72	
4160	Window Cleaning	202	Town Council Offices	35.00	
4170	Maintenance	102	Cemetery & Buildings	50.00	
4170	Maintenance	110	Recreation Ground		24.75
4170	Maintenance	202	Town Council Offices	998.94	
4172	Exhumation Costs	102	Cemetery & Buildings	310.50	
4175	CCTV Maintenance	110	Recreation Ground	50.62	
4176	CCTV Link to Hereford	118	Minor Infrastructure	4,107.41	
4182	Repairs	202	Town Council Offices	1,062.81	
4185	Alarms	202	Town Council Offices	797.01	
4200	New Equipment	102	Cemetery & Buildings	505.86	
4204	Dog Hill Wood Management Plan/	108	Amenity Areas	366.66	
4205	Grounds Maintenance (Contract)	101	Closed Churchyard	128.83	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	3,649.97	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	5,234.50	

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4206	Grounds Maintenance	102	Cemetery & Buildings	1,733.83	
4206	Grounds Maintenance	110	Recreation Ground	1,502.31	
4212	Definitive Footpaths	118	Minor Infrastructure	52.84	
4225	Skip Hire	102	Cemetery & Buildings	975.00	
4228	General Tree works	108	Amenity Areas	950.00	
4230	ROSPA Reports	110	Recreation Ground	63.40	
4231	Bollard Refurb	118	Minor Infrastructure	100.00	
4236	Play Equipment Maintenance	110	Recreation Ground	804.75	
4238	Youth Shelter Maintenance	110	Recreation Ground	250.00	
4250	Tree Works/Property Maintenance	102	Cemetery & Buildings	590.00	
4270	Litter Bins & Benches	110	Recreation Ground	1,450.00	
4270	Litter Bins & Benches	302	Special Projects	980.00	
4271	Dog Bags	127	Services and Events	364.00	
4276	External power supply -High St	118	Minor Infrastructure	102.14	
4285	Defibrillator	118	Minor Infrastructure	309.95	
4300	Vehicle Repair	102	Cemetery & Buildings	1,009.20	
4330	Fuel	102	Cemetery & Buildings	1,158.66	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	898.87	
4400	Stationery	235	Office Facilities & Equipment	2,007.70	
4405	Photocopier Hire	235	Office Facilities & Equipment	718.26	
4410	Photocopier Costs	235	Office Facilities & Equipment	1,617.00	
4415	Office Support & Equipment	235	Office Facilities & Equipment	2,812.45	
4415	Office Support & Equipment	401	Full Council	1,706.02	
4416	Equipment Maintenance	102	Cemetery & Buildings	499.78	
4430	Advertising	220	Finance and General Purposes	1,419.00	
4432	Post Box	302	Special Projects	50.00	
4444	Petty Cash	235	Office Facilities & Equipment	352.70	
4455	Postage	235	Office Facilities & Equipment	384.16	
4455	Postage	401	Full Council	216.48	
4460	Subscriptions	220	Finance and General Purposes	1,469.72	
4480	ICT-Computers	235	Office Facilities & Equipment	242.23	
4480	ICT-Computers	401	Full Council	434.36	
4481	Telephones	120	Non-Statutory Services	541.68	
4481	Telephones	235	Office Facilities & Equipment	642.31	
4481	Telephones	401	Full Council	2,801.22	
4482	Website	401	Full Council	450.00	
4483	ICT Services & Software Lease	401	Full Council	3,702.04	
4520	Councillors Expenses	225	Councillors/Newsletter	276.88	
4525	Councillors Training	225	Councillors/Newsletter	450.00	
4532	Flag Pole	210	Civic Matters	120.00	
4535	Civic Hospitality	210	Civic Matters	389.53	
4540	Election Expenses	225	Councillors/Newsletter	30.00	

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4543	Neighbourhood Plan	301	Planning/Economic Development	4,270.81	
4545	Annual & Other Meetings	225	Councillors/Newsletter	760.00	
4546	Traffic Management	301	Planning/Economic Development	1,070.00	
4550	Bank Charges	220	Finance and General Purposes	438.18	
4552	Localities Grant For NPD	301	Planning/Economic Development	755.27	
4579	Audit Internal	220	Finance and General Purposes	400.00	
4580	Audit External	220	Finance and General Purposes	4,385.00	
4590	Professional Services	220	Finance and General Purposes	1,211.63	
4592	PPE/Health & Safety	102	Cemetery & Buildings	352.86	
4592	PPE/Health & Safety	202	Town Council Offices	67.34	
4592	PPE/Health & Safety	220	Finance and General Purposes	434.79	
4605	Events Barriers	127	Services and Events		30.00
4607	Events	127	Services and Events	2,812.67	
4640	Christmas Lights	115	Town Centre Decorations	9,835.84	
4650	Ledbury In Bloom	115	Town Centre Decorations	2,340.00	
4702	Tour Guides Salaries	105	Painted Room	7,692.68	
4704	Tourism/ Town Plan Projects	107	Town Promotion	64.94	
4800	Barrett Browning Clock	214	Grants with Powers	485.15	
4825	CAB	214	Grants with Powers	2,500.00	
4827	Community Action Ledbury	214	Grants with Powers	10,000.00	
4850	Poppy Wreath	127	Services and Events	20.00	
4885	Climate Change	302	Special Projects	2,000.00	
4890	Unspecified Grants	214	Grants with Powers	3,500.00	
5990	Transfer to Reserves			174,000.00	
6000	Transfers from EMR	302	Special Projects		370.00
Trial Balance Totals :				1,065,900.50	1,065,900.50
Difference				0.00	

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
120	Vat Due	4,317
150	Stock	1,976
200	Lloyds A/c (235) (Bus Ext)	28,808
202	Premier A/c (736) Comm Call	393,741
203	Public Sector Deposit Fund	151,909
210	Petty Cash	310
Total Current Assets		581,060
<u>Represented by :-</u>		
300	Current Year Fund	114,683
310	General Fund	251,435
320	Earmarked Reserves	113
321	EMR - Recreation Ground Equipm	10,830
322	EMR - Traffic Management	9,000
323	EMR - Charter Market Improveme	1,000
324	EMR - Listed Buildings	110,000
325	EMR - Elections	10,000
326	EMR - Youth Support	5,000
327	EMR- Play/Skate Park	24,500
328	EMR - War Memorial	15,000
329	EMR - Paths, Bins, Benches	2,500
330	EMR - CCTV	5,000
331	EMR - Advertising	5,000
332	EMR - Climate Change	2,000
333	EMR - Perimeter Wall Cemetery	15,000
Total Equity		581,060

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
120	Vat Due			8,215.88	
150	Stock			1,975.87	
200	Lloyds A/c (235) (Bus Ext)			37,350.05	
202	Premier A/c (736) Comm Call			323,258.16	
203	Public Sector Deposit Fund			151,908.62	
215	Petty Cash			159.58	
310	General Fund				251,064.75
320	Earmarked Reserves				112.92
321	EMR - Recreation Ground Equipm				10,830.00
322	EMR - Traffic Management				9,000.00
323	EMR - Charter Market Improveme				1,000.00
324	EMR - Listed Buildings				110,000.00
325	EMR - Elections				10,000.00
326	EMR - Youth Support				5,000.00
327	EMR- Play/Skate Park				24,500.00
328	EMR - War Memorial				15,000.00
329	EMR - Paths, Bins, Benches				2,500.00
330	EMR - CCTV				5,000.00
331	EMR - Advertising				5,000.00
332	EMR - Climate Change				2,000.00
333	EMR - Perimeter Wall Cemetery				15,000.00
1030	Market House Income	201	Market House		194.00
1033	Localities Grant For NDP	301	Planning/Economic Development		4,954.00
1090	Charter Market Income	301	Planning/Economic Development		2,246.00
1100	Cemetery Interment Income	102	Cemetery & Buildings		6,399.00
1106	Exhumation Income	102	Cemetery & Buildings		399.50
1110	Transfer Of Exclusive Right Of	102	Cemetery & Buildings		948.00
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		2,268.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		2,171.70
1161	Chapel Hire	102	Cemetery & Buildings		100.00
1292	Bench Donation	118	Minor Infrastructure		250.00
1450	Painted Room Sales Income	105	Painted Room		781.59
1451	Painted Room Donations Income	105	Painted Room		2,199.63
1460	Ceremony Room Income	120	Non-Statutory Services		2,635.00
1460	Ceremony Room Income	202	Town Council Offices		100.00
1471	Dog Poop Bags	127	Services and Events		345.00
1718	October Fair Donation Income	214	Grants with Powers		2,270.00
1870	Bank Interest Received Income	220	Finance and General Purposes		54.58
1875	Miscellaneous Income	125	Green Spaces Maintenance		5.95
1900	Precept Income	220	Finance and General Purposes		571,081.00
1902	Western Power WayLeave	220	Finance and General Purposes		120.00
4000	Staff Salaries	102	Cemetery & Buildings	17,796.67	

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4000	Staff Salaries	105	Painted Room	892.09	
4000	Staff Salaries	230	Management and Payroll	75,882.99	
4000	Staff Salaries	235	Office Facilities & Equipment	9,664.89	
4001	Salary Contingency	102	Cemetery & Buildings	603.10	
4001	Salary Contingency	230	Management and Payroll	14,092.25	
4009	Wedding Refunds	120	Non-Statutory Services	181.00	
4013	Devolved Services (grass cutti	125	Green Spaces Maintenance	679.54	
4016	Town Cleaner	103	Grounds Maintenance	3,777.41	
4018	National Insurance	230	Management and Payroll	43,172.33	
4019	Pension	230	Management and Payroll	37,634.21	
4021	Rubbish Collection	101	Closed Churchyard	212.94	
4021	Rubbish Collection	202	Town Council Offices	731.86	
4050	Staff Training	230	Management and Payroll	1,630.43	
4050	Staff Training	235	Office Facilities & Equipment	1,414.30	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	551.95	
4110	Rates	102	Cemetery & Buildings	2,707.88	
4110	Rates	201	Market House	309.92	
4110	Rates	202	Town Council Offices	4,823.50	
4115	Water	102	Cemetery & Buildings	89.65	
4115	Water	202	Town Council Offices	313.18	
4115	Water	235	Office Facilities & Equipment	22.91	
4122	Electricity	102	Cemetery & Buildings	480.16	
4122	Electricity	201	Market House	832.95	
4122	Electricity	202	Town Council Offices	9,147.40	
4122	Electricity	214	Grants with Powers	19.17	
4122	Electricity	235	Office Facilities & Equipment	73.48	
4123	Lighting Heating, Running Cost	202	Town Council Offices		1,321.33
4130	Insurance	220	Finance and General Purposes	291.31	
4150	Cleaning	202	Town Council Offices	1,810.25	
4155	Housekeeping	102	Cemetery & Buildings	25.00	
4155	Housekeeping	202	Town Council Offices	445.12	
4160	Window Cleaning	202	Town Council Offices	35.00	
4170	Maintenance	102	Cemetery & Buildings	209.96	
4170	Maintenance	110	Recreation Ground	91.08	
4170	Maintenance	201	Market House	100.00	
4170	Maintenance	202	Town Council Offices	2,527.94	
4170	Maintenance	235	Office Facilities & Equipment	47.26	
4172	Exhumation Costs	102	Cemetery & Buildings	310.50	
4175	CCTV Maintenance	110	Recreation Ground	50.62	
4176	CCTV Link to Hereford	118	Minor Infrastructure	6,156.02	
4182	Repairs	202	Town Council Offices	1,133.28	
4185	Alarms	202	Town Council Offices	2,698.63	

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4200	New Equipment	102	Cemetery & Buildings	704.18	
4204	Dog Hill Wood Management Plan/	108	Amenity Areas	366.66	
4205	Grounds Maintenance (Contract)	101	Closed Churchyard	128.83	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	4,383.29	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	7,474.50	
4206	Grounds Maintenance	102	Cemetery & Buildings	2,486.83	
4206	Grounds Maintenance	110	Recreation Ground	1,651.58	
4208	Dog Hill Wood Maintenance	108	Amenity Areas		2,002.00
4212	Definitive Footpaths	118	Minor Infrastructure	52.84	
4221	War Memorial refurbishment	118	Minor Infrastructure	475.00	
4225	Skip Hire	102	Cemetery & Buildings	1,560.00	
4228	General Tree works	108	Amenity Areas	950.00	
4230	ROSPA Reports	110	Recreation Ground	63.40	
4231	Bollard Refurb	118	Minor Infrastructure	100.00	
4236	Play Equipment Maintenance	110	Recreation Ground	1,004.75	
4238	Youth Shelter Maintenance	110	Recreation Ground	250.00	
4250	Tree Works/Property Maintenan	101	Closed Churchyard	1,522.96	
4250	Tree Works/Property Maintenan	102	Cemetery & Buildings	590.00	
4270	Litter Bins & Benches	110	Recreation Ground	4,177.00	
4270	Litter Bins & Benches	302	Special Projects	980.00	
4271	Dog Bags	127	Services and Events	364.00	
4276	External power supply -High St	118	Minor Infrastructure	102.14	
4285	Defibrillator	118	Minor Infrastructure	309.95	
4300	Vehicle Repair	102	Cemetery & Buildings	1,049.20	
4330	Fuel	102	Cemetery & Buildings	1,307.29	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	898.87	
4400	Stationery	235	Office Facilities & Equipment	2,190.44	
4405	Photocopier Hire	235	Office Facilities & Equipment	718.26	
4410	Photocopier Costs	235	Office Facilities & Equipment	2,447.70	
4415	Office Support & Equipment	235	Office Facilities & Equipment	3,706.27	
4415	Office Support & Equipment	401	Full Council	1,706.02	
4416	Equipment Maintenance	102	Cemetery & Buildings	499.78	
4430	Advertising	220	Finance and General Purposes	1,427.22	
4432	Post Box	302	Special Projects	50.00	
4444	Petty Cash	235	Office Facilities & Equipment	102.70	
4455	Postage	235	Office Facilities & Equipment	384.16	
4455	Postage	401	Full Council	216.48	
4460	Subscriptions	220	Finance and General Purposes	3,708.42	
4480	ICT-Computers	235	Office Facilities & Equipment	242.23	
4480	ICT-Computers	401	Full Council	434.36	
4481	Telephones	120	Non-Statutory Services	541.68	
4481	Telephones	235	Office Facilities & Equipment	944.80	

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4481	Telephones	401	Full Council	2,742.81	
4482	Website	401	Full Council	450.00	
4483	ICT Services & Software Lease	401	Full Council	3,702.04	
4501	Mayor's Hospitality	210	Civic Matters	105.03	
4520	Councillors Expenses	225	Councillors/Newsletter	306.58	
4525	Councillors Training	225	Councillors/Newsletter	450.00	
4532	Flag Pole	210	Civic Matters	120.00	
4535	Civic Hospitality	210	Civic Matters	389.53	
4540	Election Expenses	225	Councillors/Newsletter	60.00	
4543	Neighbourhood Plan	301	Planning/Economic Development	4,823.50	
4545	Annual & Other Meetings	225	Councillors/Newsletter	882.46	
4546	Traffic Management	301	Planning/Economic Development	1,070.00	
4550	Bank Charges	220	Finance and General Purposes	511.67	
4552	Localities Grant For NPD	301	Planning/Economic Development	755.27	
4579	Audit Internal	220	Finance and General Purposes	400.00	
4580	Audit External	220	Finance and General Purposes	4,385.00	
4590	Professional Services	220	Finance and General Purposes	4,761.63	
4592	PPE/Health & Safety	102	Cemetery & Buildings	352.86	
4592	PPE/Health & Safety	202	Town Council Offices	160.28	
4592	PPE/Health & Safety	220	Finance and General Purposes	469.79	
4605	Events Barriers	127	Services and Events		30.00
4607	Events	127	Services and Events	4,848.56	
4640	Christmas Lights	115	Town Centre Decorations	12,041.34	
4650	Ledbury In Bloom	115	Town Centre Decorations	2,520.00	
4702	Tour Guides Salaries	105	Painted Room	7,692.68	
4704	Tourism/ Town Plan Projects	107	Town Promotion	64.94	
4800	Barrett Browning Clock	214	Grants with Powers	485.15	
4825	CAB	214	Grants with Powers	5,000.00	
4827	Community Action Ledbury	214	Grants with Powers	10,000.00	
4850	Poppy Wreath	127	Services and Events	20.00	
4875	Distinguished Citizen Awards	214	Grants with Powers	120.75	
4876	October Fair Expenditure	214	Grants with Powers	250.00	
4885	Climate Change	302	Special Projects	2,000.00	
4890	Unspecified Grants	214	Grants with Powers	4,500.00	
5990	Transfer to Reserves			174,000.00	
6000	Transfers from EMR	302	Special Projects		370.00
Trial Balance Totals :				1,069,253.95	1,069,253.95
Difference				0.00	

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
120	Vat Due	8,216
150	Stock	1,976
200	Lloyds A/c (235) (Bus Ext)	37,350
202	Premier A/c (736) Comm Call	323,258
203	Public Sector Deposit Fund	151,909
215	Petty Cash	160
Total Current Assets		522,868
<u>Represented by :-</u>		
300	Current Year Fund	56,490
310	General Fund	251,435
320	Earmarked Reserves	113
321	EMR - Recreation Ground Equipm	10,830
322	EMR - Traffic Management	9,000
323	EMR - Charter Market Improveme	1,000
324	EMR - Listed Buildings	110,000
325	EMR - Elections	10,000
326	EMR - Youth Support	5,000
327	EMR- Play/Skate Park	24,500
328	EMR - War Memorial	15,000
329	EMR - Paths, Bins, Benches	2,500
330	EMR - CCTV	5,000
331	EMR - Advertising	5,000
332	EMR - Climate Change	2,000
333	EMR - Perimeter Wall Cemetery	15,000
Total Equity		522,868

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Account	Opening Balance	Net Transfers	Closing Balance
320 Earmarked Reserves	112.92		112.92
321 EMR - Recreation Ground Equipm	0.00	10,830.00	10,830.00
322 EMR - Traffic Management	0.00	9,000.00	9,000.00
323 EMR - Charter Market Improvement	0.00	1,000.00	1,000.00
324 EMR - Listed Buildings	0.00	110,000.00	110,000.00
325 EMR - Elections	0.00	10,000.00	10,000.00
326 EMR - Youth Support	0.00	5,000.00	5,000.00
327 EMR- Play/Skate Park	0.00	24,500.00	24,500.00
328 EMR - War Memorial	0.00	15,000.00	15,000.00
329 EMR - Paths, Bins, Benches	0.00	2,500.00	2,500.00
330 EMR - CCTV	0.00	5,000.00	5,000.00
331 EMR - Advertising	0.00	5,000.00	5,000.00
332 EMR - Climate Change	0.00	2,000.00	2,000.00
333 EMR - Perimeter Wall Cemetery	0.00	15,000.00	15,000.00
	112.92	214,830.00	214,942.92

12:27 Detailed Income & Expenditure by Budget Heading 20/01/2022

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Cost Centre Report

101 Closed Churchyard

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4021 Rubbish Collection	71	213	0	(213)		(213)	0.0%	
4205 Grounds Maintenance (Contract)	0	129	3,000	2,871		2,871	4.3%	
4224 Wheely Bins Refuse Collection	0	0	350	350		350	0.0%	
4250 Tree Works/Property Maintenanc	1,523	1,523	2,000	477		477	76.1%	
Closed Churchyard :- Indirect Expenditure	<u>1,594</u>	<u>1,865</u>	<u>5,350</u>	<u>3,485</u>	<u>0</u>	<u>3,485</u>	<u>34.9%</u>	<u>0</u>
Net Expenditure	<u>(1,594)</u>	<u>(1,865)</u>	<u>(5,350)</u>	<u>(3,485)</u>				

102 Cemetery & Buildings

1100 Cemetery Interment Income	(400)	6,399	10,000	3,601			64.0%	
1106 Exhumation Income	400	400	0	(400)			0.0%	
1110 Transfer Of Exclusive Right Of	858	948	360	(588)			263.3%	
1130 Cemetery Memorial Permit Incom	0	2,268	5,000	2,732			45.4%	
1160 Mortuary Rent Income	358	2,172	2,000	(172)			108.6%	
1161 Chapel Hire	0	100	150	50			66.7%	
Cemetery & Buildings :- Income	<u>1,216</u>	<u>12,286</u>	<u>17,510</u>	<u>5,224</u>			<u>70.2%</u>	<u>0</u>
4000 Staff Salaries	1,693	17,797	22,877	5,080		5,080	77.8%	
4001 Salary Contingency	0	603	2,500	1,897		1,897	24.1%	
4110 Rates	234	2,708	2,600	(108)		(108)	104.1%	
4115 Water	47	90	210	120		120	42.7%	
4122 Electricity	78	480	2,000	1,520		1,520	24.0%	
4155 Housekeeping	25	25	0	(25)		(25)	0.0%	
4160 Window Cleaning	0	0	60	60		60	0.0%	
4170 Maintenance	160	210	1,000	790		790	21.0%	
4172 Exhumation Costs	0	311	0	(311)		(311)	0.0%	
4200 New Equipment	198	704	1,000	296		296	70.4%	
4201 Equipment Hire	0	0	1,000	1,000		1,000	0.0%	
4206 Grounds Maintenance	753	2,487	2,000	(487)		(487)	124.3%	
4223 Perimeter Wall Repairs	0	0	2,500	2,500		2,500	0.0%	
4225 Skip Hire	585	1,560	1,500	(60)		(60)	104.0%	
4227 Memorial Testing	0	0	2,000	2,000		2,000	0.0%	
4250 Tree Works/Property Maintenanc	0	590	2,000	1,410		1,410	29.5%	
4300 Vehicle Repair	40	1,049	970	(79)		(79)	108.2%	
4330 Fuel	149	1,307	1,500	193		193	87.2%	
4340 Insurance, Tax & MOT	0	899	862	(37)		(37)	104.3%	
4416 Equipment Maintenance	0	500	1,000	500		500	50.0%	
4592 PPE/Health & Safety	0	353	500	147		147	70.6%	
Cemetery & Buildings :- Indirect Expenditure	<u>3,963</u>	<u>31,672</u>	<u>48,079</u>	<u>16,407</u>	<u>0</u>	<u>16,407</u>	<u>65.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,747)</u>	<u>(19,386)</u>	<u>(30,569)</u>	<u>(11,183)</u>				

Detailed Income & Expenditure by Budget Heading 20/01/2022

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
103 Grounds Maintenance								
4016 Town Cleaner	0	3,777	19,132	15,355		15,355	19.7%	
Grounds Maintenance :- Indirect Expenditure	0	3,777	19,132	15,355	0	15,355	19.7%	0
Net Expenditure	0	(3,777)	(19,132)	(15,355)				
105 Painted Room								
1450 Painted Room Sales Income	0	782	500	(282)			156.3%	
1451 Painted Room Donations Income	0	2,200	1,000	(1,200)			220.0%	
Painted Room :- Income	0	2,981	1,500	(1,481)			198.7%	0
4000 Staff Salaries	812	892	0	(892)		(892)	0.0%	
4170 Maintenance	0	0	1,000	1,000		1,000	0.0%	
4430 Advertising	0	0	460	460		460	0.0%	
4700 Stock Movement	0	0	510	510		510	0.0%	
4702 Tour Guides Salaries	0	7,693	6,550	(1,143)		(1,143)	117.4%	
Painted Room :- Indirect Expenditure	812	8,585	8,520	(65)	0	(65)	100.8%	0
Net Income over Expenditure	(812)	(5,604)	(7,020)	(1,416)				
107 Town Promotion								
4703 Promotional Material	0	0	4,000	4,000		4,000	0.0%	
4704 Tourism/ Town Plan Projects	0	65	5,000	4,935		4,935	1.3%	
4705 Signage	0	0	4,000	4,000		4,000	0.0%	
Town Promotion :- Indirect Expenditure	0	65	13,000	12,935	0	12,935	0.5%	0
Net Expenditure	0	(65)	(13,000)	(12,935)				
108 Amenity Areas								
4204 Dog Hill Wood Management Plan/	0	367	1,000	633		633	36.7%	
4205 Grounds Maintenance (Contract)	733	4,383	4,040	(343)		(343)	108.5%	
4208 Dog Hill Wood Maintenance	(2,002)	(2,002)	0	2,002		2,002	0.0%	
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	0	950	1,561	611		611	60.9%	
4252 General Park Maintenance	0	0	2,000	2,000		2,000	0.0%	
4253 General Park Verges	0	0	500	500		500	0.0%	
Amenity Areas :- Indirect Expenditure	(1,269)	3,698	10,601	6,903	0	6,903	34.9%	0
Net Expenditure	1,269	(3,698)	(10,601)	(6,903)				

12:27 Detailed Income & Expenditure by Budget Heading 20/01/2022

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Recreation Ground								
4170 Maintenance	116	91	0	(91)		(91)	0.0%	
4175 CCTV Maintenance	0	51	750	699		699	6.7%	
4205 Grounds Maintenance (Contract)	2,240	7,475	7,854	380		380	95.2%	
4206 Grounds Maintenance	149	1,652	5,000	3,348		3,348	33.0%	
4224 Wheely Bins Refuse Collection	0	0	700	700		700	0.0%	
4229 Street Light Maintenance	0	0	500	500		500	0.0%	
4230 ROSPA Reports	0	63	60	(3)		(3)	105.7%	
4235 Play Equipment-New	0	0	5,000	5,000		5,000	0.0%	
4236 Play Equipment Maintenance	200	1,005	5,000	3,995		3,995	20.1%	
4237 Skate Park	0	0	5,000	5,000		5,000	0.0%	
4238 Youth Shelter Maintenance	0	250	1,500	1,250		1,250	16.7%	
4270 Litter Bins & Benches	2,727	4,177	312	(3,865)		(3,865)	1338.8%	
Recreation Ground :- Indirect Expenditure	5,432	14,763	31,676	16,913	0	16,913	46.6%	0
Net Expenditure	(5,432)	(14,763)	(31,676)	(16,913)				
115 Town Centre Decorations								
4640 Christmas Lights	2,206	12,041	13,260	1,219		1,219	90.8%	
4650 Ledbury In Bloom	180	2,520	4,000	1,480		1,480	63.0%	
Town Centre Decorations :- Indirect Expenditure	2,386	14,561	17,260	2,699	0	2,699	84.4%	0
Net Expenditure	(2,386)	(14,561)	(17,260)	(2,699)				
118 Minor Infrastructure								
1292 Bench Donation	0	250	0	(250)			0.0%	
Minor Infrastructure :- Income	0	250	0	(250)				0
4176 CCTV Link to Hereford	2,049	6,156	8,195	2,039		2,039	75.1%	
4212 Definitive Footpaths	0	53	510	457		457	10.4%	
4214 Gloucester Rd Seats Grass Cut	0	0	50	50		50	0.0%	
4218 War Memorial Cleaning	0	0	450	450		450	0.0%	
4221 War Memorial refurbishment	475	475	1,000	525		525	47.5%	
4231 Bollard Refurb	0	100	0	(100)		(100)	0.0%	
4276 External power supply -High St	0	102	104	2		2	98.2%	
4285 Defibrillator	0	310	0	(310)		(310)	0.0%	
Minor Infrastructure :- Indirect Expenditure	2,524	7,196	10,309	3,113	0	3,113	69.8%	0
Net Income over Expenditure	(2,524)	(6,946)	(10,309)	(3,363)				

Detailed Income & Expenditure by Budget Heading 20/01/2022

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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>120 Non-Statutory Services</u>								
1460 Ceremony Room Income	0	2,635	1,500	(1,135)			175.7%	
Non-Statutory Services :- Income	0	2,635	1,500	(1,135)			175.7%	0
4009 Wedding Refunds	0	181	0	(181)		(181)	0.0%	
4020 Cleaning	0	0	500	500		500	0.0%	
4430 Advertising	0	0	520	520		520	0.0%	
4481 Telephones	0	542	0	(542)		(542)	0.0%	
Non-Statutory Services :- Indirect Expenditure	0	723	1,020	297	0	297	70.9%	0
Net Income over Expenditure	0	1,912	480	(1,432)				
<u>125 Green Spaces Maintenance</u>								
1875 Miscellaneous Income	0	6	0	(6)			0.0%	
Green Spaces Maintenance :- Income	0	6	0	(6)				0
4013 Devolved Services (grass cutti	106	680	2,500	1,820		1,820	27.2%	
4014 Lengthsman Scheme/P3 Scheme	0	0	3,000	3,000		3,000	0.0%	
Green Spaces Maintenance :- Indirect Expenditure	106	680	5,500	4,820	0	4,820	12.4%	0
Net Income over Expenditure	(106)	(674)	(5,500)	(4,826)				
<u>127 Services and Events</u>								
1471 Dog Poop Bags	0	345	0	(345)			0.0%	
Services and Events :- Income	0	345	0	(345)				0
4271 Dog Bags	0	364	700	336		336	52.0%	
4600 Town Crier/Fees & Subs	0	0	800	800		800	0.0%	
4601 Town Crier/Uniforms	0	0	1,000	1,000		1,000	0.0%	
4605 Events Barriers	0	(30)	0	30		30	0.0%	
4607 Events	2,036	4,849	7,500	2,651		2,651	64.6%	
4850 Poppy Wreath	0	20	0	(20)		(20)	0.0%	
Services and Events :- Indirect Expenditure	2,036	5,203	10,000	4,797	0	4,797	52.0%	0
Net Income over Expenditure	(2,036)	(4,858)	(10,000)	(5,142)				
<u>201 Market House</u>								
1030 Market House Income	18	194	0	(194)			0.0%	
Market House :- Income	18	194	0	(194)				0
4110 Rates	52	310	1,737	1,427		1,427	17.8%	
4122 Electricity	269	833	1,500	667		667	55.5%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4150 Cleaning	0	0	124	124		124	0.0%	
4170 Maintenance	100	100	5,304	5,204		5,204	1.9%	
Market House :- Indirect Expenditure	421	1,243	8,665	7,422	0	7,422	14.3%	0
Net Income over Expenditure	(403)	(1,049)	(8,665)	(7,616)				
<u>202 Town Council Offices</u>								
1460 Ceremony Room Income	50	100	0	(100)			0.0%	
Town Council Offices :- Income	50	100	0	(100)				0
4021 Rubbish Collection	213	732	0	(732)		(732)	0.0%	
4110 Rates	603	4,824	6,127	1,304		1,304	78.7%	
4115 Water	33	313	500	187		187	62.6%	
4122 Electricity	0	9,147	8,000	(1,147)		(1,147)	114.3%	
4123 Lighting Heating, Running Cost	0	(1,321)	0	1,321		1,321	0.0%	
4150 Cleaning	703	1,810	0	(1,810)		(1,810)	0.0%	
4155 Housekeeping	340	445	0	(445)		(445)	0.0%	
4160 Window Cleaning	0	35	250	215		215	14.0%	
4170 Maintenance	1,529	2,528	2,000	(528)		(528)	126.4%	
4182 Repairs	70	1,133	2,040	907		907	55.6%	
4185 Alarms	1,902	2,699	4,151	1,452		1,452	65.0%	
4592 PPE/Health & Safety	93	160	0	(160)		(160)	0.0%	
Town Council Offices :- Indirect Expenditure	5,487	22,505	23,068	563	0	563	97.6%	0
Net Income over Expenditure	(5,437)	(22,405)	(23,068)	(663)				
<u>210 Civic Matters</u>								
4501 Mayor's Hospitality	105	105	1,000	895		895	10.5%	
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	120	157	37		37	76.4%	
4535 Civic Hospitality	0	390	1,000	610		610	39.0%	
Civic Matters :- Indirect Expenditure	105	615	2,607	1,992	0	1,992	23.6%	0
Net Expenditure	(105)	(615)	(2,607)	(1,992)				
<u>214 Grants with Powers</u>								
1718 October Fair Donation Income	0	2,270	0	(2,270)			0.0%	
Grants with Powers :- Income	0	2,270	0	(2,270)				0
4122 Electricity	0	19	0	(19)		(19)	0.0%	
4800 Barrett Browning Clock	0	485	150	(335)		(335)	323.4%	

Detailed Income & Expenditure by Budget Heading 20/01/2022

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4825 CAB	2,500	5,000	5,000	0		0	100.0%	
4826 Malvern Hills AONB Partnership	0	0	500	500		500	0.0%	
4827 Community Action Ledbury	0	10,000	10,000	0		0	100.0%	
4870 Youth Budget	0	0	5,000	5,000		5,000	0.0%	
4875 Distinguished Citizen Awards	121	121	250	129		129	48.3%	
4876 October Fair Expenditure	250	250	0	(250)		(250)	0.0%	
4890 Unspecified Grants	1,000	4,500	16,500	12,000		12,000	27.3%	
Grants with Powers :- Indirect Expenditure	3,871	20,375	37,400	17,025	0	17,025	54.5%	0
Net Income over Expenditure	(3,871)	(18,105)	(37,400)	(19,295)				
<u>220 Finance and General Purposes</u>								
1870 Bank Interest Received Income	4	55	800	745			6.8%	
1900 Precept Income	0	571,081	571,081	0			100.0%	
1902 Western Power WayLeave	0	120	0	(120)			0.0%	
Finance and General Purposes :- Income	4	571,256	571,881	625			99.9%	0
4130 Insurance	0	291	10,432	10,141		10,141	2.8%	
4430 Advertising	8	1,427	1,000	(427)		(427)	142.7%	
4460 Subscriptions	2,239	3,708	2,500	(1,208)		(1,208)	148.3%	
4550 Bank Charges	73	512	350	(162)		(162)	146.2%	
4551 Data Protection	0	0	1,000	1,000		1,000	0.0%	
4579 Audit Internal	0	400	2,000	1,600		1,600	20.0%	
4580 Audit External	0	4,385	5,462	1,077		1,077	80.3%	
4590 Professional Services	3,550	4,762	15,000	10,238		10,238	31.7%	
4592 PPE/Health & Safety	35	470	1,000	530		530	47.0%	
Finance and General Purposes :- Indirect Expenditure	5,905	15,955	38,744	22,789	0	22,789	41.2%	0
Net Income over Expenditure	(5,902)	555,301	533,137	(22,164)				
<u>225 Councillors/Newsletter</u>								
4420 Newsletter	0	0	1,000	1,000		1,000	0.0%	
4500 Town Mayors Expenses	0	0	1,000	1,000		1,000	0.0%	
4502 Mayor's Advertising	0	0	510	510		510	0.0%	
4503 Mayor's Portrait/Caricature	0	0	500	500		500	0.0%	
4520 Councillors Expenses	30	307	500	193		193	61.3%	
4525 Councillors Training	0	450	2,000	1,550		1,550	22.5%	
4540 Election Expenses	30	60	0	(60)		(60)	0.0%	
4545 Annual & Other Meetings	122	882	1,000	118		118	88.2%	
Councillors/Newsletter :- Indirect Expenditure	182	1,699	6,510	4,811	0	4,811	26.1%	0
Net Expenditure	(182)	(1,699)	(6,510)	(4,811)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>230 Management and Payroll</u>								
4000 Staff Salaries	12,006	75,883	141,350	65,467		65,467	53.7%	
4001 Salary Contingency	0	14,092	25,000	10,908		10,908	56.4%	
4018 National Insurance	5,340	43,172	41,647	(1,525)		(1,525)	103.7%	
4019 Pension	4,922	37,634	41,647	4,013		4,013	90.4%	
4050 Staff Training	0	1,630	3,000	1,370		1,370	54.3%	
4051 Officers Travel/Conference/Sub	167	552	500	(52)		(52)	110.4%	
Management and Payroll :- Indirect Expenditure	22,436	172,964	253,144	80,180	0	80,180	68.3%	0
Net Expenditure	(22,436)	(172,964)	(253,144)	(80,180)				
<u>235 Office Facilities & Equipment</u>								
4000 Staff Salaries	0	9,665	0	(9,665)		(9,665)	0.0%	
4050 Staff Training	1,004	1,414	0	(1,414)		(1,414)	0.0%	
4115 Water	0	23	0	(23)		(23)	0.0%	
4122 Electricity	73	73	0	(73)		(73)	0.0%	
4170 Maintenance	47	47	0	(47)		(47)	0.0%	
4400 Stationery	183	2,190	2,550	360		360	85.9%	
4405 Photocopier Hire	0	718	762	44		44	94.3%	
4410 Photocopier Costs	831	2,448	2,500	52		52	97.9%	
4415 Office Support & Equipment	894	3,706	1,000	(2,706)		(2,706)	370.6%	
4444 Petty Cash	(250)	103	500	397		397	20.5%	
4455 Postage	0	384	0	(384)		(384)	0.0%	
4480 ICT-Computers	0	242	0	(242)		(242)	0.0%	
4481 Telephones	302	945	0	(945)		(945)	0.0%	
Office Facilities & Equipment :- Indirect Expenditure	3,085	21,959	7,312	(14,647)	0	(14,647)	300.3%	0
Net Expenditure	(3,085)	(21,959)	(7,312)	14,647				
<u>301 Planning/Economic Development</u>								
1033 Localities Grant For NDP	0	4,954	0	(4,954)			0.0%	
1090 Charter Market Income	89	2,246	5,000	2,754			44.9%	
Planning/Economic Development :- Income	89	7,200	5,000	(2,200)			144.0%	0
4543 Neighbourhood Plan	553	4,824	6,000	1,177		1,177	80.4%	
4546 Traffic Management	0	1,070	10,000	8,930		8,930	10.7%	
4549 Charter Market improvements	0	0	5,000	5,000		5,000	0.0%	
4552 Localities Grant For NDP	0	755	0	(755)		(755)	0.0%	
Planning/Economic Development :- Indirect Expenditure	553	6,649	21,000	14,351	0	14,351	31.7%	0
Net Income over Expenditure	(464)	551	(16,000)	(16,551)				

Detailed Income & Expenditure by Budget Heading 20/01/2022

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
302 Special Projects								
4270 Litter Bins & Benches	0	980	0	(980)		(980)	0.0%	370
4432 Post Box	0	50	0	(50)		(50)	0.0%	
4885 Climate Change	0	2,000	0	(2,000)		(2,000)	0.0%	
Special Projects :- Indirect Expenditure	0	3,030	0	(3,030)	0	(3,030)		370
Net Expenditure	0	(3,030)	0	3,030				
6000 plus Transfers from EMR	0	370						
Movement to/(from) Gen Reserve	0	(2,660)						
401 Full Council								
4415 Office Support & Equipment	0	1,706	3,000	1,294		1,294	56.9%	
4455 Postage	0	216	1,000	784		784	21.6%	
4480 ICT-Computers	0	434	2,000	1,566		1,566	21.7%	
4481 Telephones	(58)	2,743	4,500	1,757		1,757	61.0%	
4482 Website	0	450	4,000	3,550		3,550	11.3%	
4483 ICT Services & Software Lease	0	3,702	10,000	6,298		6,298	37.0%	
Full Council :- Indirect Expenditure	(58)	9,252	24,500	15,248	0	15,248	37.8%	0
Net Expenditure	58	(9,252)	(24,500)	(15,248)				
Grand Totals:- Income	1,376	599,523	597,391	(2,132)			100.4%	
Expenditure	59,568	369,032	603,397	234,365	0	234,365	61.2%	
Net Income over Expenditure	(58,192)	230,490	(6,006)	(236,496)				
plus Transfers from EMR	0	370						
Movement to/(from) Gen Reserve	(58,192)	230,860						

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	27 JANUARY 2022	AGENDA ITEM: 13
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Report prepared by Angela Price – Town Clerk

INTERNAL AUDIT – LETTER OF ENGAGEMENT

Purpose of Report

The purpose of this report is to provide Members of the Finance, Policy & General Purposes Committee with a copy of the Letter of Engagement from IAC Audit & Consultancy Ltd, following their appointment to act as Internal Auditors for Ledbury Town Council for the period 2022/23-2024/25.

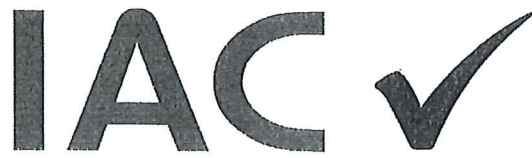
Detailed Information

Members will recall that at the meeting of the Finance Policy & General Purposes Committee held on 25 November 2021 Members agreed to point from quote no. 2 which was IAC Audit & Consultancy Ltd to act as Internal Auditors for Ledbury Town Council for the period 2022/23 – 2024/25.

On confirmation of appointment the attached engagement letter was received and is provided for Members information.

Recommendation

That Members of the Finance, Policy & General Purposes Committee receive and note the attached letter of engagement received from IAC Audit & Consultancy Ltd.



The Clerk
Ledbury Town Council
Ledbury Town Council Offices
Church Street
Ledbury
Herefordshire
HR8 1DH

23-Dec-21

Internal Audit Engagement Letter

Roles and responsibilities

IAC Audit & Consultancy Limited will conduct the internal audit work for your Council in relation to the 2022 Annual Return and such subsequent Annual Returns as required by the Council.

The work undertaken will specifically relate to the Annual Internal Audit Report, and aiding the Council to fulfil its obligations under Section 1 of the Annual Return. In conducting this work we will comply with the requirements of

- 'The Practitioners' Guide (England)'
- The Accounts and Audit (England) Regulations 2015 (as amended)
- Such other guidance and best practice that may be prevailing from time to time.

Additional internal audit work in relation to the Council's obligations under the regulations may also be undertaken by separate agreement.

Audit planning

We will plan our audit with due care to ensure that the appropriate level of resources are made available to conduct our work, and that the council is able to meet its statutory reporting obligations.

Reporting

We will prepare a summary report on areas of non-compliance where such non-compliances are limited in nature and result in an unqualified internal audit report.

Where it may be necessary to qualify an internal audit report we shall prepare a detailed report on those areas of noncompliance which have led to a qualification.

Where necessary we will attend council meetings, or other meetings with officers or councillors to discuss our audit report and findings. We reserve the right to raise an additional fee in relation to attendance at such meetings, but will agree to this fee, if any, in advance of such a meeting.

IAC Audit & Consultancy Ltd.
Registered in England No 09753929 - VAT Reg No 220 6715 38
23 Westbury Road, Yarnbrook, Wiltshire BA14 6AG
Email: admin@audit-iac.com Tel: 01225 775511

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FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	27 JANUARY 2022	AGENDA ITEM: 16
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Report prepared by Angela Price – Town Clerk

DRAFT BUDGET 2022/23

Purpose of Report

The purpose of this report is to provide Members of the Finance, Policy & General Purposes Committee with a draft budget for the 2022/23 financial year, along with recommendations received from the Environment & Leisure Committee.

Detailed Information

Attached is a copy of the draft 2022/23 budget for Councillor's consideration and below are projects considered by the Environment & Leisure Committee held on 20 January 2022 which Members may wish to consider how to fund this in 2022/23.

Environment & Leisure Committee

The following items were considered at a meeting of the Environment & Leisure Committee:

1. Digital Mapping for Ledbury Cemetery

Members had been asked to give consideration to the purchase of a digital mapping system for the Cemetery. Councillor Bradford advised that it was his belief that software had been purchased 4 to 5 years ago for this purpose. It was agreed that Councillor Bradford would see if he could find any paperwork in relation to this and make it available to the Deputy Clerk. It was agreed that should Councillor Bradford not be able to produce the paperwork within two weeks, then Council should proceed with this project as proposed within the Deputy Town Clerks report.

Therefore, Members should consider whether to either include a sum of £13,000 in the 2022/23 budget or, setting up an earmarked reserve for this project with monies being transferred into an earmarked reserve at the end of the 2021/22 financial year, for the purchase of a digital mapping system (report sent to E & L is attached for information).

2. Children's Play Area

Members had been asked to give consideration to a report in respect of the repair/replacement of play equipment at the recreation ground at Lawnside, Ledbury. (report sent to E & L is attached for information).

Members of the Environment & Leisure Committee did not consider there were sufficient Members present at the meeting to make an informed decision, due to the high cost of the repair/replacement of the equipment. Therefore, it was agreed that this item would be referred to full council for further consideration.

There is currently a sum of £24,500 in a Play Equipment/Skate Park earmarked reserve and £5,000 in the 2021/22 budget for new play equipment. The quotes provided at the meeting were in excess of £29,500 and therefore Members of the Finance, Policy & General Purposes Committee should consider whether additional funds should be included in the 2022/23 budget or, additional funds should be transferred into the earmarked reserve at the end of the 2021/22 budget to enable this project to progress in the 2022/23 financial year.

Members may wish to consider funding the above items from the council's reserves, if this is agreed as a way forward then officers would suggest:

1. That funds for the purchase of a Digital Mapping system for the Cemetery be transferred to a new earmarked reserve specifically for this purpose.
2. That the funds for the play equipment be transferred at the end of the 2021/22 financial year to the current play equipment/skate park earmarked reserve which is currently £24,500.

Additional items for consideration

Members should note that no figure has been included in the budget figures in respect of potential costs to undertake repairs to the War Memorial.

Currently, there is £15,000 in the War Memorial earmarked reserve and £110,000 in the Listed Buildings earmarked reserve and Members may wish to make use of these funds for any potential works required to the memorial should they not be successful in getting the contractor to return and make good the works they previously carried out, noting that should the Council be successful in any future claim through the courts against the contractors that this money would then be paid back into these earmarked reserves.

Recommendation

1. That the Finance, Policy & General Purposes Committee give consideration to the two projects discussed at the Environment & Leisure Committee on 20 January 2022, and agree how to fund these projects within the Council's Draft 2022/23 Annual Budget:
 - a. Digital Mapping System
 - b. Repair/replacement of play equipment
2. That the Finance, Policy & General Purposes Committee agree how, if required, the Council would fund any repairs to the War Memorial, should they not be successful in any claim against the contractors through legal processes.

3. That subject to amendments as a result of the consideration and inclusion of the above recommendations within the draft 2022/23 budget, the Finance, Policy & General Purposes Committee recommend the Draft 2022/23 Annual Budget to Full Council for approval at its meeting on 3 February 2022.

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Draft Budget 2022/23 Summary

		Projected	Draft	Draft
	Budget	Out-turn	Budget	Budget
Expenditure	2021/22	2021/22	2022/23	2023/24
1.Operating Costs	303,969	222,737	314,110	313,610
2.Planning	23,510	9,942	28,510	28,520
3.Recreation Ground	31,676	32,293	32,119	32,114
4.Cemetery	62,079	50,217	61,091	64,539
5.Closed Churchyard	5,344	4,823	5,300	5,300
6.Amenity Areas	49,409	31,999	51,061	50,154
7.Market House	8,665	1,600	7,600	7,600
8.Painted Room	7,520	9,646	9,500	9,500
9.Services	520	25	500	1,000
10.Services and community grants	72,264	41,575	78,370	78,370
11.Civic	6,917	1,142	6,590	6,590
12.Council Properties	25,518	25,808	29,100	29,130
Total Expenditure	597,391	431,807	623,851	626,427
Income				
1.Operating Costs	(800)	(100)	(500)	(500)
2. Planning	(5,000)	(2,157)	(5,000)	(8,000)
3.Recreation Ground	0	0	-	0
4.Cemetery	(17,510)	(11,257)	(16,510)	(16,510)
5.Closed Churchyard	0	0	0	0
6.Amenity Areas	0	(595)	(1,000)	(1,000)
7.Market House	0	(904)	(1,000)	(1,000)
8.Painted Room	(1,500)	(2,982)	(1,750)	(2,000)
9.Jacobean Room	(1,500)	(2,635)	(1,500)	(1,500)
10.Services & Community Grants	(3,000)	(2,420)	(3,000)	(3,000)
11.Civic	0	0	-	0
12.Council Properties	0	0	-	0
Total Income	(29,310)	(23,050)	(30,260)	(33,510)
Precept				
Net Operating Deficit/(Profit) for the Year (Expenditure less Income)	568,081	408,757	593,591	592,917

Movement of Council Reserves to offset the Net Operating Deficit for the year 2021/22

TOTAL	0

Expenditure			
2022/23	Draft proposed expenditure	623,851	
2021/22	Total anticipated expenditure	597,391	
	Difference	<u>26,460</u>	Equates to a 4.42% increase
Income			
2022/23	Draft anticipated Income	30,260	
2021/22	Total anticipated income	29,310	
	Difference	<u>950</u>	Equate to a 3.24% increase
2022/23	Draft proposed expenditure	623,851	
	Draft anticipated Income	30,260	
	Proposed draft Precept figure	<u>593,591</u>	
2021/22	Precept Received	571081 ÷ 3,325.80 Band D equivalent properties =	£171.75
2021/22	Draft Precept	593591 ÷ 3474.09 Band D equivalent properties =	£170.87
		increase of	-£0.89 increase of -0.52%
			(£0.07 per month decrease)

Operating Costs

EXPENDITURE

Item No.	Description	2021/22 Budget £	2021/22 Projected Out-turn £	2022/23 Draft Budget £	2023/24 Draft Budget £
1	Salaries	217,913	167,763	230,688	230,688
2	Salary contingencies	10,000		10,000	10,000
3	Subscriptions	2,500	3,708	3,000	2,500
4	Staff Training	3,000	2,000	3,000	3,000
5	Councillor Training	2,000	450	2,000	2,000
6	Officers Travel/Conference/Subsistence	500	756	1,000	1,000
7	Telephone & Broadband services	4,500	3,800	4,500	4,500
8	Postage and Franking machine lease	1,000	500	1,000	1,000
9	Stationery	2,550	2,550	2,750	2,750
10	Photocopier Running costs	2,500	2,750	2,750	2,750
11	Photocopier Lease	762	762	800	800
12	Office Equipment/furniture	3,000	2,000	2,000	2,000
13	Equipment Maintenance	1,000	2,868	1,500	1,500
14	Petty Cash	500	103	0	-
15	Bank Charges	350	452	350	350
16	Audit Fees (Internal)	2,000	400	2,000	2,000
17	Audit Fees (External)	5,462	4,385	5,000	5,000
18	Insurance	10,432	14,022	14,022	14,022
19	GDPR	1,000	-	1,000	1,000
20	PAT Testing	-	-	250	250
21	Website	4,000	450	1,500	1,500
22	ICT services & Software Lease	10,000	3,702	7,500	7,500
23	ICT - Computer Hardware	2,000	434	1,000	1,000
24	Health & Safety	1,000	500	500	500
25	Professional Fees	15,000	7,500	15,000	15,000
26	Annual & Other Meetings	1,000	882	1,000	1,000
TOTAL EXPENDITURE		303,969	222,737	314,110	313,610
INCOME					
1	Bank Interest	(800)	(100)	(500)	(500)
TOTAL INCOME		(800)	(100)	(500)	(500)
NET EXPENDITURE/(INCOME)		303,169	222,637	313,610	313,110

NOTES:

1. Salaries include on costs

Planning

EXPENDITURE					
<u>Item No.</u>	<u>Description</u>	<u>2021/22</u> <u>Budget</u>	<u>2021/22</u> <u>Projected</u> <u>Out-turn</u>	<u>2022/23</u> <u>Draft Budget</u>	<u>2022/23</u> <u>Draft Budget</u>
				£	£
1	Traffic Management	10,000	2,000	10,000	10,000
2	Charter Market Improvements	5,000	-	5,000	5,000
3	Tourism/Town Plan Projects	5,000	65	5,000	5,000
4	Definitive Footpaths	510	53	510	520
5	Lengthsman Scheme/P3 Scheme	3,000	3,000	3,000	3,000
6	Neighbourhood Dev. Plan	-	4,824	0	-
7	Town Centre Facilities	-	-	5000	5,000
TOTAL EXPENDITURE		23,510	9,942	28,510	28,520
INCOME					
1	Charter Market Fees	(5,000)	(2,157)	(5,000)	(5,000)
2	Town Centre Facilities	0	0	0	(3,000)
3	P3 Scheme Income	0	0	0	0
TOTAL INCOME		(5,000)	(2,157)	(5,000)	(8,000)
NET EXPENDITURE/(INCOME)		18,510	7,785	23,510	20,520
NOTES:					
2. Consider moving £5,000 to ear marked reserves					

Recreation Ground

EXPENDITURE

Item No.	Description	<u>2021/22</u> Budget	<u>2021/22</u> Projected Out-Turn	<u>2022/23</u> Draft Budget	<u>2023/24</u> Draft Budget
		£	£	£	£
1	Grounds maintenance contract	7,854	7,854	7,854	7,854
2	Grounds Maintenance	5,000	3,000	5,000	5,000
3	ROSPA reports	60	62	65	60
4	New Play Equipmment	5,000	5,000	5,000	5,000
5	Play Equipment Maintenance	5,000	5,000	5,000	5,000
6	Skate Park Maintenance	5,000	5,000	5,000	5,000
7	Shelter Maintenance	1,500	250	1,000	1,000
8	Litter Bins	312	4,177	1,000	1,000
9	CCTV maintenance	750	750	1,000	1,000
10	Refuse Collection	700	700	700	700
11	Street Light Maintenance	500	500	500	500
TOTAL EXPENDITURE		31,676	32,293	32,119	32,114
INCOME		0	0	0	0
TOTAL INCOME		0	0	0	0
NET EXPENDITURE/(INCOME)		31,676	32,293	32,119	32,114
NOTES:					

Cemetery

EXPENDITURE

Item No.	Description	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>
		<u>Budget</u>	<u>Projected</u>	<u>Draft</u>	<u>Draft</u>
			<u>Out-turn</u>	<u>Budget</u>	<u>Budget</u>
			£	£	£
1	Salaries	36,877	32,416	37,441	37,441
2	Salary Contingency	2,500	603	2500	2,500
3	Cleaning	-	-	250	250
4	Rates	2,600	2,600	2700	2,800
5	Water	210	150	200	200
6	Electricity	2,000	1,000	2,000	2,000
7	PPE/Health & Safety	500	500	500	500
8	Chapel & Mortuary Maintenance	1,000	500	1,000	2,000
9	Grounds Maintenance	2,000	2,500	2,000	2,000
10	Equipment Maintenance	1,000	1,000	1,000	1,500
11	New Equipment	1,000	1,000	1,000	2,000
12	Equipment Hire	1,000	-	1,000	1,000
13	Vehicle Maintenance	832	1,049	1,000	848
14	Vehicle Tax, Insurance & MOT	1,000	899	1,000	1,000
15	Skip Hire	1,500	1,500	1,500	1,500
16	Tree works	2,000	1,000	1,000	2,000
17	Fuel	1,500	1,500	1,500	1,500
18	Perimeter Repairs	2,500	-	2,500	2,500
19	Window cleaning	60	-	0	-
20	Memorial Testing	2,000	2,000	1,000	1,000
TOTAL EXPENDITURE		62,079	50,217	61,091	64,539

INCOME

1	Burials	(10,000)	(6,799)	(10,000)	(10,000)
2	Memorial Fees	(5,000)	(2,268)	(3,500)	(3,500)
3	Mortuary Rent	(2,000)	(2,000)	(2,500)	(2,500)
4	Chapel Hire	(150)	(100)	(150)	(150)
5	Transfer of Exclusive Right of Burial	(360)	(90)	(360)	(360)
TOTAL INCOME		(17,510)	(11,257)	(16,510)	(16,510)

NET EXPENDITURE/(INCOME)	44,569	38,960	44,581	48,029
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NOTES:

1. salaries include on-costs

Closed Churchyard

EXPENDITURE

		<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>
		<u>Budget</u>	<u>Projected</u> <u>Out-turn</u>	<u>Draft Budget</u>	<u>Draft Budget</u>
<u>Item No.</u>	<u>Description</u>		£	£	
1	Property Maintenance	1,500	1,500	1,500	1,500
2	Refuse Collections	344	300	300	300
3	Tree Works/Property Maintenance	2,000	1,523	2000	2,000
4	Grounds Maintenance (contract)	1,500	1,500	1,500	1,500
EXPENDITURE		5,344	4,823	5,300	5,300
INCOME		-	-	-	-
TOTAL INCOME		-	-	-	-
NET EXPENDITURE/(INCOME)		5,344	4,823	5,300	5,300

NOTES:

2. Property Maintenance includes wall repairs

Amenity Areas

EXPENDITURE

Item No.	Description	2021/22	2021/22	2022/23	2023/24
		Budget	Projected Out-turn	Draft Budget	Draft Budget
		£	£	£	£
1	Salaries Town Cleaner	26863	15,734	27,092	27092
2	Street Cleaning Materials	500	200	500	500
3	Dog Hill Wood Management Plan	1,000	367	1000	1,000
4	Dog Hill Wood Maintenance Contract	4,040	4,383	4040	4,040
5	Dog Hill Wood Maintenance (additional expenses)	500	-	500	500
6	Dog Hill Wood Coppicing	1,000	-	1000	1,000
7	General Tree Works	1,561	1,000	1500	1,593
8	General Park Maintenance	2,000	1,000	2000	2,000
9	Gloucester Road Grass Cutting & Seats	50	50	50	50
10	CCTV Dog Hill Woods	-	-	1000	-
11	Devolved Services (Grass Cutting)	2,500	106	2500	2,500
12	CCTV Hereford	8,195	8,235	8379	8,379
13	Tools and materials	-	-	200	200
14	Dog Bags	700	364	700	700
15	Defibrillator maintenance	-	310	350	350
16	General Park Verges	500	250	250	250
TOTAL EXPENDITURE		49,409	31,999	51,061	50,154
INCOME					
1	Dog Poop Bags	0	(345)	(1,000)	(1,000)
2	Bench Donation	0	(250)	0	0
TOTAL INCOME		0	(595)	(1,000)	(1,000)
NET EXPENDITURE/(INCOME)		49,409	31,404	50,061	49,154

Council properties - Market House

EXPENDITURE

Item No.	Description	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>
		<u>Budget</u>	<u>Projected</u> <u>Out-turn</u> £	<u>Draft</u> <u>Budget</u> £	<u>Draft</u> <u>Budget</u> £
1	Rates	1,737	500	1500	1,500
2	Electricity	1,500	1,000	1000	1,000
3	Cleaning	124	-	100	100
5	Maintenance	5,304	100	5000	5,000
TOTAL EXPENDITURE		8,665	1,600	7,600	7,600
INCOME					
1	Market House Income	0	(904)	(1,000)	(1,000)
TOTAL INCOME		0	(904)	(1,000)	(1,000)
NET EXPENDITURE/(INCOME)		8,665	696	6,600	6,600
NOTES					

2012

Council Buildings - Painted Room

EXPENDITURE					
		<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>
		<u>Budget</u>	<u>Projected</u>	<u>Draft</u>	<u>Draft</u>
<u>Item No.</u>	<u>Description</u>		<u>Out-turn</u>	<u>Budget</u>	<u>Budget</u>
				<u>£</u>	<u>£</u>
1	Salaries	6,550	8,676	8,500	8,500
2	Advertising	460	460	500	500
3	Stock purchased	510	510	500	500
TOTAL EXPENDITURE		7,520	9,646	9,500	9,500
INCOME					
1	Sales	(500)	(782)	(750)	(1,000)
2	Donations	(1,000)	(2,200)	(1,000)	(1,000)
TOTAL INCOME		(1,500)	(2,982)	(1,750)	(2,000)
NET EXPENDITURE/INCOME		6,020	6,664	7,750	7,500
NOTES:					

Jacobean Room					
EXPENDITURE					
Item No.	Description	<u>2021/22</u> <u>Budget</u> £	<u>2021/22</u> <u>Projected</u> <u>Out-turn</u> £	<u>2022/23</u> <u>Draft</u> <u>Budget</u> £	<u>2023/24</u> <u>Draft</u> <u>Budget</u> £
1	Licence Fee	-	-	-	500
2	Advertising	520	25	500	500
TOTAL EXPENDITURE		520	25	500	1,000
INCOME					
1	Ceremony Room	(1,500)	(2,635)	(1,500)	(1,500)
TOTAL INCOME		(1,500)	(2,635)	(1,500)	(1,500)
NET EXPENDITURE/(INCOME)		(980)	(2,610)	(1,000)	(500)
NOTES:					
1. Due every three years					

2014

Services - Community Grants

EXPENDITURE

Item No.	Description	<u>2021/20</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>
		<u>Budget</u>	<u>Projected</u> <u>Out-turn</u>	<u>Draft</u> <u>Budget</u>	<u>Draft</u> <u>Budget</u>
			£	£	£
1	Barrett Browning Clock	150	485	150	150
2	Community Action Ledbury	10,000	10,000	10000	10,000
3	Youth Drop-in support	5,000	-	5000	5,000
4	Citizens Advice Worcs	-	-	5000	5,000
5	Malvern Hills AONB	-	-	500	500
6	Awards	250	121	250	250
7	Unspecified Grants (S147)	22,000	10,000	20000	20,000
8	Promotional material	4,000	-	4000	4,000
9	Signage	4,000	-	4000	4,000
10	External Power Supply High Street	104	102	110	110
11	Events Barriers	-	(30)	100	100
12	Events	7,500	4,849	10000	10,000
13	Christmas Lights rental and installation	13,260	12,041	13,260	13,260
14	Advertising	1,000	1,427	1000	1,000
15	Newsletter	1,000	-	500	500
16	Election Expenses	-	60	500	500
17	Ledbury in Bloom	4,000	2,520	4000	4,000
TOTAL EXPENDITURE		72,264	41,575	78,370	78,370
INCOME					
1	October Fair Rights	(2,000)	(2,270)	(2,000)	(2,000)
2	Christmas Lights Event	(1,000)	(150)	(1,000)	(1,000)
TOTAL INCOME		(3,000)	(2,420)	(3,000)	(3,000)
NET EXPENDITURE/(INCOME)		69,264	39,155	75,370	75,370

NOTES:

3. Carried over due to no premises

Civic

EXPENDITURE

<u>Item</u> <u>No.</u>	<u>Description</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>
		<u>Budget</u>	<u>Projected</u> <u>Budget</u>	<u>Draft</u> <u>Budget</u>	<u>Draft</u> <u>Budget</u>
			£	£	£
1	Civic Hospitality	1,000	390	1000	1,000
2	Mayor's Hospitality	1,000	105	1000	1,000
4	Civic Insignia and repairs	400	-	400	400
5	Mayor's/Deputy Mayor's Expenses	1,000	-	1000	1,000
6	Poppy Wreath	-	20	20	20
6	Councillors Expenses	500	307	500	500
7	Mayor's Advertising	510	-	500	500
8	Roll of Honour	50	-	50	50
9	Flag Pole	157	120	120	120
11	Mayor's Portrait/Caricature	500	-	500	500
12	Town Crier Fees and Subscriptions	800	200	500	500
13	Town Crier Regalia	1,000	-	1000	1,000
TOTAL EXPENDITURE		6,917	1,142	6,590	6,590
INCOME		0	0	0	0
TOTAL INCOME		0	0	0	0
NET EXPENDITURE/(INCOME)		6,917	1,142	6,590	6,590

NOTES:

Council Properties

EXPENDITURE

<u>Item</u> <u>No.</u>	<u>Description</u>	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>
		<u>Budget</u>	<u>Projected</u> <u>Out-turn</u>	<u>Budget</u>	<u>Budget</u>
			£	£	£
1	Property Maintenance (Council Offices)	2,000	2,528	3,000	3,000
2	Property Maintenance (Painted Room)	1,000	-	1,000	1,000
3	Non Domestic Rates	6,127	6,127	6,200	6,230
5	Health & Safety	-	160	0	-
6	Wheely Bin Collection	-	1,092	1,000	1,000
7	Housekeeping	-	445	500	500
7	Alarms	4,151	4,151	4,200	4,200
7	Quinquennial Works	2,040	1,133	2,000	2,000
8	War memorial Refurbishment	1,000	425	0	-
9	War memorial Cleaning	450	-	450	450
12	Window Cleaning	250	100	250	250
13	Water	500	500	500	500
14	Electricity	8,000	9,147	10,000	10,000
TOTAL EXPENDITURE		25,518	25,808	29,100	29,130
INCOME					
1	War Memorial Refurbishment	0	0	0	0
2	Bollard refurbishment donation	0	0	0	0
TOTAL INCOME		0	0	0	0
NET EXPENDITURE/(INCOME)		25,518	25,808	29,100	29,130

2017

Special Projects

EXPENDITURE

Item No.	Description	<u>2021/22</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>
		<u>Budget</u>	<u>Projected</u>	<u>Transfer to</u>	<u>Draft</u>
				<u>Earmarked Reserves</u>	
			<u>Out-Turn</u>		<u>Budget</u>
			£	£	£
1	Paths, Bins and Benches	2,500	2,500	0	-
2	Scatter Garden & Memorial Tree	-	-	2000	-
3	Phone Box Renovations & Fittings	-	2	1500	-
4	Smart Water	10,000	-	1000	-
5	CCTV Upgrade	5,000	-	5,000	-
6	Advertising Banners	5,000	-	0	-
7	Climate Change	2,000	2,000	0	-
TOTAL EXPENDITURE		24,500	4,502	9,500	-
INCOME		-	-	-	-
TOTAL INCOME		-	-	-	-
NET EXPENDITURE/(INCOME)		24,500	4,502	9,500	-

NOTES:

Agreed that these projects would be funded from the Council's General Reserve in 2021/22

2018

Earmarked Reserves - projected Balances for 31.03.2022 as at 11.01.2022

Cost centre	Account	Opening Balance	Net transfers	Transfer to Expenditure	Closing Balance
320	Earmarked Reserves	113			113
321	Recreation Ground	0	10,830		10830
322	Traffic Management	0	9,000		9000
323	Charter Market Improvements	0	1,000		1000
324	Listed Building Reserves	0	110,000		110,000
325	Elections	0	10,000		10,000
326	Youth Services	0	5,000		5000
327	Play/skate park	0	24,500		24500
328	WarMemorial	0	15,000		15000
329	Paths, Bins & Benches	0	2,500		2500
330	CCTV	0	6,000		6000
331	Addvertising	0	5,000		5000
332	Climate Change	0	2,000	(2,000)	0
333	Perimeter wall cemetery	0	15,000		15,000
	TOTAL	113	215,830		215,943.00
	Net (from)/to Reserves 2021/22				