

# LEDBURY TOWN COUNCIL

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23 September 2022

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

Dear Member

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in **The Burgage Hall, Church Lane, Ledbury on Thursday, 29 September 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 2635)**
4. **Public Participation**

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

**Minutes**

5. To approve and sign as a correct record the minutes of a meeting of Council held on 28 July 2022 (Pages 2636-2647)
6. To review the action sheet (Pages 2648-2651)

**Financial Matters**

7. To approve invoices for payment for September 2022 (Page 2652)
8. To receive the record of Receipts and Payments for July and August 2022 (Page 2653-2684)
9. To receive the Balance Sheet and Trial Balance for months 4 and 5 (Pages 2685-2694)
10. 2022/23 Budget Monitoring (Pages 2695-2701)
11. To confirm verification of bank statements and reconciliations for July and August 2022
12. To receive outcome 2021/22 External Audit Report (Pages 2713-2715)
13. Option to opt out of the Smaller Authorities Appointed Auditor (SAAA) arrangements (Pages 2716-2717)
14. Notification of increase in fees for Internal Auditor (Page 2718)
15. Action taken by Clerk in conjunction with Councillor Sinclair (Pages 2719-2720)
16. Public Sector Deposit Fund Fact Sheet – July and August 2022 (for information only) (Pages 2721-2724)
17. Recommendations from other committees (If any) (Verbal report)
18. The Shelter, Recreation Ground (Pages 2725-2726)



## **Policies**

### **19. To review the following policies (Pages 2727-2752)**

- a. Concerns and Complaints Policy
- b. CCTV Policy
- c. Information, Communication, & Technology (ICT) Policy
- d. Local Resolution Policy
- e. Lone Working Policy

## **Governance**

### **20. General Data Protection Regulations (GDPR) (Standing Item)**

### **21. To review risk register Part 2 – Employers Liability (Pages 2753-2762)**

## **Working Parties**

### **22. To receive the notes of a Budget Monitoring meeting held on 16 August 2022 and to give consideration to any recommendations therein (Pages 2763-2764)**

### **23. To receive and note the minutes of a meeting of the Grants Working Party held on 3 August 2022 and to give consideration to any recommendations therein (Pages 2765-2769)**

### **24. Date of next meeting**

The next meeting of the Finance, Policy & General Purposes Committee is scheduled to take place on Thursday. 24 November 2022, at 7.00 pm, and will take place in the Burgage Hall, Church Lane, Ledbury

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

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

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





**LEDBURY TOWN COUNCIL**

**The Seven Principles of Public Life**

**(Nolan Principles)**

**1. Selflessness**

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

**2. Integrity**

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

**3. Objectivity**

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

**4. Accountability**

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

**5. Openness**

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

**6. Honesty**

Holders of public office should be truthful.

**7. Leadership**

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

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**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES  
COMMITTEE HELD ON  
28 JULY 2022**

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

**ALSO PRESENT:** Angela Price – Town Clerk  
Charlotte Barltrop – Minute Taker  
Three members of the public

**F467. APOLOGIES**

Apologies for absence were received from Councillors Eakin and Harvey.

**F468. DECLARATIONS OF INTERESTS**

None received.

**F469. NOLAN PRINCIPLES**

**RESOLVED:**

**That the Nolan Principles be received and noted.**

**F470. Public Participation**

The Chair recognised that members of the public were present to speak on Agenda Item 11 and suggested that they be given the opportunity to speak when the item is discussed.

**RESOLVED:**

**That of the public be invited to speak during Agenda Item 11, Ross-Newent-Ledbury Bus Proposal.**

**F471. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES  
OF A MEETING OF COUNCIL HELD ON 26 MAY 2022**

**RESOLVED:**

**That the minutes of the meeting of the Finance, Policy and General Purposes Committee held on 26 May 2022 be approved and signed as a correct record, subject to the following amendments:**

**Minute F439 – The resolution be amended to say “elected” rather than “nominated”.**

**Minute F443 - The resolution be amended to say “elected” rather than “nominated”.**

**Minute F452 – Line 4 (2) be amended to read as follows:**

**“2. In 2020/21 meetings were held via Zoom and therefore there was less overtime being paid for minute takers and also the Clerk as less hours were worked in the evenings.”**

**Minute F452 – Line 9 – be amended to read as follows:**

**“..... to be included in the final papers due to be sent to the auditor.”**

**F472. MOTION TO MOVE AGENDA ITEM 11**

Councillor Sinclair proposed moving Agenda Item 11 forward to allow members of the public to be heard and so be able to leave following the item, if they wish.

**RESOLVED:**

**That Agenda Item 11 be brought forward.**

**F473. ROSS-NEWENT-LEDBURY BUS PROPOSAL**

Members were requested to give consideration to a proposal from Buses4Us following the withdrawal of bus route 132 Newent to Ledbury.

Claire Stone, Chair of Buses4Us advised that she had moved to Newent 11 years ago because it was a small town with good public transport links.

Due to environmental and economic issues these buses were reduced and then withdrawn. The Government introduced a National Bus Improvement Plan, however neither Herefordshire nor Gloucestershire received any funding from this plan.

She provided an outline of the Buses4Us proposal (which Members had received with their agenda packs) and advised that Newent Town Council had approved funding from their 2023/24 budget and that Ross on Wye Town Council Finance Committee had referred the matter to Full Council for further consideration.

Clare advised that Buses4Us are asking for a contribution of £24,000 from Ledbury Town Council for the first year but explained that they did not know what the cost of the future years may be until the service is up and running.

Clare advised that Busses4US would also like to invite a councillor from each council that supports the project, to sit on the steering group.



Jill Moseley introduced herself as a Gloucestershire County Councillor and advised that she has been working with Claire from the beginning of the project.

Tim Rosser introduced himself, as a retired senior Government Officer. Whilst he has no need of the service he has a deep interest in the community, sustainability issues and he stated that it is essential that buses are at the forefront of our transport service.

Councillor Bradford stated that whilst the buses are important he could not support £24,000 per annum but would like to explore alternatives such as using the existing Community Transport system as a basis and building upon that.

Councillor Howells gave a brief synopsis of the basic figures from the report. "From the data given us in the report I looked at a worst case, best case and an average/mid-range case of the implications for contributions from Ledbury Town Council.

**Worst case:**

Maximum expected annual cost:	£325,000
Minimum income expected:	
Gloucestershire CC contribution:	£ 70,000
Herefordshire CC contribution:	£ 70,000
Ticket sales:	<u>£ 60,000</u>
Total minimum income:	£200,000
Gap between income and expenditure to be funded by parish Councils	£125,000

**Best case:**

Minimum expected annual cost:	£250,000
Maximum income expected:	
Gloucestershire CC contribution:	£100,000
Herefordshire CC contribution:	£100,000
Ticket sales:	<u>£ 80,000</u>
Total minimum income:	£280,000
Gap between income and expenditure to be funded by parish Councils:	£0

**Average/mid-point case:**

Annual cost (approx.):	£290,000
Income expected:	
Gloucestershire CC contribution:	£ 85,000
Herefordshire CC contribution:	£ 85,000
Ticket sales:	<u>£ 70,000</u>
Total minimum income:	£240,000
Gap between income and expenditure to be funded by parish Councils:	£50,000

Assuming this means Ledbury, Newent, and Ross councils = approx. £17,000 pa for 3 years each

On a population basis (Ledbury and Ross approx. £10,000 each, Newent approx. £5,000)

Proportionate contributions:

Ledbury and Ross = £20,000 pa for 3 years each

Newent = £10,000 pa for 3 years

Which is in line with the £24,000 pa contribution pledge requested from Ledbury

Key issues to consider:

- Main reasons for travel by bus (not work)
- Main destination/route (Newent to Gloucester)
- Concessions/income impact (approx. 50% of passengers on no-pay concessions)
- Absolute number of passengers (quite low, biased towards the elderly)
- How numbers could be increased in the 3 years by promoting tourism/visitors to use buses more."

Councillor Hughes stated that Tim Barnes of Community Action Ledbury had been invited to the Traffic Management Working Party meeting which took place on Monday 25 July 2022 to provide an opinion on this proposal and he had raised the following points:

1. He advised it is difficult to get the numbers for potential users for a service such as this. The villages only have 1 or 2 people who might use the service. If there are only 6 service users, then £75,000 is a lot of money per head.
2. There are three types of licence to run this kind of service:
  - a. Free service
  - b. Fares at cost (the report appears to be based on this option)
  - c. For profit, the Council is not permitted to run a service for profit.
3. Running this type of service is challenging. Who will be responsible for the running of the service? Who will maintain the fleet etc?
4. Recruitment of sufficient licenced drivers. Due to changes to the national licencing policy in 1997, it is difficult to recruit drivers who have the D1 category on their driving licence and therefore it is likely that drivers who are recruited will need to take a PSV test in order to drive any size of bus, including a minibus.

Councillor Bradford reiterated that he would be unwilling to support £24,000 from the Council's precept be used to subsidise the Buses4Us proposal and suggested that Ledbury Town Council should meet with Community Action Ledbury to discuss how drivers and insurance could be funded.



**RECOMMENDATIONS:**

1. That the Busses4US proposal be referred to Full Council for further consideration with no recommendation to make any financial pledge to Buses4Us at this time.
2. That discussions be held with Community Action Ledbury to explore opportunities for the expansion of bus provision to local towns.

**F474. TO REVIEW THE ACTION SHEET**

1. **F452(4)** – To note that the next Budget Monitoring Working Party meeting is scheduled for 16 August 2022 at 3.00 pm.
2. **F462** - BBI Clock – Councillor Sinclair noted that he had not been at the previous meeting but asked why this item had been referred to Full Council for further discussion. Following a discussion, Members agreed that as Ledbury Places now has the Poetry Festival as tenants in the BBI Building, Ledbury Town Council should no longer continue to pay for the electricity for the BBI clock and that this should be recommended to Full Council.

**RESOLVED:**

**That the Budget Monitoring Working Party be held in the Committee Room.**

**RECOMMENDATION:**

**That Ledbury Town Council no longer pay for the electricity for the running of the BBI clock, due to the Poetry Festival now being tenants of the BBI Building.**

**F475. TO APPROVE INVOICES FOR PAYMENT FOR JULY 2022**

**RESOLVED:**

**That the invoices for payment in July 2022, in the sum of £18,349.25 be approved.**

**F476. TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR MAY AND JUNE 2022**

**RESOLVED:**

**That the receipts and payments for May and June 2022 be received and noted.**

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**F477. TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTHS 2 AND 3**

**RESOLVED:**

That the balance sheet and trial balance for months 2 and 3 be received and noted.

**F478. 2022/23 BUDGET UPDATE REPORT**

The Committee considered budget lines that were in excess of 16% of the annual total and were satisfied with the explanations provided by the Clerk in respect of each line discussed.

**RESOLVED:**

That the 2022/23 budget update report be received and noted.

**F479. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR AND JUNE 2022**

**RESOLVED:**

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

**F480. EXTERNAL AND INTERNAL AUDIT (STANDING ITEM)**

Nothing to report at this time, other than the outcome of the 2021/22 external audit is awaited.

**F481. SHOP FRONT IMPROVEMENT GRANTS**

Councillor Sinclair advised Members that 10 Chestnut Close is a residential property and not a commercial property and therefore should not be considered for grant funding.

**RESOLVED:**

1. That Members approved the list of Shop Front Grant applications, as provided within the agenda pack, with the exception of 10 Chestnut Close, as this is not a commercial property, including the five not completed in round one.
2. That Members approve transferring Butler & Sweatman application to round two.



3. **That Members note the overspend of £278.34 noting that there are likely to be underspends from activities within the Great Places to Visit funding and that consideration be given to transferring £278.34 from one of the underspends to be discussed in agenda item 13.**

**F482. GREAT PLACES TO VISIT**

The Clerk provided Members of the Finance, Policy & General Purposes Committee with an update on the current status of the Great Places to Visit Fund.

Councillor Hughes stated that the Members should look at the list of other projects for any underspends. He noted that the timeframes have extended on this grant, from 30 September 2022 to 15 December 2022, and that this allowed time to give the under/overspends proper consideration.

It was felt that a third round of Shop Front Grants should be made available to the shop owners who had yet to apply. In order to facilitate this, the Clerk would compile a list of shops who have not yet applied and issue this to Members who would personally visit the businesses to encourage their applications.

**RESOLVED:**

1. **That the Clerk compile a list of businesses who are yet to benefit from the Shop Front Grants scheme in order that Members may encourage their applications.**
2. **That a small flyer advising of the shop front grant be provided to Members to deliver to the shops and businesses who have not yet applied for grant funding.**
3. **That the Grants Committee compile a list of underspends so that consideration can be given as to how best allocate these funds.**

**F483. PUBLIC SECTOR DEPOSIT FUND – (CCLA) FACT SHEET  
(For Information only)**

**RESOLVED:**

**That the Public Sector Deposit Fund (CCLA) Fact Sheet be received and noted.**

**F484. REQUEST FOR FUNDING FOR DELIVERY OF BUS & TRAIN  
TIMETABLE**

Members were requested to give consideration to a request received from Rail and Bus Herefordshire for funding towards the Ledbury Bus and Train Timetable booklet they have produced.

2642

Councillor Bradford enquired as to why Ledbury Town Council were being asked to fund this timetable when it is something that is freely available via the internet and at bus stops around the county.

Councillor Howells stated that the booklets had been provided free of charge to Ledbury Town Council offices, amongst other outlets in Ledbury, and had proven to be extremely popular with older members of the community.

Councillor Hughes stated that a grant application was expected from Rail and Bus Herefordshire for them to fund this project and that this matter should be considered once the application was received.

Councillor Bradford raised the point that if the group are not a charity they will not be entitled to a grant.

**RESOLVED:**

**That the request for funding in support of the preparation of a Bus and Train timetable be deferred until such time the grant application has been received, which should then be presented to the Finance, Policy & General Purposes Committee to be considered as part of the annual grants giving process.**

**F485. MOTOR VEHICLE INSURANCE RENEWAL**

Members were requested to give consideration to three quotes received in respect of the insurance for the council van.

**RESOLVED:**

**That quotation number three be approved for the council van insurance for the next 12-months.**

**F486. Worcestershire Pension Fund – Employer Forum – Outlook for the 2022 valuation**  
(Electronic copy provided separate to agenda)

**RESOLVED:**

**That the Worcestershire Pension Fund – Employer Forum information be received and noted.**

2643



**F487. STAFF TRAINING**

The Clerk advised Members that she was seeking approval for expenditure on a number of training courses, which would be beneficial to members of staff and Councillors, including but not limited to, Manual Handling, Fire Marshall, Emergency First Aid and COSHH. She advised that some of the courses exceeded the £500 limit that she could approve in consultation with the Chairman and therefore required the approval of the committee.

**RESOLVED:**

**That the Clerk be authorised to book the relevant training courses to ensure that all staff are trained to carry out their roles correctly and safely.**

**F488. RECOMMENDATIONS FROM OTHER COMMITTEES**

Environment & Leisure – 7 July 2022

i. Cleaning Contract

Members of the Finance, Policy & General Purposes Committee were advised that since a decision taken to engage a new cleaning contractor, their hourly rates had increased

Members agreed to accept the increase and that a formal review period should be included in the new contract, which should be for a period of three years with the option for an additional two years. Members also agreed that there should be an annual review of the service provided by the cleaning company.

**RESOLVED:**

- 1. That members of the Finance, Policy & General Purposes Committee accepted the revised costs put forward by the cleaning company of £18.50 and authorise their appointment for an initial three year contract with an option for a further two years, on successful completion of annual reviews.**
- 2. That an annual review be held of the service provided by the cleaning company.**

ii. Skate Park Costs

Members of the Finance, Policy & General Purposes Committee were provided with a recommendation from the Environment & Leisure Committee in respect of further costs in respect of the refurbishment of the skatepark.



**RESOLVED:**

**That Members of the Finance, Policy & General Purposes Committee approve the recommendations from the Environment & Leisure Committee to postpone the payment of £26,181.80 (plus VAT) for up to 6 months with no additional cost once payment of £34,221.00 had been paid within 30 days of installation.**

**F489. TREASURY & INVESTMENT POLICY**

**RESOLVED:**

**That the Treasury & Investment Policy be approved subject to the one spelling correction.**

**F490. GENERAL DATA PROTECTION REGULATIONS (GDPR)**

**That the Clerk had nothing to report on this item.**

**F491. TO REVIEW RISK REGISTER PART 1 – FINANCIAL**

The Clerk advised that at the previous meeting of the committee it had been agreed that she would incorporate the outcomes recorded in the Internal Auditors report into the Risk Register and therefore Member were being asked to consider the whole document, as the outcomes covered various sections of the register.

P2630 – Judicial review Costs - Councillor Sinclair asked what "Cost Reclamation" was; Councillor Howells stated that he believed that this is something which is no longer relevant and therefore should no longer be included in the Risk Register.

P2631 – Asbestos – The Chair noted that he believed the residual total should be green to show negligible risk.

**RESOLVED:**

- 1. That the addition of the outcomes from the Internal Auditors report be noted.**
- 2. That the Clerk review "Judicial Review Costs" and consider whether this should remain on the Risk Register.**

**F492. DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the next meeting of the Finance, Policy & General Purposes Committee is scheduled for Thursday, 22 September 2022 at 7.00pm.**

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**F493. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

**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 is advisable in the public interest that the press and public are excluded from the remainder of the meeting**

**F494. CCTV COSTS**

Members of the Committee discussed what options were available to move forward with this item. The options most suitable were to find a different location for the CCTV and/or a better agreement in place for the costs incurred.

**RESOLVED:**

**That the Clerk write to the Community Hall Trustees to invite them to meet with the Chair of the Finance, Policy & General Purposes Committee and the Clerk to discuss the invoices received with a view to finding a resolution.**

**F495. FORMER POST HOLDER 57**

**RESOLVED:**

**That the Clerk write to the former post holder to request they contact the Clerk within 14 days, to resolve the matter, and that the letter advise of the Council's intentions should the former post holder not make contact.**

Signed ..... Dated .....  
(Chair)

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FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

28.07.2022

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
F471	Minutes no. F439 and F443 be amended to read "elected" rather than "nominated"	TC	08.08.2022	Amendments made- minutes ready for signing by Chair	Completed
F471	F452 - be amended to read: "In 2020/21 meetings were held via Zoom and therefore there was less overtime being paid for minute takes and also the Clerk as less hours were worked in the evenings.	TC	08.08.2022	Amendments made- minutes ready for signing by Chair	Completed
F473(1)	That the Buses4US proposal be referred to Full Council for further consideration with no recommendation to make any financial pledge to Buses4Us at this time	TC	18.08.2022	To be considered on extraordinary meeting of council - scheduled for 18.08.2022 - considered at a meeting of council and resolved to pledge up to £24,000 in the 2023/24 budget for this project.	Completed
F473(2)2	That discussions be held with CAL to explore opportunities for the expansion of bus provision	TC			In Progress
F474	That the Budget Monitoring Working Party be held in the Committee Room	TC	16.08.2022	Face to face meeting scheduled - agenda to be despatched by Thursday, 11 August - notes of the meeting available on this agenda	Completed
F474	<b>RECOMMENDATION</b> - That LTC no longer pay for the electricity for the running of the BBI Clock, due to the Poetry Festival now being tenants of the BBI Building	TC	21.09.2022	To be considered by council 29.09.2022 - agree at full council - letter sent to Ledbury Places advising of decision of council	Completed

F481(1)	That Members approve the list of Shop Front Grants with the exception of 10 Chestnut Close, as this is not a commercial property, including the five not completed in round one	TC	01.08.2022	All applicants advised of outcome - investigations identified that 10 Chestnut Close is not the business address of Pinkusion - business address is 40 Bye Street - Grants committee notified of new information - further consideration of whether to approve grant requested	In Progress
F481(2)	That Members approve transferring Butler & Sweatman application to round two	TC	01.08.2022	Applicant advised of transfer to round two	Completed
F481(3)	That Members note the overspend of £278.34 noting that there are likely to be underspends from activities within the GPV Fund and that consideration be given to transferring £E278.34 from one of the underspends to be discussed in agenda item 13	Committee in item 13	28.07.2022	See minute no. f482(3) - further updates to be provided to committee	Completed
F482(1)	That the Clerk compile a list of businesses who are yet to benefit from the Shop Front Grants scheme in order that Members may encourage their applications	TC		List of shops who have received them drawn up as this was a faster way of identifying shops who had not applied	Completed
F482(2)	That a small flyer advising of the shop front grant be provided to Members to deliver to the shops and businesses who have not yet applied for grant funding.	TC		Flyer prepared waiting for delivery	In Progress
F482(1)	That the Grants Committee compile a list of underspends so that consideration can be given as to how best allocate these funds.	Grants Committee		To be considered at meeting scheduled for 28 September 2022	In Progress



F484	That the request for funding in support of the preparation of a Bus & Train Timetable be deferred until such time the grant application has been received, which should then be presented to FP&GP committee to be considered as part of the annual grant giving process	TC	22.09.2022	Application to be considered at September meeting if received	In Progress
F485	That quotation number three be approved for the council van insurance for the next 12 months.	TC	04.08.2022	Insurance company advised - insurance applied with effect of 05.08.2022 - payment to be made on approval of Chair/Vice Chair - 08.08.2022 Approval received and Accounts Clerk requested to make payment	Completed
F487	That the Clerk be authorised to book the relevant training courses to ensure that all staff are trained to carry out their roles correctly and safely.	TC/ADMIN		Admin in process of booking courses	In Progress
F488(1)	That members of the Finance, Policy & General Purposes Committee accept the revised costs put forward by the cleaning company of £18.50 and authorise their appointment for an initial three year contract with an option for a further two years, on successful completion of annual reviews.	DTC		Contract to be drawn up	In Progress
F488(2)	That an annual review be held of the service provided by the cleaning company	DTC	July 2023/24/25	Review to be included in contract	In Progress



F488(II)	That Members of the Finance, Policy & General Purposes Committee approve the recommendations from the Environment & Leisure Committee to postpone the payment of £26,181.80 (plus VAT) for up to 6 months with no additional cost once payment of £34,221.00 had been paid within 30 days of installation.	TC/DTC		Company to be notified of outcome of meeting and skate park refurbishment progressed - works to begin to the Skate Park week commencing 26 September	Completed
F489	That the Treasury & Investment Policy be approved	TC	08.08.2022	Policy to be reviewed at annual meeting	On-going
F491(1)	That the additions from the outcome from the IA Report be noted	Comm	28.07.2022	Committee approved - amendments to be changed to black	Completed
F491(2)	That TC review "Judicial review Costs" and consider whether this should remain on the risk register	TC	28.07.2022	This line has now been removed from the Risk Register	Completed
F494	That the Clerk write to the Community Hall Trustees to invite them to meet with the Chair of the Finance, Policy & General Purposes Committee and the Clerk to discuss the invoices received with a view to finding a resolution.	TC	08.08.2022	Letter sent to all Trustees and Management Committee members - copy of letter provided to FP&GP Chair and Mayor - <b>Response received from ME report on EO Council 18.08.2022 for further consideration - agreement reached awaiting return of overpayment</b>	<b>In Progress</b>
F495	That the Clerk write to the former post holder to request they contact the clerk within days, to resolve the matter, and that the letter advise of the Council's intentions should they not be in touch	TC	09.08.2022	Letter sent to MS by recorded delivery - if no <b>response received by 25.08.2022 TC/Chair to progress small claims court application - No response received Clerk and Cllr Hughes to meet 26.09.2022 to make application through small claims court</b>	<b>In Progress</b>

## FINANCE, POLICY &amp; GENERAL PURPOSES COMMITTEE

27-Sep-22

Agenda Item

## INVOICES FOR PAYMENT September 2022

7

INVOICE DATE	INVOICE NO	BAC's/Chq	COMPANY	DESCRIPTION	NET AMOUNT
31.08.2022	496	BACS	PJNichols	Fuel for LTC van	134.34
16.09.2022	55483	BACS	HMS	install new lights on Market House and LTC Stairwell	172.50
14.09.2022	693939	BACS	Printerbase	Ink cartridges for printer	202.40
14.09.2022		BACS	Malcolm Marsh	Work done on Bollards at Rec	220.00
15.09.2022	9815	BACS	Autela Payroll Services	LTC Payroll	72
16.09.2022	SB2022	BACS	PKF	Review of AGAR 2022	1300.00
19.09.2022	132	BACS	Tim Martin	Re-paint/design of shelter at the Rec	1250.00
20.09.2022	16499	BACS	Urban Hygeine	Anti Graffiti Coating on shelter at Rec	150.48
20.09.2022	H1930	BACS	Caroe & Partners LLP	War memorial initial visit	1111.38

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Agenda Item  
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23/08/2022

## Ledbury Town Council Current Year

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## Cashbook 1

User: SAE

## Lloyds A/c (235) (Bus Ext)

Receipts received between 01/07/2022 and 31/07/2022

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	BGC Banked: 01/07/2022	166.67						
	BGC The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent Mth 04
	BGC Banked: 01/07/2022	-166.67						
	BGC The Co-operative Group (CGP)	-166.67			1160	102	-166.67	Mortuary Rent
	Banked: 01/07/2022	30,000.00						
TFR 010720	Premier A/c (736) Comm Call	30,000.00			202		30,000.00	From 236 - 174
	INT Banked: 11/07/2022	4.03						
	INT Lloyds Bank	4.03			1870	220	4.03	Bank Interest
	INT Banked: 11/07/2022	-4.03						
	INT Lloyds Bank	-4.03			1870	220	-4.03	Bank Interest
	INT Banked: 11/07/2022	0.18						
	INT Lloyds Bank	0.18			1870	220	0.18	Bank Interest
500462	Banked: 12/07/2022	765.02						
500462	Suffolk Distillery	20.00			1090	301	20.00	Charter Market
500462	Pauntley Petals	56.00			1090	301	56.00	Charter Market
500462	Phillipa Brown	68.00			1090	301	68.00	Charter Market
500462	Painted Room Sales	68.00			1450	105	68.00	Non VAT
500462	Painted Room Sales	23.90			1450	105	23.90	VAT
500462	Painted Room Sales	394.12			1451	105	394.12	Donations
500462	Dog Bags	101.00			1471	127	101.00	Dog Bags
500462	Keith Chadwick	34.00			1090	301	34.00	Charter Market
500463	Banked: 12/07/2022	133.00						
500463	Tylers Memorials	65.00			1130	102	65.00	Late Freda May Pyne
500463	Max's Fish Sales	68.00			1090	301	68.00	Charter Market
	Banked: 14/07/2022	20,000.00						
TFR 140720	Instant Access (174) DO NOT US	20,000.00			201		20,000.00	Transfer
	Banked: 21/07/2022	30,000.00						
TRF 210722	Premier A/c (736) Comm Call	30,000.00			202		30,000.00	TRF 736 - 235
1691/1694	Banked: 27/07/2022	-180.00						
1691/1694	Taynton Farm Sales	-180.00			1090	301	-180.00	Charter Market
	HMRC Banked: 27/07/2022	3,975.23						
	HMRC HMRC	3,975.23			120		3,975.23	HMRC VAT
1691/1694	Banked: 28/07/2022	180.00						
1691/1694	Taynton Farm Sales	180.00			1090	301	180.00	Charter Market
Total Receipts:		84,873.43	0.00	0.00			84,873.43	

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## Lloyds A/c (235) (Bus Ext)

Payments made between 01/07/2022 and 31/07/2022

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/07/2022	Advansys Ltd	BACS	102.00		17.00	4482	401	85.00	Monthly Web Hosting
01/07/2022	O2	DD	150.11		25.02	4481	401	125.09	LTC Mobile Mth 4
04/07/2022	EE Limited	DD	15.73		2.62	4481	401	13.11	LTC mobile phone
04/07/2022	BNP Paribas Leasing Solutions	DD	309.95		51.66	4481	401	258.29	Office Telephones Mth 4
05/07/2022	Ledbury & District Society Tr.	BACS	210.00			4545	225	210.00	Hire of Burgage Hall
05/07/2022	Printerbase	BACS	63.60		10.60	4400	235	53.00	Printer Base
05/07/2022	Seton	BACS	50.28		8.38	4592	102	41.90	Trainers for Groundsman
05/07/2022	J B Gaynan & Son	BACS	120.75		20.12	4875	214	100.63	Citizen of the Year Award
05/07/2022	Vision Office Tech Services Lt	BACS	432.15		72.02	4410	235	360.13	Meterage for Copier
05/07/2022	IAC	BACS	438.90		73.15	4579	220	365.75	Internal Audit Services
05/07/2022	D M Property Maintenance	BACS	2,323.50			4205	108	366.66	Contract Works Mth 04
						4205	110	1,120.00	Contract Works Mth 04
						4236	110	100.00	Contract Works Mth 04
						4013	125	52.84	Contract Works Mth 04
						4270	110	684.00	Contract Works Mth 04
05/07/2022	D M Property Maintenance	BACS	770.00			4206	102	770.00	Groundworks at Cemetery
05/07/2022	Lyreco UK Ltd	BACS	274.40			4400	235	274.40	Stationary
05/07/2022	FreshairFitness	BACS	934.20		155.70	4236	110	778.50	Outdoor Gym Equipment
05/07/2022	Datacenta Hosting	BACS	60.00		10.00	4460	220	50.00	Data hosting
05/07/2022	Diamond Cleaning	BACS	243.00		40.50	4150	202	202.50	LTC Office Cleanig
05/07/2022	Advansys Ltd	BACS	102.00		17.00	4482	401	85.00	Monthly Hosting & Support
05/07/2022	Blachere Illumination UK Ltd	BACS	10,845.49		1,807.58	4640	115	9,037.91	Christmas Lights 2022
05/07/2022	Tree Time Ltd	BACS	360.00		60.00	4250	102	300.00	Ivy removal from Cemetery
05/07/2022	Hoople LTD.	BACS	684.35		114.06	4001	230	570.29	Temporary Reception/Admin
05/07/2022	Peder Nielsen	BACS	140.00			4600	127	140.00	Ledbury Community Day
05/07/2022	OMS UK Ltd	BACS	24.00		4.00	4460	220	20.00	Windows 10 Licence
05/07/2022	Printerbase	BACS	112.56		18.76	4400	235	93.80	Ink Cartridges
05/07/2022	Quickskip Hereford Ltd	BACS	246.00		41.00	4225	102	205.00	Skip Exchange

Subtotal Carried Forward:

19,012.97

0.00

2,549.17

16,463.80

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## Lloyds A/c (235) (Bus Ext)

Payments made between 01/07/2022 and 31/07/2022

Nominal Ledger Analysis								
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount Transaction Details
05/07/2022	C Westbury	BACS	39.60		6.60	4170	102	33.00 8 x Keys for Cemetery
05/07/2022	NPower	BACS	40.30		1.92	4122	201	38.38 Electricity Market Stall
05/07/2022	Ledbury Garden Machinery	BACS	90.89		15.15	4416	102	75.74 New Belt for Mower
05/07/2022	Herefordshire Council	BACS	106.54			4021	202	106.54 Recycling LTC Offices
05/07/2022	Herefordshire Council	BACS	72.74			4224	101	72.74 Emptying of Bins St Michaels
05/07/2022	Herefordshire Council	BACS	2,094.70			4176	118	2,094.70 Contribution Hereford CCTV
05/07/2022	Ledbury & District Society Tr.	BACS	21.00			4545	225	21.00 Hire of Burgage Hall
05/07/2022	Ledbury Garden Machinery	BACS	700.00		116.67	4200	102	583.33 New Strimmer
05/07/2022	Agrimec	BACS	268.82		44.80	4200	102	224.02 Telescopic lance & sprayer
05/07/2022	Water Plus	BACS	77.05			4115	202	77.05 Water drainage LTC
05/07/2022	Water Plus	BACS	54.54			4115	201	54.54 Water drainage Market Hall
05/07/2022	Cotswold Drain Service	BACS	666.00		111.00	4221	118	555.00 Survey of drainage War Memoria
05/07/2022	Ledbury Garden Machinery	BACS	131.59		21.93	4170	102	109.66 Repair of Stiga Mower
05/07/2022	NPower	BACS	641.60		30.55	4122	115	611.05 Christmas Lights Elec
05/07/2022	Hoople LTD.	BACS	104.14		17.36	4001	230	86.78 Temporary Reception/Admin
05/07/2022	Chris Arnold	BACS	570.00		95.00	4228	108	475.00 Tree Works
05/07/2022	Advansys Ltd	BACS	480.00		80.00	4483	401	400.00 Business Optimisation
05/07/2022	Ledbury Methodist Church	BACS	30.00			4545	225	30.00 Hire of Room
07/07/2022	Hoople LTD.	BACS	481.02		80.17	4001	230	400.85 Temporary Staff
07/07/2022	Welsh Water	DD	19.05			4115	102	19.05 Cemetery water Mth 4
07/07/2022	Citation Limited	DD	223.06		37.18	4415	235	185.88 Employee Assistance programme
08/07/2022	Welsh Water	DD	24.35			4115	202	24.35 LTC Water Mth 4
08/07/2022	Welsh Water	DD	15.79			4115	202	15.79 Ltc Water Mth 4
11/07/2022	A Davis	BACS	180.00			4857	214	180.00 Jubilee Decorations
11/07/2022	Rachel Drury	BACS	50.00			4857	214	50.00 LTC Street Party
11/07/2022	Brenda Hill	BACS	100.00			4857	214	100.00 LTC Street Party
12/07/2022	Methodist Church	BACS	750.00			4857	214	750.00 LTC Shop Front Grant
12/07/2022	The Royal Hall Ledbury	BACS	1,000.00			4857	214	1,000.00 LTC Shop Front Grant
12/07/2022	The Horseshoe Inn	BACS	1,000.00			4857	214	1,000.00 LTC Shop Front
Subtotal Carried Forward:			29,045.75	0.00	3,207.50			24,838.25

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## Lloyds A/c (235) (Bus Ext)

Payments made between 01/07/2022 and 31/07/2022

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									Grant
12/07/2022	The Malthouse	BACS	1,000.00			4857	214	1,000.00	LTC Shop Front Grant
12/07/2022	British Gas	DD	23.18		1.10	4800	214	22.08	Barratt Browning Mth 4
13/07/2022	Francotyp Postalia	DD	10.00			4455	401	10.00	Teleset Postage Download
14/07/2022	Octopus Energy	DD	159.45		7.59	4122	202	151.86	LTC Electricity Mth 4
15/07/2022	Spadwick Motors	CHQ	65.41		10.90	4340	102	54.51	MOT for LTC van
15/07/2022	Francotyp Postalia	DD	45.00		7.50	4455	401	37.50	Delivery Charge for new unit
17/07/2022	Dept of Work & Pensions	BACS	76.19			4000	230	76.19	DEA - Missing Payment
18/07/2022	Vision Abbey	BDD	104.13		17.36	4410	235	86.77	Photocopier
18/07/2022	OMS UK Ltd	DD	768.48		128.08	4483	401	640.40	Monthly IT Managed Service
19/07/2022	Robert Wilson	CHQ	70.00			4607	127	70.00	2 x Hanging Baskets
19/07/2022	Robert Wilson	CHQ	537.87			4857	214	537.87	Bedding Plants
20/07/2022	E.on	DD	43.83		2.09	4122	201	41.74	Mkt House Elec Mth 4
21/07/2022	Salary	BACS	1,721.04			4000	230	1,721.04	Salary Mth 4
25/07/2022	Salary	BACS	703.53			4000	105	703.53	Salary Mth 4
25/07/2022	Salary	BACS	171.00			4000	105	171.00	Salary Mth 4
25/07/2022	Salary	BACS	128.80			4000	230	128.80	Salary Mth 4
25/07/2022	Salary	BACS	1,732.14			4000	102	1,732.14	Salary Mth 4
25/07/2022	Salary	BACS	3,666.22			4000	230	3,666.22	Salary Mth 4
25/07/2022	Salary	BACS	717.27			4000	230	717.27	Salary Mth 4
25/07/2022	Salary	BACS	1,892.02			4000	230	1,892.02	Salary Mth 4
25/07/2022	Salary	BACS	1,463.21			4000	230	1,463.21	Salary Mth 4
25/07/2022	Salary	BACS	2,122.81			4000	230	2,122.81	Salary Mth 4
25/07/2022	Salary	BACS	1,645.66			4000	230	1,645.66	Salary Mth 4
25/07/2022	H M Revenue & Customs	BACS	4,139.21			4018	230	4,139.21	PAYE Mth 4
25/07/2022	Worcester County Council	BACS	4,319.96			4019	230	4,319.96	Pensions Mth 4
25/07/2022	H M Revenue & Customs	BACS	1,000.00			4018	230	1,000.00	PAYE Mth
25/07/2022	Worcester County Council	BACS	1,000.00			4019	230	1,000.00	Pensions Mth 4
25/07/2022	Lloyds Bank	DD	11.70			4550	220	11.70	Bank Charges
26/07/2022	Herefordshire Council	DD	603.00			4110	202	603.00	LTC Rates Mth 4
26/07/2022	Herefordshire Council	DD	86.00			4110	102	86.00	Mortuary Rates Mth 4
26/07/2022	Herefordshire Council	DD	148.00			4110	102	148.00	Cemetery Rates Mth 4
26/07/2022	Herefordshire Council	DD	68.00			4110	201	68.00	Market House Rates Mth 4
26/07/2022	Francotyp Postalia	DD	80.00			4455	401	80.00	Teleset Postage
Subtotal Carried Forward:			59,368.86	0.00	3,382.12			55,986.74	

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Date: 23/08/2022

Ledbury Town Council Current Year

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Time: 10:54

Cashbook 1

User: SAE

Lloyds A/c (235) (Bus Ext)

Payments made between 01/07/2022 and 31/07/2022

		Nominal Ledger Analysis						
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Details</u>
28/07/2022	Lloyds Bank	DD	48.26			4550	220	48.26 Bank Charges
29/07/2022	Onecom Limited	DD	405.65			4481	401	405.65 Monthly Voice Calls
Total Payments:			59,822.77	0.00	3,382.12			56,440.65

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## List of Payments made between 01/07/2022 and 31/07/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2022	O2	DD	150.11	14737165	LTC Mobile Mth 4
01/07/2022	Advansys Ltd	BACS	102.00	39578	Monthly Web Hosting
04/07/2022	EE Limited	DD	15.73	Mth 4	LTC mobile phone
04/07/2022	BNP Paribas Leasing Solutions	DD	309.95	2329889	Office Telephones Mth 4
05/07/2022	Ledbury & District Society Tr.	BACS	210.00	NF/LTC/05/22	Hire of Burgage Hall
05/07/2022	Printerbase	BACS	63.60	682345	Printer Base
05/07/2022	Seton	BACS	50.28	9303478800	Trainers for Groundsman
05/07/2022	J B Gaynan & Son	BACS	120.75	2 x Awards	Citizen of the Year Award
05/07/2022	Vision Office Tech Services Lt	BACS	432.15	100163998	Meterage for Copier
05/07/2022	IAC	BACS	438.90	1424	Internal Audit Services
05/07/2022	D M Property Maintenance	BACS	2,323.50	Contract	Contract Works Mth 04
05/07/2022	D M Property Maintenance	BACS	770.00	JL	Groundworks at Cemetery
05/07/2022	Lyreco UK Ltd	BACS	274.40	6250189108	Stationary
05/07/2022	FreshairFitness	BACS	934.20	22269	Outdoor Gym Equipment
05/07/2022	Datacenta Hosting	BACS	60.00	31302	Data hosting
05/07/2022	Diamond Cleaning	BACS	243.00	MAY22	LTC Office Cleanig
05/07/2022	Advansys Ltd	BACS	102.00	39578	Monthly Hosting & Support
05/07/2022	Blachere Illumination UK Ltd	BACS	10,845.49	54698/54699	Christmas Lights 2022
05/07/2022	Tree Time Ltd	BACS	360.00	TT12873	Ivy removal from Cemetery
05/07/2022	Hoople LTD.	BACS	684.35	66837894	Temporary Reception/Admin
05/07/2022	Peder Nielsen	BACS	140.00	LTC	Ledbury Community Day
05/07/2022	OMS UK Ltd	BACS	24.00	115220	Windows 10 Licence
05/07/2022	Printerbase	BACS	112.56	683586	Ink Cartridges
05/07/2022	Quickskip Hereford Ltd	BACS	246.00	195004	Skip Exchange
05/07/2022	C Westbury	BACS	39.60	20	8 x Keys for Cemetery
05/07/2022	NPower	BACS	40.30	03792293	Electricity Market Stall
05/07/2022	Ledbury Garden Machinery	BACS	90.89	16549	New Belt for Mower
05/07/2022	Herefordshire Council	BACS	106.54	91489198	Recycling LTC Offices
05/07/2022	Herefordshire Council	BACS	72.74	91489327	Emptying of Bins St Michaels
05/07/2022	Herefordshire Council	BACS	2,094.70	91489328	Contribution Hereford CCTV
05/07/2022	Ledbury & District Society Tr.	BACS	21.00	NF/16/06/22	Hire of Burgage Hall
05/07/2022	Ledbury Garden Machinery	BACS	700.00	16559	New Strimmer
05/07/2022	Agrimec	BACS	268.82	77188	Telescopic lance & sprayer
05/07/2022	Water Plus	BACS	77.05	AP	Water drainage LTC
05/07/2022	Water Plus	BACS	54.54	AP	Water drainage Market Hall
05/07/2022	Cotswold Drain Service	BACS	666.00	C38549	Survey of drainage War Memoria
05/07/2022	Ledbury Garden Machinery	BACS	131.59	16587	Repair of Stiga Mower
05/07/2022	NPower	BACS	641.60	03935444	Christmas Lights Elec
05/07/2022	Hoople LTD.	BACS	104.14	668938026	Temporary Reception/Admin
05/07/2022	Chris Arnold	BACS	570.00	3093	Tree Works
05/07/2022	Advansys Ltd	BACS	480.00	39706	Business Optimisation
05/07/2022	Ledbury Methodist Church	BACS	30.00	003	Hire of Room
07/07/2022	Hoople LTD.	BACS	481.02	66837917	Temporary Staff
07/07/2022	Welsh Water	DD	19.05	3017284073	Cemetery water Mth 4
07/07/2022	Citation Limited	DD	223.06	0041037	Employee Assistance programme
08/07/2022	Welsh Water	DD	24.35	L3008767376	LTC Water Mth 4
08/07/2022	Welsh Water	DD	15.79	3008766586	Ltc Water Mth 4

## List of Payments made between 01/07/2022 and 31/07/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
11/07/2022	A Davis	BACS	180.00	11	Jubilee Decorations
11/07/2022	Rachel Drury	BACS	50.00	GPV Grant	LTC Street Party
11/07/2022	Brenda Hill	BACS	100.00	Jubilee Event	LTC Street Party
12/07/2022	Methodist Church	BACS	750.00	GPV	LTC Shop Front Grant
12/07/2022	The Royal Hall Ledbury	BACS	1,000.00	GPV	LTC Shop Front Grant
12/07/2022	The Horseshoe Inn	BACS	1,000.00	GPV	LTC Shop Front Grant
12/07/2022	The Malthouse	BACS	1,000.00	GPV	LTC Shop Front Grant
12/07/2022	British Gas	DD	23.18	19000	Barratt Browning Mth 4
13/07/2022	Francotyp Postalia	DD	10.00	23518194	Teleset Postage Download
14/07/2022	Octopus Energy	DD	159.45	0019	LTC Electricity Mth 4
15/07/2022	Francotyp Postalia	DD	45.00	268545	Delivery Charge for new unit
15/07/2022	Spadwick Motors	CHQ	65.41	012343	MOT for LTC van
17/07/2022	Dept of Work & Pensions	BACS	76.19	LTC	DEA - Missing Payment
18/07/2022	OMS UK Ltd	DD	768.48	115732	Monthly IT Managed Service
18/07/2022	Vision Abbey	BDD	104.13	Mth 04	Photocopier
19/07/2022	Robert Wilson	CHQ	70.00	Ukraine	2 x Hanging Baskets
19/07/2022	Robert Wilson	CHQ	537.87	Ledbury in Bloom	Bedding Plants
20/07/2022	E.on	DD	43.83	0008	Mkt House Elec Mth 4
21/07/2022	Salary	BACS	1,721.04	Payroll	Salary Mth 4
25/07/2022	Salary	BACS	703.53	Payroll	Salary Mth 4
25/07/2022	Salary	BACS	171.00	Payroll	Salary Mth 4
25/07/2022	Salary	BACS	128.80	Payroll	Salary Mth 4
25/07/2022	Salary	BACS	1,732.14	Payroll	Salary Mth 4
25/07/2022	Salary	BACS	3,666.22	Payroll	Salary Mth 4
25/07/2022	Salary	BACS	717.27	Payroll	Salary Mth 4
25/07/2022	Salary	BACS	1,892.02	Payroll	Salary Mth 4
25/07/2022	Salary	BACS	1,463.21	Payroll	Salary Mth 4
25/07/2022	Salary	BACS	2,122.81	Payroll	Salary Mth 4
25/07/2022	Salary	BACS	1,645.66	Payroll	Salary Mth 4
25/07/2022	H M Revenue & Customs	BACS	4,139.21	Tax/NI	PAYE Mth 4
25/07/2022	Worcester County Council	BACS	4,319.96	Payroll	Pensions Mth 4
25/07/2022	Lloyds Bank	DD	11.70	374325586	Bank Charges
25/07/2022	H M Revenue & Customs	BACS	1,000.00	Payroll	PAYE Mth
25/07/2022	Worcester County Council	BACS	1,000.00	Payroll	Pensions Mth 4
26/07/2022	Herefordshire Council	DD	603.00	85237264	LTC Rates Mth 4
26/07/2022	Herefordshire Council	DD	86.00	8427557	Mortuary Rates Mth 4
26/07/2022	Herefordshire Council	DD	148.00	84275471	Cemetery Rates Mth 4
26/07/2022	Herefordshire Council	DD	68.00	85806086	Market House Rates Mth 4
26/07/2022	Francotyp Postalia	DD	80.00	23532213	Teleset Postage
28/07/2022	Lloyds Bank	DD	48.26	373383343	Bank Charges
29/07/2022	Onecom Limited	DD	405.65	645527	Monthly Voice Calls
Total Payments			59,822.77		

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23/08/2022

## Ledbury Town Council Current Year

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## Cashbook 3

User: SAE

## Premier A/c (736) Comm Call

Receipts received between 01/07/2022 and 31/07/2022

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	BGC Banked: 01/07/2022	166.67						
	BGC The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
	INT Banked: 11/07/2022	4.03						
	INT Lloyds Bank	4.03			1870	220	4.03	Interest
1691/1694	Banked: 27/07/2022	180.00						
1691/1694	Taynton Farm Sales	180.00			1090	301	180.00	Charter Market
Total Receipts:		350.70	0.00	0.00			350.70	

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23/08/2022

## Ledbury Town Council Current Year

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## Cashbook 4

User: SAE

## Public Sector Deposit Fund

Receipts received between 01/07/2022 and 31/07/2022

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
INT	Banked: 01/07/2022	119.81						
DIV	The Public Sector Deposit Fund	119.81			1870	220	119.81	The Public Sector Deposit
Total Receipts:		119.81	0.00	0.00			119.81	

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Date: 23/08/2022

## Ledbury Town Council Current Year

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Time: 10:54

## Cashbook 3

User: SAE

## Premier A/c (736) Comm Call

Payments made between 01/07/2022 and 31/07/2022

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/07/2022	Lloyds A/c (235) (Bus Ext)	TFR 010720	30,000.00			200		30,000.00	From 236 - 174
14/07/2022	Instant Access (174) DO NOT US	TFR 140720	20,000.00			201		20,000.00	TFR 236 - 174
21/07/2022	Lloyds A/c (235) (Bus Ext)	TRF 210722	30,000.00			200		30,000.00	TRF 736 - 235
28/07/2022	Lloyds Bank	PAY	3.70			4550	220	3.70	Service Charges
Total Payments:			80,003.70	0.00	0.00			80,003.70	

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Date: 23/08/2022

## Ledbury Town Council Current Year

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Time: 10:56

## Cashbook 6

User: SAE

## Petty Cash

Payments made between 01/07/2022 and 31/07/2022

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
06/07/2022	Ledbury News	PAY	10.00			4444	235	10.00	Local Newspaper
11/07/2022	Spar Ledbury	PAY	7.56			4444	235	7.56	Poetry Festival Meeting
12/07/2022	Shane Howells	PAY	5.00		0.83	4444	235	4.17	Glass Pane
12/07/2022	OneStop	PAY	5.88		0.98	4444	235	4.90	Poetry Festival
19/07/2022	Charlotte Bartrop	BACS	57.92			4444	235	57.92	Food for Lunch
19/07/2022	Sophie Jarvis	BACS	5.96		0.99	4444	235	4.97	Sicky Pads
Total Payments:			92.32	0.00	2.80			89.52	

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Date: 23/08/2022

**Ledbury Town Council Current Year**

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Time: 10:58

**Petty Cash**

**List of Payments made between 01/07/2022 and 31/07/2022**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/07/2022	Ledbury News	PAY	10.00	LTC	Local Newspaper
11/07/2022	Spar Ledbury	PAY	7.56	LTC	Poetry Festival Meeting
12/07/2022	Shane Howells	PAY	5.00	Jacobean Room	Glass Pane
12/07/2022	OneStop	PAY	5.88	Meeting	Poetry Festival
19/07/2022	Charlotte Bartrop	BACS	57.92	Corporate Workshop	Food for Lunch
19/07/2022	Sophie Jarvis	BACS	5.96	Corporate workshop	Sicky Pads
<b>Total Payments</b>			<u>92.32</u>		

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Date: 23/08/2022

**Ledbury Town Council Current Year**

Page 1

Time: 10:57

**Premier A/c (736) Comm Call**

**List of Payments made between 01/07/2022 and 31/07/2022**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2022	Lloyds A/c (235) (Bus Ext)	TFR 010720	30,000.00		From 236 - 174
14/07/2022	Instant Access (174) DO NOT US	TFR 140720	20,000.00		TFR 236 - 174
21/07/2022	Lloyds A/c (235) (Bus Ext)	TRF 210722	30,000.00		TRF 736 - 235
28/07/2022	Lloyds Bank	PAY	3.70	373850729	Service Charges
<b>Total Payments</b>			<u>80,003.70</u>		

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13/09/2022

## Ledbury Town Council Current Year

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## Cashbook 1

User: SAE

## Lloyds A/c (235) (Bus Ext)

Receipts received between 01/08/2022 and 31/08/2022

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	FPI Banked: 08/08/2022	481.02						
	FPI Hoople Ltd	481.02		80.17	4001	230	400.85	Overpayment of Invoice
	INT Banked: 09/08/2022	0.84						
	INT Lloyds Bank	0.84			1870	220	0.84	Interest Mth 5
	Banked: 09/08/2022	20,000.00						
09082022	Premier A/c (736) Comm Call	20,000.00			202		20,000.00	736-235
	500464 Banked: 10/08/2022	875.00						
	500464 Phillippa Brown	34.00			1090	301	34.00	Charter Market
	500464 Pauntley Petals	71.00			1090	301	71.00	Charter Market
	500464 Tony Jenkins	35.00			1090	301	35.00	Charter Market
	500464 Dragon Farm	22.50			1090	301	22.50	Charter Market
	500464 Chapel Donations	34.37			1161	102	34.37	Donations
	500464 Painted Room Sales	141.50		23.58	1450	105	117.92	VAT
	500464 Painted Room Sales	74.50			1450	105	74.50	Non VAT
	500464 Painted Room Donations	229.14			1451	105	229.14	Painted Room Donations
	500464 Painted Room Donations	133.99			1451	105	133.99	Donations
	500464 Keith Chadwick	34.00			1090	301	34.00	Charter Market
	500464 Dog Bags	65.00			1471	127	65.00	Dog Bags
	500466 Banked: 10/08/2022	787.95						
	500466 Mrs T Clark	185.00			1460	120	185.00	Wedding Payment
	500466 C Howell	235.00			1460	120	235.00	Ceremony Payment
	500466 Abbey Memorials	164.00			1130	102	164.00	Memorial payment
	500466 N C Pegler	164.00			1130	102	164.00	Memorial Deed
	500466 Western Power	5.95			1902	220	5.95	Wayleave
	500466 Max's Fish Sales	34.00			1090	301	34.00	Charter Market
	500468 Banked: 25/08/2022	338.00						
	500468 Max's Fish Sales	85.00			1090	301	85.00	Charter Market
	500468 Dawes Brothers	253.00			1100	102	253.00	Interment late Irene May
	500467 Banked: 25/08/2022	465.00						
	500467 Painted Room	78.67			1451	105	78.67	Donations
	500467 Painted Room Sales	24.50			1450	105	24.50	Non VAT
	500467 Painted Room Sales	55.60			1450	105	55.60	VAT
	500467 Meaking	50.00			1460	120	50.00	Ceremony Room
	500467 Pauntley Petals	37.00			1090	301	37.00	Charter Market
	500467 Tony Jenkins	37.00			1090	301	37.00	Charter Market
	500467 Painted Room Donations	182.23			1451	105	182.23	Donations
	500468 Banked: 25/08/2022	-338.00						
	500468 Max's Fish Sales	-85.00			1090	301	-85.00	Charter Market
	500468 Interment Irene M Toon	-253.00			1100	102	-253.00	Interment
	Banked: 25/08/2022	40,000.00						
25082022	Premier A/c (736) Comm Call	40,000.00			202		40,000.00	736-235
	1688 Banked: 26/08/2022	1,086.00						
	1688 The Co-operative Group (CGP)	1,086.00			1100	102	1,086.00	Interments Rumley, Hinton
Subtotal Carried Forward:		63,695.81	0.00	103.75			63,592.06	

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Ledbury Town Council Current Year

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Cashbook 1

User: SAE

Lloyds A/c (235) (Bus Ext)

Receipts received between 01/08/2022 and 31/08/2022

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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Total Receipts:		63,695.81	0.00	103.75			63,592.06	
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Date: 13/09/2022

## Ledbury Town Council Current Year

Page 1

Time: 09:25

## Cashbook 1

User: SAE

## Lloyds A/c (235) (Bus Ext)

Payments made between 01/08/2022 and 31/08/2022

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/08/2022	Lost Cat	BACS	90.00			4857	214	90.00	Band for Picnic in the Park
01/08/2022	Ken White Signs	BACS	2,616.00		436.00	4857	214	2,180.00	Framed Lecturn Signs
01/08/2022	Printerbase	BACS	96.55		16.09	4400	235	80.46	Ink Cartridges
01/08/2022	CF Coporate Finance	DD	219.60		36.60	4405	235	183.00	Rental of Photocopier 1st 1/4
01/08/2022	Advansys Ltd	DD	102.00		17.00	4460	220	85.00	Monthly Hosting Mth 5
02/08/2022	Christopher Dold	BACS	27.00			4001	230	27.00	Grounds Maintence
02/08/2022	Christopher Dold	BACS	735.75			4001	102	735.75	Ground Maintenance
02/08/2022	Quickskip Hereford Ltd	BACS	246.00		41.00	4225	102	205.00	Skip Exchange
02/08/2022	Chubb Electronic Security	BACS	275.46		45.91	4185	202	229.55	Engineers site visit
02/08/2022	Autela Payroll Services	BACS	101.31		16.89	4590	220	84.42	Monthly Payroll Process
02/08/2022	D M Property Maintenance	BACS	62.00			4236	110	62.00	Repair play equipment
02/08/2022	D M Property Maintenance	BACS	2,323.50			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	684.00	Contract Groundworks
02/08/2022	SLCC Enterprises Ltd	BACS	54.00		9.00	4050	230	45.00	Themed Summit
02/08/2022	Tilley Printing	BACS	36.00			4400	235	36.00	A4 Letter Head
02/08/2022	Ledbury Hardware Limited	BACS	28.46		4.74	4170	202	23.72	DIY Goods
02/08/2022	PJ Nicholls Ltd	BACS	185.14		30.86	4330	102	154.28	Fuel
02/08/2022	Printerbase	BACS	151.96		25.33	4400	235	126.63	Ink Toner
02/08/2022	Ledbury Garden Machinery	BACS	55.00		9.17	4416	102	45.83	Oil and Line reel for strimmer
02/08/2022	Ledbury & District Society Tr.	BACS	14.00			4857	214	14.00	Trail Map
02/08/2022	John Masefield Society	BACS	7.00			4857	214	7.00	Trail Map
02/08/2022	LACF	BACS	7.00			4857	214	7.00	Cycle Maps
02/08/2022	LACF	BACS	7.00			4857	214	7.00	Ledbury Loop Cycle Map
02/08/2022	LACF	BACS	7.00			4857	214	7.00	Cider Cycle Routes
02/08/2022	Diamond Cleaning	BACS	243.00			4150	202	243.00	LTC Office Cleaning
02/08/2022	Lyreco UK Ltd	BACS	586.69		97.78	4400	235	488.91	Staionary
02/08/2022	Vision Office Tech Services Lt	BACS	536.28		89.38	4410	235	446.90	Tecnical Services
02/08/2022	A Price	BACS	66.55			4430	220	66.55	Indeed .com
02/08/2022	Ledbury & District Society Tr.	BACS	1,135.50			4545	225	1,135.50	Hire of Burgage Hall

Subtotal Carried Forward:

10,015.75

0.00

875.75

9,140.00

2667

## Lloyds A/c (235) (Bus Ext)

Payments made between 01/08/2022 and 31/08/2022

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/08/2022	Hoople LTD.	BACS	481.02		80.17	4001	230	400.85	Temporary Reception
02/08/2022	A Price	BACS	99.99		16.67	4545	225	83.32	Talk Pro Microphone
02/08/2022	The Yard House	BACS	3,504.00		584.00	4650	115	2,920.00	Refill Hanging Baskets
02/08/2022	Chubb Electronic Security	BACS	420.00		70.00	4185	202	350.00	Work to intruder alarm
02/08/2022	Price, Mrs A	BACS	14.36			4592	220	14.36	4 x Staff Badges
02/08/2022	Water Plus	BACS	7.75			4115	102	7.75	Water drainage at Cemetery
02/08/2022	Water Plus	BACS	14.41			4115	202	14.41	Church Lane water drainage
02/08/2022	Tilley Printing	BACS	210.00			4400	235	210.00	LetterHead & Compliment Slips
02/08/2022	GR Consulting	BACS	150.00			4590	220	150.00	Advice for LTC
02/08/2022	Citizens Advice Bureau	BACS	2,500.00			4805	214	2,500.00	Contribution Sth Worc Citizens
02/08/2022	Scripti	BACS	3,520.00		586.67	4594	102	2,933.33	Transcription of Burial Recs
02/08/2022	Quickskip Hereford Ltd	BACS	246.00		41.00	4225	102	205.00	Skip exchange
02/08/2022	Water Plus	BACS	21.65			4115	102	21.65	Water Drainage Cemetery
02/08/2022	Price, Mrs A	BACS	290.00			4340	102	290.00	Vehicle Tax
02/08/2022	Janey's	BACS	270.00			4650	115	270.00	Lunch Time Buffet
02/08/2022	Price, Mrs A	BACS	101.94		16.99	4285	118	84.95	Defib Pads (Defib Warehouse)
02/08/2022	Printerbase	BACS	50.65		8.44	4400	235	42.21	Ink Cartridges
02/08/2022	Scripti	BACS	0.02			4594	102	0.02	Transcription for Cemetery
02/08/2022	Ken White Signs	BACS	-1,308.00		-218.00	4209	108	-1,090.00	Frames signs Don Hill Woods
02/08/2022	Ledbury & District Society Tr.	BACS	-0.50			4545	225	-0.50	Hire of Burgage Hall
02/08/2022	O2	DD	150.11		25.02	4481	401	125.09	Staff Mobile Phones
03/08/2022	EE Limited	DD	15.73		2.62	4481	401	13.11	Staff mobile phones
05/08/2022	Oops-A-Daisy	CHQ	40.00		6.67	4607	127	33.33	Posy for the Late Dee Knight
08/08/2022	Grapevine Publications Ltd	BACS	234.00		39.00	4857	214	195.00	Editorial in Ledbury Focus
08/08/2022	Welsh Water	BACS	24.35			4115	202	24.35	LTC Water Mth 5
08/08/2022	Citation Limited	BACS	223.06		37.18	4415	235	185.88	Employee Assistance
08/08/2022	Welsh Water	DD	15.79			4115	202	15.79	Water Church Lane Mth 5
09/08/2022	British Gas	DD	20.93		1.00	4800	214	19.93	Barrett Browning Elec Mth 5
11/08/2022	Gallagher	BACS	523.87			4340	102	523.87	Insurance for LTC van
16/08/2022	Renaissance	BACS	859.00			4857	214	859.00	Shop Front Grant

Subtotal Carried Forward:

22,715.88

0.00

2,173.18

20,542.70

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Date: 13/09/2022

## Ledbury Town Council Current Year

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## Cashbook 1

User: SAE

## Lloyds A/c (235) (Bus Ext)

Payments made between 01/08/2022 and 31/08/2022

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
16/08/2022	Octopus Energy	DD	247.57		41.26	4122	202	206.31	Octopus Energy
17/08/2022	OMS UK Ltd	DD	840.72		140.12	4460	220	700.60	Managed IT Service
18/08/2022	E.on	BACS	8.20		0.39	4122	202	7.81	LTC Electricity
18/08/2022	E.on	DD	45.00		2.14	4122	201	42.86	Market House Elec Mth 5
18/08/2022	Vision Office Tech Services Lt	DD	20.70		3.45	4410	235	17.25	Photocopier Costs
19/08/2022	Pear Technology	BACS	2,922.00		487.00	4594	102	2,435.00	Cemetery Mapping
19/08/2022	Furniture@work	BACS	240.00		40.00	4415	235	200.00	Double Door Cupboard
23/08/2022	Lloyds Bank	DD	28.50			4550	220	28.50	Bank Charges
25/08/2022	Hughes, Mrs E A	BACS	660.90			4000	105	660.90	Salary Mth 5
25/08/2022	Jupp, Mrs J	BACS	160.91			4000	230	160.91	Salary Mth 5
25/08/2022	Dold, Mr T	BACS	2,249.80			4000	102	2,249.80	Salary Mth 5
25/08/2022	Price, Mrs A	BACS	3,552.37			4000	230	3,552.37	Salary Mth 5
25/08/2022	Olivia Trueman	BACS	685.62			4000	230	685.62	Salary Mth 5
25/08/2022	Julia Lawrence	BACS	1,892.02			4000	230	1,892.02	Salary Mth 5
25/08/2022	Sally Edwards	BACS	1,334.38			4000	230	1,334.38	Salary Mth 5
25/08/2022	Emma Jackson	BACS	1,811.79			4000	230	1,811.79	Salary Mth 5
25/08/2022	Charlotte Barltrop	BACS	1,760.43			4000	230	1,760.43	Salary Mth 5
25/08/2022	Sophie Jarvis	BACS	1,486.18			4000	230	1,486.18	Salary Mth 5
25/08/2022	Tom Jackson	BACS	184.41			4000	105	184.41	Salary Mth 5
25/08/2022	Worcester County Council	BACS	5,280.86			4019	230	5,280.86	Pensions Mth 5
25/08/2022	H M Revenue & Customs	BACS	5,040.00			4018	230	5,040.00	PAYE mth 5
26/08/2022	Herefordshire Council	BACS	603.00			4110	202	603.00	LTC Council Tax Mth 5
26/08/2022	Herefordshire Council	BACS	86.00			4110	102	86.00	Mortuary Council Tax Mth 5
26/08/2022	Herefordshire Council	BACS	148.00			4110	102	148.00	Cemetery Council Tax Mth 5
26/08/2022	Herefordshire Council	BACS	62.87			4110	201	62.87	Market House Council Tax
26/08/2022	Herefordshire Council	DD	5.13			4110	201	5.13	Market House Council Tax Mth 5
26/08/2022	Lloyds Bank	PAY	31.37			4550	220	31.37	Bank Charges
31/08/2022	Onecom Limited	DD	408.26		68.04	4481	401	340.22	Voice Calls Mth 5

Total Payments:

54,512.87

0.00

2,955.58

51,557.29

2669





## List of Payments made between 01/08/2022 and 31/08/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2022	Lost Cat	BACS	90.00	Jubilee Event	Band for Picnic in the Park
01/08/2022	Ken White Signs	BACS	2,616.00	Dog Hill Woods	Framed Lecturn Signs
01/08/2022	Printerbase	BACS	96.55	688372	Ink Cartridges
01/08/2022	CF Coporate Finance	DD	219.60	VI/528081	Rental of Photocopier 1st 1/4
01/08/2022	Advansys Ltd	DD	102.00		Monthly Hosting Mth 5
02/08/2022	Christopher Dold	BACS	27.00	Moving Gazebos	Grounds Maintenance
02/08/2022	Christopher Dold	BACS	735.75	7	Ground Maintenance
02/08/2022	Quickskip Hereford Ltd	BACS	246.00	05/04/2022	Skip Exchange
02/08/2022	Chubb Electronic Security	BACS	275.46	9430424	Engineers site visit
02/08/2022	Autela Payroll Services	BACS	101.31	9362	Monthly Payroll Process
02/08/2022	D M Property Maintenance	BACS	62.00	Recreation ground	Repair play equipment
02/08/2022	D M Property Maintenance	BACS	2,323.50	JUNE2022	Contract Groundworks
02/08/2022	SLCC Enterprises Ltd	BACS	54.00	Angela Price	Themed Summit
02/08/2022	Tilley Printing	BACS	36.00	15764	A4 Letter Head
02/08/2022	Ledbury Hardware Limited	BACS	28.46	14	DIY Goods
02/08/2022	PJ Nicholls Ltd	BACS	185.14	483	Fuel
02/08/2022	Printerbase	BACS	151.96	686996	Ink Toner
02/08/2022	Ledbury Garden Machinery	BACS	55.00	16731	Oil and Line reel for strimmer
02/08/2022	Ledbury & District Society Tr.	BACS	14.00	2022/HT206	Trail Map
02/08/2022	John Masfield Society	BACS	7.00	MT52	Trail Map
02/08/2022	LACF	BACS	7.00	2022/B49	Cycle Maps
02/08/2022	LACF	BACS	7.00	2022/111	Ledbury Loop Cycle Map
02/08/2022	LACF	BACS	7.00	2022/C152	Cider Cycle Routes
02/08/2022	Diamond Cleaning	BACS	243.00	JUNE22	LTC Office Cleaning
02/08/2022	Lyreco UK Ltd	BACS	586.69	6250189819	Staionary
02/08/2022	Vision Office Tech Services Lt	BACS	536.28	100165344	Technical Services
02/08/2022	A Price	BACS	66.55	9201	Indeed .com
02/08/2022	Ledbury & District Society Tr.	BACS	1,135.50	NF/LTC/30/06/22	Hire of Burgage Hall
02/08/2022	Hoople LTD.	BACS	481.02	66837917	Temporary Reception
02/08/2022	A Price	BACS	99.99	1555/AMA	Talk Pro Microphone
02/08/2022	The Yard House	BACS	3,504.00	LTC012022	Refill Hanging Baskets
02/08/2022	Chubb Electronic Security	BACS	420.00	9408064	Work to intruder alarm
02/08/2022	Price, Mrs A	BACS	14.36	7502738	4 x Staff Badges
02/08/2022	Water Plus	BACS	7.75	064536147	Water drainage at Cemetery
02/08/2022	Water Plus	BACS	14.41	06438044	Church Lane water drainage
02/08/2022	Tilley Printing	BACS	210.00	15758	LetterHead & Compliment Slips
02/08/2022	GR Consulting	BACS	150.00	18	Advice for LTC
02/08/2022	Citizens Advice Bureau	BACS	2,500.00	202020133	Contribution Sth Worc Citizens
02/08/2022	Scripti	BACS	3,520.00	945	Transcription of Burial Recs
02/08/2022	Quickskip Hereford Ltd	BACS	246.00	196965	Skip exchange
02/08/2022	Water Plus	BACS	21.65	0630810	Water Drainage Cemetery
02/08/2022	Price, Mrs A	BACS	290.00	2022/2023	Vehicle Tax
02/08/2022	Janey's	BACS	270.00	1518/LEDINB/AP	Lunch Time Buffet
02/08/2022	Price, Mrs A	BACS	101.94	DW-71487	Defib Pads (Defib Warehouse)
02/08/2022	Printerbase	BACS	50.65	687214	Ink Cartridges
02/08/2022	O2	DD	150.11	15272430	Staff Mobile Phones

## List of Payments made between 01/08/2022 and 31/08/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/08/2022	Scripti	BACS	0.02	945	Transcription for Cemetery
02/08/2022	Ken White Signs	BACS	-1,308.00	53971/1	Frames signs Dog Hill Woods
02/08/2022	Ledbury & District Society Tr.	BACS	-0.50	NF/LTC/30/06/22	Hire of Burgage Hall
03/08/2022	EE Limited	DD	15.73	Wedding Co-ordinator	Staff mobile phones
05/08/2022	Oops-A-Daisy	CHQ	40.00	24	Posy for the Late Dee Knight
08/08/2022	Grapevine Publications Ltd	BACS	234.00	22089	Editorial in Ledbury Focus
08/08/2022	Welsh Water	DD	15.79	3008766586	Water Church Lane Mth 5
08/08/2022	Welsh Water	BACS	24.35	3008767376	LTC Water Mth 5
08/08/2022	Citation Limited	BACS	223.06	CT0041037	Employee Assistance
09/08/2022	British Gas	DD	20.93	982615609	Barrett Browning Elec Mth 5
11/08/2022	Gallagher	BACS	523.87	20260686	Insurance for LTC van
16/08/2022	Renaissance	BACS	859.00	GPV	Shop Front Grant
16/08/2022	Octopus Energy	DD	247.57	0020	Octopus Energy
17/08/2022	OMS UK Ltd	DD	840.72	116205	Managed IT Service
18/08/2022	E.on	BACS	8.20	0011	LTC Electricity
18/08/2022	E.on	DD	45.00	0009	Market House Elec Mth 5
18/08/2022	Vision Office Tech Services Lt	DD	20.70	Mth 5	Photocopier Costs
19/08/2022	Pear Technology	BACS	2,922.00	133725	Cemetery Mapping
19/08/2022	Furniture@work	BACS	240.00	1557/FAW/CB	Double Door Cupboard
23/08/2022	Lloyds Bank	DD	28.50	376690626	Bank Charges
25/08/2022	Hughes, Mrs E A	BACS	660.90	Salary	Salary Mth5
25/08/2022	Jupp, Mrs J	BACS	160.91	Payroll	Salary Mth 5
25/08/2022	Dold, Mr T	BACS	2,249.80	Payroll	Salary Mth 5
25/08/2022	Price, Mrs A	BACS	3,552.37	Payroll	Salary Mth 5
25/08/2022	Olivia Trueman	BACS	685.62	Payroll	Salary Mth 5
25/08/2022	Julia Lawrence	BACS	1,892.02	Payroll	Salary Mth 5
25/08/2022	Sally Edwards	BACS	1,334.38	Payroll	Salary Mth 5
25/08/2022	Emma Jackson	BACS	1,811.79	Payroll	Salary Mth 5
25/08/2022	Charlotte Barltrop	BACS	1,760.43	Payroll	Salary Mth 5
25/08/2022	Sophie Jarvis	BACS	1,486.18	Payroll	Salary Mth 5
25/08/2022	Tom Jackson	BACS	184.41	Payroll	Salary Mth 5
25/08/2022	Worcester County Council	BACS	5,280.86	Payroll	Pensions Mth 5
25/08/2022	H M Revenue & Customs	BACS	5,040.00	Payroll	PAYE mth 5
26/08/2022	Herefordshire Council	BACS	603.00	85237264	LTC Council Tax Mth 5
26/08/2022	Herefordshire Council	BACS	86.00	8427557X	Mortuary Council Tax Mth 5
26/08/2022	Herefordshire Council	BACS	148.00	84275471	Cemetery Council Tax Mth 5
26/08/2022	Herefordshire Council	BACS	62.87	85806086	Market House Council Tax
26/08/2022	Herefordshire Council	DD	5.13	85806086	Market House Council Tax Mth 5
26/08/2022	Lloyds Bank	PAY	31.37	375742114	Bank Charges
31/08/2022	Onecom Limited	DD	408.26	658725	Voice Calls Mth 5

Total Payments	54,512.87
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13/09/2022

## Ledbury Town Council Current Year

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## Cashbook 3

User: SAE

## Premier A/c (736) Comm Call

Receipts received between 01/08/2022 and 31/08/2022

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BGC	Banked: 01/08/2022	166.67						
BGC	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent Mth 5
FPI	Banked: 03/08/2022	1,980.00						
FPI	Ledbury Funeral Services	75.00			1161	102	75.00	Chapel Hire
FPI	Ledbury Funeral Services	1,905.00			1100	102	1,905.00	EROB and Interment
TFR	Banked: 09/08/2022	12.85						
TFR	Lloyds Bank	12.85			1870	220	12.85	Interest
1697	Banked: 11/08/2022	20.00						
1697	Caroline (Workshop)	20.00			1090	301	20.00	Charter Market
1697	Banked: 15/08/2022	22.00						
1697	Divine Donuts	22.00			1090	301	22.00	Charter Market
1699	Banked: 30/08/2022	166.67						
1699	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent Mth 6
1699	Banked: 30/08/2022	651.00						
1699	Low Cost Funerals	651.00			1100	102	651.00	Interment Mr Robert Davis
Total Receipts:		3,019.19	0.00	0.00			3,019.19	

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Date: 13/09/2022

Ledbury Town Council Current Year

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Cashbook 3

User: SAE

Premier A/c (736) Comm Call

Payments made between 01/08/2022 and 31/08/2022

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
09/08/2022	Lloyds A/c (235) (Bus Ext)	09082022	20,000.00			200		20,000.00	736-235
25/08/2022	Lloyds A/c (235) (Bus Ext)	25082022	40,000.00			200		40,000.00	736-235
26/08/2022	Lloyds Bank	PAY	1.11			4550	220	1.11	Bank Charges
Total Payments:			60,001.11	0.00	0.00			60,001.11	

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Date: 13/09/2022

Ledbury Town Council Current Year

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Time: 09:27

Premier A/c (736) Comm Call

List of Payments made between 01/08/2022 and 31/08/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/08/2022	Lloyds A/c (235) (Bus Ext)	09082022	20,000.00		736-235
25/08/2022	Lloyds A/c (235) (Bus Ext)	25082022	40,000.00		736-235
26/08/2022	Lloyds Bank	PAY	1.11	376195986	Bank Charges
Total Payments			60,001.11		

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Date: 13/09/2022

Ledbury Town Council Current Year

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Time: 09:27

Premier A/c (736) Comm Call

List of Payments made between 01/08/2022 and 31/08/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/08/2022	Lloyds A/c (235) (Bus Ext)	09082022	20,000.00		736-235
25/08/2022	Lloyds A/c (235) (Bus Ext)	25082022	40,000.00		736-235
26/08/2022	Lloyds Bank	PAY	1.11	376195986	Bank Charges
Total Payments			60,001.11		

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## Ledbury Town Council Current Year

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## Cashbook 4

User: SAE

## Public Sector Deposit Fund

Receipts received between 01/08/2022 and 31/08/2022

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
DIVI	Banked: 01/08/2022	138.88						
DIVI	The Public Sector Deposit Fund	138.88			1870	220	138.88	Dividend Mth 5
Total Receipts:		138.88	0.00	0.00			138.88	

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Cashbook 4

User: SAE

Public Sector Deposit Fund

Receipts received between 01/08/2022 and 31/08/2022

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
DIVI	Banked: 01/08/2022	138.88						
DIVI	The Public Sector Deposit Fund	138.88			1870	220	138.88	Dividend Mth 5
Total Receipts:		138.88	0.00	0.00			138.88	

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Date: 13/09/2022

Ledbury Town Council Current Year

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Cashbook 6

User: SAE

Petty Cash

Payments made between 01/08/2022 and 31/08/2022

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
02/08/2022	Spar Ledbury	PAY	8.61		0.84	4444	235	7.77	Petty Cash
09/08/2022	Post Office Ltd	PAY	2.35			4444	235	2.35	Recorded Letter
16/08/2022	Card Factory	PAY	10.89		1.82	4444	235	9.07	Tissue paper, window display
22/08/2022	Ledbury News	PAY	6.20			4444	235	6.20	Local News Papers
Total Payments:			28.05	0.00	2.66			25.39	

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Date: 13/09/2022

Ledbury Town Council Current Year

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Time: 09:30

Petty Cash

List of Payments made between 01/08/2022 and 31/08/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/08/2022	Spar Ledbury	PAY	8.61	London Bridge Meetin	Petty Cash
09/08/2022	Post Office Ltd	PAY	2.35	Petty Cash	Recorded Letter
16/08/2022	Card Factory	PAY	10.89	Petty Cash	Tissue paper, window display
22/08/2022	Ledbury News	PAY	6.20	Petty Cash	Local News Papers
Total Payments			28.05		

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## List of Payments made between 01/08/2022 and 31/08/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/08/2022	Lost Cat	BACS	90.00	Jubilee Event	Band for Picnic in the Park
01/08/2022	Ken White Signs	BACS	2,616.00	Dog Hill Woods	Framed Lectern Signs
01/08/2022	Printerbase	BACS	96.55	688372	Ink Cartridges
01/08/2022	CF Coporate Finance	DD	219.60	VI/528081	Rental of Photocopier 1st 1/4
01/08/2022	Advansys Ltd	DD	102.00		Monthly Hosting Mth 5
02/08/2022	Christopher Dold	BACS	27.00	Moving Gazebos	Grounds Maintenance
02/08/2022	Christopher Dold	BACS	735.75	7	Ground Maintenance
02/08/2022	Quickskip Hereford Ltd	BACS	246.00	05/04/2022	Skip Exchange
02/08/2022	Chubb Electronic Security	BACS	275.46	9430424	Engineers site visit
02/08/2022	Autela Payroll Services	BACS	101.31	9362	Monthly Payroll Process
02/08/2022	D M Property Maintenance	BACS	62.00	Recreation ground	Repair play equipment
02/08/2022	D M Property Maintenance	BACS	2,323.50	JUNE2022	Contract Groundworks
02/08/2022	SLCC Enterprises Ltd	BACS	54.00	Angela Price	Themed Summit
02/08/2022	Tilley Printing	BACS	36.00	15764	A4 Letter Head
02/08/2022	Ledbury Hardware Limited	BACS	28.46	14	DIY Goods
02/08/2022	PJ Nicholls Ltd	BACS	185.14	483	Fuel
02/08/2022	Printerbase	BACS	151.96	686996	Ink Toner
02/08/2022	Ledbury Garden Machinery	BACS	55.00	16731	Oil and Line reel for strimmer
02/08/2022	Ledbury & District Society Tr.	BACS	14.00	2022/HT206	Trail Map
02/08/2022	John Masefield Society	BACS	7.00	MT52	Trail Map
02/08/2022	LACF	BACS	7.00	2022/B49	Cycle Maps
02/08/2022	LACF	BACS	7.00	2022/111	Ledbury Loop Cycle Map
02/08/2022	LACF	BACS	7.00	2022/C152	Cider Cycle Routes
02/08/2022	Diamond Cleaning	BACS	243.00	JUNE22	LTC Office Cleaning
02/08/2022	Lyreco UK Ltd	BACS	586.69	6250189819	Staionary
02/08/2022	Vision Office Tech Services Lt	BACS	536.28	100165344	Tecnical Services
02/08/2022	A Price	BACS	66.55	9201	Indeed .com
02/08/2022	Ledbury & District Society Tr.	BACS	1,135.50	NF/LTC/30/06/22	Hire of Burgage Hall
02/08/2022	Hoople LTD.	BACS	481.02	66837917	Temporary Reception
02/08/2022	A Price	BACS	99.99	1555/AMA	Talk Pro Microphone
02/08/2022	The Yard House	BACS	3,504.00	LTC012022	Refill Hanging Baskets
02/08/2022	Chubb Electronic Security	BACS	420.00	9408064	Work to intruder alarm
02/08/2022	Price, Mrs A	BACS	14.36	7502738	4 x Staff Badges
02/08/2022	Water Plus	BACS	7.75	064536147	Water drainage at Cemetery
02/08/2022	Water Plus	BACS	14.41	06438044	Church Lane water drainage
02/08/2022	Tilley Printing	BACS	210.00	15758	LetterHead & Compliment Slips
02/08/2022	GR Consulting	BACS	150.00	18	Advice for LTC
02/08/2022	Citizens Advice Bureau	BACS	2,500.00	202020133	Contribution Sth Worc Citizens
02/08/2022	Scriptl	BACS	3,520.00	945	Transcription of Burial Recs
02/08/2022	Quickskip Hereford Ltd	BACS	246.00	196965	Skip exchange
02/08/2022	Water Plus	BACS	21.65	0630810	Water Drainage Cemetery
02/08/2022	Price, Mrs A	BACS	290.00	2022/2023	Vehicle Tax
02/08/2022	Janey's	BACS	270.00	1518/LEDINB/AP	Lunch Time Buffet
02/08/2022	Price, Mrs A	BACS	101.94	DW-71487	Defib Pads (Defib Warehouse)
02/08/2022	Printerbase	BACS	50.65	687214	Ink Cartridges
02/08/2022	O2	DD	150.11	15272430	Staff Mobile Phones

Date: 13/09/2022

Ledbury Town Council Current Year

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Time: 09:25

Cashbook 1

User: SAE

Lloyds A/c (235) (Bus Ext)

Payments made between 01/08/2022 and 31/08/2022

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/08/2022	Lost Cat	BACS	90.00			4857	214	90.00	Band for Picnic in the Park
01/08/2022	Ken White Signs	BACS	2,616.00		436.00	4857	214	2,180.00	Framed Lecturn Signs
01/08/2022	Printerbase	BACS	96.55		16.09	4400	235	80.46	Ink Cartridges
01/08/2022	CF Coporate Finance	DD	219.60		36.60	4405	235	183.00	Rental of Photocopier 1st 1/4
01/08/2022	Advansys Ltd	DD	102.00		17.00	4460	220	85.00	Monthly Hosting Mth 5
02/08/2022	Christopher Dold	BACS	27.00			4001	230	27.00	Grounds Maintenance
02/08/2022	Christopher Dold	BACS	735.75			4001	102	735.75	Ground Maintenance
02/08/2022	Quickskip Hereford Ltd	BACS	246.00		41.00	4225	102	205.00	Skip Exchange
02/08/2022	Chubb Electronic Security	BACS	275.46		45.91	4185	202	229.55	Engineers site visit
02/08/2022	Autela Payroll Services	BACS	101.31		16.89	4590	220	84.42	Monthly Payroll Process
02/08/2022	D M Property Maintenance	BACS	62.00			4236	110	62.00	Repair play equipment
02/08/2022	D M Property Maintenance	BACS	2,323.50			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	684.00	Contract Groundworks
02/08/2022	SLCC Enterprises Ltd	BACS	54.00		9.00	4050	230	45.00	Themed Summit
02/08/2022	Tilley Printing	BACS	36.00			4400	235	36.00	A4 Letter Head
02/08/2022	Ledbury Hardware Limited	BACS	28.46		4.74	4170	202	23.72	DIY Goods
02/08/2022	PJ Nicholls Ltd	BACS	185.14		30.86	4330	102	154.28	Fuel
02/08/2022	Printerbase	BACS	151.96		25.33	4400	235	126.63	Ink Toner
02/08/2022	Ledbury Garden Machinery	BACS	55.00		9.17	4416	102	45.83	Oil and Line reel for strimmer
02/08/2022	Ledbury & District Society Tr.	BACS	14.00			4857	214	14.00	Trail Map
02/08/2022	John Masefield Society	BACS	7.00			4857	214	7.00	Trail Map
02/08/2022	LACF	BACS	7.00			4857	214	7.00	Cycle Maps
02/08/2022	LACF	BACS	7.00			4857	214	7.00	Ledbury Loop Cycle Map
02/08/2022	LACF	BACS	7.00			4857	214	7.00	Cider Cycle Routes
02/08/2022	Diamond Cleaning	BACS	243.00			4150	202	243.00	LTC Office Cleaning
02/08/2022	Lyreco UK Ltd	BACS	586.69		97.78	4400	235	488.91	Staionary
02/08/2022	Vision Office Tech Services Lt	BACS	536.28		89.38	4410	235	446.90	Tecnical Services
02/08/2022	A Price	BACS	66.55			4430	220	66.55	Indeed .com
Subtotal Carried Forward:			8,880.25	0.00	875.75			8,004.50	

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Date: 13/09/2022

## Ledbury Town Council Current Year

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## Cashbook 1

User: SAE

## Lloyds A/c (235) (Bus Ext)

Payments made between 01/08/2022 and 31/08/2022

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
11/08/2022	Gallagher	BACS	523.87			4340	102	523.87	Insurance for LTC van
16/08/2022	Renaissance	BACS	859.00			4857	214	859.00	Shop Front Grant
16/08/2022	Octopus Energy	DD	247.57		41.26	4122	202	206.31	Octopus Energy
17/08/2022	OMS UK Ltd	DD	840.72		140.12	4460	220	700.60	Managed IT Service
18/08/2022	E.on	BACS	8.20		0.39	4122	202	7.81	LTC Electricity
18/08/2022	E.on	DD	45.00		2.14	4122	201	42.86	Market House Elec Mth 5
18/08/2022	Vision Office Tech Services Lt	DD	20.70		3.45	4410	235	17.25	Photocopier Costs
19/08/2022	Pear Technology	BACS	2,922.00		487.00	4594	102	2,435.00	Cemetery Mapping
08/2022	Furniture@work	BACS	240.00		40.00	4415	235	200.00	Double Door Cupboard
23/08/2022	Lloyds Bank	DD	28.50			4550	220	28.50	Bank Charges
25/08/2022	Salary	BACS	660.90			4000	105	660.90	Salary Mth 5
25/08/2022	Salary	BACS	160.91			4000	230	160.91	Salary Mth 5
25/08/2022	Salary	BACS	2,249.80			4000	102	2,249.80	Salary Mth 5
25/08/2022	Salary	BACS	3,552.37			4000	230	3,552.37	Salary Mth 5
25/08/2022	Salary	BACS	685.62			4000	230	685.62	Salary Mth 5
25/08/2022	Salary	BACS	1,892.02			4000	230	1,892.02	Salary Mth 5
25/08/2022	Salary	BACS	1,334.38			4000	230	1,334.38	Salary Mth 5
25/08/2022	Salary	BACS	1,811.79			4000	230	1,811.79	Salary Mth 5
25/08/2022	Salary	BACS	1,760.43			4000	230	1,760.43	Salary Mth 5
25/08/2022	Salary	BACS	1,486.18			4000	230	1,486.18	Salary Mth 5
25/08/2022	Salary	BACS	184.41			4000	105	184.41	Salary Mth 5
25/08/2022	Worcester County Council	BACS	5,280.86			4019	230	5,280.86	Pensions Mth 5
25/08/2022	H M Revenue & Customs	BACS	5,040.00			4018	230	5,040.00	PAYE mth 5
7/08/2022	Herefordshire Council	BACS	603.00			4110	202	603.00	LTC Council Tax Mth 5
26/08/2022	Herefordshire Council	BACS	86.00			4110	102	86.00	Mortuary Council Tax Mth 5
26/08/2022	Herefordshire Council	BACS	148.00			4110	102	148.00	Cemetery Council Tax Mth 5
26/08/2022	Herefordshire Council	BACS	62.87			4110	201	62.87	Market House Council Tax
26/08/2022	Herefordshire Council	DD	5.13			4110	201	5.13	Market House Council Tax Mth 5
26/08/2022	Lloyds Bank	PAY	31.37			4550	220	31.37	Bank Charges
31/08/2022	Onecom Limited	DD	408.26		68.04	4481	401	340.22	Voice Calls Mth 5
Total Payments:			54,512.87	0.00	2,955.58			51,557.29	

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A/c Code	Account Name	Centre	Centre Name	Debit	Credit
120	Vat Due			3,384.92	
150	Stock			1,475.68	
200	Lloyds A/c (235) (Bus Ext)			29,487.12	
202	Premier A/c (736) Comm Call			382,255.04	
203	Public Sector Deposit Fund			152,353.34	
215	Petty Cash			113.17	
310	General Fund				158,987.62
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
334	EMR Great Places to Visit				81,110.45
1090	Charter Market Income	301	Planning/Economic Development		2,201.00
1100	Cemetery Interment Income	102	Cemetery & Buildings		1,143.00
1101	Memorial Bench	102	Cemetery & Buildings		240.00
1105	Exclusive Right of Burial	102	Cemetery & Buildings		143.00
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		752.00
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		30.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		666.68
1450	Painted Room Sales Income	105	Painted Room		406.44
1451	Painted Room Donations Income	105	Painted Room		1,036.11
1460	Ceremony Room Income	120	Non-Statutory Services		885.00
1460	Ceremony Room Income	127	Services and Events		50.00
1460	Ceremony Room Income	202	Town Council Offices		185.00
1471	Dog Poop Bags	127	Services and Events		265.00
1870	Bank Interest Received Income	220	Finance and General Purposes		383.86
1900	Precept Income	220	Finance and General Purposes		302,545.50
4000	Staff Salaries	102	Cemetery & Buildings	6,981.36	
4000	Staff Salaries	105	Painted Room	2,298.34	
4000	Staff Salaries	230	Management and Payroll	48,933.15	
4001	Agency Cover	230	Management and Payroll	1,176.20	
4013	Devolved Services (grass cutti	125	Green Spaces Maintenance	105.68	

Continued over page

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Date : 23/08/2022

**Ledbury Town Council Current Year**

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Time: 10:58

Trial Balance for Month No: 4

User : SAE

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4415	Office Support & Equipment	235	Office Facilities & Equipment	480.96	
4415	Office Support & Equipment	401	Full Council		55.00
4416	Equipment Maintenance	102	Cemetery & Buildings	262.12	
4430	Advertising	105	Painted Room	390.00	
4430	Advertising	220	Finance and General Purposes	207.40	
4444	Petty Cash	235	Office Facilities & Equipment		322.48
4455	Postage	401	Full Council	319.50	
4460	Subscriptions	220	Finance and General Purposes	2,983.37	
4481	Telephones	401	Full Council	1,218.91	
4482	Website	401	Full Council	840.00	
4483	ICT Services & Software Lease	401	Full Council	2,581.49	
4532	Flag Pole	210	Civic Matters	120.00	
4535	Civic Hospitality	210	Civic Matters	361.60	
4543	Neighbourhood Plan	301	Planning/Economic Development	263.00	
4545	Annual & Other Meetings	225	Councillors/Newsletter	311.00	
4550	Bank Charges	220	Finance and General Purposes	213.34	
4579	Audit Internal	220	Finance and General Purposes	365.75	
4590	Professional Services	220	Finance and General Purposes	1,633.16	
4592	PPE/Health & Safety	102	Cemetery & Buildings	41.90	
4600	Town Crier/Fees & Subs	127	Services and Events	140.00	
4607	Events	127	Services and Events	70.00	
4640	Christmas Lights	115	Town Centre Decorations	9,037.91	
4650	Ledbury In Bloom	115	Town Centre Decorations	250.00	
4700	Stock Movement	105	Painted Room	333.97	
4800	Barrett Browning Clock	214	Grants with Powers	40.77	
4827	Community Action Ledbury	214	Grants with Powers	10,000.00	
4857	Great Places to Visit Funding	214	Grants with Powers	21,443.98	
4875	Distinguished Citizen Awards	214	Grants with Powers	100.63	
4890	Unspecified Grants	214	Grants with Powers	14,330.00	
<b>Trial Balance Totals :</b>				<b>766,351.06</b>	<b>766,351.06</b>
<b>Difference</b>				<b>0.00</b>	

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## Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2022

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
120	Vat Due	3,385
150	Stock	1,476
200	Lloyds A/c (235) (Bus Ext)	29,487
202	Premier A/c (736) Comm Call	382,255
203	Public Sector Deposit Fund	152,353
215	Petty Cash	113
Total Current Assets		569,069
<u>Represented by :-</u>		
300	Current Year Fund	114,028
310	General Fund	158,988
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
334	EMR Great Places to Visit	81,110
Total Equity		569,069

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Date : 13/09/2022

## Ledbury Town Council Current Year

Page 1

Time: 10:37

Trial Balance for Month No: 5

User : SAE

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
120	Vat Due			6,239.41	
150	Stock			1,475.68	
200	Lloyds A/c (235) (Bus Ext)			38,670.06	
202	Premier A/c (736) Comm Call			325,273.12	
203	Public Sector Deposit Fund			152,492.22	
215	Petty Cash			85.12	
310	General Fund				158,987.62
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
334	EMR Great Places to Visit				81,110.45
1090	Charter Market Income	301	Planning/Economic Development		2,547.50
1100	Cemetery Interment Income	102	Cemetery & Buildings		4,785.00
1101	Memorial Bench	102	Cemetery & Buildings		240.00
1105	Exclusive Right of Burial	102	Cemetery & Buildings		143.00
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		1,080.00
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		30.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		1,000.02
1161	Chapel Hire	102	Cemetery & Buildings		109.37
1450	Painted Room Sales Income	105	Painted Room		678.96
1451	Painted Room Donations Income	105	Painted Room		1,660.14
1460	Ceremony Room Income	120	Non-Statutory Services		1,355.00
1460	Ceremony Room Income	127	Services and Events		50.00
1460	Ceremony Room Income	202	Town Council Offices		185.00
1471	Dog Poop Bags	127	Services and Events		330.00
1870	Bank Interest Received Income	220	Finance and General Purposes		536.43
1900	Precept Income	220	Finance and General Purposes		302,545.50
1902	Western Power WayLeave	220	Finance and General Purposes		5.95
4000	Staff Salaries	102	Cemetery & Buildings	9,231.16	
4000	Staff Salaries	105	Painted Room		5,356.35
4000	Staff Salaries	230	Management and Payroll	61,616.85	

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Continued over page



A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4001	Agency Cover	102	Cemetery & Buildings	735.75	
4001	Agency Cover	230	Management and Payroll	1,203.20	
4013	Devolved Services (grass cutti	125	Green Spaces Maintenance	158.52	
4014	Lengthsman Scheme/P3 Scheme	125	Green Spaces Maintenance	1,008.00	
4018	National Insurance	230	Management and Payroll	23,119.17	
4019	Pension	230	Management and Payroll	27,263.25	
4021	Rubbish Collection	202	Town Council Offices	106.54	
4050	Staff Training	230	Management and Payroll	423.00	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	19.80	
4110	Rates	102	Cemetery & Buildings	1,168.88	
4110	Rates	201	Market House	198.87	
4110	Rates	202	Town Council Offices	3,014.50	
4110	Rates	210	Civic Matters	136.00	
4115	Water	102	Cemetery & Buildings	48.45	
4115	Water	201	Market House	60.60	
4115	Water	202	Town Council Offices	267.76	
4122	Electricity	102	Cemetery & Buildings	521.80	
4122	Electricity	108	Amenity Areas	5,088.03	
4122	Electricity	115	Town Centre Decorations	611.05	
4122	Electricity	201	Market House	267.55	
4122	Electricity	202	Town Council Offices	1,091.15	
4150	Cleaning	202	Town Council Offices	1,025.00	
4155	Housekeeping	202	Town Council Offices	12.70	
4170	Maintenance	101	Closed Churchyard	110.00	
4170	Maintenance	102	Cemetery & Buildings	142.66	
4170	Maintenance	202	Town Council Offices	328.72	
4176	CCTV Link to Hereford	118	Minor Infrastructure	2,094.70	
4185	Alarms	202	Town Council Offices	1,562.86	
4200	Tools and Materials	102	Cemetery & Buildings	807.35	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	1,099.98	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	3,353.00	
4206	Grounds Maintenance	101	Closed Churchyard		55.00
4206	Grounds Maintenance	102	Cemetery & Buildings	1,964.00	
4206	Grounds Maintenance	110	Recreation Ground	13.50	
4209	Dog Hill Wood Maintenance	108	Amenity Areas		1,090.00
4221	War Memorial refurbishment	118	Minor Infrastructure	555.00	
4224	Wheely Bins Refuse Collection	101	Closed Churchyard	72.74	
4225	Skip Hire	102	Cemetery & Buildings	615.00	
4228	General Tree works	108	Amenity Areas	970.00	
4236	Play Equipment Maintenance	110	Recreation Ground	1,140.50	
4250	Tree Works/Property Maintenanc	102	Cemetery & Buildings	300.00	
4270	Litter Bins & Benches	110	Recreation Ground	2,052.00	

Date : 13/09/2022

## Ledbury Town Council Current Year

Page 3

Time: 10:37

Trial Balance for Month No: 5

User : SAE

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4285	Defibrillator	118	Minor Infrastructure	84.95	
4330	Fuel	102	Cemetery & Buildings	154.28	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	868.38	
4400	Stationery	235	Office Facilities & Equipment	2,229.75	
4405	Photocopier Hire	235	Office Facilities & Equipment	406.00	
4410	Photocopier Costs	235	Office Facilities & Equipment	984.66	
4415	Office Support & Equipment	202	Town Council Offices	48.35	
4415	Office Support & Equipment	235	Office Facilities & Equipment	866.84	
4415	Office Support & Equipment	401	Full Council		79.00
4416	Equipment Maintenance	102	Cemetery & Buildings	307.95	
4430	Advertising	105	Painted Room	390.00	
4430	Advertising	220	Finance and General Purposes	273.95	
4444	Petty Cash	235	Office Facilities & Equipment		297.09
4455	Postage	401	Full Council	319.50	
4460	Subscriptions	220	Finance and General Purposes	3,768.97	
4481	Telephones	401	Full Council	1,697.33	
4482	Website	401	Full Council	840.00	
4483	ICT Services & Software Lease	401	Full Council	2,581.49	
4532	Flag Pole	210	Civic Matters	120.00	
4535	Civic Hospitality	210	Civic Matters	361.60	
4543	Neighbourhood Plan	301	Planning/Economic Development	263.00	
4545	Annual & Other Meetings	225	Councillors/Newsletter	1,529.32	
4550	Bank Charges	220	Finance and General Purposes	274.32	
4579	Audit Internal	220	Finance and General Purposes	365.75	
4590	Professional Services	220	Finance and General Purposes	1,867.58	
4592	PPE/Health & Safety	102	Cemetery & Buildings	41.90	
4592	PPE/Health & Safety	220	Finance and General Purposes	14.36	
4594	Cemetery Mapping	102	Cemetery & Buildings	5,368.35	
4600	Town Crier/Fees & Subs	127	Services and Events	140.00	
4607	Events	127	Services and Events	103.33	
4640	Christmas Lights	115	Town Centre Decorations	9,037.91	
4650	Ledbury In Bloom	115	Town Centre Decorations	3,440.00	
4700	Stock Movement	105	Painted Room	333.97	
4702	Tour Guides Salaries	105	Painted Room	8,500.00	
4800	Barrett Browning Clock	214	Grants with Powers	60.70	
4805	Citizens Advice Worcs	214	Grants with Powers	2,500.00	
4827	Community Action Ledbury	214	Grants with Powers	10,000.00	
4857	Great Places to Visit Funding	214	Grants with Powers	24,809.98	
4875	Distinguished Citizen Awards	214	Grants with Powers	100.63	
4890	Unspecified Grants	214	Grants with Powers	14,330.00	

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Continued over page

Date : 13/09/2022

**Ledbury Town Council Current Year**

Page 4

Time: 10:37

Trial Balance for Month No: 5

User : SAE

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
Trial Balance Totals :				779,200.30	779,200.30
Difference				0.00	

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<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
120	Vat Due	6,239	
150	Stock	1,476	
200	Lloyds A/c (235) (Bus Ext)	38,670	
202	Premier A/c (736) Comm Call	325,273	
203	Public Sector Deposit Fund	152,492	
215	Petty Cash	85	
Total Current Assets			524,236
<u>Represented by :-</u>			
300	Current Year Fund	69,195	
310	General Fund	158,988	
320	Earmarked Reserves	113	
	EMR - Recreation Ground Equipm	10,830	
322	EMR - Traffic Management	9,000	
323	EMR - Charter Market Improve	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	
334	EMR Great Places to Visit	81,110	
Total Equity			524,236





	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Closed Churchyard</u>								
4170 Maintenance	55	110	0	(110)		(110)	0.0%	
4205 Grounds Maintenance (Contract)	0	0	1,500	1,500		1,500	0.0%	
4206 Grounds Maintenance	(55)	(55)	1,500	1,555		1,555	(3.7%)	
4224 Wheely Bins Refuse Collection	0	73	300	227		227	24.2%	
4250 Tree Works/Property Maintenanc	0	0	2,000	2,000		2,000	0.0%	
Closed Churchyard :- Indirect Expenditure	0	128	5,300	5,172	0	5,172	2.4%	0
Net Expenditure	0	(128)	(5,300)	(5,172)				
<u>102 Cemetery &amp; Buildings</u>								
1100 Cemetery Interment Income	3,642	4,785	10,000	5,215			47.9%	
1101 Memorial Bench	0	240	0	(240)			0.0%	
1105 Exclusive Right of Burial	0	143	0	(143)			0.0%	
1130 Cemetery Memorial Permit Incom	328	1,080	3,500	2,420			30.9%	
1131 Cemetery Deed Transfers Income	0	30	0	(30)			0.0%	
1160 Mortuary Rent Income	333	1,000	2,500	1,500			40.0%	
1161 Chapel Hire	109	109	150	41			72.9%	
Cemetery & Buildings :- Income	4,413	7,387	16,150	8,763			45.7%	0
4000 Staff Salaries	2,250	9,231	37,441	28,210		28,210	24.7%	
4001 Agency Cover	736	736	2,500	1,764		1,764	29.4%	
4110 Rates	234	1,169	2,700	1,531		1,531	43.3%	
4115 Water	29	48	200	152		152	24.2%	
4122 Electricity	0	522	2,000	1,478		1,478	26.1%	
4150 Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	0	143	2,000	1,857		1,857	7.1%	
4200 Tools and Materials	0	807	1,000	193		193	80.7%	
4201 Equipment Hire	0	0	1,000	1,000		1,000	0.0%	
4206 Grounds Maintenance	0	1,964	2,000	36		36	98.2%	
4223 Perimeter Wall Repairs	0	0	2,500	2,500		2,500	0.0%	
4225 Skip Hire	410	615	1,500	885		885	41.0%	
4227 Memorial Testing	0	0	1,000	1,000		1,000	0.0%	
4250 Tree Works/Property Maintenanc	0	300	1,000	700		700	30.0%	
4300 Vehicle Repair	0	0	1,000	1,000		1,000	0.0%	
4330 Fuel	154	154	1,500	1,346		1,346	10.3%	
4340 Insurance, Tax & MOT	814	868	1,000	132		132	86.8%	
4416 Equipment Maintenance	46	308	1,000	692		692	30.8%	
4592 PPE/Health & Safety	0	42	500	458		458	8.4%	
4594 Cemetery Mapping	5,368	5,368	0	(5,368)		(5,368)	0.0%	
Cemetery & Buildings :- Indirect Expenditure	10,041	22,276	62,091	39,815	0	39,815	35.9%	0
Net Income over Expenditure	(5,629)	(14,889)	(45,941)	(31,052)				

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## Detailed Income &amp; Expenditure by Budget Heading 31/08/2022

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>103 Grounds Maintenance</u>								
4016 Town Cleaner	0	0	27,092	27,092		27,092	0.0%	
Grounds Maintenance :- Indirect Expenditure	0	0	27,092	27,092	0	27,092	0.0%	0
Net Expenditure	0	0	(27,092)	(27,092)				
<u>105 Painted Room</u>								
1450 Painted Room Sales Income	273	679	750	71			90.5%	
1451 Painted Room Donations Income	624	1,660	1,000	(660)			166.0%	
Painted Room :- Income	897	2,339	1,750	(589)			133.7%	0
4000 Staff Salaries	(7,655)	(5,356)	0	5,356		5,356	0.0%	
4170 Maintenance	0	0	1,000	1,000		1,000	0.0%	
4430 Advertising	0	390	500	110		110	78.0%	
4700 Stock Movement	0	334	500	166		166	66.8%	
4702 Tour Guides Salaries	8,500	8,500	8,500	0		0	100.0%	
Painted Room :- Indirect Expenditure	845	3,868	10,500	6,632	0	6,632	36.8%	0
Net Income over Expenditure	51	(1,529)	(8,750)	(7,221)				
<u>107 Town Promotion</u>								
4703 Promotional Material	0	0	4,000	4,000		4,000	0.0%	
4704 Tourism/ Town Plan Projects	0	0	5,000	5,000		5,000	0.0%	
4705 Signage	0	0	4,000	4,000		4,000	0.0%	
Town Promotion :- Indirect Expenditure	0	0	13,000	13,000	0	13,000	0.0%	0
Net Expenditure	0	0	(13,000)	(13,000)				
<u>108 Amenity Areas</u>								
4122 Electricity	0	5,088	0	(5,088)		(5,088)	0.0%	
4174 CCTV New/ Security	0	0	1,000	1,000		1,000	0.0%	
4200 Tools and Materials	0	0	200	200		200	0.0%	
4205 Grounds Maintenance (Contract)	367	1,100	4,040	2,940		2,940	27.2%	
4209 Dog Hill Wood Maintenance	(1,090)	(1,090)	500	1,590		1,590	(218.0%)	
4210 Dog Hill Wood Coppicing	0	0	1,000	1,000		1,000	0.0%	
4228 General Tree works	0	970	1,500	530		530	64.7%	
4252 General Park Maintenance	0	0	2,000	2,000		2,000	0.0%	
4253 General Park Verges	0	0	250	250		250	0.0%	
Amenity Areas :- Indirect Expenditure	(723)	6,068	10,490	4,422	0	4,422	57.8%	0
Net Expenditure	723	(6,068)	(10,490)	(4,422)				

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>110 Recreation Ground</b>								
4175 CCTV Maintenance	0	0	1,000	1,000		1,000	0.0%	
4205 Grounds Maintenance (Contract)	1,113	3,353	7,854	4,501		4,501	42.7%	
4206 Grounds Maintenance	7	14	5,000	4,987		4,987	0.3%	
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	0	65	65		65	0.0%	
4235 Play Equipment-New	0	0	30,000	30,000		30,000	0.0%	
4236 Play Equipment Maintenance	162	1,141	5,000	3,860		3,860	22.8%	
4237 Skate Park	0	0	5,000	5,000		5,000	0.0%	
4238 Youth Shelter Maintenance	0	0	1,000	1,000		1,000	0.0%	
4270 Litter Bins & Benches	684	2,052	1,000	(1,052)		(1,052)	205.2%	
<b>Recreation Ground :- Indirect Expenditure</b>	<b>1,966</b>	<b>6,559</b>	<b>57,119</b>	<b>50,560</b>	<b>0</b>	<b>50,560</b>	<b>11.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,966)</b>	<b>(6,559)</b>	<b>(57,119)</b>	<b>(50,560)</b>				
<b>115 Town Centre Decorations</b>								
1270 Chritmas Lights Event	0	0	1,000	1,000			0.0%	
<b>Town Centre Decorations :- Income</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>			<b>0.0%</b>	<b>0</b>
4122 Electricity	0	611	0	(611)		(611)	0.0%	
4640 Christmas Lights	0	9,038	13,260	4,222		4,222	68.2%	
4650 Ledbury In Bloom	3,190	3,440	4,000	560		560	86.0%	
<b>Town Centre Decorations :- Indirect Expenditure</b>	<b>3,190</b>	<b>13,089</b>	<b>17,260</b>	<b>4,171</b>	<b>0</b>	<b>4,171</b>	<b>75.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,190)</b>	<b>(13,089)</b>	<b>(16,260)</b>	<b>(3,171)</b>				
<b>118 Minor Infrastructure</b>								
4176 CCTV Link to Hereford	0	2,095	8,379	6,284		6,284	25.0%	
4212 Definitive Footpaths	0	0	510	510		510	0.0%	
4214 Gloucester Rd Seats Grass Cut	0	0	50	50		50	0.0%	
4218 War Memorial Cleaning	0	0	450	450		450	0.0%	
4221 War Memorial refurbishment	0	555	0	(555)		(555)	0.0%	
4276 External power supply -High St	0	0	110	110		110	0.0%	
4285 Defibrillator	85	85	0	(85)		(85)	0.0%	
<b>Minor Infrastructure :- Indirect Expenditure</b>	<b>85</b>	<b>2,735</b>	<b>9,499</b>	<b>6,764</b>	<b>0</b>	<b>6,764</b>	<b>28.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(85)</b>	<b>(2,735)</b>	<b>(9,499)</b>	<b>(6,764)</b>				
<b>120 Non-Statutory Services</b>								
1460 Ceremony Room Income	470	1,355	0	(1,355)			0.0%	
<b>Non-Statutory Services :- Income</b>	<b>470</b>	<b>1,355</b>	<b>0</b>	<b>(1,355)</b>				<b>0</b>

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## Detailed Income &amp; Expenditure by Budget Heading 31/08/2022

Month No: 5

## 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
4020 Cleaning	0	0	500	500		500	0.0%	
Non-Statutory Services :- Indirect Expenditure	0	0	500	500	0	500		0
Net Income over Expenditure	470	1,355	(500)	(1,855)				
<u>125 Green Spaces Maintenance</u>								
4013 Devolved Services (grass cutti	53	159	2,500	2,341		2,341	6.3%	
4014 Lengthsman Scheme/P3 Scheme	0	1,008	3,000	1,992		1,992	33.6%	
Green Spaces Maintenance :- Indirect Expenditure	53	1,167	5,500	4,333	0	4,333	21.2%	0
Net Expenditure	(53)	(1,167)	(5,500)	(4,333)				
<u>127 Services and Events</u>								
1460 Ceremony Room Income	0	50	0	(50)			0.0%	
1471 Dog Poop Bags	65	330	1,000	670			33.0%	
Services and Events :- Income	65	380	1,000	620			38.0%	0
4271 Dog Bags	0	0	700	700		700	0.0%	
4600 Town Crier/Fees & Subs	0	140	500	360		360	28.0%	
4601 Town Crier/Uniforms	0	0	1,000	1,000		1,000	0.0%	
4605 Events Barriers	0	0	100	100		100	0.0%	
4607 Events	33	103	7,500	7,397		7,397	1.4%	
Services and Events :- Indirect Expenditure	33	243	9,800	9,557	0	9,557	2.5%	0
Net Income over Expenditure	32	137	(8,800)	(8,937)				
<u>201 Market House</u>								
1030 Market House Income	0	0	1,000	1,000			0.0%	
Market House :- Income	0	0	1,000	1,000			0.0%	0
4110 Rates	0	199	1,500	1,301		1,301	13.3%	
4115 Water	0	61	0	(61)		(61)	0.0%	
4122 Electricity	43	268	1,000	732		732	26.8%	
4150 Cleaning	0	0	100	100		100	0.0%	
Market House :- Indirect Expenditure	43	527	2,600	2,073	0	2,073	20.3%	0
Net Income over Expenditure	(43)	(527)	(1,600)	(1,073)				
<u>202 Town Council Offices</u>								
1460 Ceremony Room Income	0	185	0	(185)			0.0%	
Town Council Offices :- Income	0	185	0	(185)				0

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	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	0	107	1,000	893		893	10.7%	
4110 Rates	603	3,015	6,230	3,216		3,216	48.4%	
4115 Water	55	268	500	232		232	53.6%	
4122 Electricity	214	1,091	10,000	8,909		8,909	10.9%	
4150 Cleaning	243	1,025	0	(1,025)		(1,025)	0.0%	
4155 Housekeeping	0	13	500	487		487	2.5%	
4160 Window Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	24	329	3,000	2,671		2,671	11.0%	
4171 PAT Testing	0	0	250	250		250	0.0%	
4179 Quinquennial Works	0	0	2,000	2,000		2,000	0.0%	
185 Alarms	580	1,563	4,200	2,637		2,637	37.2%	
4415 Office Support & Equipment	24	48	0	(48)		(48)	0.0%	
Town Council Offices :- Indirect Expenditure	1,742	7,458	27,930	20,472	0	20,472	26.7%	0
Net Income over Expenditure	(1,742)	(7,273)	(27,930)	(20,657)				
<u>210 Civic Matters</u>								
4110 Rates	68	136	0	(136)		(136)	0.0%	
4501 Mayor's Hospitality	0	0	1,000	1,000		1,000	0.0%	
4529 Civic Insignia	0	0	400	400		400	0.0%	
4531 Roll of Honour	0	0	50	50		50	0.0%	
4532 Flag Pole	0	120	120	0		0	100.0%	
4535 Civic Hospitality	0	362	1,000	638		638	36.2%	
Civic Matters :- Indirect Expenditure	68	618	2,570	1,952	0	1,952	24.0%	0
Net Expenditure	(68)	(618)	(2,570)	(1,952)				
<u>214 Grants with Powers</u>								
1718 October Fair Donation Income	0	0	2,000	2,000			0.0%	
Grants with Powers :- Income	0	0	2,000	2,000			0.0%	0
4800 Barrett Browning Clock	20	61	150	89		89	40.5%	
4805 Citizens Advice Worcs	2,500	2,500	5,000	2,500		2,500	50.0%	
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%	
4857 Great Places to Visit Funding	3,366	24,810	0	(24,810)		(24,810)	0.0%	
4870 Youth Budget	0	0	5,000	5,000		5,000	0.0%	
4875 Distinguished Citizen Awards	0	101	250	149		149	40.3%	
4890 Unspecified Grants	0	14,330	20,000	5,670		5,670	71.7%	
Grants with Powers :- Indirect Expenditure	5,886	51,801	40,900	(10,901)	0	(10,901)	126.7%	0
Net Income over Expenditure	(5,886)	(51,801)	(38,900)	12,901				

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## Detailed Income &amp; Expenditure by Budget Heading 31/08/2022

Month No: 5

## 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>220 Finance and General Purposes</u>								
1870 Bank Interest Received Income	153	536	500	(36)			107.3%	
1900 Precept Income	0	302,546	0	(302,546)			0.0%	
1902 Western Power WayLeave	6	6	0	(6)			0.0%	
Finance and General Purposes :- Income	159	303,088	500	(302,588)			60617.6	0
4130 Insurance	0	0	14,022	14,022		14,022	0.0%	
4430 Advertising	67	274	1,000	726		726	27.4%	
4460 Subscriptions	786	3,769	2,500	(1,269)		(1,269)	150.8%	
4550 Bank Charges	61	274	350	76		76	78.4%	
4551 Data Protection	0	0	1,000	1,000		1,000	0.0%	
4579 Audit Internal	0	366	2,000	1,634		1,634	18.3%	
4580 Audit External	0	0	5,000	5,000		5,000	0.0%	
4590 Professional Services	234	1,868	15,000	13,132		13,132	12.5%	
4592 PPE/Health & Safety	14	14	500	486		486	2.9%	
Finance and General Purposes :- Indirect Expenditure	1,162	6,565	41,372	34,807	0	34,807	15.9%	0
Net Income over Expenditure	(1,003)	296,523	(40,872)	(337,395)				
<u>225 Councillors/Newsletter</u>								
4420 Newsletter	0	0	500	500		500	0.0%	
4500 Town Mayors Expenses	0	0	1,000	1,000		1,000	0.0%	
4502 Mayor's Advertising	0	0	500	500		500	0.0%	
4503 Mayor's Portrait/Caricature	0	0	500	500		500	0.0%	
4520 Councillors Expenses	0	0	500	500		500	0.0%	
4525 Councillors Training	0	0	2,000	2,000		2,000	0.0%	
4540 Election Expenses	0	0	500	500		500	0.0%	
4545 Annual & Other Meetings	1,218	1,529	1,000	(529)		(529)	152.9%	
Councillors/Newsletter :- Indirect Expenditure	1,218	1,529	6,500	4,971	0	4,971	23.5%	0
Net Expenditure	(1,218)	(1,529)	(6,500)	(4,971)				
<u>230 Management and Payroll</u>								
4000 Staff Salaries	12,684	61,617	230,688	169,071		169,071	26.7%	
4001 Agency Cover	27	1,203	10,000	8,797		8,797	12.0%	
4018 National Insurance	5,040	23,119	0	(23,119)		(23,119)	0.0%	
4019 Pension	5,281	27,263	0	(27,263)		(27,263)	0.0%	
4050 Staff Training	45	423	3,000	2,577		2,577	14.1%	
4051 Officers Travel/Conference/Sub	0	20	0	(20)		(20)	0.0%	
Management and Payroll :- Indirect Expenditure	23,077	113,645	243,688	130,043	0	130,043	46.6%	0
Net Expenditure	(23,077)	(113,645)	(243,688)	(130,043)				

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## Ledbury Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 31/08/2022

Month No: 5

## 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>235 Office Facilities &amp; Equipment</u>								
4400 Stationery	984	2,230	2,750	520		520	81.1%	
4405 Photocopier Hire	183	406	800	394		394	50.8%	
4410 Photocopier Costs	464	985	2,750	1,765		1,765	35.8%	
4415 Office Support & Equipment	386	867	1,500	633		633	57.8%	
4444 Petty Cash	25	(297)	0	297		297	0.0%	
Office Facilities & Equipment :- Indirect Expenditure	<u>2,043</u>	<u>4,190</u>	<u>7,800</u>	<u>3,610</u>	<u>0</u>	<u>3,610</u>	<u>53.7%</u>	<u>0</u>
Net Expenditure	<u>(2,043)</u>	<u>(4,190)</u>	<u>(7,800)</u>	<u>(3,610)</u>				
<u>301 Planning/Economic Development</u>								
1090 Charter Market Income	347	2,548	5,000	2,453			51.0%	
Planning/Economic Development :- Income	<u>347</u>	<u>2,548</u>	<u>5,000</u>	<u>2,453</u>			<u>51.0%</u>	<u>0</u>
4542 Town Centre Facilities	0	0	5,000	5,000		5,000	0.0%	
4543 Neighbourhood Plan	0	263	0	(263)		(263)	0.0%	
4546 Traffic Management	0	0	2,000	2,000		2,000	0.0%	
4549 Charter Market improvements	0	0	2,500	2,500		2,500	0.0%	
Planning/Economic Development :- Indirect Expenditure	<u>0</u>	<u>263</u>	<u>9,500</u>	<u>9,237</u>	<u>0</u>	<u>9,237</u>	<u>2.8%</u>	<u>0</u>
Net Income over Expenditure	<u>347</u>	<u>2,285</u>	<u>(4,500)</u>	<u>(6,785)</u>				
<u>302 Special Projects</u>								
4117 CCTV Upgrade	0	0	5,000	5,000		5,000	0.0%	
4273 Scatter Garden & Memorial Tree	0	0	2,000	2,000		2,000	0.0%	
4432 Phone Box	0	0	1,500	1,500		1,500	0.0%	
4884 Smart Water	0	0	1,000	1,000		1,000	0.0%	
Special Projects :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>9,500</u>	<u>9,500</u>	<u>0</u>	<u>9,500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(9,500)</u>	<u>(9,500)</u>				
<u>401 Full Council</u>								
4415 Office Support & Equipment	(24)	(79)	2,000	2,079		2,079	(4.0%)	
4455 Postage	0	320	1,000	681		681	31.9%	
4480 ICT-Computers	0	0	1,000	1,000		1,000	0.0%	
4481 Telephones	478	1,697	4,500	2,803		2,803	37.7%	
4482 Website	0	840	1,500	660		660	56.0%	
4483 ICT Services & Software Lease	0	2,581	7,500	4,919		4,919	34.4%	
Full Council :- Indirect Expenditure	<u>454</u>	<u>5,359</u>	<u>17,500</u>	<u>12,141</u>	<u>0</u>	<u>12,141</u>	<u>30.6%</u>	<u>0</u>
Net Expenditure	<u>(454)</u>	<u>(5,359)</u>	<u>(17,500)</u>	<u>(12,141)</u>				

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13/09/2022

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## Ledbury Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 31/08/2022

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	6,349	317,282	28,400	(288,882)			1117.2%	
Expenditure	51,183	248,087	638,011	389,924	0	389,924	38.9%	
Net Income over Expenditure	<u>(44,834)</u>	<u>69,195</u>	<u>(609,611)</u>	<u>(678,806)</u>				
Movement to/(from) Gen Reserve	<u>(44,834)</u>	<u>69,195</u>						

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## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

*LEDBURY TOWN COUNCIL*

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓	prepared its accounting statements in accordance with the Accounts and Audit Regulations.		
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.		
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓	has only done what it has the legal power to do and has complied with Proper Practices in doing so.		
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.		
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓	considered and documented the financial and other risks it faces and dealt with them properly.		
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.		
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓	responded to matters brought to its attention by internal and external audit.		
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓	disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.		
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

*9 June 2022*

and recorded as minute reference:

*C527*

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

*P. B. Hull*

Clerk

*Agia*

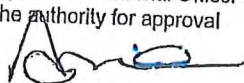


## Section 2 – Accounting Statements 2021/22 for

	Year ending		Notes and guidance
	31 March 2021	31 March 2022	
1. Balances brought forward	313,900	292,378	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	531,978	571,081	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	57,235	125,468	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	217,856	270,191	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	392,879	263,695	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	292,378	455,041	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	280,351	454,257	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	784,419	794,559	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

01/06/2022

I confirm that these Accounting Statements were approved by this authority on this date:

9 June 2022.

as recorded in minute reference:

CS27

Signed by Chairman of the meeting where the Accounting Statements were approved





## Section 3 – External Auditor Report and Certificate 2021/22

In respect of

**Ledbury Town Council – HE0070**

### 1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

### 3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

15/09/2022

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	29 SEPTEMBER 2022	AGENDA ITEM: 12
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Report prepared by Angela Price – Town Clerk

## OPTION TO OPT OUT OF THE SMALLER AUDIT APPOINTMENTS AUTHORITY (SAAA) ARRANGEMENTS

### Purpose of Report

The purpose of this report is to provide Members of the Finance, Policy & General Purposes Committee with information received from the SAAA.

### Detailed Information

The following was received from the SAAA via email on 16 August 2022:

*"Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.*

*The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.*

***All authorities require an appointed external auditor*** even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors.

*During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.***

*However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.*

*This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out*



*within **8 weeks** of this communication but no later than **28 October 2022**; this decision must be communicated to SAAA via e mail to [admin@saaa.co.uk](mailto:admin@saaa.co.uk).*

*If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.*

### **Opting-out**

*Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at [www.saaa.co.uk](http://www.saaa.co.uk)*

*An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.*

*Key implications are:*

- *an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;*
- *the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).*
- *an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;*
- *an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;*
- *an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;*
- *any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**"*

### **Recommendation**

*That Members of the Finance, Policy & General Purposes make a recommendation to the meeting of Full Council, scheduled for 6 October 2022, that Ledbury Town Council does not opt out of the of the central procurement regime managed by SAAA.*



<b>FINANCE, POLICY &amp; GENERAL PURPOSES COMMITTEE</b>	<b>29 SEPTEMBER 2022</b>	<b>AGENDA ITEM: 13</b>
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Report prepared by Angela Price – Town Clerk

## **NOTIFICATION OF INCREASE IN FEES FOR INTERNAL AUDITOR**

### **Purpose of Report**

The purpose of this report is to inform Members of the Finance, Policy & General Purposes Committee of an increase in the Internal Auditors Fees for 2022-23.

### **Detailed Information**

When appointing the Councils current Internal Auditor in November 2021 this was done so at a cost of £750 plus VAT per annum. This cost was for attendance at the council offices on two occasions, each being a full day.

On 18 August 2022 correspondence was received from IAC Audit & Consultancy Ltd advising that in the light of the costs pressures that they are now experiencing, they have reviewed their level of fees and charges. They advised that they have resolved to increase their fees to £395 for a full day and £295 for a half day (plus VAT), this would mean for their two-day visits a total of £790.00 plus VAT, an increase of £40 per annum.

### **Recommendation**

That Members of the Finance, Policy & General Purposes Committee acknowledge the increase in the annual fee for IAC Audit & Consultancy Ltd from £750 to £790, an annual increase of £40.



<b>FINANCE, POLICY &amp; GENERAL PURPOSES COMMITTEE</b>	<b>29 SEPTEMBER 2022</b>	<b>AGENDA ITEM: 14</b>
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Report prepared by Angela Price – Town Clerk

## **ACTION TAKEN BY CLERK IN CONJUNCTION WITH COUNCILLOR SINCLAIR**

### **Purpose of Report**

The purpose of this report is to request Members of the Finance, Policy & General Purposes Committee to endorse actions taken by the Clerk in conjunction with Councillor Sinclair.

### **Detailed Information**

At the Council's Annual Meeting Councillor Sinclair was appointed as the Councils representative on the Rural Market Towns Group (RMTG) Local Councillor Panel – Rural Vulnerable Elderly and he attended the first meeting of this group on 2 August 2022.

Following the meeting, Councillor Sinclair contacted the Clerk to discuss the possibility of having a leaflet drawn up to be included in the October edition of the Ledbury Focus and how approval could be sought for any costs incurred for this. The Clerk advised Councillor to send an email which she could forward to the Chair of the Finance Committee for consideration. On 13 August Councillor Sinclair sent an email to the Clerk, copying in the Chair of Finance, Councillor Hughes, asking for agreement to initiate the preparation of a leaflet to be included in the October edition of the Ledbury Focus at a cost of £500, which include the printing and distribution costs. Councillor Sinclair was making this request outside of the Committee structure Councillor Hughes advised that he would support the Clerk in approving this expenditure.

Subsequently, an A5 leaflet was prepared, printed, and delivered to the Focus for inclusion in the October edition. A copy of the leaflet is attached for Members information.

The purpose of the leaflet is to hopefully identify vulnerable elderly residents in Ledbury and subject to them giving their consent, their details being passed on to Ledbury Town Council for signposting to the appropriate organisations for help.

During the process of preparing the leaflet Councillor Sinclair has also spoken to Aimee Williams of talkcommunity and has agreed to attend their next meeting to discuss the issues raised in the RMTG meeting and how Ledbury can support vulnerable adults through the winter and times of hardship.

### **Recommendation**

Members are asked to retrospectively endorse the actions taken by the Clerk and Councillor Sinclair.



# Looking After Our Neighbours

Do you have a vulnerable elderly neighbour? Could they be suffering from:

- Isolation
- Loneliness
- Are they warm?

Things to look out for:

Sudden  
changes in  
habits

Closed  
curtains  
during the  
daytime

An unsafe  
environment

If you know someone who needs support please contact Ledbury Town Council on  
[clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk)

Ledbury Town Council is committed to ensuring the security and protection of the personal information that we process, and to provide a compliant and consistent approach to GDPR. If you have any questions related to our GDPR compliance, please contact the Town Clerk on 01531 632306.

You can view our Privacy Policy @ <https://www.ledburytowncouncil.gov.uk/en-gb/privacy-policy>

If you are reporting someone can you please ensure you have their consent, to do so.



# The Public Sector Deposit Fund

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

## Investment objective

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

## Investment policy

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

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

## Target investors

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

## Who can invest?

Any public sector organisation can invest in the Fund.

## Responsible investment policy

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

## Key risks

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

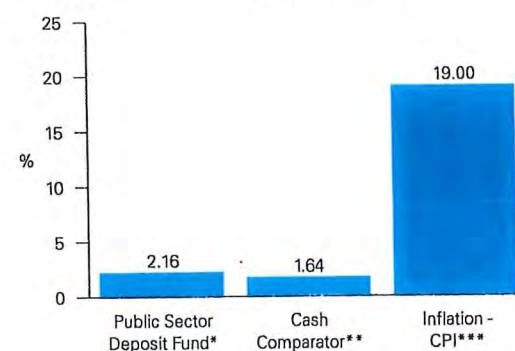
## Top 10 counterparty exposures (%)

9.2%	Bank of Montreal
9.2%	Landesbank Baden-Wuerttemberg
9.2%	Landesbank Hessen-Thüringen Girozentrale
9.2%	Yorkshire Building Society
7.9%	Nationwide Building Society
5.3%	DBS Bank Limited
3.4%	BNP Paribas
3.3%	Credit Industriel et Commercial
3.1%	Barclays Bank plc
3.1%	Credit Agricole Corporate and Investment Bank

## Share class 4 yield as at 31 July 2022

**1.2124%**

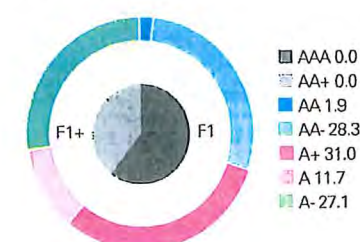
## 5 years cumulative performance



## Asset type (%)



## Credit rating† (%)



## Top 10 country exposures (%)

27.1%	United Kingdom
19.4%	Germany
13.7%	Canada
12.8%	France
8.8%	Japan
6.1%	Singapore
3.1%	Finland
3.1%	Sweden
1.5%	Norway
1.5%	Netherlands

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

## Income - period to end July

Average yield over the month	1.1517%
Yield at the month end	1.2124%

## Discrete year total return performance

12 months to 31 July	2022	2021	2020	2019	2018
The Public Sector Deposit Fund	+0.40%	+0.06%	+0.57%	+0.74%	+0.38%
Comparator Benchmark	+0.44%	-0.01%	+0.31%	+0.59%	+0.30%
Relative	-0.04%	+0.07%	+0.26%	+0.15%	+0.08%

## Annualised total return performance

Performance to 31 July	1 year	3 years	5 years
The Public Sector Deposit Fund	+0.40%	+0.34%	+0.43%
Comparator Benchmark	+0.44%	+0.25%	+0.33%
Relative	-0.04%	+0.09%	+0.10%

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

## Market update

Newly released data from the Office of National Statistics (ONS) revealed that the domestic economy had grown 0.5% in the month of May following a 0.2% decline in April. Contributors to the positive news included a 1.4% increase in manufacturing activity and 1.5% growth in construction. In the services sector, however, overall growth of 0.4% turned out to have been driven significantly by a large rise in the number of GP appointments; output in consumer-facing services by contrast fell back slightly, including a 0.5% reduction in retail trade. The UK's inflation rate rose again, reaching an annual rate of 9.4% in June compared with 9.1% in the May data. This increased market expectations that the Bank of England's Monetary Policy Committee (MPC) would raise interest rates in August by more than the 0.25% increments which have been agreed at its last four meetings.

## Key facts

Fund size	£1,311m
Credit quality and sensitivity rating by Fitch	AAAmf
Weighted average maturity (Maximum 60 days)	36.52 days
Launch date	May 2011
Minimum initial investment	£25,000.00
Minimum subsequent investment	£5,000.00
Dealing day	Each business day*
Withdrawals	On demand
Domicile	United Kingdom
ISIN Share Class 4	GB00B3LDFH01
Interest payment dates	End of each month
Ongoing charges figure (OCF)**	0.08%***

## Please Contact

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### Jamie Charters

Market Development  
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E: jamie.charters@ccla.co.uk

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

## Risk warning and disclosures

This document is a financial promotion and is issued for information purposes only. It does not constitute the provision of financial, investment or other professional advice. The market commentary contained in this document is the opinion of the author only. To ensure you understand whether CCLA's product is suitable, please read the Key Investor Information Document and the Prospectus. CCLA strongly recommends you seek independent professional advice prior to investing. The Public Sector Deposit Fund is a UK short-term LVNAV Qualifying Money Market Fund. In addition to the general risk factors outlined in the Prospectus investors should also note that purchase of PSDF shares is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment. Although it is intended to maintain a stable net asset value per share, there can be no assurance that it will be maintained. Notwithstanding the policy of investing in short-term instruments, the value of the PSDF may also be affected by fluctuations in interest rates. The PSDF does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value per share. The risk of loss of principal is borne by the shareholder. The Fund is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UK UCITS Scheme and is a Qualifying Money Market Fund. CCLA Investment Management Limited (registered in England & Wales No. 2183088 at Nomura Building, 1 Angel Lane, London, EC4R 3AB) is authorised and regulated by the Financial Conduct Authority and the Authorised Corporate Director of the PSDF. For information about how we obtain and use your personal data please see our Privacy Notice at <https://www.ccla.co.uk/our-policies/data-protection-privacy-notice>.

Nomura Building | 1 Angel Lane | London | EC4R 3AB | Freephone: 0800 022 3505 | [www.ccla.co.uk](http://www.ccla.co.uk)



# The Public Sector Deposit Fund

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

## Investment objective

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

## Investment policy

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

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

## Target investors

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

## Who can invest?

Any public sector organisation can invest in the Fund.

## Responsible investment policy

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

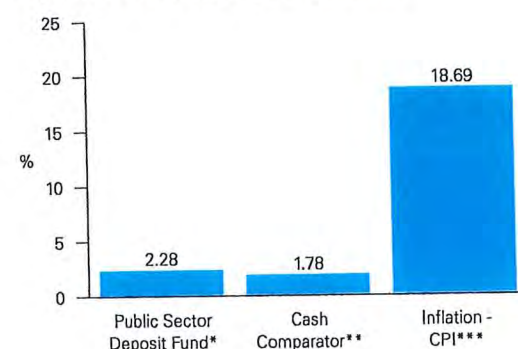
## Key risks

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

## Share class 4 yield as at 31 August 2022

**1.6205%**

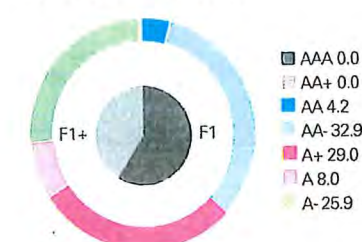
## 5 years cumulative performance



## Asset type (%)



## Credit rating† (%)



## Top 10 counterparty exposures (%)

8.8%	Bank of Montreal
8.8%	Landesbank Baden-Wuerttemberg
8.8%	Yorkshire Building Society
6.5%	DBS Bank Limited
4.2%	Handelsbanken plc
3.9%	Nationwide Building Society
3.7%	Credit Industriel et Commercial
3.7%	Landesbank Hessen-Thüringen Girozentrale
3.7%	Sumitomo Mitsui Trust Bank
3.7%	Toronto Dominion Bank (The)

## Top 10 country exposures (%)

25.3%	United Kingdom
13.9%	Canada
12.9%	France
12.9%	Germany
9.7%	Singapore
7.9%	Japan
5.5%	Sweden
3.2%	Finland
2.8%	Netherlands
1.8%	Norway

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



## Income - period to end August

Average yield over the month	1.5377%
Yield at the month end	1.6205%

## Discrete year total return performance

12 months to 31 August	2022	2021	2020	2019	2018
The Public Sector Deposit Fund	+0.53%	+0.05%	+0.52%	+0.75%	+0.42%
Comparator Benchmark	+0.58%	+0.00%	+0.26%	+0.58%	+0.34%
Relative	-0.05%	+0.05%	+0.26%	+0.17%	+0.08%

## Annualised total return performance

Performance to 31 August	1 year	3 years	5 years
The Public Sector Deposit Fund	+0.53%	+0.36%	+0.45%
Comparator Benchmark	+0.58%	+0.28%	+0.35%
Relative	-0.05%	+0.08%	+0.10%

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

## Market update

The Bank of England's Monetary Policy Committee (MPC) raised the official rate of interest from 1.25% to 1.75%. The increase of 0.5% was the largest since before the Bank took independent responsibility for monetary policy in 1997. The accompanying quarterly report on the Bank's view of the economic outlook was deeply despondent, noting the deterioration in household finances caused principally by sharply rising energy prices. With the latest inflation data showing the CPI rising by 10.1% the MPC once again revised upwards its forecast for the peak of inflation, to more than 13% towards the end of 2022. It also projected that the UK economy would enter recession by the end of 2022 with output continuing to fall throughout 2023. The latest jobs data indicated that the labour market remained tight, with unemployment still at 3.8% - exceptionally low by historical standards and in line with the level seen just before the pandemic. However, the MPC report anticipated that as economic activity slowed, unemployment could be expected to rise, to over 5% by the end of 2023 and over 6% by mid-2025.

## Key facts

Fund size	£1,082m
Credit quality and sensitivity rating by Fitch	AAAmf
Weighted average maturity (Maximum 60 days)	47.84 days
Launch date	May 2011
Minimum initial investment	£25,000.00
Minimum subsequent investment	£5,000.00
Dealing day	Each business day*
Withdrawals	On demand
Domicile	United Kingdom
ISIN Share Class 4	GB00B3LDFH01
Interest payment dates	End of each month
Ongoing charges figure (OCF)**	0.08%***

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

## Please Contact

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## Risk warning and disclosures

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<b>FINANCE, POLICY &amp; GENERAL PURPOSES COMMITTEE</b>	<b>29 SEPTEMBER 2022</b>	<b>AGENDA ITEM: 18</b>
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Report prepared by Julia Lawrence – Deputy Town Clerk

## **THE SHELTER, RECREATION GROUND**

### **Purpose of Report**

The purpose of this report is to ask Members of the Finance, Policy & General Purposes Committee to consider the costs put forward to repaint the front of the Shelter at the Recreation Ground.

### **Detailed Information**

Members of the Finance, Policy & General Purposes Committee will note that the rear of the Shelter has recently been painted using the artwork put forward by school children. Appendix A shows the finished product.

At the last Environment and Leisure Committee, Members agreed for the Graffiti Artist to return and repaint the front of the Shelter and then for anti-vandal paint to be applied. It was also agreed that should either the front or back of Shelter subsequently get vandalised again, in terms of the artwork, then the artwork would be repainted but only in one colour and for the anti-vandal paint to then be applied.

The costs to repaint the front of the Shelter with the existing image by two Graffiti Artists is as follows:

Cleaning Shelter and preparing the surface: (Repainting design and applying anti-vandal paint)	
2 Graffiti Artists x 2 days at £250 per day	£1,000.00
Paint	£220.00
Anti-vandal Paint	£164.99
	-----
<b>TOTAL</b>	<b>£1,384.99</b>
	-----

It should be noted that the cost to prepare and paint the front of the Shelter was £1,250.00 and that was painting a "blank canvas". However, the cost to repaint it despite it being just a repaint, covers predominantly the preparatory works as there are all sorts of materials that have been thrown at the Shelter that need to be cleaned off with sugar soap, as well as dealing with the smoke damage.

### **Recommendation**

**That Members of the Finance, Policy & General Purposes Committee approve the repainting of the inside of the shelter at a cost of £1,384.99 and that these works be carried out at the earliest opportunity.**

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APPENDIX A







## **LEDBURY TOWN COUNCIL**

### **CONCERNS AND COMPLAINTS POLICY**

#### **Concerns & Complaints**

Ledbury Town Council recognises that from time to time there will be concerns expressed by members of the public over the activities of the Council or one of its employees. The Council is committed to dealing effectively with any concerns or complaints you may have about our service. We aim to clarify any issues about which you are not sure. If possible, we will put right any mistakes we have made, we will provide any service you're entitled to which we have failed to deliver. If we got something wrong, we will apologise and where possible we will try to put things right. We also aim to learn from our mistakes and use the information we gain to improve our services.

#### **When to use this Policy**

When you express your concerns or complain to us, we will usually respond in the way we explain below. However, sometimes you may have a statutory right of appeal, so rather than investigate your concern, we will explain to you how you can appeal. Sometimes, you might be concerned about matters that are not decided by us and we will then advise you about how to make your concerns known.

Also, this policy does not apply if the matter relates to a Freedom of Information or Data Protection issue. In these circumstances, you should write to the Town Clerk, Ledbury Town Council, Church Street, Ledbury, HR8 1DH.

#### **Have you asked us yet?**

Of you are approaching us for a service for the first time, (i.e. Cemetery, Recreation Ground or other amenity area) then this policy does not apply. You should first give us a chance to respond to your request. If you make a request for a service and then are not happy with our response, you will be able to make your concern known as detailed below.

#### **Informal Resolution**

If possible, we believe it's best to deal with things straight away rather than try to sort them out later. If you have a concern, raise it with the person you are dealing with and they will attempt to resolve it for you there and then if there are any lessons to learn from addressing your concern then the Member or employee will draw them to the attention of the Clerk. If they can't help, they will explain why and you can then ask for a formal investigation, or in the case of a complaint against a Member you will be

referred first to the Local Resolution Policy and if necessary then to the standard complaints procedure as outlined in the Councillor Code of Conduct and Hereford Council Standards procedure.

[https://www.herefordshire.gov.uk/downloads/download/602/standards\\_and\\_ethics](https://www.herefordshire.gov.uk/downloads/download/602/standards_and_ethics);

### **How to express your concern or complaint formally**

You can put your concern/complaint forward in any of the following ways:-

- Ask for a copy of our complaints form from the person with whom you are already in contact, advising that you want your concern/complaint dealt with formally;
- Contact the Council offices on 01531 632306 if you wish to make your complaint over the phone;
- Download a copy of our complaints form from our website at <http://www.ledburytowncouncil.gov.uk>
- Email us at: [reception@ledburytowncouncil.gov.uk](mailto:reception@ledburytowncouncil.gov.uk)
- Write to us at: - Ledbury Town Council, Church Street, Ledbury, HR8 1DH

### **Dealing with your concern**

- We will formally acknowledge your concern/complaint within 5-working days of receipt and advise you of how we intend to deal with it;
- We will ask you to tell us how you would like to communicate with you and establish whether you have any particular requirements – i.e. do you have a disability;
- We will deal with your concern/complaint in an open and honest way;
- We will make sure that your dealings with us in the future do not suffer just because you have expressed a concern or made a complaint.

We will, as a rule, only be able to look into your concern/complaint if you tell us about it within 6-months of it occurring.

We may, in exceptional circumstances, be able to look at concerns which are brought later than 6-months, however, you will need to demonstrate good reasons why you have not been able to bring it to the attention of the Council sooner and we will need sufficient information about the issue to enable us to consider it properly. (in any event, regardless of the circumstances, we will not consider any concerns about matters that took place more than three-years ago).

A separate Local Resolution Policy is provided in respect of the following low level complaints:

- Minor complaints from Members about Members;
- Minor complaints from Officers about Members;
- Members alleged to have not shown respect and consideration for others – either verbally or written.



### **What if there is more than one body involved?**

If your complaint involves more than one body (i.e. Hereford Council, Health Board etc.) we will usually work with them to decide who should take a lead in dealing with your concerns. You will then be given the name of the person who will be handling your complaint for future communications.

If the complaint is about a body working on behalf of the Council (i.e. contractors) you may wish to raise the matter informally with them first. However, if you want to express your concern or complaint formally, we will look into this and respond to you accordingly.

### **Investigation**

You will be advised of who is handling your concern/complaint. If your complaint is straightforward, we will usually ask an officer of the Council to look into it and get back to you. If it is more serious, we may use someone from elsewhere in the Council or in some cases we may appoint an independent investigator.

We will provide details of our understanding of your concern/complaint and ask you to confirm that we have the correct understanding. We will also ask you to tell us what you would like as an outcome to the concern/complaint. The person appointed to look at your complaint will usually need to see any files or correspondence we hold relevant to your complaint, if you do not want this to happen it is important that you advise us of this.

If there is a simple solution to your problem, we may ask you to consider it and advise us whether you are happy to accept the outcome. For example; where you have asked for a service and have not received it, we will offer to provide the service, rather than investigate and produce a report.

We will aim to resolve concerns as quickly as possible and expect to deal with the majority within 20-working days. However, if your complaint is more complex, we will:

- Advise you within this time why we think it may take longer to investigate;
- Advise you how long we anticipate it will take;
- Advise you of where we are, at that point, with the investigation;
- Provide you with regular updates, including advising you of whether any developments are likely to change our original estimate of completion.

The person investigating your concerns will aim, in the first instance, to establish the facts. The extent of the investigation will depend on the complexity and seriousness of the issues you have raised. In more complex cases we will draw up an investigation plan.

In some instance, we may ask you to meet with the person investigating your case, to discuss your concerns. Occasionally, if felt appropriate, we might suggest mediation or another method to try to resolve disputes.

We will look at all evidence provided, which will include files, notes of conversations, letters, e-mails and any other relevant documentation and where necessary will talk to Members and employees involved and consider our policies and legal entitlement and guidance.

### **Outcome**

If your complaint is formally investigated, we will let you know the findings via your preferred form of communication. If necessary, we will provide a longer report, which will explain how and why we came to our conclusions.

If we find we (the Council) got it wrong, we will tell you what and why it happened and show that we understand how the mistake affected you.

If we find there is a fault in our systems or method of working, we will tell you what that is and how we plan to change things to prevent it from happening again in the future.

If we got it wrong, we will apologise.

### **Putting things right**

If we do not provide a service you should have had, we will aim to provide it as soon as is practicably possible. If we did not do something well, we will aim to put it right. If you have lost out as a result of a mistake of our doing, we will try to put you back in the position you would have been in had we got it right.

If you have had to pay for a service yourself, when you should have had one from us, we will usually aim to make good what you have lost.

### **Not Satisfied?**

If we do not manage to resolve your concern/complaint satisfactorily you may complain to the Monitoring Officer who will look at individual complaints about councils, all adult social care providers (including care homes and home care agencies) and some other organisations providing local public services.

- Have been unfairly treated or received a bad service through some failures on the part of the body providing it;
- Have been disadvantaged personally by a service failure or have been treated unfairly.

The Ombudsman can be contacted by:

Tel: 0300 061 0614

Website: <https://www.lgo.org.uk/>



### **Learning Lessons**

We take our concerns and complaints seriously and try to learn from our mistakes. A summary of all complaints will be provided to the Council's Resources Committee twice a year along with the responses provided to each complaint.

Where there is a need to change, we will develop an action plan setting out what we will do, who will do it and when it will be completed by. We will advise you of when changes promised to you have been made.

### **What if I need help?**

Our staff will aim to help you make your concerns known to us. If you need assistance, we will make every effort to put you in touch with someone who can help. You may wish to contact Citizens Advice Bureau, Age Concern, Shelter, etc. who may be able to assist you.

### **What we expect from you**

In times of trouble or distress, some people may act out of character, there may have been upsetting or distressing circumstances leading up to a concern or complaint. We do not view behaviour as unacceptable just because someone is forceful or determined.

We believe that all complaints have the right to be heard, understood and respected. However, we also consider that our staff have the same rights. We, therefore, expect you to be polite and courteous in your dealings with us. We will not tolerate aggressive or abusive behaviour, unreasonable demands or unreasonable persistence.

**Copies of this policy and the complaints form are available in large print at request.**

Date adopted by Council: 30 May 2020  
Review Date: 9 May 2022

**LEDBURY TOWN COUNCIL**  
**CONCERN/COMPLAINT FORM**

**Your Details**

<b>Surname</b>	<b>Forename(s)</b>	<b>Title</b>
<b>Address</b>		
<b>Tel:</b>		
<b>Mobile No.</b>		
<b>Email Address</b>		

Please state your preferred method of contact for all future correspondence:

\_\_\_\_\_

**Your Requirements** - If our usual way of dealing with complaints makes it difficult for you to use our service please advise us so that we can discuss how we might help you.

The person who experienced the problem should normally fill in this form. If you are filling this in on behalf of someone else, please fill in section B. Please note that before taking forward the complaint we will need to satisfy ourselves that you have the authority to act on behalf of the person concerned.

Making a complaint on behalf of some else? Please provide their details

<b>Surname</b>	<b>Forename(s)</b>	<b>Title</b>
<b>Address</b>		
<b>What is your relationship to them?</b>		



<b>Why are you making a complaint on their behalf?</b>	
--	--

**The Complaint**

**Name of department/service you are complaining about**

--

**What do you think they did wrong, or failed to do?**

--

**How have you personally suffered or been affected?**

--

**When did you first become aware of the problem?**

--

**Have you already put your concern to the frontline staff responsible for delivering the service? If so, please give brief details of how and when.**

--

**If it is more than 6-months since you first became aware of the problem, please give reasons why you have not complained before now.**

--

**What do you think should be done to put things right?**

**(please continue on a separate sheet(s) if necessary)**

**If you have any documents to support your concern/complaint, please attach them with this form.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please send you form to:

Town Clerk  
Ledbury Town Council  
Church Street  
Ledbury  
HR8 1DH

## **LEDBURY TOWN COUNCIL**

### **CCTV POLICY**

#### **1. Owner**

- 1.1 Ledbury Town Council has in place a CCTV surveillance system "the system" at the Recreation Ground and Dog Hill Wood.
- 1.2 The system comprises four cameras at the Recreation Ground; 1 at the Car Park, 2 directed at the skate park and 1 aimed at the new shelter and one camera situated in Dog Hill Woods.
- 1.3 The images are monitored and recorded to a stand-alone DVR CCTV recorder which provides 30-days recording history, all of which shall be used in strict accordance with this policy. The system is owned by Ledbury Town Council, Church Street, Ledbury, HR8 1DH.
- 1.4 The Town Clerk and the Deputy Town Clerk (control system supervisors) are jointly responsible for the operation of the system and for ensuring compliance with this policy.

#### **2. Data Protection Act 1998 & GDPR 2018**

CCTV digital images, if they show a recognisable person, are personal data and are covered by the Data Protection Act 1998 and GDPR Regulations 2018. This Policy is associated with the Ledbury Town Council Data Protection Policy and the GDPR 2018, the provisions of which should be adhered to at all time.

#### **3. The System**

The system comprises:

4 x HDCVi 2 megapixel 1080p HD bullet cameras with a 50 metre range;  
1 x 8 channel real time HD Recorder with 8TB of storage;  
1 x 19" HD Screen

- 3.1 Cameras will be located at a strategic point within the vicinity of the Recreation Ground and Dog Hill Wood and no camera should be hidden from view.
- 3.2 Signs notifying of the camera presence will be prominently placed at strategic points.
- 3.3 Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

#### 4. **Purpose of the System**

4.1 The system has been installed by Ledbury Town Council with the primary purpose of reducing the threat of crime generally, protecting the Council's premises and equipment and to help ensure the safety of visitors to the Council's premises consistent with respect for the individual's privacy. These purposes will be achieved by monitoring the system to:

- Deter those having criminal intent;
- Assist in the prevention and detention of crime;
- Facilitate the identification, apprehension and prosecution of offenders in relation to crime and public order.

The system will not be used to:

- Provide recorded images for the world-wide-web;
- Record sound other than in accordance with the policy on covert recording.

#### 5. **Covert Recording**

5.1 Covert cameras may be used under the following circumstances on written authorisation or request from the Council where it has been assessed by the Town Clerk:

- That informing the individual(s) concerned that recording was taking place would seriously prejudice the objective of making the recording;
- That there is reasonable cause to suspect that unauthorised or illegal activity is taking place or is about to take place.

5.2 Any such covert processing will only be carried out for a limited and reasonable period of time consistent with the objectives of making the recording and will only relate to the specific suspended unauthorised activity.

5.3 The decision to adopt covert recording will be fully documented and will set out how the decision to use covert recording was reached and by whom.

#### 6. **The Security Control System**

6.1 Images captured by the system will be monitored and recorded over a period of 24-hours a day, 365-days per year. Monitors used to view recordings will be held in the Council Offices and should not be accessible or visible to the unauthorised persons.



- 6.2 No unauthorised access to the control system will be permitted at any time. Access will be strictly limited to the Clerk and Deputy Clerk, Police Officers and any other person with statutory powers of entry. A list of those members authorised to access the control system is given at Appendix 1.
- 6.3 Staff and visitors may be granted access to the control system on a case-by-case basis and only then on written authorisation from the Clerk or Deputy Clerk in their absence. In an emergency and where it is not reasonably practicable to secure prior authorisation, access to the control system may be granted to persons with a legitimate reason.
- 6.4 Before allowing access to the control system, staff will satisfy themselves of the identity of any visitor and that the visitor has the appropriate authorisation. All visitors will be required to complete and sign the visitors register, which shall include details of their name, the department or organisation they represent, the person who granted authorisation and the times of access to and from the control system. A similar register will be kept of the staff granting access to the control system in the case of an emergency.

## **7. Security Control System Administration and Procedures**

- 7.1 Details of the administrative procedures which apply to the control system will be set out in a Procedures Manual, a copy of which is available for inspection by prior arrangement, along with a register stating the reasons for the request.
- 7.2 Images of identifiable living individuals are subject to the provisions of the Data Protection Act 1988 and the GDPR 2018; the control system supervisors are responsible for ensuring day to day compliance with the Act. All recordings will be handled in strict accordance with this policy and the procedures set out in the Procedures Manual.

## **8.3 Staff**

- 8.1 All staff responsible for the control system will be made aware of the sensitivity of handling CCTV images and recordings. The control system supervisors will ensure that all staff are fully briefed and trained in respect of the functions, operational and administration arising from the use of CCTV.
- 8.2 Training in the requirements of the Data Protection Act 1988 will be given to all those required to work with the control system by the Data Protection Officer.

## **9. Recording**

- 9.1 Digital recordings are made using digital video records operating in time lapse mode. Incidents may be recorded in real time.

- 9.2 Images will normally be retained for 30-days from the date of recording and will then automatically be overwritten and the Log updated accordingly. Once a hard drive has reached the end of its use it will be erased prior to disposal and the Log will be updated accordingly.
- 9.3 All hard drives and recorders shall remain the property of Ledbury Town Council until disposal and destruction.

## 10. Access to Images

- 10.1 All access to images will be recorded in the Access Log.
- 10.2 Access to images will be restricted to those staff who need to have access in accordance with the "Purposes of the System".
- 10.3 Access to images by third parties.

10.3.1 Disclosure of recorded material will only be made to third parties in strict accordance with the "Purposes of the System" and is limited to the following authorities:

- Law enforcement agencies where images recorded would assist in a criminal enquiry and/or prevention of terrorism and disorder;
- Prosecution agencies;
- Relevant legal representatives;
- The media where the assistance of the general public is required in the identification of a victim of crime or the identification of a perpetrator of crime;
- People whose images have been recorded and retained unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings;
- Emergency services in connection with the investigation of an accident.

## 10.4 Access to Images by Subject

CCTV digital images, if they show a recognisable person, are personal data and are covered by the Data Protection Act 1998 and the GDPR 2018. Anyone who believes that they have been filmed by CCTV is entitled to ask for a copy of the data, subject to exemptions contained in the ACT. They do not have the right of instant access.

10.4.1 A person whose image has been recorded and retained and who wishes access to the data must apply in writing to the Data Protection Officer. Subject Access Request Forms are available from the control supervisor between the hours of 9.00 am – 5.00 pm Monday – Friday, except when the offices are officially closed.

10.4.2 The Town Clerk will then arrange for a copy of the data to be made and given to the applicant. The applicant must not ask



another member of staff to show them the data, or ask anyone else for a copy of the data. All communications must go through the Town Clerk. A response will be provided promptly and in any event within 40-days of the request being received.

10.4.3 The Data Protection Act 1998 and the GDPR 2018 provide the Town Clerk the right to refuse a request for a copy of the data particularly where such access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders.

10.4.4 All such requests will be referred to the control system supervisors.

10.4.5 If it is decided that a data subject access request is to be refused, the reasons will be fully documented and the data subject informed in writing, stating the reason.

## **11. Request to Prevent Processing**

11.1 An individual has the right to request a prevention of processing where this is likely to cause substantial and unwarranted damage to that or another individual.

11.2 All such requests should be addressed in the first instance to the Town Clerk, who will provide a written response within 21-days of receiving the request setting out their decision on the request. A copy of the request and response will be retained.

## **12. Complaints**

It is recognised that members of Ledbury Town Council may receive concerns or complaints about the operation of the system. Any complaints should be addressed in the first instance to the Town Clerk.

## **13. Compliance Monitoring**

13.1 The contact point for members of Ledbury Town Council or the public wishing to enquire about the system is the Town Clerk who will be available during the hours of 9.00 am – 5.00 pm Monday to Friday, except when the offices are officially closed.

13.2 Upon request enquirers will be provided with:

- A summary of this statement
- An access request form if required or requested
- A copy of the Ledbury Town Council Complaints Procedure

13.3 All documented procedures will be kept under review and reports periodically made to Council via the Resources Committee.

- 13.4 The effectiveness of the system in meeting its purpose will be kept under review and reports submitted as required to the Council, via the Resources Committee.

Adopted 4 July 2019  
Review Date July 2021



## Appendix 1

Authorised access to the control system and any images stored

Town Clerk

Deputy Town Clerk

Data Protection Officer

Police Officers



## **LEDBURY TOWN COUNCIL**

### **INFORMATION, COMMUNICATION & TECHNOLOGY (ICT) POLICY**

Ledbury Town Council recognises the importance of e-mail, the internet and telephone facilities in the successful achievement of its aims and objectives.

All staff are actively encouraged to use such facilities in accordance with the procedures laid down.

The Council is fully aware of the need to safely back-up all data held on its computer systems which is covered by a remote external programme that operates every 24-hours. In cases when this is not possible all users will ensure that all data is saved on at least a weekly basis to memory sticks or similar external devices and stored remotely. All back-up processes will be carried out in accordance with the requirement of GDPR Regulations.

Date adopted by the Council – 30 July 2020  
Date for Review – July 2022



### **Draft Information, Communications and Technology Procedure**

All staff must be authorised by the Town Clerk to use any IT facilities provided by the Council and in the case of the Town Clerk authorisation will be given by Council.

All staff are expected to act in a manner that will not cause damage to IT facilities or disrupt IT services. Any accidental damage or disruption must be reported to line managers as soon as possible after the incident has occurred.

All employees are responsible for any IT activity which is initiated under their user name:-

- Passwords and account details must not be divulged and computers must be locked when employees are away from their desks
- Password protected screen savers should always be used
- Passwords should be changed regularly (at least every 6-months) and should be literal and numeric with a minimum of six characters

All employees must comply with all the relevant legislation covering IT use, namely:-

- Data Protection Act 1998, GDPR Regulations 2018 and Freedom of Information Act 2000

Any information which the Council holds is potentially disclosable to a requester under these Acts, which includes emails.

Under the Computer Misuse Act 1990 it is an offence to try and access any computer system for which authorisation has not been given;

Under the Copyright Design and Patents Act 1998 it is an offence to copy software without the permission of the owner of the copyright;

Under the Deformation Act 1996 it is an offence to publish untrue statements which adversely affect the reputation of a person or groups of persons

Under the Terrorism Act 2026 it is a criminal offence to encourage terrorism and/or disseminate terrorist publications

The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 allows any organisation to monitor or record communications (telephone, internet, email and fax) for defined business related purposes

### **Use of Council Telephone System**

Desk or fixed telephones are provided to all office and employees to enable them to perform their duties. The provision of a mobile phone will be agreed if a business case is approved by the Council for which network charges and business calls will be paid for by the Council

- Internal phones must not be diverted to mobile phones unless specifically detailed in other policies
- Employees positions and telephone numbers will be listed in the Councils directories

Employees may use their desk/fixed telephones for personal use but this should be during their break periods

Employees may use their own mobile phones if necessary, again this usage should be restricted to break periods,

### Use of E-mail

E-mails sent or received form part of official records of the Council, they are not private property. E-mails may be disclosed under the Freedom of Information Act, as part of legal proceedings (e.g. tribunals) and as part of disciplinary proceedings.

Employees are responsible for all actions relating to their e-mail accounts/user name and must ensure that no other person has access to their account without the permission or knowledge of the Clerk or Deputy Clerk.

When using the Council's e-mail employees **must**:-

- Correctly maintain their own e-mail folders and delete all unwanted mail on a regular basis
- Not use e-mail for the creation, retention or distribution of disruptive or offensive messages, images, materials or software that includes offensive or abusive comments about ethnicity, nationality, gender, disabilities, age, sexual orientation, appearance, religious beliefs and practices, political beliefs or social background. Employees who receive e-mails with this content must report the matter to their line manager.
- Not send e-mail messages that might be reasonably considered by the recipients as bullying, harassing, abusive, malicious, discriminatory, defamatory and libellous or containing illegal or offensive material or foul language
- Not upload, download, use, retain, distribute or disseminate any images text materials or software which might reasonably be considered indecent, obscene, pornographic or illegal
- Not engage in any activity that is outside the scope of normal work related duties
- Not send chain-letters of joke e-mails

Personal use of the Council's e-mail is NOT permitted without the prior permission of your line manager and should be restricted to the employees break periods if permitted.



### Use of the Internet

Use of the internet by employees is encouraged where such use is consistent with their work and with the goals and objectives of the Council in mind reasonable personal use is permissible, but this is to be restricted to break periods.

Employees **must not**:-

- Participate in any on-line activity that would bring the Council into disrepute
- Visit, view or download any material from an internet site which contains illegal or inappropriate material. This includes, but is not limited to, pornography (including child pornography) obscene matter, race hate material, gambling and illegal drugs
- Knowingly introduce any form of computer virus into the Council's computer network
- Download commercial software or any copyright material belonging to third parties unless agreed
- Use the internet for personal financial gain
- Use gambling or on-line auction sites or social networking sites such as Facebook, LinkedIn, You-Tube, Twitter, MySpace etc. unless it is for the purpose of carrying out their duties

**Abuse of these procedures could lead to disciplinary action being taken.**

### Use of Social Media Sites

Personal use of social media sites in working hours is NOT permitted and when using social media sites employees should be mindful of the following points:-

- Bringing the Council into Disrepute – if an employee names their workplace on a social media site then they should not enter into any activities whereby their actions could bring the Council in disrepute. These would include discussing Council business in an open forum, referring to Councillors or colleagues in a negative manner etc.
- Bullying or Harassment of Colleagues – All employees should show respect for their colleagues and councillors at all times and should not bully or harass them in any way. This also applies to social media websites and therefore employees should not make derogative remarks which could be deemed as bullying or harassment about their colleagues or councillors at any time on any social media sites.
- Libel Content – Employees should not publish in print (including pictures) an untruth about another which will do harm to that person's reputation b tending to bring the target into ridicule, hatred, scorn or contempt of others, i.e. print libel content

**Abuse of the above procedures will lead to a disciplinary investigation.**

Date adopted by the Council – 30 July 2020  
Date for Review – July 2022



## **LEDBURY TOWN COUNCIL**

### **LOCAL RESOLUTION POLICY & PROCEDURE**

#### **Policy**

It is the Town Council's policy to locally resolve low level complaints about Members including:-

- Minor complaints from Members about Members
- Minor complaints from Officers about Members
- Members alleged to have not shown respect and consideration for others – either verbally or in writing

Complaints which will not be considered under this policy, but will be directed to the Monitoring Officer at Hereford Council:-

- Complaint instigated by a member of the public
- Serious complaints – breaches of the Code of Conduct, failure to disclose interests, bullying, abuse of position of trust or repeated breaches
- Complaints made by the Clerk
- Vexatious, malicious or frivolous complaints
- Members' complaints about officers which should be dealt with using the Council's internal policies
- Repetitive low level complaints

Currently there is no common process for Parish Councils to follow in dealing with minor complaints against Members other than referring the complaints to the Monitoring Officer at Hereford Council.

With this in mind, in an attempt to resolve minor complaints against Members Ledbury Town Council has adopted the following Local Resolution Policy & Procedure.



## **Procedure**

For the purpose of clarification, the Town Clerk is accountable to the Council as a whole but on a day to day basis the Mayor (Chairman of the Council) will act as their line manager.

## **THE PROCESS**

### **The Complaint**

The complaint would need to be sent to the Town Clerk, as the Proper Officer of the Council to undertake a first review to ensure that the complaint is at a low level and could be dealt with in-house rather than by way of the Monitoring Officer. If appropriate, the Town Clerk should seek an early resolution of such dispute by liaising informally with the individual Members concerned prior to the resolution process as outlined below. It is essential that the "subject" Member is given full details of the complaint against them so that in the interests of natural justice they are in a position to prepare their response to the accusation.

### **Resolution Process**

The involvement of the Mayor/Deputy Mayor in the following process is not to adjudicate on the complaint, but to attempt to get the Members/Officers involved to come to an agreement as to how the issue(s) could be resolved on an amicable basis.

The Town Clerk will act as facilitator for the resolution below.

If the complaint is between Members other than the Mayor, the Clerk and the Mayor will meet individually with the complainant and Member subject of the complaint to seek an agreed resolution.

If the complaint is between Members, one of whom is the Mayor, but not the Deputy Mayor, the Town Clerk and Deputy Mayor will meet with the complainant and Member subject of the complaint to seek an agreed resolution.

If the complaint has been made by an Officer/Employee, but not the Clerk, against a Member other than the Mayor, the Clerk and the Mayor will meet with the officer and the Member subject of the complaint to seek an agreed resolution.

If the complaint has been made by an Officer/Employee, but not the Clerk against the Mayor, the Town Clerk and Deputy Mayor will meet with the officer and the Mayor to seek an agreed resolution.

If the complaint has been made by the Town Clerk, then it is likely to be best practice that this complaint is forwarded by way of a complaint to the Monitoring Officer.

### **Possible results of the process**

If an agreement is reached by Members and/or officers during this stage, then no further action is required.

If agreement cannot be reached the aggrieved Member/officer would always have the opportunity of referring the matter to the Monitoring Officer.

Examples of agreements might include the issuing of a letter of apology, a written undertaking or commitment not to breach the Code of Conduct in the future, a commitment to undertake training or an agreement that on the basis of the evidence that no further action should be taken and the matter be closed.

### **Time for the process**

It is the intention that all the processes can be completed as quickly as possible to resolve the issue. However, exact timing will depend on the availability of individuals to attend meetings.

### **Recording of meetings**

Any meetings held with a view to discussing the issues of complaints and/or resolving matters will be minuted and recorded. This is to ensure that agreements are captured. This will also be useful in the event that matters break down or escalate and need to be referred to the Local Government and Social Care Monitoring Officer. It may also be useful as evidence in the event of a further similar breaches of the conduct and future conduct.

### **Breaches of Code of Conduct**

The Town Council must be clear on its powers in respect of the Code of Conduct matters. Investigations of possible breaches of the Code are matters for the Local Government and Social Care Monitoring Officer. The Local Government Act 2000 gives them the authority to carry out such investigations or to make findings of a breach of the Code of Conduct, which are decisions that can only be reached by a Standards Process adopted by Hereford Council.

Adopted by Council: 30 May 2020  
Review Date: 29 May 2022





## **LEDBURY TOWN COUNCIL**

### **LONE WORKING POLICY**

#### **Purpose**

The purpose of this policy is to set out specific requirements that apply to the health and safety of an employee who is working alone.

#### **Definition**

Lone workers are those who work by themselves, or without direct or close supervision. Working alone is not in itself against the law and it is often safe to do so. Ledbury Town Council is aware of the risk to its employees and keen to protect them from potentially dangerous situations.

There are times when Ledbury Town Council staff will be required to work alone. For example, opening and closing the offices, preparing for a meeting, packing away equipment following an event, travelling to and from conferences/meetings etc., working in the cemetery or around the town.

Ledbury Town Council does not expect any employee to go into a potentially dangerous situation or otherwise knowingly put themselves at risk.

#### **Duties of the Employer**

In accordance with the Health & Safety at Work Act 1974, the employer has a duty of care to all its employees. When an employee is working alone the employer will:-

- Carry out a risk assessment of the work to be undertaken before the employee starts work. If any risks are identified, consideration will be given to any reasonable adjustments that can be made to reduce or eliminate these risks. The employee should assist in the preparation of the risk assessment and should be made aware of the contents of the risk assessment and of any specific action that needs to be taken as a result of the assessment;
- Ensure that risk assessments are reviewed regularly and at least annually;
- Arrange back-up, or change the work process, if the risk assessment indicates that it is not safe for an employee to be working alone;
- Ensure that the employee is provided with safe and adequate equipment and ensure that they are trained in the correct and safe use of all equipment as appropriate;
- Ensure that the employee is provided with appropriate personal protective equipment (PPE);
- Ensure that the premises are safe and ensure that the employee is made aware of any potential hazards, as identified in the risk assessment carried out by the Health & Safety Officer;
- Ensure that the employee is aware of the procedures and processes to follow when carrying out the work;



- Keep in regular contact with staff throughout the days when they are lone working by phone or text.
- Ensure that the employee is aware of any legal restrictions relating to the work being undertaken (e.g. laws relating to the control of hazardous materials).

### **Duties of the Employee**

In accordance with the Health & Safety at Work Act 1974, the employee has a duty to take care of their own health and safety.

When working alone it is essential that the employee:-

- Adheres to all instructions provided by the employer prior to the work commencing;
- Is aware of any risks identified via the risk assessment and carries out any actions that have been agreed with the employer in respect to potential hazards;
- Wears PPE provided appropriate to task;
- Uses all equipment and tools in accordance with their purpose and in the way they have been trained to use them and in line with manufacturer's instructions;
- Notifies the employer immediately of any issues relating to health and safety that occur
- To return calls or texts from their line manager within 30 minutes of receipt of call or text

When lone working an employee should ensure:-

- A responsible person is aware of their itinerary and what time they are expected to be returning home;
- A phone call system is implemented so they can phone or text at planned times to confirm safety;
- When working alone in the office, the outside doors should be locked at all times;
- They do not pack away heavy equipment following an event;
- If you are in doubt about your safety at any time, do not hesitate to telephone the police;

### **Communication Equipment**

Whenever possible an employee working alone should be provided with means of communication i.e. mobile phone.

CCTV should be operational in the Council offices which should be able to be monitored via mobile phones issued to the Clerk and Deputy Clerk.

### **Supervision**

It is essential that an employee, when working alone, has a named person as a contact. The employee should contact the named contact regularly to discuss any issues that arise.

A text message should be sent to line managers at the end of the working period to advise that they have left the council premises.

### **Accidents**

- If the employee is involved in an accident, or a member of the public, customer or other individual is injured whilst on Council premises, the employee should contact their line manager as soon as practical;
- If the injury requires medical attention, this should be sought before informing your line manager of the situation;
- All accidents and near misses must be reported via the accident book held in the Council offices and clear notices should be displayed advising of where the accident book and first aid kit can be found.

### **Emergencies**

The employer and employee should agree a procedure to follow in case of an emergency. This should include consideration of issues such as communication, exit from the building and the containment of any situation so that other people are not affected.

### **Responding to Aggression and Violence at Work**

If an employee encounters violence they should try and get away from the source or summon assistance.

The following precautions should be taken:-

- Be aware of other people at all times;
- Look out for signs of possible violence (e.g. body language, loss of control abusive language);
- Try to diffuse the situation and remain calm;
- Avoid confrontation;
- Do not accept abuse on the telephone – ask the caller to desist from being abusive and advise them if they do not you will terminate the call – if they continue to be abusive advise them that you are going to terminate the call and do so.

If an employee finds themselves with someone with challenging behaviour and are unable to improve the situation and calm the person, they should not under any circumstances put themselves at risk and should ring 999 for assistance.

## **Young people**

No young person (defined as someone under the age of 18-years) may work alone.

Date Adopted 4 July 2019  
Date for Review 3 July 2021



## LEDGBURY TOWN COUNCIL

### RISK REGISTER

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

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

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



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



	Unpaid invoices	2	1	2	Unpaid invoices to the council are pursued and where possible payment is obtained in advance	Review Financial Regulations annually	2	1	2
Council budget	Budget Overspend	1	4	4	Payment procedures in place to ensure all receipts and payments are reported to monthly finance meeting.	Review Financial Regulations annually	1	2	2
	Committee budget/line item overspend	1	4	4	Financial Regulations provide procedures to be followed - finance committee to review committee budgets quarterly and agree any necessary in-year virements	Review Financial Regulations annually	1	2	2
Investment Policy	No investment policy in place to provide clear guidance on how to manage council investments	3	4	12	Council to comply with Statutory Guidance on Local Government Investments - paragraph 14 and ensure that they have in place an investment strategy	Review Annually	2	2	4
Petty Cash	Petty Cash not replenished to an agreed amount	3	3	9	Petty cash to be replenished on a top up basis to a limit of £250. Reimbursements to be supported by receipts of cash payments made.		1	2	3
<b>2) EMPLOYER'S LIABILITIES</b>									
Employment Law	Failure to comply with employment law	3	4	12	Professional bodies are available for advice, support and regular review. Staff/councillors are encouraged to identify and attend appropriate training. Council policies and procedures to be put in place, with copies provided to staff and requested to confirm receipt and reading of said policies and procedures. Budget is in place for staff and councillor training.		2	3	6
Long term unavailability of Clerk or loss of Clerk without a period of notice		1	4	4	The appointment of a Deputy Clerk ameliorates this situation in the short term and backfill with longer term replacement if necessary. The Deputy Clerk will be supported in their studies to become CILCA qualified.		1	2	2
Long term unavailability of the staff other than the Clerk		2	3	6	The Council will employ short term contract or agency staff.		2	2	4
Health & Safety	Failure to maintain a safe working environment	2	4	8	Health and Safety Policy - adopt and practice		1	3	3



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



GDPR	Rule changes	3	3	9	Reported to Council at the earliest opportunity. Staff and Councillors receive available training	1	3	3
Insurance Cover	Insufficient insurance cover for any aspect of Council responsibilities	2	4	8	All appropriate insurances are in place. List is maintained in the Council offices covering policies, types and amounts.	1	2	2
Register of Interests for Councillors	Failure to maintain accurate Register of Interests	2	1	2	Register of Interest forms are provided to Councillors by the Clerk upon appointment to the Council. Completed forms are returned to the Clerk and forwarded on to Herefordshire Council.	1	1	1
Slander (Councillors)	Slander and/or libel by a Councillor	3	1	3	Councillors are personally responsible for their own actions and are covered by Code of Conduct and Nolan Principles	3	1	3
Slander (Staff)	Slander and/or libel by a member of staff	2	3	6	Staff covered by TC's liability insurance and employment conditions. Staff to be provided with relevant training and to read Council policies including the media and ICT policy. Only designated staff will have access to social media accounts and LTC website. All publications on social media and press release to be approved by Clerk or Deputy Clerk in their absence prior to publication	1	2	2
Judicial review costs	Failure to claim back judicial review costs	3	3	9	Plan to maintain reserves with increases to the precept and investigation of cost reclamation	1	3	3
4. COUNCIL PROPERTY								



Weather conditions affecting Council Offices	Impact of flooding or other similar occurrences	2	3	6	Adequate insurance cover in place. Disaster recovery plan in place.		1	2	2
Weather conditions affecting Parish	Impact of flooding within Parish	2	3	6	Sandbags/HC weather alerts/processes and personnel in place	Regular monitoring of weather conditions	1	2	2
	Impact of snow/ice within Parish	2	3	6	HC gritting routes, grit bins and adequate supplies of salt		2	2	4
Cemetery	Backlog of bodies to be buried	1	4	4	Bodies would be stored by local undertakers. In the event of a more significant backlog, undertakers from further afield could be approached and in the event of major epidemic, National Government would assist		1	2	2
	Collapse of grave memorial or boundary wall at the closed churchyard and cemetery.	2	3	6	Memorial testing programme is enacted every 10 years. Visual inspection by Grounds officer to identify risks as part of general duties. Programme of inspection and repair in place for boundary walls. Grave Digger to use shoring when excavating		1	3	3
General Building Safety	Health and safety in buildings	2	4	8	All appropriate H&S legislation is complied with and a record of any events which compromise building safety of all Town Council buildings are kept and acted on by Town Clerk in conjunction with Town Councillors. This includes regular fire inspections and any action that is necessary. Appropriate liability insurance is in place.		2	2	4
Asbestos	Contractors working in areas with asbestos	2	2	4	Clerk to check Contractors are approved to work with asbestos and all safety precautions are adhered to. Asbestos survey reviewed prior to any works being undertaken		1	1	1
Play Equipment	Damaged play equipment	3	4	12	It is a key task for our Groundsman to monitor the condition of all Council play equipment on a weekly basis. Play equipment insured.	All Council play equipment has an annual inspection by appropriately qualified person	2	2	4



Trees	Falling tree or branch hits person	2	3	6	Groundsman/Contractor to monitor the state of trees in all Council grounds for any signs of damage or other weakness particularly in the event of any storm or other extreme weather conditions. Reports received by residents are acted upon where applicable. All signs of damage/safety issues to be reported immediately to the Clerk. Intentional damage is reported to the Police and an incident number obtained.	Regular tree surveys are undertaken by tree warden and regular maintenance performed.	1	2	2
Street furniture	Damage caused to street furniture	1	2	2			1	2	2
Forced entry to Council property	Theft and damage	2	2	4	The buildings rather than the contents are the main assets. Doors are kept locked when not in use and intruder alarms fitted and set when buildings unoccupied. Council data is stored offsite; only paper copies are stored onsite. Security alarms managed by CHUBB		1	2	2
<b>5. OTHER ASSETS</b>									
Asset register	Failure to maintain a full and accurate Asset Register	4	3	12	The Asset Register is administered by the Clerk.	Register revised annually and Clerk prepares a report to FP&GP and FC.	1	1	1
<b>6. CONTRACTUAL</b>									
Tender rules	Incorrect application of tender rules	3	3	9	The Clerk checks the legal position with professional bodies, either when requested by Councillors or in his/her judgement if there is a risk to Council.		1	3	3
Tender Threshold	Incorrect tender threshold set	2	2	4	Council to review its Financial Regulations annually and set tender threshold in line with the limit set out in the Public Contracts Regulations.		1	2	3
CIC Confidentiality	Failure to maintain privacy of CIC information	4	3	12	The Clerk checks the legal position with professional bodies, either when requested by Councillors or in his/her judgement if there is a risk to Council.		1	4	4

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



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

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

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## LEDBURY TOWN COUNCIL

### NOTES OF THE BUDGET MONITORING MEEETING HELD ON 16 AUGUST 2022

**Present:** Councillors Bradford, Howells and Hughes

**Also Present:** Angela Price – Town Clerk

**Apologies for Absence:** Councillor Sinclair

Members were requested to give consideration to the 2021/22 year-end outturn and make recommendations to the Finance, Policy & General Purposes Committee in respect of transferring funds from the year end general reserve to earmarked reserves.

Members were advised that at the end of the 2021/22 financial year the Council had £454,257.25 total cash and bank balances. Of this, £296,053.37 is earmarked reserves.

This meant that there was £158,203.88 in the general reserve and Members were asked to consider whether they wished to recommend transferring any of these funds to earmarked reserves.

The following recommendations were made:

- That lines 321 (Recreation Ground equip) and 327 (Play/Skate Park) be amalgamated
- That once amalgamated a sum of £15,000 be transferred to the above earmarked reserve and that when considering the 2023/24 budget £30,000 be placed in the budget for the play equipment, noting that the £30,000 in the 2022/23 budget will be used for the refurbishment of the skate park
- That an additional £10,000 be added to the previously agreed sum of £15,000 to the War Memorial earmarked reserve – which will provide a total of £40,000
- That an additional sum of £5,000 be transferred to the CCTV earmarked reserve, noting that this recommendation may be subject to change dependent on costs to provide new CCTV coverage linked in with Herefordshire Council
- That the Finance, Policy & General Purposes Committee consider a further sum being added to the Listed Buildings earmarked reserve, once more information has been received on potential costs for works to the Market House
- That Council support the installation of new CCTV cameras to be connected to the Herefordshire CCTV system that is currently used in the town and that Ledbury Town Council currently pay an annual contribution towards.



Therefore, taking the above recommendations into account the earmarked reserves would be as follows, subject to approval of the Finance, Policy & General Purposes Committee and Council:

NC	ACCOUNT	2021/22 ADDITION £	BALANCE £
320	Earmarked reserves		112.92
321	Play/skate park	15,000	50,330.00
322	Traffic Management		9,000.00
323	Charter Market Improvements		1,000.00
324	Listed Building	TBC	110,000.00
325	Elections		10,000.00
326	Youth Support		5,000.00
328	Warr memorial	25,000	40,000.00
329	Paths, Bins and Benches		2,500.00
330	CCTV	5,000	10,000.00
331	Advertising		5,000.00
332	Climate change		2,000.00
333	Perimeter wall cemetery		15,000.00
334	Great Places to Visit		81,110.45
<b>TOTAL</b>		<b>45,000</b>	<b>341,053.37</b>

Subject to approval at the Finance Committee and Full Council of the above movements this will leave a total of £113,203.88, in the General Reserve, with a possible movement of funds to the "Listed Buildings" earmarked reserve.

#### **RECOMMENDATION**

1. That the Finance, Policy & General Purposes Committee approve the above movements from the general reserve to the relevant earmarked reserves and recommend them to a meeting of the Full Council for final approval.
2. That the Finance, Policy & General Purposes Committee give consideration to moving funds from the general reserve to the Listed Building earmarked reserve in anticipation of potential costs for timber repairs to the Market House and Council offices.
3. That £30,000 be placed in the 2023/24 budget for the play equipment, noting that the £30,000 in the 2022/23 budget will be used for the refurbishment of the skate park.
4. That Council support the installation of new CCTV cameras to be connected to the Herefordshire CCTV system that is currently used in the town and that Ledbury Town Council currently pay an annual contribution towards.





**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE GRANTS FUNDING WORKING PARTY  
HELD ON 3 AUGUST 2022**

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**PRESENT:** Councillors Howells, Hughes and Morris

**ALSO PRESENT:** Angela Price – Town Clerk

**6. APOLOGIES FOR ABSENCE**

None received.

**7. DECLARATIONS OF INTEREST**

Councillor Morris declared a pecuniary interest in anything relating to Bye Street Toilets.

**8. TO APPROVE AND SIGN AS A CORRET RECORD THE MINUTES OF A MEETING OF THE GRANTS FUNDING WORKING PARTY HELD ON 6 JULY 2022**

**RESOLVED:**

**That the minutes of the meeting of the Grants Working Party held on 6 July 2022, subject to the following amendment:**

**Minute no. 4 should be a RECOMMENDATION AND NOT RESOLVED.**

**9. UPDATE OF GREAT PLACES TO VISIT GRANT FUNDING**

Members were provided with information on expenditure to date, anticipated future expenditure and anticipated underspend.

The Clerk reported that as at 31 July 2022 expenditure was as follows:

Total fund	90,000.00
Allocated	88,000.00
Anticipated expenditure	<u>62,747.10</u>
<b>Anticipated underspend</b>	<b><u>25,252.90</u></b>

Members discussed each project as follows:

- Town Centre Public Realm – Sustainable Ledbury/Ledbury in Bloom

Balance remaining £3,962.93, invoice received from All plants to be paid.

2765-

**RECOMENDED:**

**To consider purchasing bins for the Town Trail, subject to confirmation that Herefordshire Council will empty the bins.**

- Masters House

Balance remaining £2,471.85, awaiting further suggestions for expenditure from Hereford Council, it has been suggested that support could be offered towards the lifting of the map outside the Masters House.

Councillor Morris asked what had happened to the brass plaque purchased to be placed at the site of the new trees. The Clerk advised she would investigate its whereabouts.

- Bye Street Toilets

Balance remaining £750.00 – The Clerk advised that the external works which had been budgeted for are still outstanding and the baby changing units need to be explored. However, Members were advised that the toilets would be open for Carnival on 31 August 2022.

Members had previously discussed a clerk of works to inspect the completed works and it was agreed that Councillor Hughes would submit a Notice of Motion for inclusion on the extraordinary Council meeting scheduled for 18 August 2022 in respect of the need for all works over £5,000 to be inspected by an appropriately qualified clerk of works. Councillor Howells advised that he would be prepared to second this motion.

**RECOMMENDED:**

**That Councillor Hughes submit a Notice of Motion to the extraordinary meeting of Council scheduled for 18 August 2022 that all works undertaken on behalf of Ledbury Town Council exceeding £5,000 be inspected for signing off by an appropriately qualified clerk of works, and that it be noted that Councillor Howells seconded this.**

- Dog Hill Woods

Balance remaining £-180.00 – Members were advised that the cost of the Geo Signs was anticipated to be slightly more than allocated in the Budget and it was suggested that £1,000 be transferred from the Jubilee event underspend.



**RECOMMENDED:**

**That a request be made to transfer £1,000 from the Jubilee Event budget to the Dog Hill Wood project to cover the cost of the Geo Signs.**

- Shop Front Improvement Grants

Balance remaining £2,601.00 after round two expenditure Members were advised that Pinkusion was situated on Bye Street and was a business, the information provided previously provided the home address of the trader. It was agreed that this be referred back to the Finance, Policy & General Purposes Committee for approval.

It was agreed that this project be revisited at the next meeting with a view to undertaking a third round to make use of any underspends from all projects. In the meantime the Clerk would prepare a leaflet to be provided to premises that had not yet applied for a grant.

**RECOMMENDED:**

1. **That a third round of shop front improvements be considered at the next meeting of the Working Party.**
2. **The Clerk prepare a leaflet to be delivered to shops and businesses who have not yet applied for a grant.**

- Jubilee Picnic in the Park

Balance remaining £4,885.12. Suggested that £1,000 be transferred to Dog Hill Woods project as outlined above.

- Public Realm – dropped kerbs

Balance remaining £2,000 – Clerk advised that Hereford Council are looking into the provision of dropped kerbs in the town and therefore it is likely that these funds will not be required.

**RECOMMENDATION:**

**That the underspend from this budget be considered for final reallocation at the next meeting of the Working Party.**

- TIC Expenditure

Balance remaining - £9,947.00 – It was suggested that funds from this project line be used to advertise the new siting of the TIC in the Council Offices in the September edition of the Focus, and that this advert include information on the Painted Room Tour Guide vacancies.

The possibility of having a finger sign included on the finger signpost at St Kathrines was also discussed.

**RECOMMENDATION:**

1. That the Clerk provide an article for inclusion in the September edition of the Ledbury Focus and that this includes information about the Painted Room Tour Guide vacancies.
2. That the possibility of a finger sign being included on the finger signpost at St Kathrines be investigated.

Members were advised of project changes as follows:

**Change 1 - Dog Hill Woods - "To provide x 2 new information boards and associated artwork at Dog Hill Woods". Budget - £10000**

Due to time restraints and staff resources, Ledbury Town Council will not be able to deliver the repair and extension to the steps at the Dog Hills Wood.

**Change to:**

Retain £2000 allocated for Dog Hill Woods Reallocate the £8000 budget to add to £2,000 to Public Realm project (Improvements to the visual impact of the centre of the Town by the provision of plants, hanging baskets etc. around the town approach roads). New budget for Public realm is £7000 (£5k original budget plus £2k additional funding) £6,000 to Bye Street Toilets. New budget is £6500 (£500 original budget plus £6k additional funding)

**Change 2 - Queens Jubilee Budget £10,000**

**Change to:**

Add £1660 to the Queen Jubilee budget from the Charter Market budget. New budget: £16,660.

**Change 3 - Dropped Kerb project Budget £12,000**

**Change to:**

Due to not having received a response from BBLP in respect to the proposed dropped kerb project, the Ledbury Town Council Members have decided not to progress this project due to sufficient time. Instead, they proposed to hold Poetry Festival to create workshops for all ages, residents and visitor alike. Budget: £8000

Any underspend to be allocated for Feasibility study on the Community Information Centre located at 14 High Street, Ledbury.

**Change 4 - Charter Market (gazebo) Budget £10000**

**Change to:**

New budget for purchase of gazebo - £8340 (actual cost)

Underspend of £1660 to be allocated to Queen's Jubilee

**Change 5**

**Creation of Tourism materials. Budget is £10,000**

**Change to**

Creation of Tourism Information Centre in Ledbury. Budget: £10,000

**Change 6**

Deadline is 30 September

**Change to 15 December 2022**

The Clerk also advised that they had received notification of a new project to provide £8,000 to support Poetry Festival Workshops.

**10. DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the next meeting of the Grant Funding Working Party is scheduled for Monday, 31 September 2022.**

Signed ..... Dated .....  
(Chair)



