

INVOICES FOR PAYMENT March 2023

INVOICE DATE	INVOICE NO	BAC's/Chq	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT
06.02.2023	17242	Bacs	Herefordshire and Worcestershire Group Training	Euality and Diverstity Training	500.00		500.00
10.10.2023	701-650	Bacs	Evolution Skatepark Ramps	Second part of payment for new skatepark ramps	25,721.00	5,144.20	30,865.20
21.02.2023	Expenses	Bacs	Liv Trueman	Meetings and Laptop case	45.38		45.38
17.02.2023	15881	Bacs	Tilley Printing	Printing of Golden Tickets	40.00		40.00
17.02.2023	710882	Bacs	Printerbase	Printer Cartridges for Clerks Printer	163.53	32.71	196.24
16.02.2023	Expenses	Bacs	Sophie Jarvis	Fuel & Parking for First Aid Course	19.67		19.67
02.03.2023	1897/LDCS/SJ	Bacs	Ledbury & District Civic Society	Ledbury Heritage Trail Map	70.00		70.00
28.02.2023	7087	Bacs	Bliss Cleaning Services	LTC Cleaning	296.00	59.20	355.20
02.03.2023		Bacs	Lloyd Meredith	Raising of Town flags	140.00		140.00
02.03.2023	148777	Bacs	Paperstation Ltd	Stationary	146.70	29.34	176.04
01.03.2023	1351744852	Bacs	Screwfix	Cable Cover and Marking Tape	30.31	6.06	36.37
02.03.2023	270596	Bacs	One Stop Promotions	Printed Coronation Flag	32.95	6.59	39.54
03.03.2023	148791	Bacs	Paperstation Ltd	Keyboard and Mouse	30.39	6.08	36.47
28.02.2023	42222864	Bacs	Localiq	Malvern Gazette & Worcester Adverts	276.61	55.32	331.93
07.03.2023	BRX0010	Bacs	broxap	2 x Litter Bins in gold and black	1214.90	242.98	1457.88
06.03.2023	Re-imburement	Bacs	A Price (eventbrite)	Line Manager Training	60.00	12.00	72.00
06.03.2023	Feb-23	Bacs	D M Property Maintenance	Contract works	2323.50		2323.50
03.03.2023	712290	Bacs	Printerbase	Printer Cartridges for Clerks Printer	195.25	39.05	234.30
22.02.2023	6164263	Bacs	npower	Market stall electricity	34.43	1.72	36.15
03.12.2020	11042638	Bacs	Net World Sports	Pair of Basket Ball Hoops	285.77	57.15	342.92
11.03.2023	91541249	Bacs	Herefordshire Council	Contribution towards Hfd CCTV	2094.70		2094.70

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Cashbook 1

Lloyds A/c (235) (Bus Ext)

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

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Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
608371	Banked: 03/01/2023	277.78						
608371	The Stoneworkshop	277.78			1289	118	277.78	Refund re war memorial
26763	Banked: 09/01/2023	3,440.40						
26763	Rialtas Business Solutions	3,440.40		573.40	4590	220	2,867.00	Annual Support - returned
INT	Banked: 09/01/2023	13.60						
INT	Lloyds Bank	13.60			1870	220	13.60	Bank Interest
PAY	Banked: 09/01/2023	1.00						
PAY	Barclaycard	1.00			1471	127	1.00	Card Machine Payment
PAY	Banked: 10/01/2023	56.00						
PAY	Hay Wines	56.00			1030	201	56.00	Market House Hire
PAY	Banked: 10/01/2023	-56.00						
PAY	Hay Wines	-56.00			1030	201	-56.00	Market House Income
PAY	Banked: 12/01/2023	9.50						
PAY	Barclay Card	9.50			1034	301	9.50	Tourist Information
1742	Banked: 13/01/2023	1,488.50						
1742	The Co-operative Group (CGP)	1,488.50			1100	102	1,140.00	EROB & Interment
					1131	102	32.50	EROB & Interment
					1105	102	316.00	EROB & Interment
549898657	Banked: 17/01/2023	17,295.10						
549898657	HMRC VAT	17,295.10			120		17,295.10	VAT
PAY	Banked: 19/01/2023	60.00						
PAY	Beefy Boys	60.00			1090	301	60.00	Charter Market Income
PAY	Banked: 19/01/2023	-60.00						
PAY	Beefy Boys	-60.00			1090	301	-60.00	Charter Market Income
	Banked: 25/01/2023	40,000.00						
736 - 235	Premier A/c (736) Comm Call	40,000.00			202		40,000.00	Transfer from 736 to 235
	Banked: 26/01/2023	10,000.00						
736 - 235	Premier A/c (736) Comm Call	10,000.00			202		10,000.00	Transfer from 736 - 235
Refund	Banked: 31/01/2023	10.39						
Refund	The Sign Shed	10.39		1.73	4170	202	8.66	No Parking Sign
Total Receipts:		72,536.27	0.00	575.13			71,961.14	

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Premier A/c (736) Comm Call

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

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
INT	Banked: 09/01/2023	159.06						
INT	Lloyds Bank	159.06			1870	220	159.06	Bank Interest
PAY	Banked: 10/01/2023	56.00						
PAY	Hay Wines	56.00			1030	201	56.00	Market House Income
PAY	Banked: 19/01/2023	60.00						
PAY	Beefy Boys	60.00			1090	301	60.00	Charter Market Income
PAY	Banked: 19/01/2023	80.00						
PAY	Taynton Farm Sales	80.00			1090	301	80.00	Charter Market Income
Total Receipts:		355.06	0.00	0.00			355.06	

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Public Sector Deposit Fund

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

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
INT	Banked: 03/01/2023	396.47						
INT	The Public Sector Deposit Fund	396.47			1870	220	396.47	Dividend Reinvested
Total Receipts:		396.47	0.00	0.00			396.47	

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

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/01/2023	Advansys Ltd	BACS	114.00	41314	Monthly Hosting of Web site
03/01/2023	Take Payments	BACS	30.00	2860034	Card Machine Rental
03/01/2023	Take Payments	BACS	30.00	2860035	Card Machine Hire
03/01/2023	EE Limited	DD	15.73	51659	Wedding Co-ordinator phone
03/01/2023	BNP Paribas Leasing Solutions	DD	309.95	3152293	Office Telecoms
05/01/2023	Autela Payroll Services	BACS	133.92	10514	Payroll 3rd quarter
05/01/2023	Urban Hygiene	BACS	43.57	16773	Urban Hygiene
05/01/2023	Infinity Christmas Trees	BACS	251.98	002299	2 x Christmas Trees
05/01/2023	TKPlay	BACS	600.00	11171	Retention Cable
05/01/2023	Ledbury Community Association	BACS	148.85	Community Hall	Electricity for CCTV
05/01/2023	Vision Office Tech Services Lt	BACS	398.90	100173353	Photocopier Charges
05/01/2023	Vision Office Tech Services Lt	BACS	221.26	100174904	221.26
05/01/2023	Vision Office Tech Services Lt	BACS	393.21	100176722	Photocopier
05/01/2023	Rialtas Business Solutions Ltd	BACS	3,440.40	26763	Software Support & Maintenance
05/01/2023	Price, Mrs A	BACS	29.00	Re-imburse A Price	Mayors Hospitality
05/01/2023	Vision Office Tech Services Lt	BACS	78.64	100176722	Photocopier
09/01/2023	Citation Limited	DD	239.84	0063014	HR Compliance Services
09/01/2023	Welsh Water	DD	24.35	3008767376	Water at LTC Offices
09/01/2023	Welsh Water	DD	15.79	3008766586	Water LTC Offices
09/01/2023	Octopus Energy	DD	113.31	0025	LTC Electricity
10/01/2023	Barclaycard	DD	10.00	016436891222	Transaction charges
10/01/2023	Barclaycard	DD	15.76	016436891222	Monthly Charges Reception
12/01/2023	British Gas	DD	22.43	519000	Barrett Browning Elec
17/01/2023	Francotyp Postalia	DD	36.00	515275	Postage machine hire
17/01/2023	OMS UK Ltd	DD	793.92	1185889	Monthly IT Support
18/01/2023	E.on	DD	1,302.01	0014	Market House Electricity
18/01/2023	E.on	DD	-1,302.01	0014	Market House Electricity
18/01/2023	E.on	DD	1,302.01	0014	Market House Electricity
20/01/2023	Frenetic Engineering	BACS	1,155.00	Light Switch on	Street Show for Christmas
24/01/2023	Weeding Technologies Ltd	BACS	25,074.00	00208	LTC Weeding Machine
24/01/2023	Welsh Water	DD	22.26	3027881139	Cemetery Water Mth 10
25/01/2023	Salary	BACS	23.21	Payroll	Salary Mth 10
25/01/2023	Salary	BACS	93.82	Payroll	Salary Mth 10
25/01/2023	Salary	BACS	1,847.61	Payroll	Salary Mth 10
25/01/2023	Salary	BACS	1,442.18	Payroll	Salary Mth 10
25/01/2023	Salary	BACS	3,585.57	Payroll	Salary Month 10
25/01/2023	Salary	BACS	2,285.87	Payroll	Salary Mth 10
25/01/2023	Salary	BACS	1,423.58	Payroll	Salary Mth 10
25/01/2023	Salary	BACS	1,774.91	Payroll	Salary Mth 10
25/01/2023	Salary	BACS	1,697.88	Payroll	Salary Mth 10
25/01/2023	Salary	BACS	1,599.88	Payroll	Salary Mth 10
25/01/2023	H M Revenue & Customs	BACS	5,465.42	Payroll Mth 10	PAYE & NI
25/01/2023	Worcester County Council	BACK	6,674.40	Payroll	Pensions Mth 10
26/01/2023	Herefordshire Council	DD	603.00	85237264	LTC Rates Mth 10
26/01/2023	Herefordshire Council	DD	68.00	85806086	Market House Rates Mth 10
26/01/2023	Herefordshire Council	DD	86.00	8427557X	Mortuary Rates Mth 10

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

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
26/01/2023	Herefordshire Council	DD	148.00	84275471	Cemetery Rates Mth 10
26/01/2023	Onecom Limited	DD	407.68	725629	Telephone LTC Mth 10
27/01/2023	Salary	BACS	495.15	Payroll	Salary Mth 10 Adj
27/01/2023	H M Revenue & Customs	BACS	155.41	Payroll	PAYE & NI
27/01/2023	Worcester County Council	BACS	187.32	Payroll	Pensions Mth 10 Adj
27/01/2023	Lloyds Bank	DD	5.55	388026560	Service Charge
27/01/2023	Lloyds Bank	DD	42.16	387585923	Service Charge
27/01/2023	Lloyds Bank	DD	16.20	388531788	Service Charges
27/01/2023	Lloyds Bank	BACS	-5.55		Bank Charges
31/01/2023	Redkite Solicitors	BACS	1,500.00	00032/032	Professional fees War Memorial
31/01/2023	Paperstation Ltd.	BACS	52.32	147800	Paper Towels
31/01/2023	Gleamclean Cleaning Services	BACS	42.00	08990	LTC Windows
31/01/2023	UK POS Group Ltd	BACS	58.20	100412035	A Board
31/01/2023	Paperstation Ltd.	BACS	587.10	118541	12 month maintenance contract
31/01/2023	Arts Professional	BACS	150.00	16797	Recruitment advertising
31/01/2023	Grapevine Publications Ltd	BACS	234.00	22559	Full page advert Ledbury Focus
31/01/2023	Bliss Cleaning Services	BACS	266.40	6820	LTC Cleaning Mth 10
31/01/2023	Lyreco UK Ltd	BACS	93.50	6190351937	Stationary
31/01/2023	Ledbury Hardware Limited	BACS	17.97	41	LTC Maintenance
31/01/2023	Water Plus	BACS	14.58	00794089	Used Water Drainage
31/01/2023	PJ Nicholls Ltd	BACS	100.87	0523	LTC Fuel for van
31/01/2023	D M Property Maintenance	BACS	2,323.50	DEC22	Contract Groundworks
31/01/2023	HMS Services Ltd	BACS	906.00	57784	LTC Electric Maintenance
31/01/2023	P Howells	BACS	133.21	Expenses Aug-Nov	Mayors Expenses
31/01/2023	SETON	BACS	151.13	9303565758	200 Litre Grit Bin
31/01/2023	Face in a Crowd	BACS	300.00	090123/5	Christmas light switch on
31/01/2023	NPower	BACS	37.30	05881705	Market Street Elec
31/01/2023	Worknест	BACS	97.50	039807	HR Insurance and Admin Fee
31/01/2023	The Sign Shed	BACS	10.39	746051	No Parking Sign
31/01/2023	Ledbury Community Association	BACS	233.58	Q4/311222	Electricityand Hosting CCTV
31/01/2023	Paperstation Ltd.	BACS	10.79	146624	Stationary
31/01/2023	Eureka	BACS	14.04	3623512	First Aid Defibrillator Stand
31/01/2023	Ledbury & District Society Tr.	BACS	60.00	NF/LTC/13.01.20	Hire of Burgage Hall
31/01/2023	Ledbury & District Society Tr.	BACS	14.00	2023/HT213	Heritage Trail Map
31/01/2023	The Dots	BACS	234.00	TDG015111092	Job Re-cruitment
31/01/2023	Terry Dold	BACS	25.00	Travel	Penalty Charge Parking
31/01/2023	Arts Jobs Online	BACS	180.00	103512	Job advertisement
31/01/2023	Chubb Electronic Security	BACS	1,153.12	9696956	Annual Security Charge
31/01/2023	NPower	BACS	0.02	05881705	LTC Electricity Mth 10
Total Payments			74,187.85		

Lloyds A/c (235) (Bus Ext)

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

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
03/01/2023	Advansys Ltd	BACS	114.00		19.00	4482	401	95.00	Monthly Hosting of Web site
03/01/2023	Take Payments	BACS	30.00		5.00	4433	220	25.00	Card Machine Rental
03/01/2023	Take Payments	BACS	30.00		5.00	4433	105	25.00	Card Machine Hire
03/01/2023	EE Limited	DD	15.73		2.62	4481	401	13.11	Wedding Co-ordinator phone
03/01/2023	BNP Paribas Leasing Solutions	DD	309.95		51.66	4481	401	258.29	Office Telecoms
05/01/2023	Autela Payroll Services	BACS	133.92		22.32	4590	220	111.60	Payroll 3rd quarter
05/01/2023	Urban Hygiene	BACS	43.57		7.26	4238	110	36.31	Urban Hygiene
05/01/2023	Infinity Christmas Trees	BACS	251.98		42.00	4607	127	209.98	2 x Christmas Trees
05/01/2023	TKPlay	BACS	600.00		100.00	4236	110	500.00	Retention Cable
05/01/2023	Ledbury Community Association	BACS	148.85			4122	108	148.85	Electricity for CCTV
05/01/2023	Vision Office Tech Services Lt	BACS	398.90		66.48	4410	235	332.42	Photocopier Charges
05/01/2023	Vision Office Tech Services Lt	BACS	221.26		36.88	4410	235	184.38	221.26
05/01/2023	Vision Office Tech Services Lt	BACS	393.21		65.54	4410	235	327.67	Photocopier
05/01/2023	Rialtas Business Solutions Ltd	BACS	3,440.40		573.40	4590	220	2,867.00	Software Support & Maintenance
05/01/2023	Price, Mrs A	BACS	29.00			4501	210	29.00	Mayors Hospitality
05/01/2023	Vision Office Tech Services Lt	BACS	78.64		13.11	4410	235	65.53	Photocopier
09/01/2023	Citation Limited	DD	239.84		39.97	4415	235	199.87	HR Compliance Services
09/01/2023	Welsh Water	DD	24.35			4115	202	24.35	Water at LTC Offices
09/01/2023	Welsh Water	DD	15.79			4415	202	15.79	Water LTC Offices
09/01/2023	Octopus Energy	DD	113.31		5.40	4122	202	107.91	LTC Electricity
10/01/2023	Barclaycard	DD	10.00			4435	105	10.00	Transaction charges
10/01/2023	Barclaycard	DD	15.76			4435	220	15.76	Monthly Charges Reception
12/01/2023	British Gas	DD	22.43		1.07	4800	214	21.36	Barrett Browning Elec
17/01/2023	Francotyp Postalia	DD	36.00		6.00	4415	235	30.00	Postage machine hire
17/01/2023	OMS UK Ltd	DD	793.92		132.32	4483	401	661.60	Monthly IT Support
18/01/2023	E.on	DD	1,302.01		62.00	4122	105	1,240.01	Market House Electricity
18/01/2023	E.on	DD	-1,302.01		-62.00	4122	201	-1,240.01	Market House Electricity
18/01/2023	E.on	DD	1,302.01		217.00	4122	201	1,085.01	Market House Electricity
20/01/2023	Frenetic Engineering	BACS	1,155.00			4607	127	1,155.00	Street Show for Christmas
24/01/2023	Weeding Technologies Ltd	BACS	25,074.00		4,179.00	4857	214	20,895.00	LTC Weeding Machine
Subtotal Carried Forward:			35,041.82	0.00	5,591.03			29,450.79	

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Date: 08/02/2023

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Cashbook 1

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Lloyds A/c (235) (Bus Ext)

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

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
24/01/2023	Welsh Water	DD	22.26			4115	102	22.26	Cemetery Water Mth 10
25/01/2023	Worcester County Council	BACK	6,674.40			4019	230	6,674.40	Pensions Mth 10
25/01/2023	Salary	BACS	23.21			4000	105	23.21	Salary Mth 10
25/01/2023	Salary	BACS	93.82			4000	230	93.82	Salary Mth 10
25/01/2023	Salary	BACS	1,847.61			4000	102	1,847.61	Salary Mth 10
25/01/2023	Salary	BACS	1,442.18			4000	230	1,442.18	Salary Mth 10
25/01/2023	Salary	BACS	3,585.57			4000	230	3,585.57	Salary Month 10
25/01/2023	Salary	BACS	2,285.87			4000	230	2,285.87	Salary Mth 10
25/01/2023	Salary	BACS	1,423.58			4000	230	1,423.58	Salary Mth 10
25/01/2023	Salary	BACS	1,774.91			4000	230	1,774.91	Salary Mth 10
25/01/2023	Salary	BACS	1,697.88			4000	230	1,697.88	Salary Mth 10
25/01/2023	Salary	BACS	1,599.88			4000	230	1,599.88	Salary Mth 10
25/01/2023	H M Revenue & Customs	BACS	5,465.42			4018	230	5,465.42	PAYE & NI
26/01/2023	Herefordshire Council	DD	603.00			4110	202	603.00	LTC Rates Mth 10
26/01/2023	Herefordshire Council	DD	68.00			4110	201	68.00	Market House Rates Mth 10
26/01/2023	Herefordshire Council	DD	86.00			4110	102	86.00	Mortuary Rates Mth 10
26/01/2023	Herefordshire Council	DD	148.00			4110	102	148.00	Cemetery Rates Mth 10
26/01/2023	Onecom Limited	DD	407.68		67.95	4483	401	339.73	Telephone LTC Mth 10
27/01/2023	Salary	BACS	495.15			4000	230	495.15	Salary Mth 10 Adj
27/01/2023	H M Revenue & Customs	BACS	155.41			4018	230	155.41	PAYE & NI
27/01/2023	Worcester County Council	BACS	187.32			4019	230	187.32	Pensions Mth 10 Adj
27/01/2023	Lloyds Bank	BACS	-5.55			4550	220	-5.55	Bank Charges
27/01/2023	Lloyds Bank	DD	5.55			4550	220	5.55	Service Charge
27/01/2023	Lloyds Bank	DD	42.16			4550	220	42.16	Service Charge
27/01/2023	Lloyds Bank	DD	16.20			4550	220	16.20	Service Charges
31/01/2023	Redkite Solicitors	BACS	1,500.00			4590	220	1,500.00	Professional fees War Memorial
31/01/2023	Paperstation Ltd.	BACS	52.32		8.72	4122	202	43.60	Paper Towels
31/01/2023	Gleamclean Cleaning Services	BACS	42.00		7.00	4160	202	35.00	LTC Windows
31/01/2023	UK POS Group Ltd	BACS	58.20		9.70	4415	235	48.50	A Board
31/01/2023	Paperstation Ltd.	BACS	587.10		97.85	4175	110	489.25	12 month maintenance contract
31/01/2023	Arts Professional	BACS	150.00		25.00	4430	220	125.00	Recruitment advertising
31/01/2023	Grapevine Publications Ltd	BACS	234.00		39.00	4857	214	195.00	Full page advert Ledbury Focus
31/01/2023	Bliss Cleaning Services	BACS	266.40		44.40	4150	202	222.00	LTC Cleaning Mth 10
31/01/2023	Lyreco UK Ltd	BACS	93.50		15.58	4400	235	77.92	Stationary
Subtotal Carried Forward:			68,170.85	0.00	5,906.23			62,264.62	

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Cashbook 1

User: SAE

Lloyds A/c (235) (Bus Ext)

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

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
31/01/2023	Ledbury Hardware Limited	BACS	17.97		3.00	4415	202	14.97	LTC Maintenance
31/01/2023	Water Plus	BACS	14.58			4115	202	14.58	Used Water Drainage
31/01/2023	PJ Nicholls Ltd	BACS	100.87		16.81	4330	102	84.06	LTC Fuel for van
31/01/2023	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
31/01/2023	HMS Services Ltd	BACS	906.00		151.00	4170	202	755.00	LTC Electric Maintenance
31/01/2023	P Howells	BACS	133.21			4500	225	133.21	Mayors Expenses
31/01/2023	SETON	BACS	151.13		25.19	4200	102	125.94	200 Litre Grit Bin
31/01/2023	Face in a Crowd	BACS	300.00		50.00	4607	127	250.00	Christmas light switch on
31/01/2023	NPower	BACS	37.30		1.78	4122	201	35.52	Market Street Elec
31/01/2023	Worknest	BACS	97.50		4.64	4050	230	92.86	HR Insurance and Admin Fee
31/01/2023	The Sign Shed	BACS	10.39		1.73	4170	202	8.66	No Parking Sign
31/01/2023	Ledbury Community Association	BACS	233.58		8.02	4122	110	160.56	Electricity for CCTV at Rec
						4174	110	65.00	Electricity for CCTV at Rec
31/01/2023	Paperstation Ltd.	BACS	10.79		1.80	4400	235	8.99	Stationary
31/01/2023	Eureka	BACS	14.04		2.34	4285	118	11.70	First Aid Defibrillator Stand
31/01/2023	Ledbury & District Society Tr.	BACS	60.00			4545	225	60.00	Hire of Burgage Hall
31/01/2023	Ledbury & District Society Tr.	BACS	14.00			4553	301	14.00	Heritage Trail Map
31/01/2023	The Dots	BACS	234.00		39.00	4430	220	195.00	Job Re-cruitment
31/01/2023	Terry Dold	BACS	25.00			4051	230	25.00	Penalty Charge Parking
31/01/2023	Arts Jobs Online	BACS	180.00		30.00	4430	220	150.00	Job advertisement
31/01/2023	Chubb Electronic Security	BACS	1,153.12		192.19	4415	401	960.93	Annual Security Charge
31/01/2023	NPower	BACS	0.02			4122	201	0.02	LTC Electricity Mth 10
Total Payments:			74,187.85	0.00	6,433.73			67,754.12	

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Date: 08/02/2023

Ledbury Town Council Current Year

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Cashbook 3

User: SAE

Premier A/c (736) Comm Call

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

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
09/01/2023	Lloyds Bank	INT	159.06			1870	220	159.06	Interest
09/01/2023	Lloyds Bank	INT	-159.06			1870	220	-159.06	Interest
25/01/2023	Lloyds A/c (235) (Bus Ext)	736 - 235	40,000.00			200		40,000.00	Transfer from 736 to 235
26/01/2023	Lloyds A/c (235) (Bus Ext)	736 - 235	10,000.00			200		10,000.00	Transfer from 736 - 235
27/01/2023	Lloyds Bank	PAY	5.55			4550	220	5.55	Service Charges
Total Payments:			50,005.55	0.00	0.00			50,005.55	

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Date: 08/02/2023

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Cashbook 6

User: SAE

Petty Cash

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

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
05/01/2023	Terry Dold	PAY	10.00			4444	235	10.00	LTC Van Wash
05/01/2023	Ledbury News	PAY	6.60			4444	235	6.60	Weely local NewsPaper
11/01/2023	Post Office Ltd	PAY	3.35			4444	235	3.35	Postage
19/01/2023	B&Q	PAY	12.40		2.07	4444	235	10.33	8m extension lead
25/01/2023	Price, Mrs A	PAY	31.90		3.14	4444	235	28.76	Parking and lunch
25/01/2023	Price, Mrs A	PAY	2.61			4444	235	2.61	Parking
31/01/2023	C Westbury	AY	10.00			4444	235	10.00	Batteries for Card Reader
Total Payments:			76.86	0.00	5.21			71.65	

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

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/01/2023	Lloyds Bank	INT	159.06	INT	Interest
09/01/2023	Lloyds Bank	INT	-159.06	INT	Interest
25/01/2023	Lloyds A/c (235) (Bus Ext)	736 - 235	40,000.00		Transfer from 736 to 235
26/01/2023	Lloyds A/c (235) (Bus Ext)	736 - 235	10,000.00		Transfer from 736 - 235
27/01/2023	Lloyds Bank	PAY	5.55	388026560	Service Charges
Total Payments			50,005.55		

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

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/01/2023	Terry Dold	PAY	10.00	JL	LTC Van Wash
05/01/2023	Ledbury News	PAY	6.60	1013	Weely local NewsPaper
11/01/2023	Post Office Ltd	PAY	3.35	TIC	Postage
19/01/2023	B&Q	PAY	12.40	LTC Meetings	8m extension lead
25/01/2023	Price, Mrs A	PAY	31.90	Mayors Meeting	Parking and lunch
25/01/2023	Price, Mrs A	PAY	2.61	Mayors Meeting	Parking
31/01/2023	C Westbury	AY	10.00	LTC	Batteries for Card Reader
Total Payments			76.86		

Lloyds A/c (235) (Bus Ext)

Receipts received between 01/02/2023 and 28/02/2023

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
LO21143	Banked: 01/02/2023	166.67						
LO21143	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
L021143	Banked: 01/02/2023	-166.67						
L021143	The Co-operative Group (CGP)	-166.67			1160	102	-166.67	Mortuary Rent
608371	Banked: 01/02/2023	277.78						
608371	The Stone Workshop	277.78			1289	118	277.78	War Memorial Refund
500478	Banked: 02/02/2023	209.50						
500478	Dog Bags	90.00			1471	127	90.00	Dog Bags
500478	Tourist Information	10.50			1034	301	10.50	Walking Maps and Trails
500478	Charter Market	59.00			1090	301	59.00	TJ Tools and others
500478	Wedding Deposit	50.00			1460	120	50.00	Findley
500479	Banked: 03/02/2023	258.00						
500479	Ursells of Ross	208.00			1130	102	208.00	Memorials
500479	Jacobean Room	50.00			1460	120	50.00	Wedding Deposit
INTEREST	Banked: 09/02/2023	160.71						
INTEREST	Lloyds Bank	160.71			1870	220	160.71	Interest
INTEREST	Banked: 09/02/2023	-160.71						
INTEREST	Lloyds Bank	-160.71			1870	220	-160.71	Interest
INT	Banked: 09/02/2023	15.34						
INT	Lloyds Bank	15.34			1870	220	15.34	Interest
200000	Banked: 15/02/2023	1.00						
200000	Barclaycard	1.00			1471	127	1.00	Doggy Bags
1743	Banked: 16/02/2023	1,226.00						
1743	Ledbury Funeral Services	1,226.00			1100	102	704.00	Interments and EROB
					1105	102	522.00	Interments and EROB
1743	Banked: 16/02/2023	-1,226.00						
1743	Ledbury Funeral Services	-1,226.00			1100	102	-704.00	Interment & EROB
					1105	102	-522.00	Interment & EROB
	Banked: 20/02/2023	50,000.00						
20022023	Premier A/c (736) Comm Call	50,000.00			202		50,000.00	from 736 - 235
1720	Banked: 23/02/2023	264.00						
1720	R Wilson	264.00			1090	301	264.00	Charter Market
1755/1756	Banked: 23/02/2023	160.00						
1755/1756	Taynton Farm Sales	160.00			1090	301	160.00	Charter Market
1762	Banked: 23/02/2023	22.00						
1762	Young & Green	22.00			1090	301	22.00	Charter Market
1720	Banked: 23/02/2023	-264.00						
1720	R Wilson	-264.00			1090	301	-264.00	R Wilson

Subtotal Carried Forward:

50,943.62

0.00

0.00

50,943.62

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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 01/02/2023 and 28/02/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
1755/1756	Banked: 23/02/2023	-160.00						
1755/1756	Taynton Farm Sales	-160.00			1090	301	-160.00	Charter Market
1762	Banked: 23/02/2023	-22.00						
1762	Young & Green	-22.00			1090	301	-22.00	Charter Market
Total Receipts:		50,761.62	0.00	0.00			50,761.62	

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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 01/02/2023 and 28/02/2023

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
LO21143	Banked: 01/02/2023	166.67						
LO21143	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
L021143	Banked: 01/02/2023	-166.67						
L021143	The Co-operative Group (CGP)	-166.67			1160	102	-166.67	Mortuary Rent
608371	Banked: 01/02/2023	277.78						
608371	The Stone Workshop	277.78			1289	118	277.78	War Memorial Refund
500478	Banked: 02/02/2023	209.50						
500478	Dog Bags	90.00			1471	127	90.00	Dog Bags
500478	Tourist Information	10.50			1034	301	10.50	Walking Maps and Trails
500478	Charter Market	59.00			1090	301	59.00	TJ Tools and others
500478	Wedding Deposit	50.00			1460	120	50.00	Findley
500479	Banked: 03/02/2023	258.00						
500479	Ursells of Ross	208.00			1130	102	208.00	Memorials
500479	Jacobean Room	50.00			1460	120	50.00	Wedding Deposit
INTEREST	Banked: 09/02/2023	160.71						
INTEREST	Lloyds Bank	160.71			1870	220	160.71	Interest
INTEREST	Banked: 09/02/2023	-160.71						
INTEREST	Lloyds Bank	-160.71			1870	220	-160.71	Interest
INT	Banked: 09/02/2023	15.34						
INT	Lloyds Bank	15.34			1870	220	15.34	Interest
200000	Banked: 15/02/2023	1.00						
200000	Barclaycard	1.00			1471	127	1.00	Doggy Bags
1743	Banked: 16/02/2023	1,226.00						
1743	Ledbury Funeral Services	1,226.00			1100	102	704.00	Interments and EROB
					1105	102	522.00	Interments and EROB
1743	Banked: 16/02/2023	-1,226.00						
1743	Ledbury Funeral Services	-1,226.00			1100	102	-704.00	Interment & EROB
					1105	102	-522.00	Interment & EROB
	Banked: 20/02/2023	50,000.00						
20022023	Premier A/c (736) Comm Call	50,000.00			202		50,000.00	from 736 - 235
1720	Banked: 23/02/2023	264.00						
1720	R Wilson	264.00			1090	301	264.00	Charter Market
1755/1756	Banked: 23/02/2023	160.00						
1755/1756	Taynton Farm Sales	160.00			1090	301	160.00	Charter Market
1762	Banked: 23/02/2023	22.00						
1762	Young & Green	22.00			1090	301	22.00	Charter Market
1720	Banked: 23/02/2023	-264.00						
1720	R Wilson	-264.00			1090	301	-264.00	R Wilson

Subtotal Carried Forward:

50,943.62

0.00

0.00

50,943.62

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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 01/02/2023 and 28/02/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
1755/1756	Banked: 23/02/2023	-160.00						
1755/1756	Taynton Farm Sales	-160.00			1090	301	-160.00	Charter Market
1762	Banked: 23/02/2023	-22.00						
1762	Young & Green	-22.00			1090	301	-22.00	Charter Market
Total Receipts:		50,761.62	0.00	0.00			50,761.62	

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Ledbury Town Council Current Year

Cashbook 3

Premier A/c (736) Comm Call

Receipts received between 01/02/2023 and 28/02/2023

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Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
L021143	Banked: 01/02/2023	166.67						
L021143	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
1752	Banked: 02/02/2023	62.20						
1752	Ledbury Community Choir	62.20			1036	235	62.20	Photocopier Printing
1750	Banked: 06/02/2023	18.50						
1750	Le Delice	18.50			1090	301	18.50	Charter Market
INTEREST	Banked: 09/02/2023	160.71						
INTEREST	Lloyds Bank	160.71			1870	220	160.71	Interest
1743	Banked: 16/02/2023	1,226.00						
1743	Ledbury Funeral Services	1,226.00			1100	102	704.00	Interment and EOB
					1105	102	522.00	Interment and EOB
1763	Banked: 20/02/2023	44.00						
1763	Suffolk Distilary	44.00			1090	301	44.00	Charter Market
1769	Banked: 20/02/2023	18.50						
1769	Elizabeth Welch	18.50			1090	301	18.50	Charter Market
1765	Banked: 20/02/2023	22.00						
1765	Ryan Walters	22.00			1090	301	22.00	Charter Market
1764	Banked: 20/02/2023	22.00						
1764	J Child	22.00			1090	301	22.00	Charter Market
Loular	Banked: 21/02/2023	22.00						
Loular	L Sewell	22.00			1090	301	22.00	Charter Market
1768	Banked: 22/02/2023	22.00						
1768	V Brandt	22.00			1090	301	22.00	Charter Market
1720	Banked: 23/02/2023	264.00						
1720	R Wilson	264.00			1090	301	264.00	Charter Market
1755/1756	Banked: 24/02/2023	160.00						
1755/1756	Taynton Farm Sales	160.00			1090	301	160.00	Charter Market
1762	Banked: 27/02/2023	22.00						
1762	Young & Green	22.00			1090	301	22.00	Charter Market
PAY	Banked: 28/02/2023	166.67						
PAY	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
Total Receipts:		2,397.25	0.00	0.00			2,397.25	

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Ledbury Town Council Current Year

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Cashbook 4

User: SAE

Public Sector Deposit Fund

Receipts received between 01/02/2023 and 28/02/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
DIVIDEND	Banked: 01/02/2023	466.98						
DIVIDEND	The Public Sector Deposit Fund	466.98			1870	220	466.98	Divident re-invested
Total Receipts:		466.98	0.00	0.00			466.98	

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Ledbury Town Council Current Year

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Cashbook 6

User: SAE

Petty Cash

Receipts received between 01/02/2023 and 28/02/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
PCASH	Banked: 20/02/2023	209.88						
PCASH	PettyCash	209.88			4444	235	209.88	PettyCash
Total Receipts:		209.88	0.00	0.00			209.88	

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Lloyds A/c (235) (Bus Ext)

Payments made between 01/02/2023 and 28/02/2023

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/02/2023	Takepayments	DD	30.00		5.00	4433	105	25.00	Credit Card Machine Hire
01/02/2023	O2	DD	150.11		25.02	4481	401	125.09	LTC Mobile phones
01/02/2023	CF Coporate Finance	DD	219.60		36.60	4405	235	183.00	Lease of Photocopier
01/02/2023	Advansys Ltd	DD	114.00		19.00	4482	401	95.00	Website Hosting and support
02/02/2023	Takepayments	DD	30.00		5.00	4433	220	25.00	Credit Card Machine Hire
03/02/2023	EE Limited	DD	15.73		2.62	4481	401	13.11	Wedding Co-ordinator Mobile
06/02/2023	P Howells	BACS	279.45			4500	225	279.45	Mileage Expenses
06/02/2023	Price, Mrs A	BACS	10.39			4170	202	10.39	Reimbursement
06/02/2023	Rialtas Business Solutions Ltd	BACS	3,440.40		573.40	4590	220	2,867.00	Professional Fees
07/02/2023	Citation Limited	DD	246.11		41.02	4415	235	205.09	HR Compliance Service
08/02/2023	Welsh Water	DD	15.79			4115	202	15.79	LTC Water
08/02/2023	Welsh Water	DD	24.35			4115	202	24.35	LTC Water
10/02/2023	Barclaycard	DD	15.76		0.96	4435	105	14.80	Card Machine Costs
10/02/2023	Barclaycard	DD	10.00			4435	220	10.00	Card Machine Charges
14/02/2023	Bromsgrove Council	BACS	35.30			4500	225	35.30	1 xTicket to Charity Dinner
14/02/2023	Octopus Energy	DD	113.44		5.40	4122	202	108.04	LTC Electricity Mth 10
16/02/2023	Bromsrove Council	BACS	-0.30			4535	210	-0.30	Chairmans D Dance
16/02/2023	E.on	DD	14.28		0.68	4122	102	13.60	Cemetery Buildings Electricity
17/02/2023	LTC	CASH	209.88				210	209.88	Petty Cash
17/02/2023	OMS UK Ltd	DD	854.44		142.41	4483	401	712.03	Monthly Managed IT service
17/02/2023	O2	DD	150.11		25.02	4481	401	125.09	LTC Mobile Phones
21/02/2023	St John Ambulance	BACS	178.50		29.75	4050	230	148.75	Emergency First Aid at Work
21/02/2023	Paperstation Ltd.	BACS	158.32		26.39	4400	235	131.93	Stationary
21/02/2023	Ian Benson TA NFP Workshop	BACS	95.00			4050	230	95.00	Staff Training
21/02/2023	Lyreco UK Ltd	BACS	229.75		38.29	4400	235	191.46	Stationary
21/02/2023	Sentinel Security Systems	BACS	120.00		20.00	4175	110	100.00	Labour to replace 12v Camera
21/02/2023	Ledbury Community Association	BACS	75.00			4545	225	75.00	Hire of Community Hall
21/02/2023	Public Policy	BACS	118.80		19.80	4050	230	99.00	Training for Liv Trueman
21/02/2023	Radbournes	BACS	499.99		83.33	4170	110	416.66	Bulk Bags to Play Park
21/02/2023	Bliss Cleaning Services	BACS	310.80		51.80	4150	202	259.00	LTC Office cleaning
Subtotal Carried Forward:			7,765.00	0.00	1,151.49			6,613.51	

Date: 07/03/2023

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Cashbook 1

User: SAE

Lloyds A/c (235) (Bus Ext)

Payments made between 01/02/2023 and 28/02/2023

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
21/02/2023	Pavilion Rooms Ledbury Ltd	BACS	82.20		13.70	4501	210	68.50	Hire of Room and Buffet
21/02/2023	G M Joyce Surfacing Ltd	BACS	11,508.00		1,918.00	4237	110	9,590.00	Surfacing to Skatepark
21/02/2023	Gary Perkins	BACS	80.00			4236	110	80.00	Removal of damaged SeeSaw
21/02/2023	Ledbury Hardware Limited	BACS	71.50		11.92	4170	202	59.58	2 x Keysafe and fixings
21/02/2023	LOCALIQ	BACS	331.93		55.32	4430	220	276.61	LTC Advertising
21/02/2023	Chris Arnold	BACS	1,080.00		180.00	4170	102	900.00	Removal of Ivy at Cemetery
21/02/2023	David Gardner	BACS	495.00			4228	108	495.00	Tree Survey Dog Hill Woods
21/02/2023	Ledbury & District Society Tr.	BACS	90.00			4607	127	90.00	Hire of Burgage Hall
21/02/2023	Little Eskimo Ltd	BACS	240.00		40.00	4607	127	200.00	Commonwealth flags
21/02/2023	Chubb Fire & Security Ltd	BACS	350.56		58.43	4185	202	292.13	Annual fee for maintenance
21/02/2023	Quickskip Hereford Ltd	BACS	346.00		57.67	4225	102	288.33	Skip exchange at Cemetery
21/02/2023	SLCC Enterprises Ltd	BACS	296.00			4460	220	296.00	Membership Fee J Lawrence
21/02/2023	Quickskip Hereford Ltd	BACS	-100.00		-16.67	4225	102	-83.33	Cemetery Skip
21/02/2023	E.on	DD	135.69		6.46	4122	201	129.23	eon
22/02/2023	Salary	BACS	690.47			4000	105	690.47	Salary Mth 11
22/02/2023	Salary	BACS	38.89			4000	230	38.89	Salry Mth 11
22/02/2023	Salary	BACS	1,847.81			4000	102	1,847.81	Salary Mth 11
22/02/2023	Salary	BACS	3,812.35			4000	230	3,812.35	Salary Mth 11
22/02/2023	Salary	BACS	2,000.02			4000	230	2,000.02	Salary Mth 11
22/02/2023	Salary	BACS	2,285.67			4000	230	2,285.67	Salary Mth 11
22/02/2023	Salary	BACS	1,423.38			4000	230	1,423.38	Salary Mth 11
22/02/2023	Salary	BACS	1,740.03			4000	230	1,740.03	Salary Mth 11
22/02/2023	Salary	BACS	1,734.51			4000	230	1,734.51	Salary Mth 11
22/02/2023	Salary	BACS	1,552.74			4000	230	1,552.74	Salary Mth 11
22/02/2023	H M Revenue & Customs	BACS	6,153.92			4018	230	6,153.92	PAYE & NI Mth 11
22/02/2023	Worcester County Council	BACS	7,270.15			4019	230	7,270.15	Pansions Mth 11
23/02/2023	PPL PRS Ltd	BACS	34.18		5.70	4607	127	28.48	Music Licence World Book
27/02/2023	Lloyds Bank	DD	16.50			4550	220	16.50	Service Charges
27/02/2023	Herefordshire Council	DD	603.00			4110	202	603.00	LTC Rates Mth 11
27/02/2023	Herefordshire Council	DD	68.00			4110	201	68.00	Market House Rates Mth 11
27/02/2023	Herefordshire Council	DD	86.00			4110	102	86.00	Mortuary Rates
27/02/2023	Herefordshire Council	DD	148.00			4110	102	148.00	Cemetery Rates Mth 11
Subtotal Carried Forward:			54,277.50	0.00	3,482.02			50,795.48	

Date: 07/03/2023

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Lloyds A/c (235) (Bus Ext)

Payments made between 01/02/2023 and 28/02/2023

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
28/02/2023	Onecom Limited	DD	274.52		45.75	4483	401	228.77	Monthly Telephone System
28/02/2023	Lloyds Bank	DD	30.98			4550	220	30.98	Bank Charges
Total Payments:			54,583.00	0.00	3,527.77			51,055.23	

List of Payments made between 01/02/2023 and 28/02/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/02/2023	Takepayments	DD	30.00	Reception	Credit Card Machine Hire
01/02/2023	O2	DD	150.11	184900001	LTC Mobile phones
01/02/2023	CF Coporate Finance	DD	219.60	V1/0528081	Lease of Photocopier
01/02/2023	Advansys Ltd	DD	114.00	41620	Website Hosting and support
02/02/2023	Takepayments	DD	30.00	Painted Room	Credit Card Machine Hire
03/02/2023	EE Limited	DD	15.73	68026	Wedding Co-ordinator Mobile
06/02/2023	P Howells	BACS	279.45	Civic Duties	Mileage Expenses
06/02/2023	Price, Mrs A	BACS	10.39	SHED746051	Reimbursement
06/02/2023	Rialtas Business Solutions Ltd	BACS	3,440.40	SM26763	Professional Fees
07/02/2023	Citation Limited	DD	246.11	CT0063014	HR Compliance Service
08/02/2023	Welsh Water	DD	15.79	3008766586	LTC Water
08/02/2023	Welsh Water	DD	24.35	3008767376	LTC Water
10/02/2023	Barclaycard	DD	15.76	016436880123	Card Machine Costs
10/02/2023	Barclaycard	DD	10.00	016436890123	Card Machine Charges
14/02/2023	Bromsgrove Council	BACS	35.30	Chairmans D Dance	1 xTicket to Charity Dinner
14/02/2023	Octopus Energy	DD	113.44	0026	LTC Electricity Mth 10
16/02/2023	E.on	DD	14.28	EBEF6AE8 - 0004	Cemetery Buildings Electricity
16/02/2023	Bromsrove Council	BACS	-0.30	Mayor Civic Event	Chairmans D Dance
17/02/2023	LTC	CASH	209.88	Petty Cash	Petty Cash
17/02/2023	OMS UK Ltd	DD	854.44	119074	Monthly Managed IT service
17/02/2023	O2	DD	150.11	19033710	LTC Mobile Phones
21/02/2023	St John Ambulance	BACS	178.50	2300014533	Emergency First Aid at Work
21/02/2023	Paperstation Ltd.	BACS	158.32	147893	Stationary
21/02/2023	Ian Benson TA NFP Workshop	BACS	95.00	4055	Staff Training
21/02/2023	Lyreco UK Ltd	BACS	229.75	6190352786	Stationary
21/02/2023	Sentinel Security Systems	BACS	120.00	118646	Labour to replace 12v Camera
21/02/2023	Ledbury Community Association	BACS	75.00	Parish Meeting	Hire of Community Hall
21/02/2023	Public Policy	BACS	118.80	Tourism in the UK	Training for Liv Trueman
21/02/2023	Radbournes	BACS	499.99	251684	Bulk Bags to Play Park
21/02/2023	Bliss Cleaning Services	BACS	310.80	6928	LTC Office cleaning
21/02/2023	Pavilion Rooms Ledbury Ltd	BACS	82.20	1058	Hire of Room and Buffet
21/02/2023	G M Joyce Surfacing Ltd	BACS	11,508.00	10280	Surfacing to Skatepark
21/02/2023	Gary Perkins	BACS	80.00	Recreation Ground	Removal of damaged SeeSaw
21/02/2023	Ledbury Hardware Limited	BACS	71.50	48	2 x Keysafe and fixings
21/02/2023	LOCALIQ	BACS	331.93	138052	LTC Advertising
21/02/2023	Chris Arnold	BACS	1,080.00	3694	Removal of Ivy at Cemetery
21/02/2023	David Gardner	BACS	495.00	0259	Tree Survey Dog Hill Woods
21/02/2023	Ledbury & District Society Tr.	BACS	90.00	LTC/04/03/23	Hire of Burgage Hall
21/02/2023	Little Eskimo Ltd	BACS	240.00	Coronation	Commonwealth flags
21/02/2023	Chubb Fire & Security Ltd	BACS	350.56	9758754	Annual fee for maintenance
21/02/2023	Quickskip Hereford Ltd	BACS	346.00	210854	Skip exchange at Cemetery
21/02/2023	SLCC Enterprises Ltd	BACS	296.00	243003-1	Membership Fee J Lawrence
21/02/2023	Quickskip Hereford Ltd	BACS	-100.00	210854	Cemetery Skip
21/02/2023	E.on	DD	135.69	0015	eon
22/02/2023	Salary	BACS	690.47	Payroll	Salary Mth 11

List of Payments made between 01/02/2023 and 28/02/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/02/2023	Salary	BACS	38.89	Payroll	Salry Mth 11
22/02/2023	Salary	BACS	1,847.81	Payroll	Salary Mth 11
22/02/2023	Salary	BACS	3,812.35	Payroll	Salary Mth 11
22/02/2023	Salary	BACS	2,000.02	Payroll	Salary Mth 11
22/02/2023	Salary	BACS	2,285.67	Payroll	Salary Mth 11
22/02/2023	Salary	BACS	1,423.38	Payroll	Salary Mth 11
22/02/2023	Salary	BACS	1,740.03	Payroll	Salary Mth 11
22/02/2023	Salary	BACS	1,734.51	Payroll	Salary Mth 11
22/02/2023	Salary	BACS	1,552.74	Payroll	Salary Mth 11
22/02/2023	H M Revenue & Customs	BACS	6,153.92	Payroll	PAYE & NI Mth 11
22/02/2023	Worcester County Council	BACS	7,270.15	Payroll	Pansions Mth 11
23/02/2023	PPL PRS Ltd	BACS	34.18	2309878	Music Licence World Book
27/02/2023	Lloyds Bank	DD	16.50	390918732	Service Charges
27/02/2023	Herefordshire Council	DD	603.00	85237264	LTC Rates Mth 11
27/02/2023	Herefordshire Council	DD	68.00	85806086	Market House Rates Mth 11
27/02/2023	Herefordshire Council	DD	86.00	8427557X	Mortuary Rates
27/02/2023	Herefordshire Council	DD	148.00	84275471	Cemetery Rates Mth 11
28/02/2023	Onecom Limited	DD	274.52	751022	Monthly Telephone System
28/02/2023	Lloyds Bank	DD	30.98	389961355	Bank Charges
Total Payments			54,583.00		

Date: 07/03/2023

Ledbury Town Council Current Year

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Premier A/c (736) Comm Call

List of Payments made between 01/02/2023 and 28/02/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/02/2023	Lloyds A/c (235) (Bus Ext)	20022023	50,000.00		fron 736 - 235
27/02/2023	Herefordshire Council	DD	603.00	85237264	LTC Rates Mth 11
27/02/2023	Herefordshire Council	DD	68.00	85806086	Market House Rates Mth 11
27/02/2023	Herefordshire Council	DD	86.00	8427557X	Mortuary Rates
27/02/2023	Herefordshire Council	DD	148.00	84275471	Cemetery Rates Mth 11
27/02/2023	Herefordshire Council	DD	-603.00	85237264	LTC Offices Rates
27/02/2023	Herefordshire Council	DD	-68.00	85806086	Market House Rates Mth 11
27/02/2023	Herefordshire Council	DD	-86.00	8427557X	86.00
27/02/2023	Herefordshire Council	DD	-148.00	84275471	Cemetery Rates Mth 11
28/02/2023	Lloyds Bank	DD	1.11	390426671	Service Charge

Total Payments 50,001.11

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Petty Cash

List of Payments made between 01/02/2023 and 28/02/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/02/2023	Screw Fix	PCASH	7.98	Pety Cash	Hazard Tape
13/02/2023	Various	PCASH	30.19	Petty Cash	Mayors Coffee Morning
13/02/2023	Various	PCASH	2.34	Petty Cash	Mayors Coffee Mornng
27/02/2023	Ledbury News	PCASH	9.60	Petty Cash	News Papers
Total Payments			50.11		

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Ledbury Town Council Current Year

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Premier A/c (736) Comm Call

Payments made between 01/02/2023 and 28/02/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
20/02/2023	Lloyds A/c (235) (Bus Ext)	20022023	50,000.00			200		50,000.00	from 736 - 235
27/02/2023	Herefordshire Council	DD	603.00			4110	202	603.00	LTC Rates Mth 11
27/02/2023	Herefordshire Council	DD	68.00			4110	201	68.00	Market House Rates Mth 11
27/02/2023	Herefordshire Council	DD	86.00			4110	102	86.00	Mortuary Rates
27/02/2023	Herefordshire Council	DD	148.00			4110	102	148.00	Cemetery Rates Mth 11
27/02/2023	Herefordshire Council	DD	-603.00			4110	202	-603.00	LTC Offices Rates
27/02/2023	Herefordshire Council	DD	-68.00			4110	201	-68.00	Market House Rates Mth 11
27/02/2023	Herefordshire Council	DD	-86.00			4110	102	-86.00	86.00
27/02/2023	Herefordshire Council	DD	-148.00			4110	102	-148.00	Cemetery Rates Mth 11
28/02/2023	Lloyds Bank	DD	1.11			4550	220	1.11	Service Charge
Total Payments:			50,001.11	0.00	0.00			50,001.11	

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Ledbury Town Council Current Year

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Petty Cash

Payments made between 01/02/2023 and 28/02/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
06/02/2023	Screw Fix	PCASH	7.98		1.33	4444	235	6.65	Hazard Tape
13/02/2023	Various	PCASH	30.19		2.25	4444	235	27.94	Mayors Coffee Morning
13/02/2023	Various	PCASH	2.34			4444	235	2.34	Mayors Coffee Mornng
27/02/2023	Ledbury News	PCASH	9.60		1.60	4444	235	8.00	News Papers
Total Payments:			50.11	0.00	5.18			44.93	

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Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Closed Churchyard</u>								
4170 Maintenance	0	220	0	(220)		(220)	0.0%	
4205 Grounds Maintenance (Contract)	0	0	1,500	1,500		1,500	0.0%	
4206 Grounds Maintenance	0	(165)	1,500	1,665		1,665	(11.0%)	
4224 Wheely Bins Refuse Collection	0	218	300	82		82	72.7%	
4250 Tree Works/Property Maintenanc	0	0	1,000	1,000		1,000	0.0%	
Closed Churchyard :- Indirect Expenditure	0	273	4,300	4,027	0	4,027	6.4%	0
Net Expenditure	0	(273)	(4,300)	(4,027)				
<u>102 Cemetery & Buildings</u>								
1100 Cemetery Interment Income	704	10,979	10,000	(979)			109.8%	
1101 Memorial Bench	0	240	0	(240)			0.0%	
1105 Exclusive Right of Burial	522	838	0	(838)			0.0%	
1110 Transfer Of Exclusive Right Of	0	30	360	330			8.3%	
1130 Cemetery Memorial Permit Incom	416	2,015	3,500	1,485			57.6%	
1131 Cemetery Deed Transfers Income	0	33	0	(33)			0.0%	
1160 Mortuary Rent Income	333	2,167	2,500	333			86.7%	
1161 Chapel Hire	0	109	150	41			72.9%	
Cemetery & Buildings :- Income	1,975	16,410	16,510	100			99.4%	0
4000 Staff Salaries	1,848	20,895	37,441	16,546		16,546	55.8%	
4001 Agency Cover	0	736	2,500	1,764		1,764	29.4%	
4110 Rates	234	2,573	2,700	127		127	95.3%	
4115 Water	0	86	200	114		114	42.8%	
4122 Electricity	14	694	2,000	1,306		1,306	34.7%	
4150 Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	900	2,504	1,000	(1,504)		(1,504)	250.4%	
4200 Tools and Materials	0	1,115	1,000	(115)		(115)	111.5%	
4201 Equipment Hire	0	0	1,000	1,000		1,000	0.0%	
4206 Grounds Maintenance	0	1,964	2,000	36		36	98.2%	
4223 Perimeter Wall Repairs	0	0	2,500	2,500		2,500	0.0%	
4225 Skip Hire	205	1,435	1,500	65		65	95.7%	
4227 Memorial Testing	0	0	1,000	1,000		1,000	0.0%	
4250 Tree Works/Property Maintenanc	0	1,388	1,000	(388)		(388)	138.8%	
4300 Vehicle Repair	0	341	1,000	659		659	34.1%	
4330 Fuel	0	666	1,500	834		834	44.4%	
4340 Insurance, Tax & MOT	0	868	1,000	132		132	86.8%	
4416 Equipment Maintenance	0	308	1,000	692		692	30.8%	
4592 PPE/Health & Safety	0	222	500	278		278	44.4%	
4594 Cemetery Mapping	0	11,235	0	(11,235)		(11,235)	0.0%	
Cemetery & Buildings :- Indirect Expenditure	3,200	47,029	61,091	14,062	0	14,062	77.0%	0
Net Income over Expenditure	(1,225)	(30,619)	(44,581)	(13,962)				

Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

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	0	1,184	750	(434)			157.8%	
1451 Painted Room Donations Income	0	2,786	1,000	(1,786)			278.6%	
Painted Room :- Income	0	3,970	1,750	(2,220)			226.8%	0
4000 Staff Salaries	690	8,008	8,500	492		492	94.2%	
4122 Electricity	0	1,240	0	(1,240)		(1,240)	0.0%	
4170 Maintenance	0	6	1,000	994		994	0.6%	
4430 Advertising	0	926	500	(426)		(426)	185.1%	
4433 Card Machine rental	25	286	0	(286)		(286)	0.0%	
4434 Music Licence	0	303	0	(303)		(303)	0.0%	
4435 Card Machine Transactions	15	25	0	(25)		(25)	0.0%	
4550 Bank Charges	0	16	0	(16)		(16)	0.0%	
4700 Stock Movement	0	570	500	(70)		(70)	114.0%	
Painted Room :- Indirect Expenditure	730	11,378	10,500	(878)	0	(878)	108.4%	0
Net Income over Expenditure	(730)	(7,409)	(8,750)	(1,341)				
<u>107 Town Promotion</u>								
4703 Promotional Material	0	75	4,000	3,925		3,925	1.9%	
4704 Tourism/ Town Plan Projects	0	0	5,000	5,000		5,000	0.0%	
4705 Signage	0	0	4,000	4,000		4,000	0.0%	
Town Promotion :- Indirect Expenditure	0	75	13,000	12,925	0	12,925	0.6%	0
Net Expenditure	0	(75)	(13,000)	(12,925)				
<u>108 Amenity Areas</u>								
4122 Electricity	0	5,237	0	(5,237)		(5,237)	0.0%	
4174 CCTV New/ Security	0	0	1,000	1,000		1,000	0.0%	
4200 Tools and Materials	0	59	200	141		141	29.3%	
4204 Dog Hill Wood Management Plan/	0	0	1,000	1,000		1,000	0.0%	
4205 Grounds Maintenance (Contract)	0	3,300	4,040	740		740	81.7%	
4206 Grounds Maintenance	0	38	0	(38)		(38)	0.0%	
4209 Dog Hill Wood Maintenance	0	(882)	500	1,382		1,382	(176.3%)	
4210 Dog Hill Wood Coppicing	0	976	2,000	1,024		1,024	48.8%	

Month No: 11

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
4228 General Tree works	495	1,465	1,500	35		35	97.7%	
4252 General Park Maintenance	0	106	2,000	1,894		1,894	5.3%	
4253 General Park Verges	0	0	250	250		250	0.0%	
Amenity Areas :- Indirect Expenditure	495	10,299	12,490	2,191	0	2,191	82.5%	0
Net Expenditure	(495)	(10,299)	(12,490)	(2,191)				
<u>110 Recreation Ground</u>								
4122 Electricity	0	161	0	(161)		(161)	0.0%	
4170 Maintenance	417	637	0	(637)		(637)	0.0%	
4174 CCTV New/ Security	0	65	0	(65)		(65)	0.0%	
4175 CCTV Maintenance	100	446	1,000	554		554	44.6%	
4205 Grounds Maintenance (Contract)	0	10,073	7,854	(2,219)		(2,219)	128.3%	
4206 Grounds Maintenance	0	122	5,000	4,878		4,878	2.4%	
4224 Wheely Bins Refuse Collection	0	700	700	0		0	100.0%	
4229 Street Light Maintenance	0	0	500	500		500	0.0%	
4230 ROSPA Reports	0	63	65	2		2	97.5%	
4234 Skate Park Euipment	0	(34,221)	0	34,221		34,221	0.0%	
4235 Play Equipment-New	0	70,742	30,000	(40,742)		(40,742)	235.8%	
4236 Play Equipment Maintenance	80	6,233	5,000	(1,233)		(1,233)	124.7%	
4237 Skate Park Maintenance	9,590	9,070	5,000	(4,070)		(4,070)	181.4%	
4238 Youth Shelter Maintenance	0	2,931	1,000	(1,931)		(1,931)	293.1%	
4270 Litter Bins & Benches	0	5,456	1,000	(4,456)		(4,456)	545.6%	
Recreation Ground :- Indirect Expenditure	10,187	72,475	57,119	(15,356)	0	(15,356)	126.9%	0
Net Expenditure	(10,187)	(72,475)	(57,119)	15,356				
<u>115 Town Centre Decorations</u>								
1270 Chritmas Lights Event	0	1,509	1,000	(509)			150.9%	
Town Centre Decorations :- Income	0	1,509	1,000	(509)			150.9%	0
4122 Electricity	0	611	0	(611)		(611)	0.0%	
4640 Christmas Lights	0	19,571	13,260	(6,311)		(6,311)	147.6%	
4650 Ledbury In Bloom	0	3,809	4,000	191		191	95.2%	
Town Centre Decorations :- Indirect Expenditure	0	23,990	17,260	(6,730)	0	(6,730)	139.0%	0
Net Income over Expenditure	0	(22,481)	(16,260)	6,221				
<u>118 Minor Infrastructure</u>								
1289 War Memorial Refund	278	1,389	0	(1,389)			0.0%	
Minor Infrastructure :- Income	278	1,389	0	(1,389)				0

Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

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
4176 CCTV Link to Hereford	0	6,668	8,379	1,711		1,711	79.6%	
4212 Definitive Footpaths	0	0	510	510		510	0.0%	
4214 Gloucester Rd Seats Grass Cut	0	0	50	50		50	0.0%	
4218 War Memorial Cleaning	0	0	450	450		450	0.0%	
4221 War Memorial refurbishment	0	3,471	0	(3,471)		(3,471)	0.0%	
4276 External power supply -High St	0	72	110	38		38	65.7%	
4285 Defibrillator	0	97	350	253		253	27.6%	
Minor Infrastructure :- Indirect Expenditure	0	10,307	9,849	(458)	0	(458)	104.7%	0
Net Income over Expenditure	278	(8,918)	(9,849)	(931)				
<u>120 Non-Statutory Services</u>								
1460 Ceremony Room Income	150	2,765	2,000	(765)			138.3%	
Non-Statutory Services :- Income	150	2,765	2,000	(765)			138.2%	0
4009 Wedding Refunds	0	17	0	(17)		(17)	0.0%	
4020 Cleaning	0	0	500	500		500	0.0%	
4430 Advertising	0	0	500	500		500	0.0%	
Non-Statutory Services :- Indirect Expenditure	0	17	1,000	983	0	983	1.7%	0
Net Income over Expenditure	150	2,748	1,000	(1,748)				
<u>125 Green Spaces Maintenance</u>								
4013 Devolved Services (grass cutti	0	476	2,500	2,024		2,024	19.0%	
4014 Lengthsman Scheme/P3 Scheme	0	1,008	3,000	1,992		1,992	33.6%	
Green Spaces Maintenance :- Indirect Expenditure	0	1,484	5,500	4,016	0	4,016	27.0%	0
Net Expenditure	0	(1,484)	(5,500)	(4,016)				
<u>127 Services and Events</u>								
1460 Ceremony Room Income	0	235	0	(235)			0.0%	
1471 Dog Poop Bags	91	703	1,000	297			70.3%	
Services and Events :- Income	91	938	1,000	62			93.8%	0
4271 Dog Bags	0	363	700	337		337	51.9%	
4600 Town Crier/Fees & Subs	0	140	500	360		360	28.0%	
4601 Town Crier/Uniforms	0	0	1,000	1,000		1,000	0.0%	
4605 Events Barriers	0	174	100	(74)		(74)	174.2%	
4607 Events	318	4,532	7,500	2,968		2,968	60.4%	
4850 Poppy Wreath	0	142	20	(122)		(122)	708.4%	
Services and Events :- Indirect Expenditure	318	5,351	9,820	4,469	0	4,469	54.5%	0
Net Income over Expenditure	(227)	(4,413)	(8,820)	(4,407)				

16:25 Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

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>201 Market House</u>								
1030 Market House Income	0	1,003	1,000	(3)			100.3%	
Market House :- Income	0	1,003	1,000	(3)			100.3%	0
4110 Rates	68	607	1,500	893		893	40.5%	
4115 Water	0	61	0	(61)		(61)	0.0%	
4122 Electricity	129	748	1,000	252		252	74.8%	
4150 Cleaning	0	0	100	100		100	0.0%	
4170 Maintenance	0	173	5,000	4,828		4,828	3.5%	
Market House :- Indirect Expenditure	197	1,588	7,600	6,012	0	6,012	20.9%	0
Net Income over Expenditure	(197)	(585)	(6,600)	(6,015)				
<u>202 Town Council Offices</u>								
4021 Rubbish Collection	0	384	1,000	616		616	38.4%	
4110 Rates	603	6,633	6,200	(433)		(433)	107.0%	
4115 Water	40	522	500	(22)		(22)	104.4%	
4122 Electricity	108	2,247	10,000	7,753		7,753	22.5%	
4150 Cleaning	259	2,618	0	(2,618)		(2,618)	0.0%	
4155 Housekeeping	0	49	500	451		451	9.9%	
4160 Window Cleaning	0	70	250	180		180	28.0%	
4170 Maintenance	70	1,157	3,000	1,843		1,843	38.6%	
4171 PAT Testing	0	225	250	25		25	90.0%	
4179 Quinquennial Works	0	0	2,000	2,000		2,000	0.0%	
4185 Alarms	292	3,866	4,200	334		334	92.0%	
4415 Office Support & Equipment	0	127	0	(127)		(127)	0.0%	
Town Council Offices :- Indirect Expenditure	1,372	17,898	27,900	10,002	0	10,002	64.2%	0
Net Expenditure	(1,372)	(17,898)	(27,900)	(10,002)				
<u>210 Civic Matters</u>								
4110 Rates	0	136	0	(136)		(136)	0.0%	
4501 Mayor's Hospitality	69	305	1,000	695		695	30.5%	
4529 Civic Insignia	0	0	400	400		400	0.0%	
4531 Roll of Honour	0	30	50	20		20	60.0%	
4532 Flag Pole	0	120	120	0		0	100.0%	
4535 Civic Hospitality	(0)	1,056	1,000	(56)		(56)	105.6%	
Civic Matters :- Indirect Expenditure	68	1,648	2,570	922	0	922	64.1%	0
Net Expenditure	(68)	(1,648)	(2,570)	(922)				

Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

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
214 Grants with Powers								
1718 October Fair Donation Income	0	2,250	2,000	(250)			112.5%	
1720 Welcome Back Fund	0	11,154	0	(11,154)			0.0%	
Grants with Powers :- Income	0	13,404	2,000	(11,404)			670.2%	0
4800 Barrett Browning Clock	0	169	150	(19)		(19)	112.8%	
4805 Citizens Advice Worcs	0	5,000	5,000	0		0	100.0%	
4826 Malvern Hilss AONB Partnership	0	0	500	500		500	0.0%	
4827 Community Action Ledbury	0	10,000	10,000	0		0	100.0%	
4857 Great Places to Visit Funding	0	76,762	0	(76,762)		(76,762)	0.0%	
4858 Welcome Back Fund	0	83	0	(83)		(83)	0.0%	
4870 Youth Budget	0	0	5,000	5,000		5,000	0.0%	
4875 Distinguished Citizen Awards	0	101	250	149		149	40.3%	
4876 October Fair Expenditure	0	874	0	(874)		(874)	0.0%	
4890 Unspecified Grants	0	19,530	20,000	470		470	97.7%	
Grants with Powers :- Indirect Expenditure	0	112,519	40,900	(71,619)	0	(71,619)	275.1%	0
Net Income over Expenditure	0	(99,115)	(38,900)	60,215				
220 Finance and General Purposes								
1870 Bank Interest Received Income	643	2,995	500	(2,495)			599.0%	
1874 CommunityHall Electricity CCTV	0	1,843	0	(1,843)			0.0%	
1900 Precept Income	0	605,091	0	(605,091)			0.0%	
1902 Western Power WayLeave	0	126	0	(126)			0.0%	
Finance and General Purposes :- Income	643	610,055	500	(609,555)			122011.	0
4130 Insurance	0	15,961	14,022	(1,939)		(1,939)	113.8%	
4430 Advertising	277	1,146	1,000	(146)		(146)	114.6%	
4433 Card Machine rental	25	125	0	(125)		(125)	0.0%	
4435 Card Machine Transactions	10	26	0	(26)		(26)	0.0%	
4460 Subscriptions	296	5,436	3,000	(2,436)		(2,436)	181.2%	
4550 Bank Charges	49	677	350	(327)		(327)	193.3%	
4551 Data Protection	0	0	1,000	1,000		1,000	0.0%	
4579 Audit Internal	0	732	2,000	1,269		1,269	36.6%	
4580 Audit External	0	0	5,000	5,000		5,000	0.0%	
4590 Professional Services	2,867	24,237	15,000	(9,237)		(9,237)	161.6%	
4592 PPE/Health & Safety	0	14	500	486		486	2.9%	
Finance and General Purposes :- Indirect Expenditure	3,523	48,352	41,872	(6,480)	0	(6,480)	115.5%	0
Net Income over Expenditure	(2,880)	561,703	(41,372)	(603,075)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>225 Councillors/Newsletter</u>								
4420 Newsletter	0	0	500	500		500	0.0%	
4500 Town Mayors Expenses	315	448	1,000	552		552	44.8%	
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	99	2,000	1,901		1,901	5.0%	
4540 Election Expenses	0	0	500	500		500	0.0%	
4545 Annual & Other Meetings	75	1,716	1,000	(716)		(716)	171.6%	
Councillors/Newsletter :- Indirect Expenditure	390	2,263	6,500	4,237	0	4,237	34.8%	0
Net Expenditure	(390)	(2,263)	(6,500)	(4,237)				
<u>230 Management and Payroll</u>								
4000 Staff Salaries	14,588	149,228	230,688	81,460		81,460	64.7%	
4001 Agency Cover	0	1,203	10,000	8,797		8,797	12.0%	
4018 National Insurance	6,154	60,061	0	(60,061)		(60,061)	0.0%	
4019 Pension	7,270	71,498	0	(71,498)		(71,498)	0.0%	
4050 Staff Training	343	2,103	3,000	897		897	70.1%	
4051 Officers Travel/Conference/Sub	0	926	1,000	74		74	92.6%	
4415 Office Support & Equipment	0	(48)	0	48		48	0.0%	
Management and Payroll :- Indirect Expenditure	28,354	284,971	244,688	(40,283)	0	(40,283)	116.5%	0
Net Expenditure	(28,354)	(284,971)	(244,688)	40,283				
<u>235 Office Facilities & Equipment</u>								
1036 Photocopier Printing	62	62	0	(62)			0.0%	
Office Facilities & Equipment :- Income	62	62	0	(62)				0
4400 Stationery	323	6,061	2,750	(3,311)		(3,311)	220.4%	
4405 Photocopier Hire	183	821	800	(21)		(21)	102.6%	
4410 Photocopier Costs	0	2,967	2,750	(217)		(217)	107.9%	
4415 Office Support & Equipment	205	2,730	1,500	(1,230)		(1,230)	182.0%	
4444 Petty Cash	(165)	(88)	0	88		88	0.0%	
Office Facilities & Equipment :- Indirect Expenditure	547	12,490	7,800	(4,690)	0	(4,690)	160.1%	0
Net Income over Expenditure	(484)	(12,428)	(7,800)	4,628				
<u>301 Planning/Economic Development</u>								
1034 Tourist Information Centre	11	41	0	(41)			0.0%	
1090 Charter Market Income	674	7,898	5,000	(2,898)			157.9%	
Planning/Economic Development :- Income	685	7,939	5,000	(2,939)			158.8%	0

Detailed Income & Expenditure by Budget Heading 28/02/2023

Month No: 11

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
4542 Town Centre Facilities	0	0	5,000	5,000		5,000	0.0%	
4543 Neighbourhood Plan	0	1,063	0	(1,063)		(1,063)	0.0%	
4546 Traffic Management	0	3,830	2,000	(1,830)		(1,830)	191.5%	
4549 Charter Market improvements	0	0	2,500	2,500		2,500	0.0%	
4553 Tourist Information Centre	0	257	0	(257)		(257)	0.0%	
Planning/Economic Development :- Indirect Expenditure	0	5,150	9,500	4,350	0	4,350	54.2%	0
Net Income over Expenditure	685	2,789	(4,500)	(7,289)				
<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	0	0	9,500	9,500	0	9,500	0.0%	0
Net Expenditure	0	0	(9,500)	(9,500)				
<u>401 Full Council</u>								
4415 Office Support & Equipment	0	(89)	2,000	2,089		2,089	(4.5%)	
4455 Postage	0	350	1,000	651		651	35.0%	
4480 ICT-Computers	0	0	1,000	1,000		1,000	0.0%	
4481 Telephones	138	4,397	4,500	103		103	97.7%	
4482 Website	95	1,302	1,500	198		198	86.8%	
4483 ICT Services & Software Lease	941	7,154	7,500	346		346	95.4%	
Full Council :- Indirect Expenditure	1,174	13,113	17,500	4,387	0	4,387	74.9%	0
Net Expenditure	(1,174)	(13,113)	(17,500)	(4,387)				
Grand Totals:- Income	3,884	659,443	30,760	(628,683)			2143.8%	
Expenditure	50,556	682,671	645,351	(37,320)	0	(37,320)	105.8%	
Net Income over Expenditure	(46,673)	(23,227)	(614,591)	(591,364)				
Movement to/(from) Gen Reserve	(46,673)	(23,227)						

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Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Closed Churchyard</u>								
4170 Maintenance	0	220	0	(220)		(220)	0.0%	
4205 Grounds Maintenance (Contract)	0	0	1,500	1,500		1,500	0.0%	
4206 Grounds Maintenance	0	(165)	1,500	1,665		1,665	(11.0%)	
4224 Wheely Bins Refuse Collection	0	218	300	82		82	72.7%	
4250 Tree Works/Property Maintenanc	0	0	1,000	1,000		1,000	0.0%	
Closed Churchyard :- Indirect Expenditure	0	273	4,300	4,027	0	4,027	6.4%	0
Net Expenditure	0	(273)	(4,300)	(4,027)				
<u>102 Cemetery & Buildings</u>								
1100 Cemetery Interment Income	1,140	10,275	10,000	(275)			102.8%	
1101 Memorial Bench	0	240	0	(240)			0.0%	
1105 Exclusive Right of Burial	316	316	0	(316)			0.0%	
1110 Transfer Of Exclusive Right Of	0	30	360	330			8.3%	
1130 Cemetery Memorial Permit Incom	0	1,599	3,500	1,901			45.7%	
1131 Cemetery Deed Transfers Income	33	33	0	(33)			0.0%	
1160 Mortuary Rent Income	0	1,833	2,500	667			73.3%	
1161 Chapel Hire	0	109	150	41			72.9%	
Cemetery & Buildings :- Income	1,489	14,435	16,510	2,075			87.4%	0
4000 Staff Salaries	1,848	19,047	37,441	18,394		18,394	50.9%	
4001 Agency Cover	0	736	2,500	1,764		1,764	29.4%	
4110 Rates	234	2,339	2,700	361		361	86.6%	
4115 Water	22	86	200	114		114	42.8%	
4122 Electricity	0	680	2,000	1,320		1,320	34.0%	
4150 Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	0	1,604	1,000	(604)		(604)	160.4%	
4200 Tools and Materials	126	1,115	1,000	(115)		(115)	111.5%	
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	0	1,230	1,500	270		270	82.0%	
4227 Memorial Testing	0	0	1,000	1,000		1,000	0.0%	
4250 Tree Works/Property Maintenanc	0	1,388	1,000	(388)		(388)	138.8%	
4300 Vehicle Repair	0	341	1,000	659		659	34.1%	
4330 Fuel	84	666	1,500	834		834	44.4%	
4340 Insurance, Tax & MOT	0	868	1,000	132		132	86.8%	
4416 Equipment Maintenance	0	308	1,000	692		692	30.8%	
4592 PPE/Health & Safety	0	222	500	278		278	44.4%	
4594 Cemetery Mapping	0	11,235	0	(11,235)		(11,235)	0.0%	
Cemetery & Buildings :- Indirect Expenditure	2,314	43,829	61,091	17,262	0	17,262	71.7%	0
Net Income over Expenditure	(825)	(29,394)	(44,581)	(15,187)				

Detailed Income & Expenditure by Budget Heading 01/01/2023

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>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	0	1,184	750	(434)			157.8%	
1451 Painted Room Donations Income	0	2,786	1,000	(1,786)			278.6%	
Painted Room :- Income	0	3,970	1,750	(2,220)			226.8%	0
4000 Staff Salaries	23	7,317	8,500	1,183		1,183	86.1%	
4122 Electricity	1,240	1,240	0	(1,240)		(1,240)	0.0%	
4170 Maintenance	0	6	1,000	994		994	0.6%	
4430 Advertising	0	926	500	(426)		(426)	185.1%	
4433 Card Machine rental	25	261	0	(261)		(261)	0.0%	
4434 Music Licence	0	303	0	(303)		(303)	0.0%	
4435 Card Machine Transactions	10	10	0	(10)		(10)	0.0%	
4550 Bank Charges	0	16	0	(16)		(16)	0.0%	
4700 Stock Movement	0	570	500	(70)		(70)	114.0%	
Painted Room :- Indirect Expenditure	1,298	10,648	10,500	(148)	0	(148)	101.4%	0
Net Income over Expenditure	(1,298)	(6,679)	(8,750)	(2,071)				
<u>107 Town Promotion</u>								
4703 Promotional Material	0	75	4,000	3,925		3,925	1.9%	
4704 Tourism/ Town Plan Projects	0	0	5,000	5,000		5,000	0.0%	
4705 Signage	0	0	4,000	4,000		4,000	0.0%	
Town Promotion :- Indirect Expenditure	0	75	13,000	12,925	0	12,925	0.6%	0
Net Expenditure	0	(75)	(13,000)	(12,925)				
<u>108 Amenity Areas</u>								
4122 Electricity	149	5,237	0	(5,237)		(5,237)	0.0%	
4174 CCTV New/ Security	0	0	1,000	1,000		1,000	0.0%	
4200 Tools and Materials	0	59	200	141		141	29.3%	
4204 Dog Hill Wood Management Plan/	0	0	1,000	1,000		1,000	0.0%	
4205 Grounds Maintenance (Contract)	367	3,300	4,040	740		740	81.7%	
4206 Grounds Maintenance	0	38	0	(38)		(38)	0.0%	
4209 Dog Hill Wood Maintenance	0	(882)	500	1,382		1,382	(176.3%)	
4210 Dog Hill Wood Coppicing	0	976	2,000	1,024		1,024	48.8%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4228 General Tree works	0	970	1,500	530		530	64.7%	
4252 General Park Maintenance	0	106	2,000	1,894		1,894	5.3%	
4253 General Park Verges	0	0	250	250		250	0.0%	
Amenity Areas :- Indirect Expenditure	516	9,804	12,490	2,686	0	2,686	78.5%	0
Net Expenditure	(516)	(9,804)	(12,490)	(2,686)				
<u>110 Recreation Ground</u>								
4122 Electricity	161	161	0	(161)		(161)	0.0%	
4170 Maintenance	0	220	0	(220)		(220)	0.0%	
4174 CCTV New/ Security	65	65	0	(65)		(65)	0.0%	
4175 CCTV Maintenance	489	346	1,000	654		654	34.6%	
4205 Grounds Maintenance (Contract)	1,120	10,073	7,854	(2,219)		(2,219)	128.3%	
4206 Grounds Maintenance	0	122	5,000	4,878		4,878	2.4%	
4224 Wheely Bins Refuse Collection	0	700	700	0		0	100.0%	
4229 Street Light Maintenance	0	0	500	500		500	0.0%	
4230 ROSPA Reports	0	63	65	2		2	97.5%	
4234 Skate Park Euipment	(34,221)	(34,221)	0	34,221		34,221	0.0%	
4235 Play Equipment-New	34,221	70,742	30,000	(40,742)		(40,742)	235.8%	
4236 Play Equipment Maintenance	1,120	6,153	5,000	(1,153)		(1,153)	123.0%	
4237 Skate Park Maintenance	(520)	(520)	5,000	5,520		5,520	(10.4%)	
4238 Youth Shelter Maintenance	36	2,931	1,000	(1,931)		(1,931)	293.1%	
4270 Litter Bins & Benches	684	5,456	1,000	(4,456)		(4,456)	545.6%	
Recreation Ground :- Indirect Expenditure	3,155	62,289	57,119	(5,170)	0	(5,170)	109.1%	0
Net Expenditure	(3,155)	(62,289)	(57,119)	5,170				
<u>115 Town Centre Decorations</u>								
1270 Chritmas Lights Event	0	1,509	1,000	(509)			150.9%	
Town Centre Decorations :- Income	0	1,509	1,000	(509)			150.9%	0
4122 Electricity	0	611	0	(611)		(611)	0.0%	
4640 Christmas Lights	0	19,571	13,260	(6,311)		(6,311)	147.6%	
4650 Ledbury In Bloom	0	3,809	4,000	191		191	95.2%	
Town Centre Decorations :- Indirect Expenditure	0	23,990	17,260	(6,730)	0	(6,730)	139.0%	0
Net Income over Expenditure	0	(22,481)	(16,260)	6,221				
<u>118 Minor Infrastructure</u>								
1289 War Memorial Refund	278	1,111	0	(1,111)			0.0%	
Minor Infrastructure :- Income	278	1,111	0	(1,111)				0

Detailed Income & Expenditure by Budget Heading 01/01/2023

Month No: 10

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
4176 CCTV Link to Hereford	0	6,668	8,379	1,711		1,711	79.6%	
4212 Definitive Footpaths	0	0	510	510		510	0.0%	
4214 Gloucester Rd Seats Grass Cut	0	0	50	50		50	0.0%	
4218 War Memorial Cleaning	0	0	450	450		450	0.0%	
4221 War Memorial refurbishment	0	3,471	0	(3,471)		(3,471)	0.0%	
4276 External power supply -High St	0	72	110	38		38	65.7%	
4285 Defibrillator	12	97	350	253		253	27.6%	
Minor Infrastructure :- Indirect Expenditure	12	10,307	9,849	(458)	0	(458)	104.7%	0
Net Income over Expenditure	266	(9,196)	(9,849)	(653)				
<u>120 Non-Statutory Services</u>								
1460 Ceremony Room Income	0	2,615	2,000	(615)			130.8%	
Non-Statutory Services :- Income	0	2,615	2,000	(615)			130.8%	0
4009 Wedding Refunds	0	17	0	(17)		(17)	0.0%	
4020 Cleaning	0	0	500	500		500	0.0%	
4430 Advertising	0	0	500	500		500	0.0%	
Non-Statutory Services :- Indirect Expenditure	0	17	1,000	983	0	983	1.7%	0
Net Income over Expenditure	0	2,598	1,000	(1,598)				
<u>125 Green Spaces Maintenance</u>								
4013 Devolved Services (grass cutti	53	476	2,500	2,024		2,024	19.0%	
4014 Lengthsman Scheme/P3 Scheme	0	1,008	3,000	1,992		1,992	33.6%	
Green Spaces Maintenance :- Indirect Expenditure	53	1,484	5,500	4,016	0	4,016	27.0%	0
Net Expenditure	(53)	(1,484)	(5,500)	(4,016)				
<u>127 Services and Events</u>								
1460 Ceremony Room Income	0	235	0	(235)			0.0%	
1471 Dog Poop Bags	1	612	1,000	388			61.2%	
Services and Events :- Income	1	847	1,000	153			84.7%	0
4271 Dog Bags	0	363	700	337		337	51.9%	
4600 Town Crier/Fees & Subs	0	140	500	360		360	28.0%	
4601 Town Crier/Uniforms	0	0	1,000	1,000		1,000	0.0%	
4605 Events Barriers	0	174	100	(74)		(74)	174.2%	
4607 Events	1,915	4,214	7,500	3,286		3,286	56.2%	
4850 Poppy Wreath	0	142	20	(122)		(122)	708.4%	
Services and Events :- Indirect Expenditure	1,915	5,032	9,820	4,788	0	4,788	51.2%	0
Net Income over Expenditure	(1,914)	(4,185)	(8,820)	(4,635)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201 Market House</u>								
1030 Market House Income	56	1,003	1,000	(3)			100.3%	
Market House :- Income	<u>56</u>	<u>1,003</u>	<u>1,000</u>	<u>(3)</u>			<u>100.3%</u>	<u>0</u>
4110 Rates	68	539	1,500	961		961	35.9%	
4115 Water	0	61	0	(61)		(61)	0.0%	
4122 Electricity	(119)	619	1,000	381		381	61.9%	
4150 Cleaning	0	0	100	100		100	0.0%	
4170 Maintenance	0	173	5,000	4,828		4,828	3.5%	
Market House :- Indirect Expenditure	<u>(51)</u>	<u>1,390</u>	<u>7,600</u>	<u>6,210</u>	<u>0</u>	<u>6,210</u>	<u>18.3%</u>	<u>0</u>
Net Income over Expenditure	<u>107</u>	<u>(387)</u>	<u>(6,600)</u>	<u>(6,213)</u>				
<u>202 Town Council Offices</u>								
4021 Rubbish Collection	0	384	1,000	616		616	38.4%	
4110 Rates	603	6,030	6,200	171		171	97.3%	
4115 Water	39	482	500	18		18	96.4%	
4122 Electricity	152	2,139	10,000	7,861		7,861	21.4%	
4150 Cleaning	222	2,359	0	(2,359)		(2,359)	0.0%	
4155 Housekeeping	0	49	500	451		451	9.9%	
4160 Window Cleaning	35	70	250	180		180	28.0%	
4170 Maintenance	755	1,087	3,000	1,913		1,913	36.2%	
4171 PAT Testing	0	225	250	25		25	90.0%	
4179 Quinquennial Works	0	0	2,000	2,000		2,000	0.0%	
4185 Alarms	230	3,574	4,200	626		626	85.1%	
4415 Office Support & Equipment	31	127	0	(127)		(127)	0.0%	
Town Council Offices :- Indirect Expenditure	<u>2,066</u>	<u>16,526</u>	<u>27,900</u>	<u>11,374</u>	<u>0</u>	<u>11,374</u>	<u>59.2%</u>	<u>0</u>
Net Expenditure	<u>(2,066)</u>	<u>(16,526)</u>	<u>(27,900)</u>	<u>(11,374)</u>				
<u>210 Civic Matters</u>								
4110 Rates	0	136	0	(136)		(136)	0.0%	
4501 Mayor's Hospitality	29	237	1,000	763		763	23.7%	
4529 Civic Insignia	0	0	400	400		400	0.0%	
4531 Roll of Honour	0	30	50	20		20	60.0%	
4532 Flag Pole	0	120	120	0		0	100.0%	
4535 Civic Hospitality	0	1,057	1,000	(57)		(57)	105.7%	
Civic Matters :- Indirect Expenditure	<u>29</u>	<u>1,579</u>	<u>2,570</u>	<u>991</u>	<u>0</u>	<u>991</u>	<u>61.5%</u>	<u>0</u>
Net Expenditure	<u>(29)</u>	<u>(1,579)</u>	<u>(2,570)</u>	<u>(991)</u>				

Detailed Income & Expenditure by Budget Heading 01/01/2023

Month No: 10

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
214 Grants with Powers								
1718 October Fair Donation Income	0	2,250	2,000	(250)			112.5%	
1720 Welcome Back Fund	0	11,154	0	(11,154)			0.0%	
Grants with Powers :- Income	<u>0</u>	<u>13,404</u>	<u>2,000</u>	<u>(11,404)</u>			<u>670.2%</u>	<u>0</u>
4800 Barrett Browning Clock	21	169	150	(19)		(19)	112.8%	
4805 Citizens Advice Worcs	0	5,000	5,000	0		0	100.0%	
4826 Malvern Hilss AONB Partnership	0	0	500	500		500	0.0%	
4827 Community Action Ledbury	0	10,000	10,000	0		0	100.0%	
4857 Great Places to Visit Funding	21,090	76,762	0	(76,762)		(76,762)	0.0%	
4858 Welcome Back Fund	0	83	0	(83)		(83)	0.0%	
4870 Youth Budget	0	0	5,000	5,000		5,000	0.0%	
4875 Distinguished Citizen Awards	0	101	250	149		149	40.3%	
4876 October Fair Expenditure	0	874	0	(874)		(874)	0.0%	
4890 Unspecified Grants	0	19,530	20,000	470		470	97.7%	
Grants with Powers :- Indirect Expenditure	<u>21,111</u>	<u>112,519</u>	<u>40,900</u>	<u>(71,619)</u>	<u>0</u>	<u>(71,619)</u>	<u>275.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(21,111)</u>	<u>(99,115)</u>	<u>(38,900)</u>	<u>60,215</u>				
220 Finance and General Purposes								
1870 Bank Interest Received Income	569	2,352	500	(1,852)			470.4%	
1874 CommunityHall Electricity CCTV	0	1,843	0	(1,843)			0.0%	
1900 Precept Income	0	605,091	0	(605,091)			0.0%	
1902 Western Power WayLeave	0	126	0	(126)			0.0%	
Finance and General Purposes :- Income	<u>569</u>	<u>609,412</u>	<u>500</u>	<u>(608,912)</u>			<u>121882.</u>	<u>0</u>
4130 Insurance	0	15,961	14,022	(1,939)		(1,939)	113.8%	
4430 Advertising	470	869	1,000	131		131	86.9%	
4433 Card Machine rental	25	100	0	(100)		(100)	0.0%	
4435 Card Machine Transactions	16	16	0	(16)		(16)	0.0%	
4460 Subscriptions	0	5,140	3,000	(2,140)		(2,140)	171.3%	
4550 Bank Charges	64	628	350	(278)		(278)	179.4%	
4551 Data Protection	0	0	1,000	1,000		1,000	0.0%	
4579 Audit Internal	0	732	2,000	1,269		1,269	36.6%	
4580 Audit External	0	0	5,000	5,000		5,000	0.0%	
4590 Professional Services	1,612	21,370	15,000	(6,370)		(6,370)	142.5%	
4592 PPE/Health & Safety	0	14	500	486		486	2.9%	
Finance and General Purposes :- Indirect Expenditure	<u>2,186</u>	<u>44,829</u>	<u>41,872</u>	<u>(2,957)</u>	<u>0</u>	<u>(2,957)</u>	<u>107.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,617)</u>	<u>564,583</u>	<u>(41,372)</u>	<u>(605,955)</u>				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>225 Councillors/Newsletter</u>								
4420 Newsletter	0	0	500	500		500	0.0%	
4500 Town Mayors Expenses	133	133	1,000	867		867	13.3%	
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	99	2,000	1,901		1,901	5.0%	
4540 Election Expenses	0	0	500	500		500	0.0%	
4545 Annual & Other Meetings	60	1,641	1,000	(641)		(641)	164.1%	
Councillors/Newsletter :- Indirect Expenditure	193	1,874	6,500	4,626	0	4,626	28.8%	0
Net Expenditure	(193)	(1,874)	(6,500)	(4,626)				
<u>230 Management and Payroll</u>								
4000 Staff Salaries	14,399	134,640	230,688	96,048		96,048	58.4%	
4001 Agency Cover	0	1,203	10,000	8,797		8,797	12.0%	
4018 National Insurance	5,621	53,908	0	(53,908)		(53,908)	0.0%	
4019 Pension	6,862	64,228	0	(64,228)		(64,228)	0.0%	
4050 Staff Training	93	1,760	3,000	1,240		1,240	58.7%	
4051 Officers Travel/Conference/Sub	25	926	1,000	74		74	92.6%	
4415 Office Support & Equipment	0	(48)	0	48		48	0.0%	
Management and Payroll :- Indirect Expenditure	26,999	256,617	244,688	(11,929)	0	(11,929)	104.9%	0
Net Expenditure	(26,999)	(256,617)	(244,688)	11,929				
<u>235 Office Facilities & Equipment</u>								
4400 Stationery	87	5,737	2,750	(2,987)		(2,987)	208.6%	
4405 Photocopier Hire	0	638	800	162		162	79.7%	
4410 Photocopier Costs	910	2,967	2,750	(217)		(217)	107.9%	
4415 Office Support & Equipment	278	2,525	1,500	(1,025)		(1,025)	168.4%	
4444 Petty Cash	72	77	0	(77)		(77)	0.0%	
Office Facilities & Equipment :- Indirect Expenditure	1,347	11,944	7,800	(4,144)	0	(4,144)	153.1%	0
Net Expenditure	(1,347)	(11,944)	(7,800)	4,144				
<u>301 Planning/Economic Development</u>								
1034 Tourist Information Centre	10	31	0	(31)			0.0%	
1090 Charter Market Income	140	7,224	5,000	(2,224)			144.5%	
Planning/Economic Development :- Income	150	7,254	5,000	(2,254)			145.1%	0
4542 Town Centre Facilities	0	0	5,000	5,000		5,000	0.0%	

Detailed Income & Expenditure by Budget Heading 01/01/2023

Month No: 10

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
4543 Neighbourhood Plan	0	1,063	0	(1,063)		(1,063)	0.0%	
4546 Traffic Management	0	3,830	2,000	(1,830)		(1,830)	191.5%	
4549 Charter Market improvements	0	0	2,500	2,500		2,500	0.0%	
4553 Tourist Information Centre	14	257	0	(257)		(257)	0.0%	
Planning/Economic Development :- Indirect Expenditure	14	5,150	9,500	4,350	0	4,350	54.2%	0
Net Income over Expenditure	136	2,104	(4,500)	(6,604)				
<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	0	0	9,500	9,500	0	9,500	0.0%	0
Net Expenditure	0	0	(9,500)	(9,500)				
<u>401 Full Council</u>								
4415 Office Support & Equipment	961	(89)	2,000	2,089		2,089	(4.5%)	
4455 Postage	0	350	1,000	651		651	35.0%	
4480 ICT-Computers	0	0	1,000	1,000		1,000	0.0%	
4481 Telephones	396	4,258	4,500	242		242	94.6%	
4482 Website	95	1,207	1,500	293		293	80.5%	
4483 ICT Services & Software Lease	1,001	6,213	7,500	1,287		1,287	82.8%	
Full Council :- Indirect Expenditure	2,454	11,939	17,500	5,561	0	5,561	68.2%	0
Net Expenditure	(2,454)	(11,939)	(17,500)	(5,561)				
Grand Totals:- Income	2,542	655,559	30,760	(624,799)			2131.2%	
Expenditure	65,611	632,114	645,351	13,237	0	13,237	97.9%	
Net Income over Expenditure	(63,069)	23,445	(614,591)	(638,036)				
Movement to/(from) Gen Reserve	(63,069)	23,445						

Date : 08/02/2023

Ledbury Town Council Current Year

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Trial Balance for Month No: 10

User : SAE

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
120	Vat Due			5,934.83	
150	Stock			1,475.68	
200	Lloyds A/c (235) (Bus Ext)			26,286.37	
202	Premier A/c (736) Comm Call			290,830.45	
203	Public Sector Deposit Fund			153,918.81	
215	Petty Cash			40.12	
310	General Fund				158,987.62
320	Earmarked Reserves				112.92
321	EMR - Recreation Ground Equipm				25,830.00
322	EMR - Traffic Management				9,000.00
323	EMR - Charter Market Improveme				1,000.00
324	EMR - Listed Buildings				120,000.00
325	EMR - Elections				10,000.00
326	EMR - Youth Support				5,000.00
327	EMR- Play/Skate Park				24,500.00
328	EMR - War Memorial				40,000.00
329	EMR - Paths, Bins, Benches				2,500.00
330	EMR - CCTV				10,000.00
331	EMR - Advertising				5,000.00
332	EMR - Climate Change				2,000.00
333	EMR - Perimeter Wall Cemetery				15,000.00
334	EMR Great Places to Visit				81,110.45
1030	Market House Income	201	Market House		1,003.00
1034	Tourist Information Centre	301	Planning/Economic Development		30.50
1090	Charter Market Income	301	Planning/Economic Development		7,223.50
1100	Cemetery Interment Income	102	Cemetery & Buildings		10,275.00
1101	Memorial Bench	102	Cemetery & Buildings		240.00
1105	Exclusive Right of Burial	102	Cemetery & Buildings		316.00
1110	Transfer Of Exclusive Right Of	102	Cemetery & Buildings		30.00
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		1,599.00
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		32.50
1160	Mortuary Rent Income	102	Cemetery & Buildings		1,833.20
1161	Chapel Hire	102	Cemetery & Buildings		109.37
1270	Chritmas Lights Event	115	Town Centre Decorations		1,508.98
1289	War Memorial Refund	118	Minor Infrastructure		1,111.12
1450	Painted Room Sales Income	105	Painted Room		1,183.76
1451	Painted Room Donations Income	105	Painted Room		2,785.86
1460	Ceremony Room Income	120	Non-Statutory Services		2,615.00
1460	Ceremony Room Income	127	Services and Events		235.00
1471	Dog Poop Bags	127	Services and Events		612.00
1718	October Fair Donation Income	214	Grants with Powers		2,250.00
1720	Welcome Back Fund	214	Grants with Powers		11,153.78

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A/c Code	Account Name	Centre	Centre Name	Debit	Credit
1870	Bank Interest Received Income	220	Finance and General Purposes		2,352.06
1874	CommunityHall Electricity CCTV	220	Finance and General Purposes		1,842.89
1900	Precept Income	220	Finance and General Purposes		605,091.00
1902	Western Power WayLeave	220	Finance and General Purposes		125.95
4000	Staff Salaries	102	Cemetery & Buildings	19,046.99	
4000	Staff Salaries	105	Painted Room	7,317.35	
4000	Staff Salaries	230	Management and Payroll	134,640.43	
4001	Agency Cover	102	Cemetery & Buildings	735.75	
4001	Agency Cover	230	Management and Payroll	1,203.20	
4009	Wedding Refunds	120	Non-Statutory Services	16.67	
4013	Devolved Services (grass cutti	125	Green Spaces Maintenance	475.56	
4014	Lengthsman Scheme/P3 Scheme	125	Green Spaces Maintenance	1,008.00	
4018	National Insurance	230	Management and Payroll	53,907.54	
4019	Pension	230	Management and Payroll	64,227.87	
4021	Rubbish Collection	202	Town Council Offices	383.83	
4050	Staff Training	230	Management and Payroll	1,760.11	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	925.70	
4110	Rates	102	Cemetery & Buildings	2,338.88	
4110	Rates	201	Market House	538.87	
4110	Rates	202	Town Council Offices	6,029.50	
4110	Rates	210	Civic Matters	136.00	
4115	Water	102	Cemetery & Buildings	85.63	
4115	Water	201	Market House	60.60	
4115	Water	202	Town Council Offices	481.83	
4122	Electricity	102	Cemetery & Buildings	680.05	
4122	Electricity	105	Painted Room	1,240.01	
4122	Electricity	108	Amenity Areas	5,236.88	
4122	Electricity	110	Recreation Ground	160.56	
4122	Electricity	115	Town Centre Decorations	611.05	
4122	Electricity	201	Market House	618.52	
4122	Electricity	202	Town Council Offices	2,139.22	
4130	Insurance	220	Finance and General Purposes	15,960.92	
4150	Cleaning	202	Town Council Offices	2,358.75	
4155	Housekeeping	202	Town Council Offices	49.47	
4160	Window Cleaning	202	Town Council Offices	70.00	
4170	Maintenance	101	Closed Churchyard	220.00	
4170	Maintenance	102	Cemetery & Buildings	1,604.38	
4170	Maintenance	105	Painted Room	5.89	
4170	Maintenance	110	Recreation Ground	220.00	
4170	Maintenance	201	Market House	172.50	
4170	Maintenance	202	Town Council Offices	1,086.88	
4171	PAT Testing	202	Town Council Offices	225.00	

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4174	CCTV New/ Security	110	Recreation Ground	65.00	
4175	CCTV Maintenance	110	Recreation Ground	345.55	
4176	CCTV Link to Hereford	118	Minor Infrastructure	6,667.80	
4185	Alarms	202	Town Council Offices	3,573.67	
4200	Tools and Materials	102	Cemetery & Buildings	1,114.56	
4200	Tools and Materials	108	Amenity Areas	58.65	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	3,299.94	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	10,073.00	
4206	Grounds Maintenance	101	Closed Churchyard		165.00
4206	Grounds Maintenance	102	Cemetery & Buildings	1,964.00	
4206	Grounds Maintenance	108	Amenity Areas	38.34	
4206	Grounds Maintenance	110	Recreation Ground	121.63	
4209	Dog Hill Wood Maintenance	108	Amenity Areas		881.67
4210	Dog Hill Wood Coppicing	108	Amenity Areas	975.96	
4221	War Memorial refurbishment	118	Minor Infrastructure	3,470.50	
4224	Wheely Bins Refuse Collection	101	Closed Churchyard	218.22	
4224	Wheely Bins Refuse Collection	110	Recreation Ground	700.00	
4225	Skip Hire	102	Cemetery & Buildings	1,230.00	
4228	General Tree works	108	Amenity Areas	970.00	
4230	ROSPA Reports	110	Recreation Ground	63.40	
4234	Skate Park Equipment	110	Recreation Ground		34,221.00
4235	Play Equipment-New	110	Recreation Ground	70,741.67	
4236	Play Equipment Maintenance	110	Recreation Ground	6,152.50	
4237	Skate Park Maintenance	110	Recreation Ground		520.00
4238	Youth Shelter Maintenance	110	Recreation Ground	2,930.50	
4250	Tree Works/Property Maintenance	102	Cemetery & Buildings	1,388.11	
4252	General Park Maintenance	108	Amenity Areas	105.63	
4270	Litter Bins & Benches	110	Recreation Ground	5,456.00	
4271	Dog Bags	127	Services and Events	363.00	
4276	External power supply -High St	118	Minor Infrastructure	72.22	
4285	Defibrillator	118	Minor Infrastructure	96.65	
4300	Vehicle Repair	102	Cemetery & Buildings	340.92	
4330	Fuel	102	Cemetery & Buildings	666.39	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	868.38	
4400	Stationery	235	Office Facilities & Equipment	5,737.38	
4405	Photocopier Hire	235	Office Facilities & Equipment	637.74	
4410	Photocopier Costs	235	Office Facilities & Equipment	2,966.62	
4415	Office Support & Equipment	202	Town Council Offices	127.46	
4415	Office Support & Equipment	230	Management and Payroll		48.35
4415	Office Support & Equipment	235	Office Facilities & Equipment	2,525.35	
4415	Office Support & Equipment	401	Full Council		89.23
4416	Equipment Maintenance	102	Cemetery & Buildings	307.95	

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4430	Advertising	105	Painted Room	925.60	
4430	Advertising	220	Finance and General Purposes	868.95	
4433	Card Machine rental	105	Painted Room	260.76	
4433	Card Machine rental	220	Finance and General Purposes	100.00	
4434	Music Licence	105	Painted Room	302.72	
4435	Card Machine Transactions	105	Painted Room	10.00	
4435	Card Machine Transactions	220	Finance and General Purposes	15.76	
4444	Petty Cash	235	Office Facilities & Equipment	76.80	
4455	Postage	401	Full Council	349.50	
4460	Subscriptions	220	Finance and General Purposes	5,139.60	
4481	Telephones	401	Full Council	4,258.44	
4482	Website	401	Full Council	1,207.00	
4483	ICT Services & Software Lease	401	Full Council	6,213.22	
4500	Town Mayors Expenses	225	Councillors/Newsletter	133.21	
4501	Mayor's Hospitality	210	Civic Matters	236.80	
4525	Councillors Training	225	Councillors/Newsletter	99.00	
4531	Roll of Honour	210	Civic Matters	30.00	
4532	Flag Pole	210	Civic Matters	120.00	
4535	Civic Hospitality	210	Civic Matters	1,056.60	
4543	Neighbourhood Plan	301	Planning/Economic Development	1,063.00	
4545	Annual & Other Meetings	225	Councillors/Newsletter	1,641.32	
4546	Traffic Management	301	Planning/Economic Development	3,830.00	
4550	Bank Charges	105	Painted Room	15.76	
4550	Bank Charges	220	Finance and General Purposes	628.06	
4553	Tourist Information Centre	301	Planning/Economic Development	257.00	
4579	Audit Internal	220	Finance and General Purposes	731.50	
4590	Professional Services	220	Finance and General Purposes	21,369.63	
4592	PPE/Health & Safety	102	Cemetery & Buildings	221.86	
4592	PPE/Health & Safety	220	Finance and General Purposes	14.36	
4594	Cemetery Mapping	102	Cemetery & Buildings	11,235.02	
4600	Town Crier/Fees & Subs	127	Services and Events	140.00	
4605	Events Barriers	127	Services and Events	174.15	
4607	Events	127	Services and Events	4,213.59	
4640	Christmas Lights	115	Town Centre Decorations	19,570.81	
4650	Ledbury In Bloom	115	Town Centre Decorations	3,808.60	
4700	Stock Movement	105	Painted Room	570.13	
4703	Promotional Material	107	Town Promotion	75.00	
4800	Barrett Browning Clock	214	Grants with Powers	169.27	
4805	Citizens Advice Worcs	214	Grants with Powers	5,000.00	
4827	Community Action Ledbury	214	Grants with Powers	10,000.00	
4850	Poppy Wreath	127	Services and Events	141.67	
4857	Great Places to Visit Funding	214	Grants with Powers	76,761.72	

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
120	Vat Due	5,935
150	Stock	1,476
200	Lloyds A/c (235) (Bus Ext)	26,286
202	Premier A/c (736) Comm Call	290,830
203	Public Sector Deposit Fund	153,919
215	Petty Cash	40
Total Current Assets		478,486
<u>Represented by :-</u>		
300	Current Year Fund	(31,555)
310	General Fund	158,988
320	Earmarked Reserves	113
321	EMR - Recreation Ground Equipm	25,830
322	EMR - Traffic Management	9,000
323	EMR - Charter Market Improveme	1,000
324	EMR - Listed Buildings	120,000
325	EMR - Elections	10,000
326	EMR - Youth Support	5,000
327	EMR- Play/Skate Park	24,500
328	EMR - War Memorial	40,000
329	EMR - Paths, Bins, Benches	2,500
330	EMR - CCTV	10,000
331	EMR - Advertising	5,000
332	EMR - Climate Change	2,000
333	EMR - Perimeter Wall Cemetery	15,000
334	EMR Great Places to Visit	81,110
Total Equity		478,486

Detailed Balance Sheet - Excluding Stock Movement

Month 11 Date 28/02/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
120	Vat Due	9,443
150	Stock	1,476
200	Lloyds A/c (235) (Bus Ext)	22,615
201	DNU Instant Access (174)	258
202	Premier A/c (736) Comm Call	243,227
203	Public Sector Deposit Fund	154,386
210	DNU Petty Cash	210
215	Petty Cash	200
Total Current Assets		431,814
<u>Represented by :-</u>		
300	Current Year Fund	(78,227)
310	General Fund	158,988
320	Earmarked Reserves	113
321	EMR - Recreation Ground Equipm	25,830
322	EMR - Traffic Management	9,000
323	EMR - Charter Market Improveme	1,000
324	EMR - Listed Buildings	120,000
325	EMR - Elections	10,000
326	EMR - Youth Support	5,000
327	EMR- Play/Skate Park	24,500
328	EMR - War Memorial	40,000
329	EMR - Paths, Bins, Benches	2,500
330	EMR - CCTV	10,000
331	EMR - Advertising	5,000
332	EMR - Climate Change	2,000
333	EMR - Perimeter Wall Cemetery	15,000
334	EMR Great Places to Visit	81,110
Total Equity		431,814

Date : 08/02/2023

Ledbury Town Council Current Year

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Time: 13:35

Trial Balance for Month No: 10

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>
4858	Welcome Back Fund	214	Grants with Powers	83.33	
4875	Distinguished Citizen Awards	214	Grants with Powers	100.63	
4876	October Fair Expenditure	214	Grants with Powers	874.00	
4890	Unspecified Grants	214	Grants with Powers	19,530.00	
5990	Transfer to Reserves			55,000.00	
Trial Balance Totals :				<u>1,201,525.71</u>	<u>1,201,525.71</u>
Difference				0.00	

Date : 07/03/2023

Ledbury Town Council Current Year

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Time: 16:24

Trial Balance for Month No: 11

User : SAE

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
120	Vat Due			9,442.76	
150	Stock			1,475.68	
200	Lloyds A/c (235) (Bus Ext)			22,615.10	
201	DNU Instant Access (174)			258.00	
202	Premier A/c (736) Comm Call			243,226.59	
203	Public Sector Deposit Fund			154,385.79	
210	DNU Petty Cash			209.88	
215	Petty Cash			199.89	
310	General Fund				158,987.62
320	Earmarked Reserves				112.92
321	EMR - Recreation Ground Equipm				25,830.00
322	EMR - Traffic Management				9,000.00
323	EMR - Charter Market Improveme				1,000.00
324	EMR - Listed Buildings				120,000.00
325	EMR - Elections				10,000.00
326	EMR - Youth Support				5,000.00
327	EMR- Play/Skate Park				24,500.00
328	EMR - War Memorial				40,000.00
329	EMR - Paths, Bins, Benches				2,500.00
330	EMR - CCTV				10,000.00
331	EMR - Advertising				5,000.00
332	EMR - Climate Change				2,000.00
333	EMR - Perimeter Wall Cemetery				15,000.00
334	EMR Great Places to Visit				81,110.45
1030	Market House Income	201	Market House		1,003.00
1034	Tourist Information Centre	301	Planning/Economic Development		41.00
1036	Photocopier Printing	235	Office Facilities & Equipment		62.20
1090	Charter Market Income	301	Planning/Economic Development		7,897.50
1100	Cemetery Interment Income	102	Cemetery & Buildings		10,979.00
1101	Memorial Bench	102	Cemetery & Buildings		240.00
1105	Exclusive Right of Burial	102	Cemetery & Buildings		838.00
1110	Transfer Of Exclusive Right Of	102	Cemetery & Buildings		30.00
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		2,015.00
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		32.50
1160	Mortuary Rent Income	102	Cemetery & Buildings		2,166.54
1161	Chapel Hire	102	Cemetery & Buildings		109.37
1270	Chritmas Lights Event	115	Town Centre Decorations		1,508.98
1289	War Memorial Refund	118	Minor Infrastructure		1,388.90
1450	Painted Room Sales Income	105	Painted Room		1,183.76
1451	Painted Room Donations Income	105	Painted Room		2,785.86
1460	Ceremony Room Income	120	Non-Statutory Services		2,765.00
1460	Ceremony Room Income	127	Services and Events		235.00

Continued over page

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
1471	Dog Poop Bags	127	Services and Events		703.00
1718	October Fair Donation Income	214	Grants with Powers		2,250.00
1720	Welcome Back Fund	214	Grants with Powers		11,153.78
1870	Bank Interest Received Income	220	Finance and General Purposes		2,995.09
1874	CommunityHall Electricity CCTV	220	Finance and General Purposes		1,842.89
1900	Precept Income	220	Finance and General Purposes		605,091.00
1902	Western Power WayLeave	220	Finance and General Purposes		125.95
4000	Staff Salaries	102	Cemetery & Buildings	20,894.80	
4000	Staff Salaries	105	Painted Room	8,007.82	
4000	Staff Salaries	230	Management and Payroll	149,228.02	
4001	Agency Cover	102	Cemetery & Buildings	735.75	
4001	Agency Cover	230	Management and Payroll	1,203.20	
4009	Wedding Refunds	120	Non-Statutory Services	16.67	
4013	Devolved Services (grass cutti	125	Green Spaces Maintenance	475.56	
4014	Lengthsman Scheme/P3 Scheme	125	Green Spaces Maintenance	1,008.00	
4018	National Insurance	230	Management and Payroll	60,061.46	
4019	Pension	230	Management and Payroll	71,498.02	
4021	Rubbish Collection	202	Town Council Offices	383.83	
4050	Staff Training	230	Management and Payroll	2,102.86	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	925.70	
4110	Rates	102	Cemetery & Buildings	2,572.88	
4110	Rates	201	Market House	606.87	
4110	Rates	202	Town Council Offices	6,632.50	
4110	Rates	210	Civic Matters	136.00	
4115	Water	102	Cemetery & Buildings	85.63	
4115	Water	201	Market House	60.60	
4115	Water	202	Town Council Offices	521.97	
4122	Electricity	102	Cemetery & Buildings	693.65	
4122	Electricity	105	Painted Room	1,240.01	
4122	Electricity	108	Amenity Areas	5,236.88	
4122	Electricity	110	Recreation Ground	160.56	
4122	Electricity	115	Town Centre Decorations	611.05	
4122	Electricity	201	Market House	747.75	
4122	Electricity	202	Town Council Offices	2,247.26	
4130	Insurance	220	Finance and General Purposes	15,960.92	
4150	Cleaning	202	Town Council Offices	2,617.75	
4155	Housekeeping	202	Town Council Offices	49.47	
4160	Window Cleaning	202	Town Council Offices	70.00	
4170	Maintenance	101	Closed Churchyard	220.00	
4170	Maintenance	102	Cemetery & Buildings	2,504.38	
4170	Maintenance	105	Painted Room	5.89	
4170	Maintenance	110	Recreation Ground	636.66	

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4170	Maintenance	201	Market House	172.50	
4170	Maintenance	202	Town Council Offices	1,156.85	
4171	PAT Testing	202	Town Council Offices	225.00	
4174	CCTV New/ Security	110	Recreation Ground	65.00	
4175	CCTV Maintenance	110	Recreation Ground	445.55	
4176	CCTV Link to Hereford	118	Minor Infrastructure	6,667.80	
4185	Alarms	202	Town Council Offices	3,865.80	
4200	Tools and Materials	102	Cemetery & Buildings	1,114.56	
4200	Tools and Materials	108	Amenity Areas	58.65	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	3,299.94	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	10,073.00	
4206	Grounds Maintenance	101	Closed Churchyard		165.00
4206	Grounds Maintenance	102	Cemetery & Buildings	1,964.00	
4206	Grounds Maintenance	108	Amenity Areas	38.34	
4206	Grounds Maintenance	110	Recreation Ground	121.63	
4209	Dog Hill Wood Maintenance	108	Amenity Areas		881.67
4210	Dog Hill Wood Coppicing	108	Amenity Areas	975.96	
4221	War Memorial refurbishment	118	Minor Infrastructure	3,470.50	
4224	Wheely Bins Refuse Collection	101	Closed Churchyard	218.22	
4224	Wheely Bins Refuse Collection	110	Recreation Ground	700.00	
4225	Skip Hire	102	Cemetery & Buildings	1,435.00	
4228	General Tree works	108	Amenity Areas	1,465.00	
4230	ROSPA Reports	110	Recreation Ground	63.40	
4234	Skate Park Equipment	110	Recreation Ground		34,221.00
4235	Play Equipment-New	110	Recreation Ground	70,741.67	
4236	Play Equipment Maintenance	110	Recreation Ground	6,232.50	
4237	Skate Park Maintenance	110	Recreation Ground	9,070.00	
4238	Youth Shelter Maintenance	110	Recreation Ground	2,930.50	
4250	Tree Works/Property Maintenance	102	Cemetery & Buildings	1,388.11	
4252	General Park Maintenance	108	Amenity Areas	105.63	
4270	Litter Bins & Benches	110	Recreation Ground	5,456.00	
4271	Dog Bags	127	Services and Events	363.00	
4276	External power supply -High St	118	Minor Infrastructure	72.22	
4285	Defibrillator	118	Minor Infrastructure	96.65	
4300	Vehicle Repair	102	Cemetery & Buildings	340.92	
4330	Fuel	102	Cemetery & Buildings	666.39	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	868.38	
4400	Stationery	235	Office Facilities & Equipment	6,060.77	
4405	Photocopier Hire	235	Office Facilities & Equipment	820.74	
4410	Photocopier Costs	235	Office Facilities & Equipment	2,966.62	
4415	Office Support & Equipment	202	Town Council Offices	127.46	
4415	Office Support & Equipment	230	Management and Payroll		48.35

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4415	Office Support & Equipment	235	Office Facilities & Equipment	2,730.44	
4415	Office Support & Equipment	401	Full Council		89.23
4416	Equipment Maintenance	102	Cemetery & Buildings	307.95	
4430	Advertising	105	Painted Room	925.60	
4430	Advertising	220	Finance and General Purposes	1,145.56	
4433	Card Machine rental	105	Painted Room	285.76	
4433	Card Machine rental	220	Finance and General Purposes	125.00	
4434	Music Licence	105	Painted Room	302.72	
4435	Card Machine Transactions	105	Painted Room	24.80	
4435	Card Machine Transactions	220	Finance and General Purposes	25.76	
4444	Petty Cash	235	Office Facilities & Equipment		88.15
4455	Postage	401	Full Council	349.50	
4460	Subscriptions	220	Finance and General Purposes	5,435.60	
4481	Telephones	401	Full Council	4,396.64	
4482	Website	401	Full Council	1,302.00	
4483	ICT Services & Software Lease	401	Full Council	7,154.02	
4500	Town Mayors Expenses	225	Councillors/Newsletter	447.96	
4501	Mayor's Hospitality	210	Civic Matters	305.30	
4525	Councillors Training	225	Councillors/Newsletter	99.00	
4531	Roll of Honour	210	Civic Matters	30.00	
4532	Flag Pole	210	Civic Matters	120.00	
4535	Civic Hospitality	210	Civic Matters	1,056.30	
4543	Neighbourhood Plan	301	Planning/Economic Development	1,063.00	
4545	Annual & Other Meetings	225	Councillors/Newsletter	1,716.32	
4546	Traffic Management	301	Planning/Economic Development	3,830.00	
4550	Bank Charges	105	Painted Room	15.76	
4550	Bank Charges	220	Finance and General Purposes	676.65	
4553	Tourist Information Centre	301	Planning/Economic Development	257.00	
4579	Audit Internal	220	Finance and General Purposes	731.50	
4590	Professional Services	220	Finance and General Purposes	24,236.63	
4592	PPE/Health & Safety	102	Cemetery & Buildings	221.86	
4592	PPE/Health & Safety	220	Finance and General Purposes	14.36	
4594	Cemetery Mapping	102	Cemetery & Buildings	11,235.02	
4600	Town Crier/Fees & Subs	127	Services and Events	140.00	
4605	Events Barriers	127	Services and Events	174.15	
4607	Events	127	Services and Events	4,532.07	
4640	Christmas Lights	115	Town Centre Decorations	19,570.81	
4650	Ledbury In Bloom	115	Town Centre Decorations	3,808.60	
4700	Stock Movement	105	Painted Room	570.13	
4703	Promotional Material	107	Town Promotion	75.00	
4800	Barrett Browning Clock	214	Grants with Powers	169.27	
4805	Citizens Advice Worcs	214	Grants with Powers	5,000.00	

Date : 07/03/2023

Ledbury Town Council Current Year

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Time: 16:24

Trial Balance for Month No: 11

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>
4827	Community Action Ledbury	214	Grants with Powers	10,000.00	
4850	Poppy Wreath	127	Services and Events	141.67	
4857	Great Places to Visit Funding	214	Grants with Powers	76,761.72	
4858	Welcome Back Fund	214	Grants with Powers	83.33	
4875	Distinguished Citizen Awards	214	Grants with Powers	100.63	
4876	October Fair Expenditure	214	Grants with Powers	874.00	
4890	Unspecified Grants	214	Grants with Powers	19,530.00	
5990	Transfer to Reserves			55,000.00	
Trial Balance Totals :				<u>1,204,977.71</u>	<u>1,204,977.71</u>
Difference				0.00	

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**Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 12)**

2021/2022			2022/2023					2023/2024			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
101	Closed Churchyard										
4021		0	73	0	0	0	0	0	0	0	0
4170		0	0	0	0	0	0	440	0	0	0
4205		3,000	129	0	1,500	0	1,500	0	1,500	0	0
4206		0	0	0	1,500	0	1,500	-385	1,000	0	0
4224		350	213	0	300	0	300	218	250	0	0
4250		2,000	1,523	0	-1,000	2,000	1,000	0	1,000	0	0
		5,350	1,937	0	-1,000	5,300	4,300	273	3,750	0	0
		(5,350)	(1,937)		(5,300)		(4,300)	(273)	(3,750)		
102	Cemetery & Buildings										
1100		10,000	8,238	0	0	10,000	10,000	10,979	0	0	0
1101		0	0	0	0	0	0	240	0	0	0
1105		0	0	0	0	0	0	838	0	0	0
1106		0	400	0	0	0	0	0	0	0	0
1110		360	1,008	0	360	0	360	63	360	0	0
1130		5,000	2,444	0	3,500	0	3,500	2,015	2,500	0	0
1131		0	0	0	0	0	0	-1	0	0	0
1160		2,000	2,505	0	2,500	0	2,500	2,167	2,500	0	0
1161		150	175	0	150	0	150	109	150	0	0
		17,510	14,770	0	16,510	0	16,510	16,410	5,510	0	0
4000		22,877	23,204	0	37,441	0	37,441	20,895	30,345	0	0
4001		2,500	603	0	2,500	0	2,500	736	2,000	0	0

Continued on next page

Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 12)

	2021/2022		2022/2023					2023/2024			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4110 Rates	2,600	3,410	0	0	2,700	0	2,700	2,573	2,970	0	0
4115 Water	210	90	0	0	200	0	200	86	200	0	0
4122 Electricity	2,000	942	0	0	2,000	0	2,000	694	2,000	0	0
4150 Cleaning	0	0	0	0	250	0	250	0	250	0	0
4155 Housekeeping	0	25	0	0	0	0	0	0	0	0	0
4160 Window Cleaning	60	0	0	0	0	0	0	0	0	0	0
4170 Maintenance	1,000	218	0	0	1,000	0	1,000	2,504	1,100	0	0
4172 Exhumation Costs	0	311	0	0	0	0	0	0	0	0	0
4200 New Equipment	1,000	704	0	0	1,000	0	1,000	1,115	1,100	0	0
4201 Equipment Hire	1,000	0	0	0	1,000	0	1,000	0	750	0	0
4206 Grounds Maintenance	2,000	2,512	0	0	2,000	0	2,000	1,964	2,000	0	0
4223 Perimeter Wall Repairs	2,500	0	0	0	2,500	0	2,500	0	2,000	0	0
4225 Skip Hire	1,500	1,950	0	0	1,500	0	1,500	1,435	1,650	0	0
4227 Memorial Testing	2,000	0	0	0	1,000	0	1,000	0	1,000	0	0
4250 Tree Works/Property Maintenance	2,000	606	0	0	1,000	0	1,000	1,388	1,000	0	0
4300 Vehicle Repair	970	1,049	0	0	1,000	0	1,000	341	1,000	0	0
4330 Fuel	1,500	1,614	0	0	1,500	0	1,500	666	1,000	0	0
4340 Insurance, Tax & MOT	862	899	0	0	1,000	0	1,000	868	1,000	0	0
4416 Equipment Maintenance	1,000	688	0	0	1,000	0	1,000	308	1,100	0	0
4592 PPE/Health & Safety	500	491	0	0	500	0	500	222	500	0	0
4594 Cemetery Mapping	0	1,835	0	0	0	0	0	11,235	0	0	0
Overhead Expenditure		48,079	41,151	0	61,091	0	61,091	47,029	52,965	0	0
Movement to/(from) Gen Reserve		(30,569)	(26,381)	(44,581)				(30,619)	(47,455)		
103	Grounds Maintenance										

Continued on next page

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Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 12)

2021/2022			2022/2023					2023/2024			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4000 Staff Salaries	0	0	0	0	0	0	0	0	25,000	0	0
4016 Town Cleaner	19,132	3,777	0	0	27,092	0	27,092	0	0	0	0
Overhead Expenditure	19,132	3,777	0	0	27,092	0	27,092	0	25,000	0	0
Movement to/(from) Gen Reserve	(19,132)	(3,777)			(27,092)		(27,092)	0	(25,000)		
105 Painted Room											
1450 Painted Room Sales Income	500	782	0	0	750	0	750	1,184	0	0	0
1451 Painted Room Donations Income	1,000	2,200	0	0	1,000	0	1,000	2,786	0	0	0
Total Income	1,500	2,981	0	0	1,750	0	1,750	3,970	0	0	0
4000 Staff Salaries	0	1,054	0	8,500	0	0	8,500	8,008	8,500	0	0
4122 Electricity	0	0	0	0	0	0	0	2,480	0	0	0
4170 Maintenance	1,000	0	0	0	1,000	0	1,000	6	1,100	0	0
4430 Advertising	460	160	0	0	500	0	500	926	800	0	0
4433 Card Machine rental	0	0	0	0	0	0	0	311	600	0	0
4434 Music Licence	0	0	0	0	0	0	0	303	350	0	0
4435 Card Machine Transactions	0	0	0	0	0	0	0	25	0	0	0
4550 Bank Charges	0	0	0	0	0	0	0	16	0	0	0
4700 Stock Purchase	510	500	0	0	500	0	500	570	550	0	0
4702 Tour Guides Salaries	6,550	7,693	0	-8,500	8,500	0	0	0	0	0	0
Overhead Expenditure	8,520	9,407	0	0	10,500	0	10,500	12,643	11,900	0	0
Movement to/(from) Gen Reserve	(7,020)	(6,426)			(8,750)		(8,750)	(8,674)	(11,900)		
107 Town Promotion											

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**Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 12)**

2021/2022			2022/2023					2023/2024			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4703	Promotional Material	2	0	0	4,000	0	4,000	75	3,000	0	0
4704	Tourism/ Town Plan Projects	65	0	0	5,000	0	5,000	0	5,000	0	0
4705	Signage	0	0	0	4,000	0	4,000	0	3,000	0	0
	Overhead Expenditure	67	0	0	13,000	0	13,000	75	11,000	0	0
	Movement to/(from) Gen Reserve	(67)			(13,000)		(13,000)	(75)	(11,000)		
108	Amenity Areas										
4122	Electricity	0	0	0	0	0	0	5,237	1,000	0	0
4174	CCTV New/ Security	0	0	0	1,000	0	1,000	0	0	0	0
4200	New Equipment	0	0	0	200	0	200	59	200	0	0
4204	Dog Hill Wood Management Plan/	367	0	0	1,000	0	1,000	0	1,000	0	0
4205	Grounds Maintenance (Contract)	5,850	0	0	4,040	0	4,040	3,667	4,040	0	0
4206	Grounds Maintenance	0	0	0	0	0	0	38	0	0	0
4209	Dog Hill Wood Maintenance	0	0	0	500	0	500	-882	500	0	0
4210	Dog Hill Wood Coppicing	0	0	1,000	1,000	0	2,000	976	1,000	0	0
4228	General Tree works	950	0	0	1,500	0	1,500	1,465	1,650	0	0
4252	General Park Maintenance	0	0	0	2,000	0	2,000	106	1,000	1,000	0
4253	General Park Verges	0	0	0	250	0	250	0	0	0	0
	Overhead Expenditure	7,167	0	1,000	11,490	0	12,490	10,665	10,390	1,000	0
	Movement to/(from) Gen Reserve	(7,167)			(11,490)		(12,490)	(10,665)	(10,390)		
110	Recreation Ground										
4122	Electricity	0	0	0	0	0	0	161	0	0	0
4170	Maintenance	0	0	0	0	0	0	637	0	0	0

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Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 12)

<u>2021/2022</u>			<u>2022/2023</u>					<u>2023/2024</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4174		0	0	0	0	0	0	65	0	0	0
4175	750	969	0	0	1,000	0	1,000	446	1,000	0	0
4205	7,854	11,955	0	0	7,854	0	7,854	11,193	7,854	0	0
4206	5,000	2,605	0	0	5,000	0	5,000	122	3,000	0	0
4224	700	0	0	0	700	0	700	700	8,208	0	0
4229	500	0	0	0	500	0	500	0	500	0	0
4230	60	63	0	0	65	0	65	63	71	0	0
4234	0	0	0	0	0	0	0	-34,221	1,000	0	0
4235	5,000	0	0	0	30,000	0	30,000	70,742	10,000	0	0
4236	5,000	1,405	0	0	5,000	0	5,000	6,333	5,000	0	0
4237	5,000	0	0	0	5,000	0	5,000	9,070	3,000	0	0
4238	1,500	250	0	0	1,000	0	1,000	2,931	1,000	0	0
4270	312	3,263	0	0	1,000	0	1,000	6,140	0	0	0
			0	0	57,119	0	57,119	74,379	40,633	0	0
					(57,119)		(57,119)	(74,379)	(40,633)		
115	<u>Town Centre Decorations</u>										
1270	0	0	0	0	1,000	0	1,000	1,509	1,000	0	0
			0	0	1,000	0	1,000	1,509	1,000	0	0
			0	0	0	0	0	611	0	0	0
4122		0	0	0	0	0	0				
4640	13,260	18,367	0	0	13,260	0	13,260	19,571	0	0	0
4650	4,000	2,641	0	0	4,000	0	4,000	3,809	4,000	0	0
			0	0	17,260	0	17,260	23,990	4,000	0	0
	17,260	21,008									
	<u>Overhead Expenditure</u>										

Continued on next page

**Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 12)**

2021/2022			2022/2023					2023/2024			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Movement to/(from) Gen Reserve</u>					<u>(16,260)</u>		<u>(16,260)</u>	<u>(22,481)</u>	<u>(3,000)</u>		
116	<u>Christmas Lights</u>										
4641	Christmas Lights	0	0	0	0	0	0	0	23,000	0	0
	Overhead Expenditure	0	0		0	0	0	0	23,000	0	0
	<u>Movement to/(from) Gen Reserve</u>	<u>0</u>	<u>0</u>		<u>0</u>		<u>0</u>	<u>0</u>	<u>(23,000)</u>		
118	<u>Minor Infrastructure</u>										
1289	War Memorial Refund	0	0	0	0	0	0	1,389	3,333	0	0
1292	Bench Donation	0	250	0	0	0	0	0	0	0	0
	<u>Total Income</u>	<u>0</u>	<u>250</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,389</u>	<u>3,333</u>	<u>0</u>	<u>0</u>
4176	CCTV Link to Hereford	8,195	8,251	0	0	8,379	0	8,379	9,500	0	0
4212	Definitive Footpaths	510	53	0	0	510	0	510	0	0	0
4214	Gloucester Rd Seats Grass Cut	50	0	0	0	50	0	50	0	0	0
4218	War Memorial Cleaning	450	0	0	0	450	0	450	0	0	0
4221	War Memorial refurbishment	1,000	955	0	0	0	0	3,471	0	0	0
4231	Bollard Refurb	0	100	0	0	0	0	0	0	0	0
4276	External power supply -High St	104	102	0	0	110	0	110	120	0	0
4285	Defibrillator Maintenance	0	310	0	0	350	0	350	350	0	0
	Overhead Expenditure	10,309	9,771	0	0	9,849	0	9,849	9,970	0	0
	<u>Movement to/(from) Gen Reserve</u>	<u>(10,309)</u>	<u>(9,521)</u>		<u>(9,849)</u>		<u>(9,849)</u>	<u>(8,918)</u>	<u>(6,637)</u>		
120	<u>Non-Statutory Services</u>										

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Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 12)

2021/2022			2022/2023					2023/2024			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1460											
	Ceremony Room Income	1,500	3,250	0	0	2,000	0	2,000	2,200	0	0
	Total Income	1,500	3,250	0	0	2,000	0	2,000	2,200	0	0
4007	Ceremony Room Licence Fee	0	0	0	0	0	0	0	500	0	0
4009	Wedding Refunds	0	181	0	0	0	0	17	0	0	0
4020	Cleaning	500	0	0	0	500	0	500	500	0	0
4430	Advertising	520	0	0	0	500	0	500	500	0	0
	Overhead Expenditure	1,020	181	0	0	1,000	0	1,000	1,500	0	0
	Movement to/(from) Gen Reserve	480	3,069			1,000		1,000	700		
125	Green Spaces Maintenance										
1875	Miscellaneous Income	0	6	0	0	0	0	0	0	0	0
	Total Income	0	6	0	0	0	0	0	0	0	0
4013	Devolved Services (grass cutti	2,500	891	0	0	2,500	0	2,500	0	0	0
4014	Lengthsman Scheme/P3 Scheme	3,000	2,464	0	0	3,000	0	3,000	3,000	0	0
	Overhead Expenditure	5,500	3,355	0	0	5,500	0	5,500	3,000	0	0
	Movement to/(from) Gen Reserve	(5,500)	(3,349)			(5,500)		(5,500)	(3,000)		
127	Services and Events										
1471	Dog Poop Bags	0	380	0	0	1,000	0	1,000	1,000	0	0
	Total Income	0	380	0	0	1,000	0	1,000	1,000	0	0
4271	Dog Bags	700	265	0	0	700	0	700	700	0	0
4600	Town Crier/Fees & Subs	800	120	0	0	500	0	500	500	0	0

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**Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 12)**

2021/2022			2022/2023					2023/2024			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4601	1,000	0	0	0	1,000	0	1,000	0	500	0	0
4605	0	0	0	0	100	0	100	174	100	0	0
4607	7,500	5,652	0	0	7,500	0	7,500	5,131	7,500	0	0
4850	0	20	0	0	20	0	20	142	20	0	0
	Overhead Expenditure	10,000	6,057	0	9,820	0	9,820	5,949	9,320	0	0
	Movement to/(from) Gen Reserve	(10,000)	(5,677)		(8,820)		(8,820)	(5,246)	(8,320)		
201	Market House										
1030	Market House Income	0	922	0	0	1,000	0	1,000	1,100	0	0
	Total Income	0	922	0	0	1,000	0	1,000	1,100	0	0
4110	Rates	1,737	414	0	0	1,500	0	1,500	1,650	0	0
4115	Water	0	0	0	0	0	0	61	100	0	0
4122	Electricity	1,500	1,401	0	0	1,000	0	1,000	1,500	0	0
4150	Cleaning	124	0	0	0	100	0	100	100	0	0
4170	Maintenance	5,304	100	0	0	5,000	0	5,000	5,000	0	0
	Overhead Expenditure	8,665	1,915	0	0	7,600	0	7,600	8,350	0	0
	Movement to/(from) Gen Reserve	(8,665)	(993)			(6,600)		(449)	(7,250)		
202	Town Council Offices										
1460	Ceremony Room Income	0	275	0	0	0	0	0	0	0	0
	Total Income	0	275	0	0	0	0	0	0	0	0
4021	Rubbish Collection	0	893	0	0	1,000	0	1,000	1,000	0	0

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Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 12)

<u>2021/2022</u>			<u>2022/2023</u>					<u>2023/2024</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
4110	Rates	6,127	6,633	0	0	6,200	0	6,200	6,633	6,820	0	0
4115	Water	500	443	0	0	500	0	500	522	550	0	0
4122	Electricity	8,000	8,620	0	0	10,000	0	10,000	1,007	6,000	0	0
4130	Insurance	0	187	0	0	0	0	0	0	0	0	0
4150	Cleaning	0	2,431	0	0	0	0	0	2,618	2,500	0	0
4155	Housekeeping	0	445	0	0	500	0	500	49	500	0	0
4160	Window Cleaning	250	35	0	0	250	0	250	70	250	0	0
4170	Maintenance	2,000	2,810	0	0	3,000	0	3,000	1,157	3,300	0	0
4171	PAT Testing	0	0	0	0	250	0	250	225	0	0	0
4179	Quinquennial Works	0	0	0	0	2,000	0	2,000	0	2,000	0	0
4182	Repairs	2,040	1,133	0	0	0	0	0	0	0	0	0
4185	Alarms	4,151	2,967	0	0	4,200	0	4,200	3,866	4,620	4,620	0
4415	Office Support & Equipment	0	38	0	0	0	0	0	254	0	0	0
4592	PPE/Health & Safety	0	0	0	0	0	0	0	0	0	0	0
Overhead Expenditure		23,068	26,635	0	0	27,900	0	27,900	16,785	27,540	4,620	0
Movement to/(from) Gen Reserve		(23,068)	(26,360)			(27,900)		(27,900)	(16,785)			
210	Civic Matters											
4110	Rates	0	0	0	0	0	0	0	272	0	0	0
4501	Mayor's Hospitality	1,000	105	0	0	1,000	0	1,000	450	1,100	0	0
4529	Civic Insignia	400	0	0	0	400	0	400	0	400	0	0
4531	Roll of Honour	50	0	0	0	50	0	50	30	50	0	0
4532	Flag Pole	157	120	0	0	120	0	120	120	132	0	0
4535	Civic Hospitality	1,000	390	0	0	1,000	0	1,000	1,056	1,100	0	0

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Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 12)

	2021/2022		2022/2023					2023/2024				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
	Overhead Expenditure	2,607	615	0	0	2,570	0	2,570	1,929	2,782	0	0
	Movement to/(from) Gen Reserve	(2,607)	(615)			(2,570)		(2,570)	(1,929)	(2,782)		
214	Grants with Powers											
1717	Grant Great Places to Visit	0	90,000	0	0	0	0	0	0	0	0	0
1718	October Fair Donation Income	0	2,270	0	0	2,000	0	2,000	2,250	2,250	0	0
1720	Welcome Back Fund	0	0	0	0	0	0	0	11,154	0	0	0
	Total Income	0	92,270	0	0	2,000	0	2,000	13,404	2,250	0	0
4122	Electricity	0	0	0	0	0	0	0	0	0	0	0
4800	Barrett Browning Clock	150	626	0	0	150	0	150	169	0	0	0
4805	Citizens Advice Worcs	0	0	0	0	5,000	0	5,000	5,000	5,000	0	0
4825	CAB	5,000	5,000	0	0	0	0	0	0	0	0	0
4826	Malvern Hills AONB Partnership	500	0	0	0	500	0	500	0	500	0	0
4827	Community Action Ledbury	10,000	10,000	0	0	10,000	0	10,000	10,000	10,000	0	0
4857	Great Places to Visit Funding	0	8,890	0	0	0	0	0	76,762	0	0	0
4858	Welcome Back Fund	0	11,005	0	0	0	0	0	83	0	0	0
4870	Youth Budget	5,000	0	0	0	5,000	0	5,000	0	5,000	0	0
4875	Distinguished Citizen Awards	250	121	0	0	250	0	250	101	250	0	0
4876	October Fair Expenditure	0	250	0	0	0	0	0	874	1,000	0	0
4890	Unspecified Grants	16,500	6,000	0	0	20,000	0	20,000	19,530	20,000	0	0
	Overhead Expenditure	37,400	41,891	0	0	40,900	0	40,900	112,519	41,750	0	0
	214 Net Income over Expenditure	-37,400	50,379	0	0	-38,900	0	-38,900	-99,115	-39,500	0	0
6000	plus Transfers from EMR	0	8,890	0	0	0	0	0	0	0	0	0

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Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 12)

<u>2021/2022</u>			<u>2022/2023</u>					<u>2023/2024</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4420	Newsletter	1,000	0	0	0	500	0	500	0	500	0
4500	Town Mayors Expenses	1,000	153	0	0	1,000	0	1,000	448	1,000	0
4502	Mayor's Advertising	510	0	0	0	500	0	500	0	500	0
4503	Mayor's Portrait/Caricature	500	0	0	0	500	0	500	0	0	0
4520	Councillors Expenses	500	307	0	0	500	0	500	0	500	0
4525	Councillors Training	2,000	450	0	0	2,000	0	2,000	99	0	0
4540	Election Expenses	0	60	0	0	500	0	500	0	0	0
4545	Annual & Other Meetings	1,000	882	1,000	0	0	0	1,000	1,716	0	0
Overhead Expenditure			1,000	0	5,500	0	6,500	2,263	2,500	0	0
Movement to/(from) Gen Reserve			(6,510)		(5,500)		(6,500)	(2,263)	(2,500)		
<u>230 Management and Payroll</u>											
4000	Staff Salaries	141,350	121,426	0	0	230,688	0	230,688	149,228	0	0
4001	Agency Cover	25,000	14,092	0	0	10,000	0	10,000	1,203	0	0
4018	National Insurance	41,647	58,455	0	0	0	0	0	60,061	0	0
4019	Pension	41,647	54,582	0	0	0	0	0	71,498	0	0
4050	Staff Training	3,000	3,931	0	0	3,000	0	3,000	2,103	0	0
4051	Officers Travel/Conference/Sub	500	664	0	0	1,000	0	1,000	926	0	0
4415	Office Support & Equipment	0	0	0	0	0	0	0	-48	0	0
Overhead Expenditure			253,144	253,149	0	244,688	0	244,688	284,971	0	0
Movement to/(from) Gen Reserve			(253,144)	(253,149)	(244,688)		(244,688)	(284,971)	0		
<u>235 Office Facilities & Equipment</u>											

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Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 12)

2021/2022			2022/2023					2023/2024			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1036											

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Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 12)

		<u>2021/2022</u>		<u>2022/2023</u>					<u>2023/2024</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure		21,000	16,061	2,500	0	7,000	0	9,500	5,150	5,000	0	0
Movement to/(from) Gen Reserve		(16,000)	(5,957)			(2,000)		(4,500)	2,992	500		
<u>302</u>	<u>Special Projects</u>											
4117	CCTV Upgrade	0	0	0	0	5,000	0	5,000	0	0	0	0
4270	Litter Bins & Benches	0	675	0	0	0	0	0	0	0	0	0
4273	Scatter Garden & Memorial Tree	0	0	0	0	2,000	0	2,000	0	0	0	0
4432	Phone Box	0	50	0	0	1,500	0	1,500	0	0	0	0
4884	Smart Water	0	0	0	0	1,000	0	1,000	0	0	0	0
4885	Climate Change	0	2,000	0	0	0	0	0	0	0	0	0
Overhead Expenditure		0	2,725	0	0	9,500	0	9,500	0	0	0	0
6000	plus Transfers from EMR	0	370	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		0	(2,355)			(9,500)		(9,500)	0	0		
<u>401</u>	<u>Full Council</u>											
4415	Office Support & Equipment	3,000	4,066	0	0	2,000	0	2,000	-2,946	0	0	0
4455	Postage	1,000	909	0	0	1,000	0	1,000	350	0	0	0
4480	ICT-Computers	2,000	3,043	0	0	1,000	0	1,000	0	0	0	0
4481	Telephones	4,500	4,864	0	0	4,500	0	4,500	4,535	0	0	0
4482	Website	4,000	910	0	0	1,500	0	1,500	1,302	0	0	0
4483	ICT Services & Software Lease	10,000	4,540	7,500	0	0	0	7,500	7,154	0	0	0
Overhead Expenditure		24,500	18,331	7,500	0	10,000	0	17,500	10,394	0	0	0
Movement to/(from) Gen Reserve		(24,500)	(18,331)			(10,000)		(17,500)	(10,394)	0		

Continued on next page

**Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 12)**

	<u>2021/2022</u>		<u>2022/2023</u>					<u>2023/2024</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Budget Income	597,391	696,549	0	0	30,760	0	30,760	659,647	21,893	0	0
Expenditure	603,397	533,886	14,000	0	631,351	0	645,351	686,131	295,350	5,620	0
Net Income over Expenditure	-6,006	162,663	-14,000	0	-600,591	0	-614,591	-26,484	-273,457	-5,620	0
plus Transfers from EMR	0	9,260	0	0	0	0	0	0	0	0	0
less Transfer to EMR	0	90,000	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(6,006)	81,923			(600,591)		(614,591)	(26,484)	(273,457)		

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	23 MARCH 2023	AGENDA NO: 13
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Report prepared by Angela Price – Town Clerk

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

Purpose of Report

The purpose of this report is to bring to the attention of Councillors all payments made to The Stone Workshop between October 2019 and September 2020 in relation to works carried out to the Ledbury War Memorial.

Detailed Information

Following email correspondence between Councillors, in which Councillor Sinclair had identified what he believed to be an overpayment being made to The Stone Workshop in August 2020, a meeting was arranged for 16 March 2023, between Councillor Sinclair, Councillor Bradford, Councillor Hughes (current Chair of Finance), and Councillor Howells (Town Mayor).

During the period October 2019 to September 2020 the following payments were made to the Stone Workshop for works to the Ledbury War Memorial:

Invoice Date	Payment made	Payment Date	Comment
18 Oct 2019	£15,321	12 Nov 2019	Deposit as agreed
2 April 2020	£2,675	15 April 2020	Costs incurred due to not having applied for street works licence and carving of dedication stone
6 June 2020	£7,250	16 June 2020	Full cost of additional works to spire
30 July 2020	£20,346	10 August 2020	Balance of original costs quoted, balance of spire works (paid in full 16.06.2020)
2 Sept 2020	£800	18 Nov 2020	Cost to replace damaged slabs due to inferior materials having been used

Prior to the meeting on 16 March, the Clerk reviewed the information provided by Councillor Sinclair in respect of potential overpayments, which was discussed at the meeting and investigated further in respect of the payment on 30 July following that meeting.

Financial Implications

The concerns raised by Councillor Sinclair were based around the invoice dated 30 July and paid 10 August, in conjunction with the invoice of 6 June which was paid in full on 16 June.

The 6 June 2020 invoice was paid in full (£7,250) for works that had yet to be completed. However, only 50% of this invoice should have been paid at this time, with the remainder being paid on completion of the refurbishment. This invoice was paid in total on 16 June 2020.

The invoice dated 30 July 2020 was for the final payment of the refurbishment works in the total of £20,346.

The overall cost of the project was initially quoted to be £30,642, 50% of this was paid in October 2019 and therefore the outstanding payment should have been in the sum of £15,321.

The final invoice was made up as follows:

Description	Unit Price	Cost
Stone paving inc VAT & Delivery	£ 6,357	£ 6,357
Portland Stone inc VAT & Delivery	£ 3,285	£ 3,285
Labour	£12,000	£12,000
Materials & Machine Hire	£ 9,700	£ 9,700
Balance of Spire Works	£ 3,625	£ 3,625
Additional repairs and work to the upper base of the memorial	£ 700	£ 700
Total		£35,667
Minus deposit paid Oct 2019		£15,321
Total		£20,346

As can be identified from above an amount of £3,625 for the Balance of the Spire Works was included in this invoice, this should not have been included, due to the full payment having been paid on 16 June 2020.

However, when subtracting the £3,625 from the invoice total of £20,346, this left a balance owing of £16,721 rather than the expected £15,321, which is a difference of £1,400.

This difference has been identified from two sources within the final invoice as follows:

Materials & Machine Hire – in the original quote this was quoted as £9,000 – therefore an additional £700 has been included in the above invoice.

Additional repairs and work to the upper base of the memorial – £700 - no quote was received in respect of this additional cost and no agreement to the additional cost was therefore made for this additional £700.

Therefore, it was agreed during that meeting and following inspection of the original invoice that The Stone Workshop have been overpaid the following sums as part of the 30 July 2020 invoice:

Balance of Spire Works	3,625
Additional cost for materials & machine hire	700
Additional repairs & work to upper base of the memorial	<u>700</u>
<u>TOTAL</u>	<u>£5,025</u>

Recommendation

Members are requested to consider the foregoing information and make a recommendation to Council at its meeting on 30 March 2023, as to what action, if any, they wish to take in respect of the over payments made to The Stone Workshop for works carried out to the Ledbury War Memorial.

When considering what, if any, action to recommend to Council, Members should bear in mind the conditions of the agreement between Ledbury Town Council and The Stone Workshop, in which The Stone Workshop have agreed to reimburse the Council a sum of £10,000.

The Public Sector Deposit Fund

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

Investment objective

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

Investment policy

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

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

Target investors

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

Who can invest?

Any public sector organisation can invest in the Fund.

Responsible investment policy

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

Key risks

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

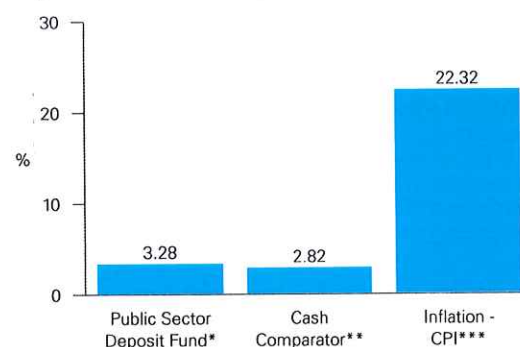
Top 10 counterparty exposures (%)

8.7%	Landesbank Baden-Wuerttemberg
8.7%	Nationwide Building Society
8.7%	Yorkshire Building Society
8.2%	DBS Bank Limited
8.2%	Sumitomo Mitsui Trust Bank
7.9%	SMBC Bank International plc
7.5%	National Bank of Canada
2.5%	ABN Amro Bank N.V.
2.5%	Barclays Bank plc
2.5%	Credit Agricole Corporate and Investment Bank

Share class 4 yield as at 31 January 2023

3.5292%

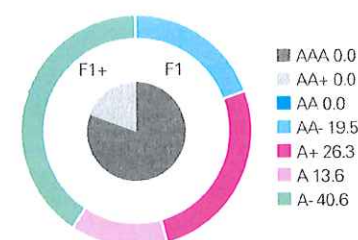
5 years cumulative performance



Asset type (%)



Credit rating† (%)



Top 10 country exposures (%)

25.8%	United Kingdom
21.0%	Japan
12.8%	Singapore
10.0%	Canada
9.3%	Germany
8.3%	France
2.8%	Netherlands
2.5%	Australia
2.5%	Denmark
2.5%	Finland

*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 January

Average yield over the month	3.4658%
Yield at the month end	3.5292%

Discrete year total return performance

12 months to 31 January	2023	2022	2021	2020	2019
The Public Sector Deposit Fund	+1.60%	+0.05%	+0.25%	+0.74%	+0.61%
Comparator Benchmark	+1.68%	+0.07%	-0.00%	+0.57%	+0.48%
Relative	-0.08%	-0.02%	+0.25%	+0.17%	+0.13%

Annualised total return performance

Performance to 31 January	1 year	3 years	5 years
The Public Sector Deposit Fund	+1.60%	+0.63%	+0.65%
Comparator Benchmark	+1.68%	+0.58%	+0.56%
Relative	-0.08%	+0.05%	+0.09%

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

Market update

News on the UK economy was mixed. The latest GDP figures, for November, showed that contrary to expectations the country had not then entered recession and in fact achieved modest growth of 0.1% in that month; however this was widely attributed to a short term boost to leisure spending related to the football World Cup. Consumer and business confidence continued to deteriorate, for example with the composite PMI falling to a two-year low of 47.8 in January, from 49.0 in December.

Inflation in the UK, beset by both high energy and food costs and a tight labour market, declined only slightly to 10.5% in December from 10.7% in November. This kept the pressure on the Bank of England which was widely expected to raise the official borrowing rate from 3.5% to 4% at its meeting on 2nd February.

Key facts

Fund size	£1,836m
Credit quality and sensitivity rating by Fitch	AAAmf
Weighted average maturity (Maximum 60 days)	32.26 days
Launch date	May 2011
Minimum initial investment	£25,000.00
Minimum subsequent investment	£5,000.00
Dealing day	Each business day*
Withdrawals	On demand
Domicile	United Kingdom
ISIN Share Class 4	GB00B3LDFH01
Interest payment dates	End of each month
Ongoing charges figure (OCF)**	0.08%***

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

Risk warning and disclosures

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

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

The Public Sector Deposit Fund

UK domiciled short-term LVNAV Qualifying Money Market Fund rated AAmmf
Fact Sheet – 28 February 2023

Investment objective

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

Investment policy

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

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

Target investors

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

Who can invest?

Any public sector organisation can invest in the Fund.

Responsible investment policy

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

Key risks

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

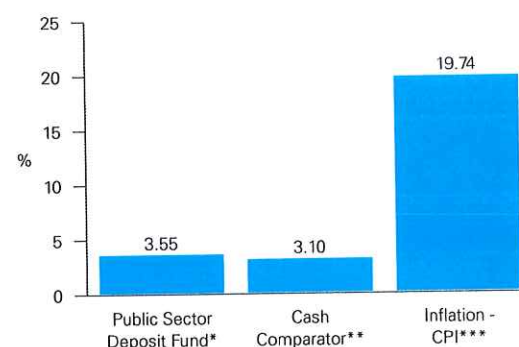
Top 10 counterparty exposures (%)

9.4%	Landesbank Baden-Wuerttemberg
9.4%	Nationwide Building Society
9.4%	Yorkshire Building Society
7.4%	Royal Bank of Canada
6.7%	DBS Bank Limited
3.0%	ABN Amro Bank N.V.
3.0%	Barclays Bank plc
3.0%	Citibank N.A.
3.0%	Credit Agricole Corporate and Investment Bank
3.0%	Danske Bank AS

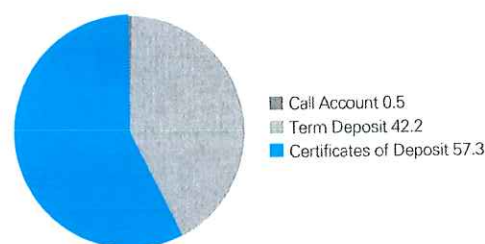
Share class 4 yield as at 28 February 2023

3.9060%

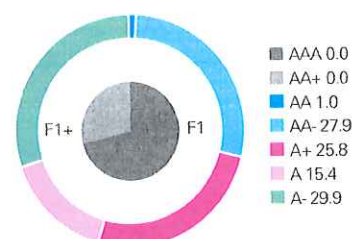
5 years cumulative performance



Asset type (%)



Credit rating† (%)



Top 10 country exposures (%)

30.7%	United Kingdom
12.4%	Canada
12.4%	Singapore
10.1%	Germany
9.0%	Japan
8.0%	France
4.1%	Netherlands
3.0%	Denmark
3.0%	United States
2.2%	Australia

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

Income - period to end February

Average yield over the month	3.8479%
Yield at the month end	3.9060%

Discrete year total return performance

12 months to 28 February	2023	2022	2021	2020	2019
The Public Sector Deposit Fund	+1.87%	+0.07%	+0.20%	+0.74%	+0.63%
Comparator Benchmark	+1.96%	+0.10%	-0.04%	+0.57%	+0.50%
Relative	-0.09%	-0.03%	+0.24%	+0.17%	+0.13%

Annualised total return performance

Performance to 28 February	1 year	3 years	5 years
The Public Sector Deposit Fund	+1.87%	+0.71%	+0.70%
Comparator Benchmark	+1.96%	+0.66%	+0.61%
Relative	-0.09%	+0.05%	+0.09%

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

Market update

The UK narrowly avoided a technical recession (conventionally defined as two or more successive quarters of contraction), with GDP growth flat at 0% in the final quarter of 2022 after a fall of 0.3% in the previous quarter. Over the year as a whole, UK GDP growth was reported at 4.1%. For the UK, inflation remains higher and more stubborn than in other major economies: January's annual CPI rise was still in double figures at 10.1%. This was down from 10.5% the previous month, largely because of easing fuel prices – but food inflation remained worryingly high at nearly 17%. However, there was a noticeable reduction in core CPI, which fell to 5.8% from 6.3% the previous month, helped by a slowdown in price rises among wage-intensive service industries such as hospitality.

Key facts

Fund size	£1,492m
Credit quality and sensitivity rating by Fitch	AAAmf
Weighted average maturity (Maximum 60 days)	41.87 days
Launch date	May 2011
Minimum initial investment	£25,000.00
Minimum subsequent investment	£5,000.00
Dealing day	Each business day*
Withdrawals	On demand
Domicile	United Kingdom
ISIN Share Class 4	GB00B3LDFH01
Interest payment dates	End of each month
Ongoing charges figure (OCF)**	0.08%***

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14 11
Dear Sir/Madam,

A good reason to be chirpy in a bear market

Over the past year it's been a roller coaster ride for UK interest rate expectations, with the Bank of England taking its official bank rate to 4% in February 2023. Yet many banks and building societies are not passing on the full benefit of the recent rate hikes to their depositors. So, it may be time to consider deposit and money market funds as an alternative.

We are writing to ensure you are aware of the recent yields that have been available from the Public Sector Deposit Fund.

As at 10 February 2023, the annual equivalent yield (AEY) for share class 4 was 3.92%.

The annual equivalent yield (AEY) shows what would be distributed if the current daily yield was compounded over a year. Please remember that the daily yield is subject to change daily. Returns are not guaranteed. For the latest yields, visit ccla.co.uk.

The fund aims to maximise the current income consistent with the preservation of principal and liquidity by investing in a diversified portfolio of high-quality sterling deposits and instruments issued by financial institutions approved by CCLA. The fund deals on a daily basis and Fitch Ratings has affirmed the fund's AAAmmf rating, their strongest rating available (rating as at 6 February 2023; ratings are subject to change).

Please note that a deposit in the fund is not the same as making a deposit with a bank or other deposit taking body and is not guaranteed. I would like to draw your attention to the 'important information' at the bottom of this email.

For your information we have attached the Public Sector Deposit Fund's fact sheet. For further information please refer to our website (ccla.co.uk) or if you have any questions, please do not hesitate to call Client Services or speak to your appointed contact at CCLA.

With best wishes

Jamie Charters



Sales Support & Administration Manager

Important information

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To ensure you understand whether a CCLA product is suitable, please read the key investor information document and the prospectus. CCLA strongly recommends you seek independent professional advice prior to investing.

A good reason to feel chirpy in a bear market

The Public Sector Deposit
Fund's current declared
yield is 3.92% (AEY).

For the latest yields,
visit ccla.co.uk



CCLA

GOOD INVESTMENT

Key features of the fund

- The target investors for the Public Sector Deposit Fund are local authorities and other public sector bodies
- Aims to provide a high level of capital security and a competitive rate by investing in a diversified portfolio of high-quality sterling deposits and instruments
- Actively managed
- Investments placed with a diversified range of carefully screened institutions
- Daily access for deposits and withdrawals
- AAmmf rated by Fitch Ratings*

*Ratings are subject to change.

ccla.co.uk

clientservices@ccla.co.uk

0800 022 3505



Returns are not guaranteed and are subject to change. Past performance is not a reliable indicator of future results. The value of investments and the income derived from them may fall as well as rise. Capital is at risk and you may get back less than you invest. Data shown for share class 4, as at 10 February 2023. The annual equivalent yield shows what would be distributed if the daily yield was compounded over a year. Please remember that the declared daily rate is subject to change daily. Returns are not guaranteed. The PSDF is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UCITS Scheme and is a Qualifying Money Market Fund. Issued by CCLA Investment Management Limited, authorised and regulated by the Financial Conduct Authority.

CCLA

BECAUSE GOOD IS BETTER

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	26 MARCH 2023	AGENDA ITEM: 15
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Report prepared by Julia Lawrence – Deputy Town Clerk

RECOMMENDATIONS FROM OTHER COMMITTEES

ENVIRONMENT & LEISURE - CORONATION MUGS

Purpose of Report

The purpose of this report is to request Members of the Finance, Policy & General Purposes Committee to consider and agree the purchase of Coronation mugs for King Charles III Coronation event.

Detailed Information

The Events Working Party has been investigating the cost of commemorative souvenir mugs to provide to each child, up to the age of 11, at Ledbury Primary School. At present, there are approximately 400 children under the age of 11.

Officers received quotations from 4 companies, as follows:

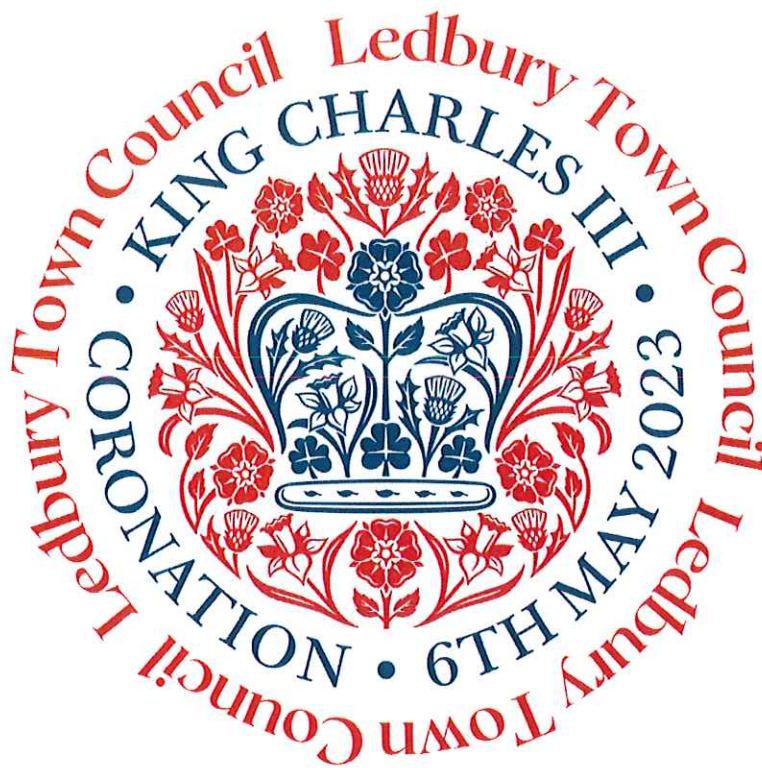
Company	Location	Cost per mug
1	Worcester	£3.80 per mug + delivery
2	Whitbourne	£4.25 per mug - free delivery
3	London	£2.50 per mug - minimum order 432
4	Christchurch	£3.04 per mug - minimum order 432

At the Events Working Party on 8 March 2023, Members agreed to select the Worcester Company which totalled £1,700.00 for 400 mugs. However, on investigation, the figure quoted is incorrect and should read £1,520.00.

At the Environment and Leisure Committee Meeting held on 16 March 2023, Members agreed to the proposal put forward but requested to see sight of the design before it went to print. A copy of the design is attached at Appendix A. However, Officers have been unable to show an image of the finished product until Members agreed on what company to select.

Recommendation

That Members of the Finance, Policy and General Purposes Committee are asked to approve the quotation received from the Worcester company to supply 400 commemorative souvenir mugs at a cost of £3.80 per mug plus delivery, subject to seeing sight of the mug before it goes to print.



FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	23 MARCH 2023	AGENDA ITEM: 16
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Report prepared by Angela Price – Town Clerk

ADVANSYS PROPOSAL

Purpose of Report

The purpose of this report is to provide Members with two quotations received from Advansys in relation to the Council's Website.

Detailed Information

i. Proposed Development Changes to Council Website

As members are aware there are a number of issues with the Council website, not least the Agendas and Minutes page.

The Clerk has recently had a conversation with the Website host to discuss how the agenda and minutes pages could be tidied up with a suggestion from the Clerk that the page be changed to incorporate a table for each year and each committee as below:

Council Meetings (Example)

Date	Agenda	Minutes
9 June 2022	Link to agenda	Link to minutes
4 August 2022	Link to agenda	Link to minutes
29 September 2022	Link to agenda	Link to minutes

The web host agreed that this would potentially tidy up the agenda and minutes pages, and it would also make it easier for anyone visiting the website to identify the specific agendas or minutes required.

ii. Instagram and Facebook Training on How to Link in with the Website

The website host recently enquired what social media the Council use, as they are able to provide training for staff on how to maximise the use of social media and link it to the website, but just uploading it once. Currently when uploading a post to the Council's Social Media platforms, staff have to upload each one individually, Advansys offer the facility and training so that staff would only need to upload it once and it would automatically upload to all social platforms managed by the Council.

The Council do not currently have an Instagram account, however, it has been suggested by staff that this would be a more instant way of connecting with people and that it's reach could potentially be further than that of Facebook.

Quotes for both of the above will be provided separately from the report.

Recommendation

1. That Members give consideration to proposed changes to the council website in respect of the agenda and minutes page as proposed above and in the additional proposal provided by Advansys at a cost of £2,050 plus VAT.
2. That Members give consideration to the quotation received from Advansys in respect of two staff receiving training on content management to enable better management of the Council's social media platforms, and link-in with the website at a cost of £950 plus VAT.

FINANCE & GENERAL PURPOSES COMMITTEE	23 MARCH 2023	Agenda Item: 17
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Report prepared by Charlotte Barltrop - Administrator

CAMERA RECORDING EQUIPMENT

Purpose of Report

The purpose of this report is to provide Members with information on the cost to purchase camera equipment for use at Council and Committee meetings

Detailed Information

Members will be aware that discussions have taken place on numerous occasions about recording Council and Committee meetings. Currently, all Council and Committee meetings are audibly recorded, but not video recorded. Below are costings to purchase camera recording equipment for the purpose of recording meetings.

As Members know, the internet in the Council offices is poor and therefore it is initially, proposed that meetings are recorded and uploaded to the website/social media accounts the next day. With the eventual introduction of a live stream of all Committee meetings once the Fastershire project has been completed and high-speed broadband is available to Ledbury Town Council offices.

Financial Information

Officers have researched various options for a camera that could be used for the recording of meetings and the costs for these are detailed below.

Please note that all options below will require a tripod at the cost of £15.00.

	Spec	Image	Price
Quote 1	HP 950 4K Webcam, Built in microphone		£179.00

Quote 2	Ordoro AX65 camcorder 4K 1080p built in microphone, handheld stabiliser		£379.99
Quote 3	BCC950 ConferenceCam webcam 1920- 1080 pixels with built in microphone		£236.39

Recommendation

That members of the Finance & General Purposes Committee are requested to give consideration to the above information and agree which option to choose from those listed above for the purpose of recording Council and Committee meetings.

FINANCE & GENERAL PURPOSES COMMITTEE	23 MARCH 2023	Agenda Item: 18.i.
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Report prepared by Charlotte Barltrop - Administrator

PA system

Purpose of Report

The purpose of this report is to provide Members with costings to purchase a PA system for use at Council events, and which could be borrowed by other organisations in the town.

Detailed Information

Currently an outside sound engineer is engaged for Council events, when required, at a cost of £270 (figure charged for World Book Day event, 4 March 2023). With some funding still available to be spent by 31 March 2023 from the Great Places to Visit fund, Ledbury Town Council could purchase a PA System to use at events and loan this PA system to other Ledbury groups for their events.

Currently there is a Member of staff who has knowledge of such equipment and their operation and they have expressed a willingness for this to be a responsibility that they could take on at council events, with training being given to other members of staff should they not be available.

Financial Information

Officers have contacted several companies in order to obtain quotations for portable PA systems which can be utilised for a range of activities, including events and committee meetings.

Quote 1	Pair of speakers with sub woofers, dual microphones, mixer desk, all cabling	£1,257.43
Quote 2	Sub woofer and top speaker pair, two wireless mic's, speaker stands, mixer, all cabling	£ 979.00
Quote 3	Sub woofer and top speaker pair, two wireless mic's, speaker stands, mixer, all cabling	£998.98

Whilst Ledbury Town Council endeavours to reduce their carbon footprint by purchasing items locally, specialist PA systems are not available locally so have been sourced accordingly.

As stated above, currently it costs the Council £270 to hire a PA System and one person to manage it for a day event. If, and dependent on which system the Council were to agree to purchase, the system would start saving the Council money on hire costs just after four/five events. The Town Council have four events already booked in for 2023/24 (Kings Coronation, HOD's, Christmas Lights Switch-on and World Book Day), which would mean that the cost to purchase a PA System would start saving money within one year.

Recommendation

- 1. That Members of the Finance, Policy & General Purposes Committee give consideration to the information within this report and should they be minded to purchase a PA System for use by the Town Council and local organisations, agree on which option from those provide above to purchase.**
- 2. That if agreed to purchase officers be asked to purchase this without delay to ensure it can be paid for by 31 March 2023, and claim through via the Great Places to Visit funding.**

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	23 MARCH 2023	AGENDA ITEM: 19
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Report prepared by Angela Price – Town Clerk

ANNUAL GRANTS APPLICATIONS

Purpose of Report

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

Detailed Information

The attached grant applications were considered at a meeting of the Grants Working Party on 15 March 2023 to establish whether they meet the Council's Grants Giving Criteria.

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

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

£500 or less

1. John Masfield High School - £500 – RHS Sustainable Garden Project 2023 – Open Spaces Act 1906 ss. 9-10

There was discussion regarding this application as to whether it was permissible due to the possibility that JMHS is an academy. It was agreed that the Clerk would investigate this matter and provide an update in the report to the Finance Committee.

The Clerk has investigated this and it should be noted that the Gov.uk website states:

"Academies are free, state-funded schools which are run by charitable trusts. They cannot be run for profit."

Therefore, it is reasonable to accept that should the Finance, Policy & General Purposes Committee be minded to support this application, it does meet the criteria.

2. Ledbury Children's Centre - £350 – Continuation of existing Project "Helping Local Families Connect with Nature. Learning about food growing and how to look after the world around them." – Open Spaces Act 1960 ss. 9-10

It was agreed that this application met the criteria.

3. Ledbury Community Day - £300 – To enable local, mainly voluntary, groups in and serving Ledbury to showcase what they do for Ledbury residents by a special Community Day Event – Local Government (Miscellaneous Provisions) Act 1976 s 19

It was agreed that this application met the criteria.

4. Three Counties Home Educator's - £500 – Signs for the Wildlife garden – Open Spaces Act 1906 ss. 9-10

It was agreed that this application met the criteria.

Over £500

1. Bosbury Scouts – £1,008.00 – 1st Bosbury Scout Group Covid Recovery Project – to help the group fully recover from the impact of the Covid Pandemic - Local Government (Miscellaneous Provisions) Act 1976 s. 19.

It was agreed that the Clerk would enquire as to how many of the Scouts are Ledbury Residents, noting that the criteria could be met for these Scouts if the troupe do not meet in Ledbury.

Further information will be provided at the meeting.

2. Ledbury Places - £4,600 – To improve acoustics and visual experience of events – Power to encourage tourism - Local Government Act 1972s. 144

The Chair was concerned what type of equipment Ledbury Places planned to purchase, as he felt the cost quoted in the application appeared high. It was suggested that there may be a way that any equipment purchased by LTC may be available for use. The Clerk was asked to gain further information on the type of equipment LP were proposing to purchase.

Councillor Morris asked that it be recorded that he felt that whilst the application does meet the criteria he did was disappointed that they had not indicated in their application that they had applied for funding from any other source other than the town council, and that he would ask the Finance Committee to consider not supporting this application on these grounds. He also noted that Ledbury

Places had received a number of grants from Ledbury Town Council over past years.

3. Ledbury Places - £750 – To replace dressing up costumes for Children's learning and play area - Local Government (Miscellaneous Provisions) Act 1976 s. 19

It was agreed that this application met the criteria, however members felt that £500.

Councillor Morris reiterated his comments as above.

4. Ledbury Carnival Association - £1,000 – "Countryside Fun" Carnival 2023 - Power to encourage Tourism - Local Government Act 1972s. 144

It was agreed that this application met the criteria.

5. Ledbury Maritime Cadets - £ 2,000 – Ongoing costs and part funding to renew tubes on 5.4 metre sea rider safety boat - Local Government (Miscellaneous Provisions) Act 1976 s. 19

It was agreed that this application met the criteria.

6. Ledbury Poetry - £5,000 – for marketing – Power to encourage Tourism - Local Government Act 1972s. 144

It was agreed that this application met the criteria, however it was discussed that the applicant has been in receipt of a large grant from Arts Council England.

Multi-year

1. Community Voluntary Action Ledbury & District (CAL) – To assist with the continued service to provide transport within Ledbury and the District via the Ring and Road scheme – Local Government and Rating Scheme Act 1997 s. 26

Year 1 - £12,000

Year 2 - £12,000

Year 3 - £12,000

It was agreed that this application met the criteria and that there was funding of £10,000 earmarked for this project in the 2023/24 budget.

2. LEAF (Locally Encouraging All to Flourish) – to benefit people of all ages who are residents of Ledbury and the surrounding district. The funding would enable one person to be employed one day per week to provide listening and guidance service to clients referred by GP's. LEAF would

provide a volunteer Chaplain to also work on day per week –Local Government Act 1972 s. 137 Financial Assistance

Year 1 - £10,440
Year 2 - £10,440
Year 3 - £10,440
Chaplain £5,000
Counselling £5,040
Kintsugi £400

It was agreed that whilst this application met the criteria, LTC would not be able to pay £20,000 in the first year. Therefore, the Clerk was asked to find out what the priorities are for this project to assist the Finance Committee when considering the application.

3. Ledbury Carnival Association - To help support the future of the Carnival in Ledbury - Power to encourage Tourism -Local Government Act 1972s. 144

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

It was agreed that this application met the criteria.

RESOLVED:

That the Finance, Policy & General Purposes Committee be advised of the comments above from the Grants Working Party when considering the grants at their meeting on 23 March 2023.

It should be noted that unless indicated above, no budget provision has been made in the 2023/24 budget for the multi-year applications. Currently, Ledbury Town Council undertake two grants processes, one in September and one in February. Multi-year applications received and considered in September can be included in the budget for the following year, however, as the budget is agreed and finalised in January/February of each year, this means that there are no funds allocated within the next year's budget for multi-year applications received in the February process.

Therefore, Members may wish to review the grants process and carry out the one process in September in relation to multi-year applications.

Recommendation

1. That Members of the Finance, Policy & General Purposes Committee give consideration to the grant applications received, taking into account the comments from the Grants Working Party, and make awards, accordingly, noting the powers to award provided by the Clerk.

2. That Members give consideration whether multi-year grant applications should only be received in the September grants process, to avoid additional funding having to be found, or applications rejected, due to the budget setting process having been completed prior to receiving applications in February of each year.

LEDBURY TOWN COUNCIL

DRAFT TRAINING AND DEVELOPMENT POLICY

This Policy should be read in conjunction with the following policies:

- *Equal Opportunities Policy*
- *Agile Working Policy*

Ledbury Town Council aims to operate effective and efficient high standards of service to the residents of and visitors to Ledbury. To achieve this aim, the Council recognises that training and development plays an integral part in both employee and councillor development, based on equality of opportunity to all.

According to the Chartered Institute of Personnel and Development (2007), Training can be defined as a "planned process to develop the abilities of the individual to satisfy current and future needs of the organisation".

Ledbury Town Council recognises that its most important resource is its employees and councillors, and is committed to encouraging both to enhance their knowledge and qualifications through further training.

Training courses, which will benefit the Council, provide relevant development opportunities and enable employees and councillors to perform their duties and responsibilities efficiently and effectively will be prioritised.

The Council will look proactively at offering financial assistance to support appropriate training and development programmes.

Councillors will be provided with opportunities at induction and throughout their term of office to become familiar with changes to legislation, their roles and responsibilities as councillors and to develop themselves in order to better support the community they serve.

Employee training may be identified through formal and informal discussions, when reviewing job descriptions, at supervision and appraisals and agreed via line managers in liaison with the Chief Officer.

PROCEDURE

Training Categories

Statutory – Statutory training is that which is required under legislation to ensure that all employees and councillors are trained to the level required by statute.

Occupational – Occupational training is that which is required in order to acquire and refresh the skills needed to carry out particular roles which form part of the employee's job profile or a role which they will undertake in the near future. There may be some occupational training required for councillors who undertake specific duties, such as appraisal training, chairing skills, understanding planning legislation or other requirements that the council needs to comply with in its role as employer.

Vocational – Vocational training is that which is not necessarily required for the role, but may be deemed useful as the skills, knowledge and qualifications obtained will add to the development of the employee or councillors if not covered by statutory or occupational training.

Training Facilities

The Council will make available facilities to employees to enable them to:-

- Attend approved daytime training courses or courses held wholly or partly outside office hours
- Study by way of distance learning courses
- Have provision of a study area at the Council offices for agreed study during working hours
- Support staff studying from home during working hours via its Agile Working Policy

The Clerk will arrange for Councillors to be booked onto relevant training as agreed through their induction programme or requested throughout their term of office.

Training Budgets

The Clerk is responsible for managing the training budget for both staff and councillors. Requests to increase the training budget in year **MUST** be made to the Resources Committee, who will make recommendation to either the Finance, Policy & General Purposes Committee or Full Council.

In an election year the Councillor training budget will be increased by 75% in order to arrange a training package for new/returning councillors. This will include Code of Conduct and any other courses councillors may consider appropriate.

Costs

The Council will meet the cost of reasonable expenses for:

- Staff salary and other contractual benefits
- Course and examination fees (noting that failure to attend a pre-booked course may result in the employee paying towards the cost of the course)
- Travel costs, either by public transport or use of own transport in line with the terms and conditions set out in the Natinoal Joint Council Local Government Services Pay and Conditions of Service. It is expected that wherever possible, all employees and councillors will use the cheapest form of transport available.

Study Material

- Any essential reading material purchasd by the Council will remain the property of the Council and must be returned to the Council at the end of the training course. Failure to do so will result in the employee being charged full replacement costs.

Examinations

Paid leave for pre-examinations study and to sit examinations will be granted as follows:

- Half day study leave for a half day examination
- One day study leave for a one day examination
- Two days study leave for a two day examination
- Up to a maximum of three days study leave for examinations of three or more days

Requesting Training

All staff have the right to request training and each case will be considered on its own merit.

- The Deputy Clerk is responsible for ensuring that all staff receive statutory training and attend all the appropriate refresher courses
- Requests must be made in writing to the employee's line manager who will forward them to the Town Clerk for consideration
- Requests for vocational training **MUST** be approved by the Resources Committee

Appeals

If a request for training is declined an appeal should be made in writing to the Town Clerk within 5 working days of the refusal giving reasons why the training is required.

If this is not successful an appeal may be made, again within 5 working days of the Clerk's refusal, to the Resources Committee whose decision will be final.

Repayment of Training Costs

If an employee leaves the employment of Ledbury Town Council, except for redundancy or dismissal, within two years of receiving training paid for by the Council they will be required to repay an aggregated percentage towards the cost.

Failure to complete a training course due to lack of interest may result in the Council reclaiming the cost of the training and any other costs involved i.e. travel and overtime.

Evaluation

Records of all training undertaken by employees and councillors will be kept on a training database, and hard copies of certificates will be kept in staff personnel files.

Staff will be asked to provide feedback to their line manager on the quality of the training they undertake, if they have any best practice or learning to highlight the overall value and effectiveness of the training. Councillors will be asked to provide feedback to the Town Clerk.

The Town Clerk will report annually to the Resources Committee on progress detailing employee and councillor training attended throughout the year.

Adopted:
Review Date:



**LEDBURY
TOWN COUNCIL**

Ledbury Town Council Capability Procedure

1. Introduction

The aim of this procedure is to ensure that employees whose performance is unsatisfactory due to lack of skill, knowledge, experience or aptitude are treated fairly, whilst maintaining the high operating standards of Ledbury Town Council.

The Capability procedure should be followed when problems arise which call into question the capability of an employee to perform duties which he/she was employed to undertake.

A clear distinction should be made between sub-standard performance, which is due to negligence, and that which is due to the lack of ability, skill, knowledge, experience or aptitude. Negligence will usually involve some measure of personal blame in that the employee is capable of doing his or her job, but the level of performance is inadequate. Issues of this nature should be handled through the stages of the disciplinary procedure. Lack of skill, knowledge, experience or aptitude should be treated from a different viewpoint.

The Capability Procedure is intended to compliment Ledbury Town Council's Appraisal Scheme, Sickness Absence Procedure and be used as part of its' Performance Management Responsibility.

2. Responsibility

Ledbury Town Council requires high standards from its' employees in order to provide an efficient and effective service to its clients/customers etc.

Managers have a responsibility to make clear to employees the standards required of them in terms of work performance and objectivities. Employees have the responsibility to achieve and maintain these standards.

Ledbury Town Council will endeavour to ensure that all employees are adequately trained and competent to undertake their duties. Where these standards are not satisfied, support will be offered to achieve the appropriate standards where informal methods are not successful.

The procedure provides a framework for dealing with lack of capability related to an individual's competence to meet the required standards of performance, on a fair and consistent basis, and aims to improve individual effectiveness using a problem-solving approach. Help, advice, opportunity and time will be given to the employee in order for them to improve their performance and meet the standards required.

The Procedure applies to all staff directly employed by Ledbury Town Council.

Unacceptable performance arising from deliberate or wilful lack of care, attention, or negligence rather than as a result of the lack of necessary skills or aptitude will be addressed appropriately through Ledbury Town Council's Disciplinary Procedure.

3. Causes of Poor Performance

Unacceptable performance may be due to lack of skill, aptitude, experience, knowledge, poor health (physical and mental health) all of which can affect the capability of the individual to perform their job satisfactorily. Such problems can occur through:

- Unsatisfactory application of the recruitment and selection process
- Lack of proper training and development, to allow the employee to achieve the required standards. This should be reviewed regularly, at least annually, as part of the Appraisal Scheme to meet changing demands.
- Insufficient understanding of the role the employee is expected to perform due to poor or inadequate guidance or induction.
- The employee not having the range of experience, skills, or knowledge necessary to perform effectively in their role.
- The employee's working conditions and/or access to equipment/information which may be such as to impair the efficient performance of their duties.
- Inadequate staffing levels and skill mix.
- Issues associated with an individual's domestic situation. Employees should be supported appropriately and sensitively depending on the issues.
- Harassment or bullying. Action will be taken under the appropriate Ledbury Town Council Policy(s).

(This list is not exhaustive)

4. Informal Stage

Before resorting to the formal procedure, the manager will ensure that proper guidance, advice and, where appropriate, training has been given and that adequate time has been allowed for the employee to overcome the difficulties that they have been experiencing.

Where an employee's ability to perform the duties of his/her post satisfactorily is in question, their manager will discuss the matter first informally at a 1:1 meeting (either a Let's Talk, a Supervision, or an Appraisal).

The nature of the problem will be described, and reasons explored. The employee will be given an opportunity to give an explanation for the unsatisfactory performance. An action plan to address unsatisfactory performance will be developed and agreed jointly with the employee. The action plan will address the causes and will include the following:

- Make the employee aware of the standards to be addressed.
- Clarify tasks to be completed.
- Set a realistic timescale for improvement.
- Identify necessary training and/or supervision.
- Include regular monitoring meetings.
- Clarify the appropriate method of monitoring performance.

A **Performance Improvement Plan** template is below:

Define the Task, skill or competence that needs to be reviewed or improved	Improvement needed and the standard expected	Monitoring period and date for review	Additional information, support or training required, by whom, by when

Signed by employee: _____ Date: _____

Signed by line manager: _____ Date: _____

The broad content of the meeting and all the actions required to take will be confirmed in writing, either through notes or email follow up. The employee will also be informed of the possible implications of not achieving the required standards. A record will also be kept of any monitoring meetings as they may need to be referred to at a later stage.

A review meeting will be held at the end of the agreed timescale. If satisfactory improvement is achieved and maintained, no further action will be taken, and performance will continue to be monitored as part of the usual 6 month and 12-month Appraisal Scheme.

If standards have not been achieved and/or maintained, the reasons will be explored and considered given to extending the time period. If appropriate, otherwise the employee will be invited to attend a formal Capacity Hearing.

5. Rights of the Employee

The employee will have full access to a copy of the Capacity Procedure at the informal stage.

- Senior Managers/Chair of Personnel will manage and chair any formal meetings from this point on.
- Employees have the right to be accompanied at formal hearings by a Trade Union Representative, colleague or friend who is not acting in a legal capacity. It is the employee's responsibility to obtain representation, colleague or friend.
- The employee will be given reasonable written notice of the hearing, setting out the date, time, venue, nature of unsatisfactory performance being considered and their right to representation. At least five working days' notice will be given to enable the employee to prepare their case and to arrange representation.
- The employee will be given copies of written statements, and relevant documents.
- The employee has the right of appeal against formal warnings imposed.

6. Formal Capability Procedure

While the principal objective of the Capability Procedure is to help an employee overcome their difficulties, it is nevertheless essential that they are made fully aware of the consequences of not achieving and maintaining the standards set.

The formal capability procedure will comprise of the following stage:

- Stage 1 – verbal warning (letter – live for 3 months)
- Stage 2 – First Written warning (kept live on file for 6 months)
- Stage 3 – Final Written warning (kept live on file for 12 months)
- Stage 4 – Dismissal

Consideration will be given to the causes of unacceptable performance together with what help, and support has been offered in the past and what more the employee can reasonably expect in order to overcome their difficulties and in what timescales.

In handling unacceptable performance any warnings will normally be issued progressively, however depending on the circumstances a written warning or a final written warning may be issued without any previous action having been taken under the Capability Procedure. This will most commonly occur where the unacceptable performance is likely to have serious consequences on service delivery or the financial security of Ledbury Town Council is at risk and the level of performance cannot be remedied by training in a reasonable period.

Suspension from duty or temporary transfer to other duties, or redeployment or demotion may be required in such exceptional circumstances.

7. Outcomes

Any warning given will be by a Senior Manager/Chair of Personnel.

Any warning given should last three months to allow sufficient time for improvement. However, these periods may be longer or shorter depending on the circumstances.

In circumstances where a warning has proved ineffective and an improvement in performance seems unlikely, the employee should be encouraged to seek alternative employment where it is both suitable and available.

Where alternative employment is offered within Ledbury Town Council, the employee will receive a formal written offer giving details of the alternative employment and the duties required in it for consideration, before either party commit themselves to the new job contractually. It will be made clear that they are expected to reach the required standard of performance within an agreed period otherwise the Capability Procedure will be once again invoked.

Alternative employment, if offered as an alternative to dismissal, does not have to be equivalent to the current post nor be at the employee's current level/pay. There will be no right for the employee to have their current earnings level protected.

Refusal of redeployment or demotion will result in termination of employment.

All decisions will be confirmed in writing to the employee within 3 working days of the hearing.

Copies must be retained by the Manager for the agreed review period as well as being placed on the personnel file.

No employee will be dismissed for the first discussion about their performance.

8. Review and Monitoring Period

The Senior Manager who issued the warning should ensure that the terms of the review and monitoring period are adhered to. They need to undertake this themselves or delegate it to the employee's manager.

The Review will be conducted in a manner which encourages the employee to improve. The employee will be encouraged to discuss areas of concern as they arise during the course of the review period.

At the end of the review and monitoring period, if the manager is satisfied that the employee has reached the required standard of performance, then they will confirm this in writing to the employee, their representative (if applicable) and retain a copy on the employee's personnel file. The letter should contain a reminder that the performance level reached should be maintained.

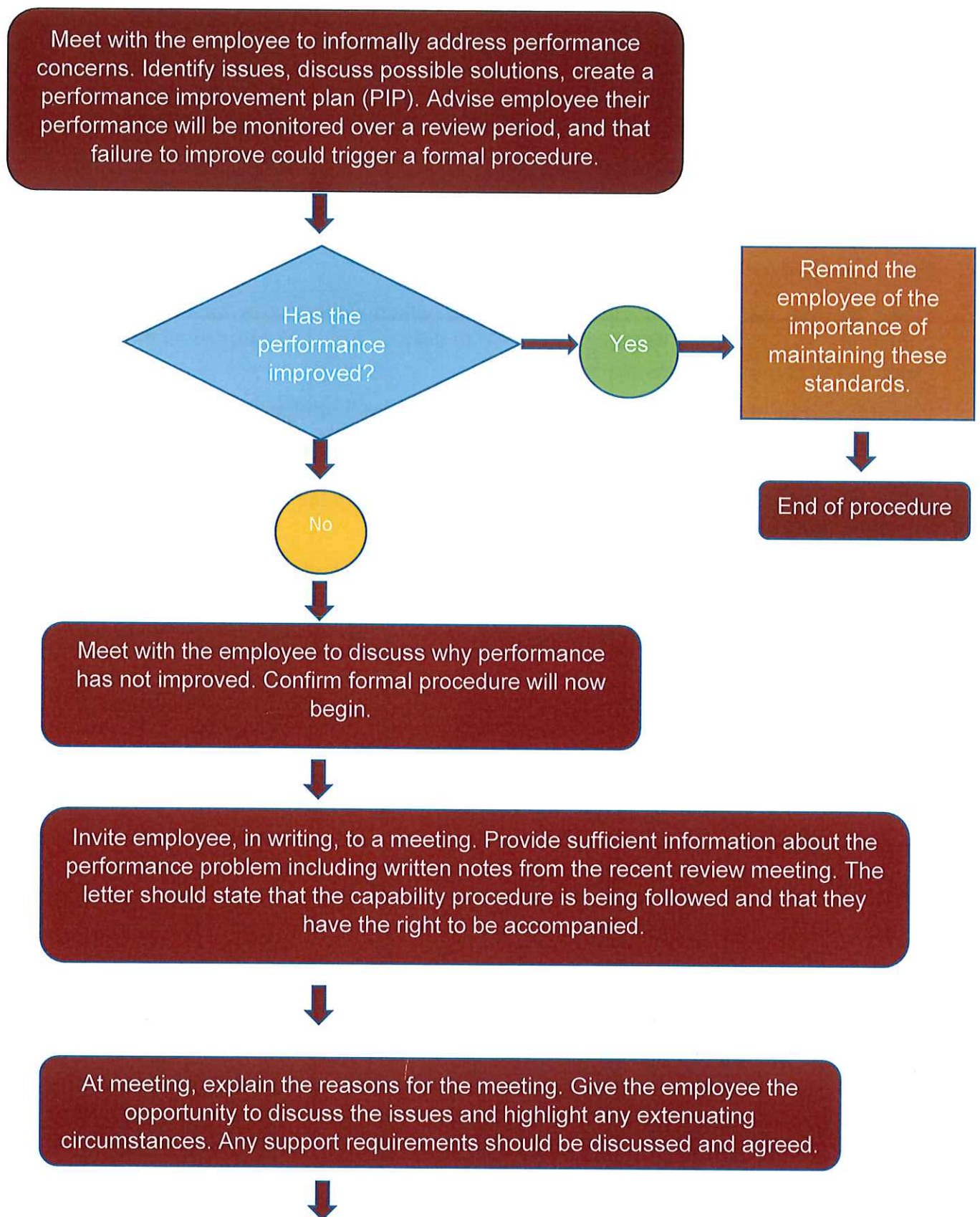
In the event that the employee fails to reach the required standard of performance at the end of the review period, then a further formal hearing should be arranged under the terms of the Capability Procedure.

In exceptional circumstances, where it seems obvious to the manager that, in spite of warnings and counselling, the employee is never going to be able to reach the required standard of performance, then the review date may be brought forward.

Any records relating to warnings in a personnel file will not be viewed as current after a period of 1 year from the date that they were imposed.

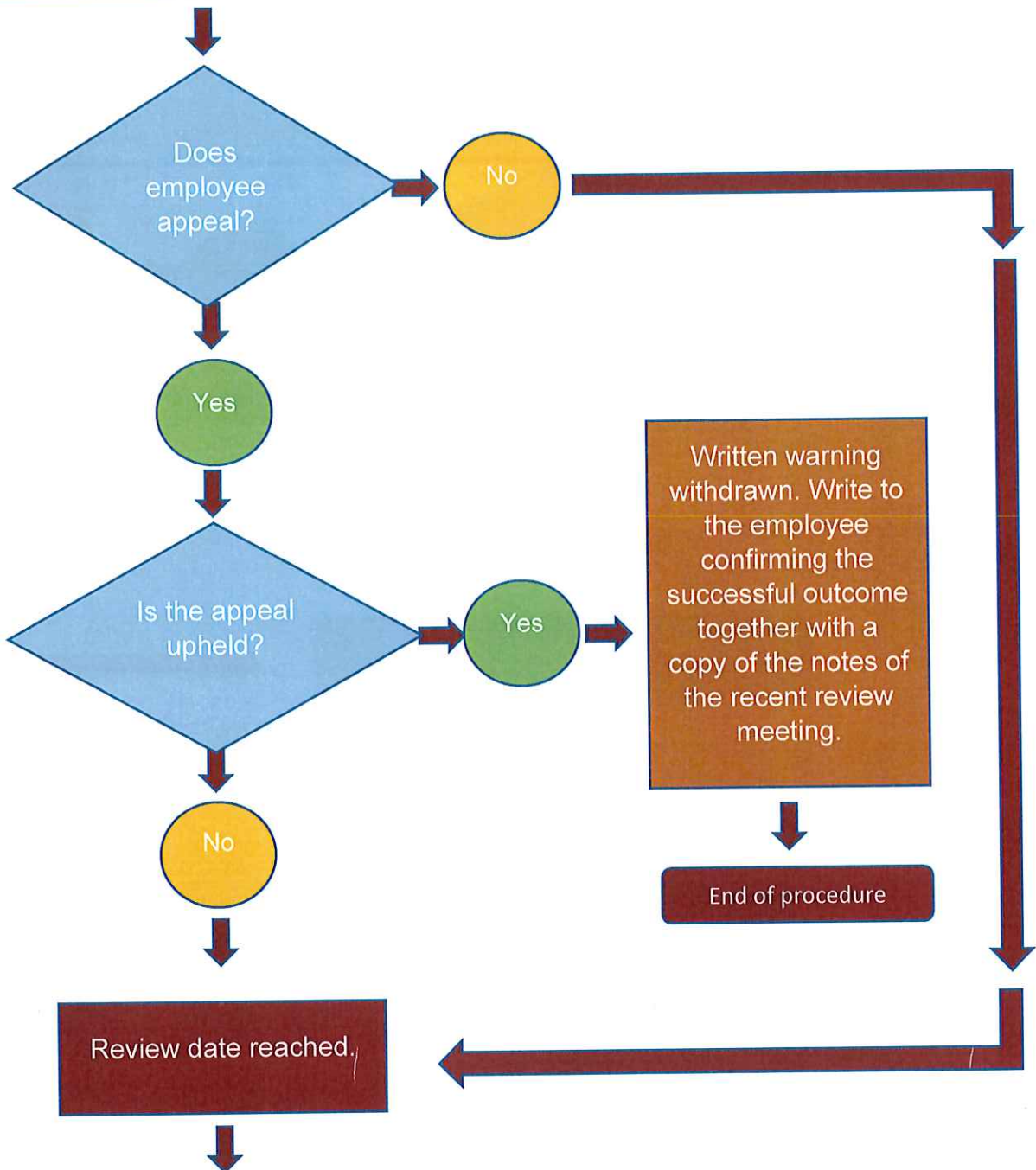
9. Appeals

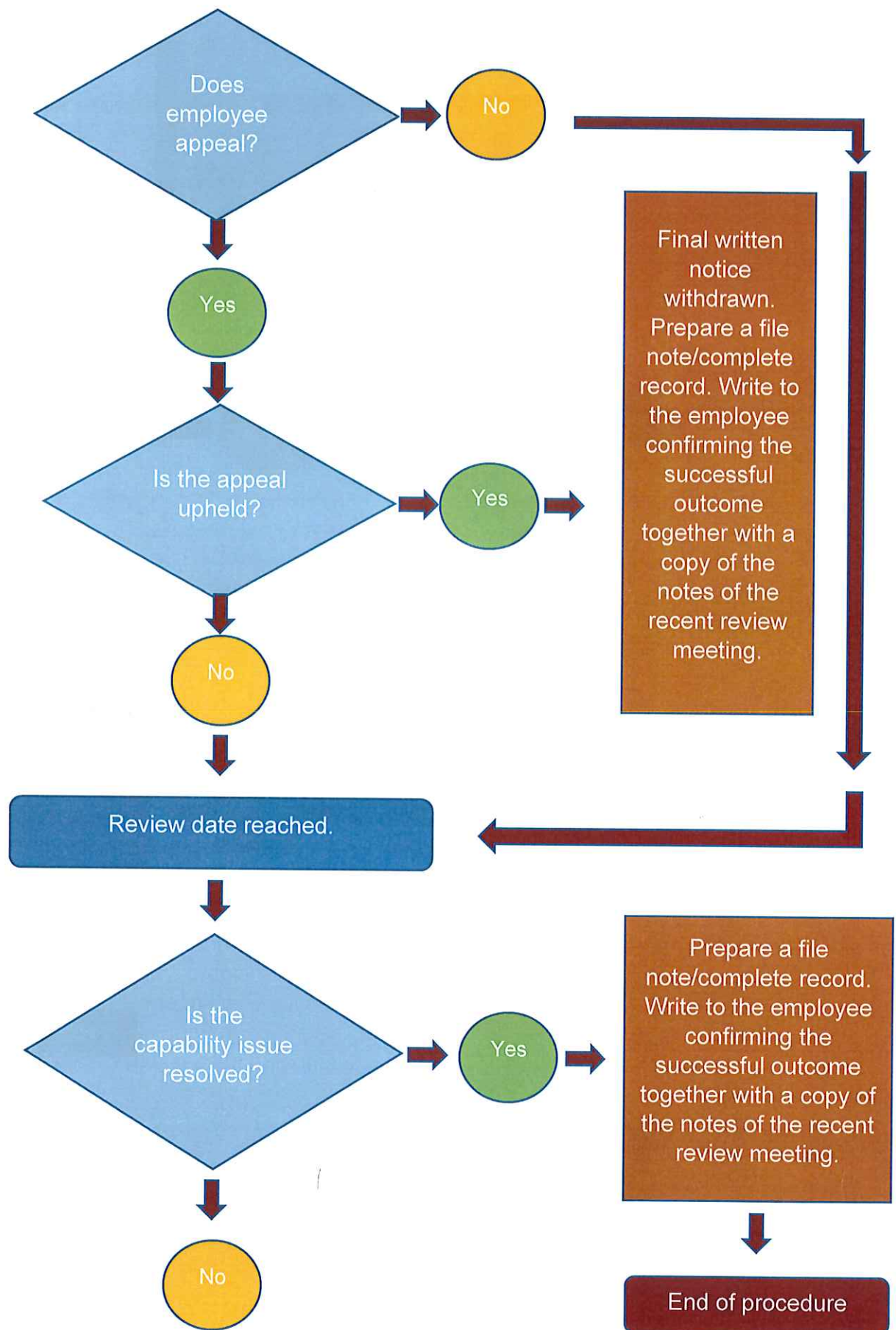
All employees have the right of appeal against all warnings.



Issue written warning. This sets out:

- The continuing capability difficulties
- The improvement required where this may be possible
 - Timescale for improvement
- Consequences of failure to improve
- Any assistance to be provided
 - A review date
 - The right to appeal





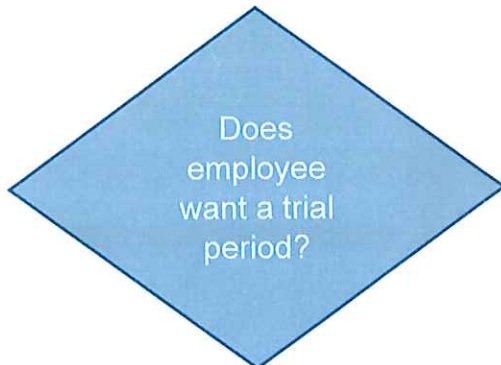
Invite employee, in writing, to a meeting. Provide sufficient information about the continued performance issue and include written notes from the recent review to allow them to prepare for the meeting. The employee has the right to be accompanied.



At meeting, explain reasons for the meeting. Give the employee the opportunity to discuss the issues and highlight any extenuating circumstances. Any support requirements provided during the process should be discussed.



Yes



Yes

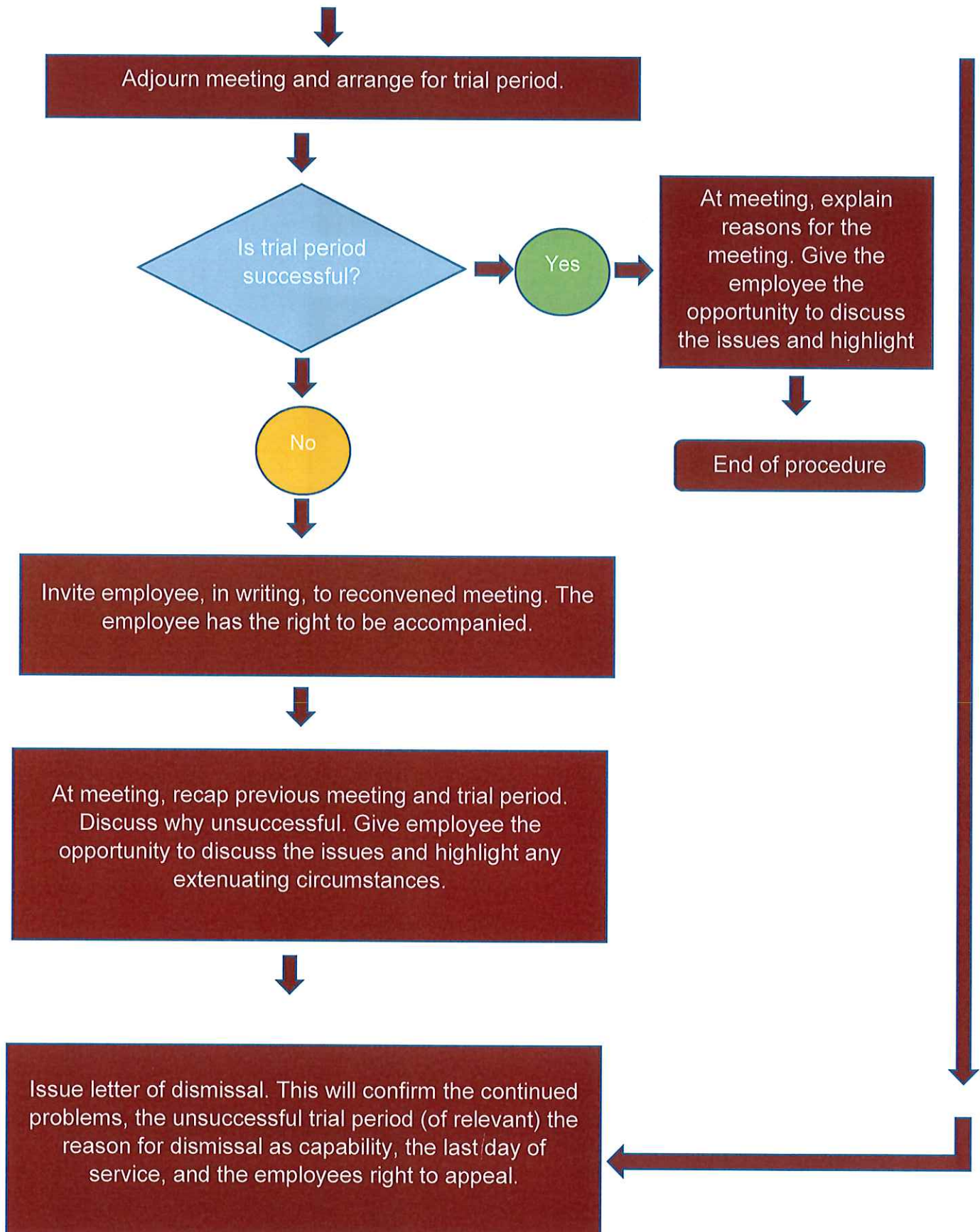


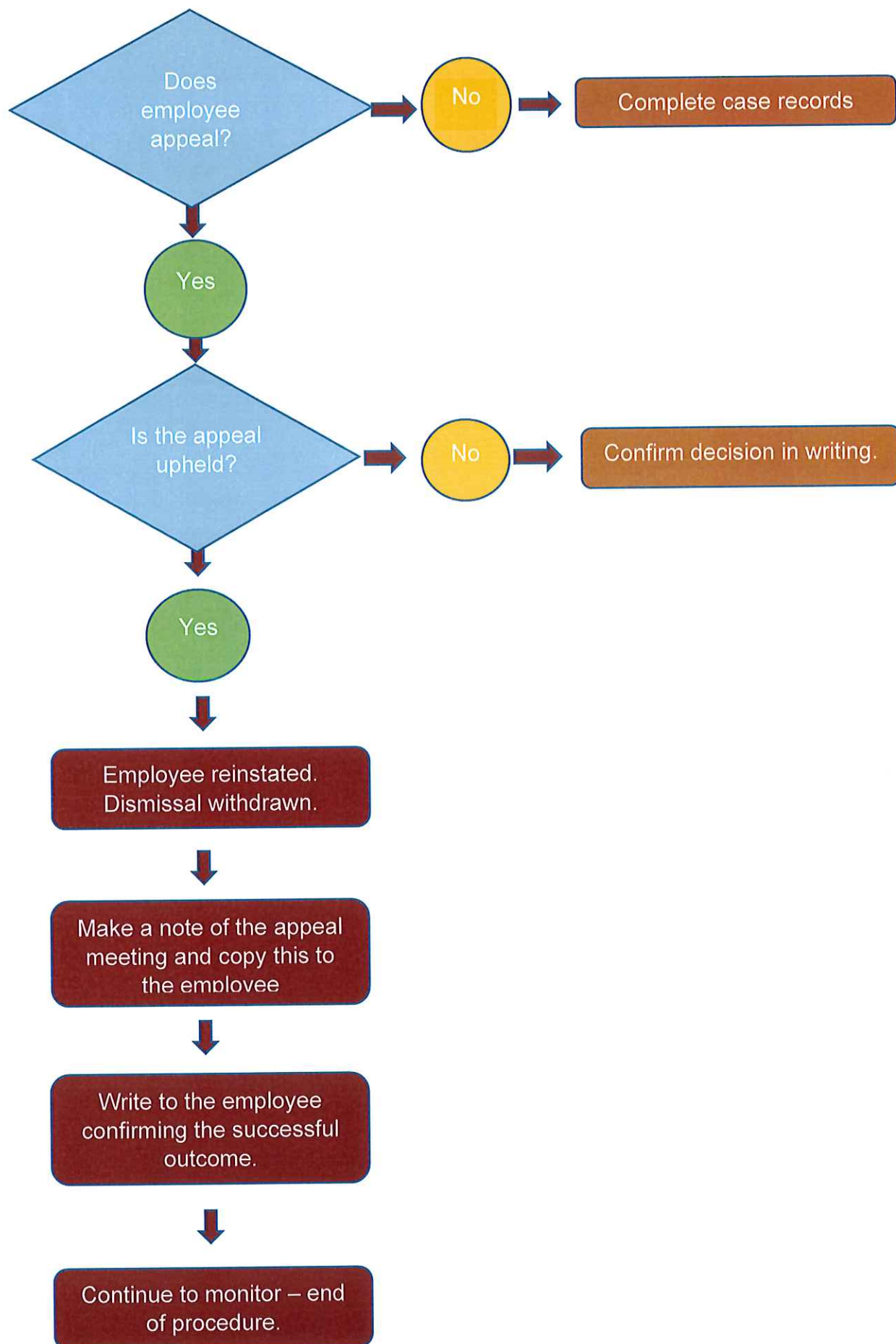
No



No







DIGNITY AT WORK POLICY

Ledbury Town Council believes that civility and respect are important in the working environment, and expect all councillors, officers, and the public to be polite and courteous when working for, and with the council.

Purpose

Ledbury Town Council is committed to creating a working environment where all council employees, councillors, contractors, and others who come into contact with us in the course of our work, are treated with dignity, respect, and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying.

In support of this objective, Ledbury Town Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#).

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment.
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by the Clerk and all employees engaged to work at Ledbury Town Council. Should agency staff, or contractors have a complaint connected to their engagement with Ledbury Town Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the resources committee.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g., employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

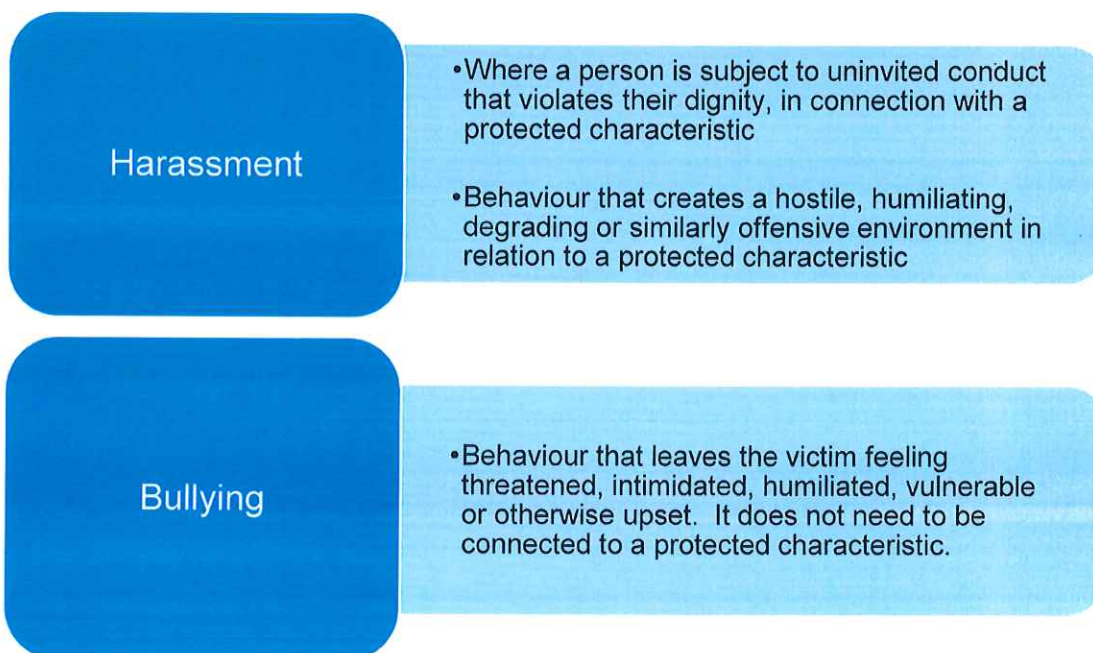
All staff and council representatives are entitled to dignity, respect, and courtesy within the workplace and to not experience any form of discrimination. Ledbury Town Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g., physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.



What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g., promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing, or jostling
- Rifling through, hiding, or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable, and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear; however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else

(such as harassment related to their partner having a disability for example). See the council's equality and diversity Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e., you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor:

If you are being bullied or harassed by a councillor, please raise this with the clerk or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying: If you witness such behaviour, you should report the incident in confidence to the clerk. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager, or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk or the chair of the council. A formal complaint may

ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.



LEDBURY
TOWN COUNCIL

Grievance Policy

Introduction

Ladbury Town Council recognises that there may be occasions or circumstances when an employee has a concern regarding some aspect of their employment or the behaviour of other employees. It is Ladbury Town Councils policy to encourage staff to resolve these issues at an early stage and, as far as possible, informally. If this fails, or the person affected considers the matter serious enough, it should be raised formally using the Grievance Procedure.

Exclusions

The following matters cannot be considered under the procedure, except where the grievance has arisen out of the misapplication of other staff policies or procedures: -

- Disciplinary matters or appeals
- Matters relating to Income Tax, National Insurance, or any other statutory pay deductions
- Appeals against grading
- Grievance against the Council as a whole in relation to **Stage 3** of this procedure

Time Limits

- The parties to the grievance may, on occasions and only by mutual consent of all parties, modify the time limits referred to in this procedure
- If a grievance is not dealt with within the time limits laid down or modified, the employee will be entitled to move on to the next stage of the procedure
- All time limits referred to are working days and do not include weekends or public and extra statutory holidays

Informal Stage

- An employee who is aggrieved about any matter covered in this procedure should discuss the matter as soon as possible with their supervisor
- If the supervisor is the alleged offender, the matter should be discussed with their supervisor's line manager
- If the Town Clerk is the alleged offender, then the matter should be discussed with the Mayor/Chair of the Resources Committee
- The supervisor, or in appropriate cases supervisor's line manager or the Mayor/Chair of the Resources Committee should investigate the grievance and seek to resolve the issue informally

- The employee should be advised verbally as soon as possible but no later than 5-working days

Stage 1

- An employee dissatisfied with the reply to the informal stage should put their grievance in writing (with assistance of their Trade Union Representative, or another person of their choice) to their immediate line manager (or the appropriate line managers supervisor)
- Full details of the occurrence, including the date(s), names, witnesses and the nature of the grievance together with the action that the employee would wish to see taken should be provided
- The employee should keep a copy of the submission
- The immediate superior or other appropriate person should meet the employee and their representative within 5-working days and respond in writing to the grievance within 10-working days

Stage 2

If the employee remains dissatisfied with the response they should refer the matter to the Town Clerk within 5-working days of their formal notification unless;

- (a) The Town Clerk was the person hearing stage 1 when the referral should be made to the Resources Committee
 - (b) The Mayor was the person hearing stage 1 when the referral should be made to the Resources Committee
- A grievance hearing, where the employees may be represented by a Trade Union representative or another person of their choice, (not their legal representative) will be arranged within 10-working days.
 - The outcome of the meeting should be advised to the employee in writing within 5-working days of the hearing

Stage 3

If the employee still remains dissatisfied with the response after stage 2 they should advise the person hearing stage 2 in writing within 5-working days of the response who will arrange:

- A meeting of the Appeals Committee within 15-working days to consider all the paperwork submitted
- The employee and their Trade Union Representative or person of their choice will be entitled to attend and represent the employee
- The Appeals Committee will consider the case and will advise the employee of their decision within 5-working days of the hearing

The decision of the Appeals Committee is the final stage of the process

Date adopted by the Council



Disciplinary Policy

Introduction

Ledbury Town Council offers a high standard of service to the local community. To enable it to operate effectively and efficiently all employees are expected to perform to a high standard, both in performance of their duties and in their general conduct. During the course of their employment all appropriate support and advice will be provided to help all employees achieve both their own and the Council's expectations.

No disciplinary sanction will be taken against an employee until the case has been thoroughly investigated. When an investigation into an allegation of misconduct is commenced there should be no assumption by any party that a disciplinary sanction will necessarily follow.

No employee will be dismissed for a first breach of discipline, except in the case of gross misconduct or poor performance via the capability policy, when the penalty may be dismissal, with, or without, payment in lieu of notice.

Ledbury Council recognises the statutory Code of Practice issued by ACAS and follow the guidelines provided.

Procedure

Wherever possible informal or formal Performance Management will be undertaken to resolve matters and correct the situation. Where improvement is required the employee will be given clear guidelines to :-

- What is expected in terms of improving their shortcomings in conduct or performance.
- The help and guidelines the employee will receive
- The timescales for improvement
- When a review will take place
- The next steps that may be necessary if the required improvements do not take place

A record of the Performance Management discussion should be given to the employee and a copy placed in their personnel file.

The employee should be regularly monitored over an agreed timescale and improvements recognised and recorded.

Once the Performance Management objectives have been achieved any records relating to the process should be removed from the employees file and archived.

Where the Performance Management fails to achieve the required improvements within the agreed timescale or where the matter is more serious, and Performance Management is not appropriate the following procedure will be followed :-

- Where an allegation is made, the Town Clerk will appoint an investigating Officer to carry out a full and thorough investigation. The Investigating Officer will make recommendations to the Town Clerk or HR Consultants on whether there is a case to answer.
- Statements should be taken from witnesses if appropriate.
- All the relevant facts should be gathered promptly, and any physical evidence should be preserved and/or recorded.
- Following the investigation, the employee should be given a copy of the investigatory report and all supporting documentation detailing the allegations made. They should be advised of the intention to convene a disciplinary hearing and of their right to be accompanied by a Trade Union Representative or Colleague.
- **If disciplinary action is being contemplated against a Trade Union Representative a summary of the circumstances must be communicated to a senior Trade Union Official or the Trade Union involved.**

If it is considered that a Disciplinary Hearing should be held it will be carried out in accordance with the ACAS Code of Practice which can be found at: <https://www.acas.org.uk/acas-code-of-practice-on-disciplinary-and-grievance-procedures>

APPENDIX – Levels of Responsibility for Disciplinary Dismissals

MANAGEMENT LEVEL	ACTION	APPEAL
Mayor/Chairman	Dismissal of Town Clerk	Resources Committee
Town Clerk	All Dismissals	Resources Committee

Levels of Responsibility for Disciplinary Warnings

MANAGEMENT LEVEL	ACTION	APPEAL
Mayor/Chairman	Warnings to Town Clerk	Resources Committee
Town Clerk	Warnings to Deputy Clerk	Resources Committee
Deputy Clerk	Warnings to all other staff	Town Clerk

Date adopted by the Council – 30 May 2020

Date for Review – 29 May 2022

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	23 MARCH 2023	AGENDA ITEM: 21
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Report prepared by Angela Price – Town Clerk

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

Purpose of Report

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

Detailed Information

All council staff are subject to an annual appraisal, which is carried out by their line manager. The Clerk is no exception to this, and their appraisal is normally carried out by the Mayor and Deputy Mayor as the line managers.

Over the past three years, administration support has been given to the Mayor and Deputy Mayor in carrying out the Clerk's appraisal by Citation, the Council's HR support providers, and the Mayor has been in touch to arrange a date for the appraisal which is now due and they have advised the cost of this would be £650.

Recommendation

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

LEDBURY TOWN COUNCIL

RISK REGISTER - October 2022

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			Review/Assess/ Revise	Residual		
		Likelihood	Severity	Risk		Likelihood	Severity	Risk
1) FINANCIAL								
Business Continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	1	3	3	Appropriate back up measures in place.	1	2	2
	Loss of Clerk	1	3	3	Appropriate back up measures in place.	1	2	2
Precept	Adequacy of precept	2	2	4	Existing procedures adequate	1	1	1
	Council budget overspend	1	4	4	Appropriate back up measures in place.	1	3	3
	Failure to set a precept by HC deadline	1	3	3	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 variations	Review Financial Regulations annually	1	2	2
Investment Policy	No investment policy in place to provide clear guidance on how to manage council investments	3	4	12	Council to comply with Statutory Guidance on Local Government Investments - paragraph 14 and ensure that they have in place an investment strategy	Review Annually	2	2	4
Petty Cash	Petty Cash not replenished to an agreed amount	3	3	9	Petty cash to be replenished on a top up basis to a limit of £250. Reimbursements to be supported by receipts of cash payments made.		1	2	3
2) EMPLOYER'S LIABILITIES									
Employment Law	Failure to comply with employment law	3	4	12	Professional bodies are available for advice, support and regular review. Staff/councillors are encouraged to identify and attend appropriate training. Council policies and procedures to be put in place, with copies provided to staff and requested to confirm receipt and reading of said policies and procedures. Budget is in place for staff and councillor training.		2	3	6
Long term unavailability of Clerk or loss of Clerk without a period of notice		1	4	4	The appointment of a Deputy Clerk ameliorates this situation in the short term and backfill with longer term replacement if necessary. The Deputy Clerk will be supported in their studies to become CiLCA qualified. Contingency to be considered in the annual budget to cover any associated costs to employ a locum clerk		1	2	2
Long term unavailability of the staff other than the Clerk		2	3	6	The Council will employ short term contract or agency staff.		2	2	4

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

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
4. COUNCIL PROPERTY								
Weather conditions affecting Council Offices	Impact of flooding or other similar occurrences	2	3	6	Adequate insurance cover in place. Disaster recovery plan in place.	1	2	2

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

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

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

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