LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY
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22 July 2022

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

Dear Member

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in **Burgage Hall, Church Lane, Ledbury on Thursday, 28 July 2022 at 7.00 pm** for the purpose of transacting the business set out below.

Yours faithfully

Angela Price PSLCC
Town Clerk

AGENDA

1. Apologies

2. Declarations of Interests

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

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

3. Nolan Principles **(Page 2472)**

4. Public Participation

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

Minutes

5. **To approve and sign as a correct record the minutes of a meeting of Council held on 26 May 2022** **(Pages 2473-2482)**

6. **To review the action sheet** **(Pages 2483-2487)**

Financial Matters

7. **To approve invoices for payment for July 2022** **(Page 2488-2489)**

8. **To receive the record of Receipts and Payments for May and June 2022** **(Page 2490-2518)**

9. **To receive the Balance Sheet and Trial Balance for months 2 and 3** **(Pages 2519-2525)**

10. **2022/23 Budget update report** **(Pages 2526-2533)**

11. **To confirm verification of bank statements and reconciliations for May and June 2022**

12. **External and Internal Audit (Standing Item)**

13. **Shop front Improvement Grants** **(Pages 2534-2536)**

14. **Great Places to Visit** **(Pages 2537-2551)**

15. **Public Sector Deposit Fund – (CCLA) Fact Sheet** **(Pages 2552-2553)**
(For Information only)

16. **Ross-Newent-Ledbury Bus Proposal** **(Pages 2554-2605)**

17. **Request for funding for delivery of Bus & Train timetable** **(Pages 2606-2607)**

18. **Motor Vehicle Insurance renewal** **(To Follow)**

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

20. **Staff Training** **(Verbal Report)**

21. **Recommendations from other Committees** **(Pages 2608-2612)**

Environment & Leisure – 7 July 2022

i. Cleaning Contract

ii. Skate Park Costs

Policies

22. Treasury & Investment Policy **(Pages 2622-2623)**

Governance

23. General Data Protection Regulations (GDPR) **(Standing Item)**

24. To review risk register Part 1 – Financial **(Pages 2624-2634)**

25. Date of next meeting

The next meeting of the Finance, Policy & General Purposes Committee is scheduled to take place on Thursday. 22 September 2022,at 7.00 pm, and will take place in the Burgage Hall, Church Lane, Ledbury

26. Exclusion of Press and Public

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

27. CCTV costs

28. Former Post holder 57

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

Agenda excluding confidential papers to:
The Press
Library

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

LEDBURY TOWN COUNCIL

The Seven Principles of Public Life

(Nolan Principles)

1. Selflessness

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

2. Integrity

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

3. Objectivity

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

4. Accountability

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

5. Openness

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

6. Honesty

Holders of public office should be truthful.

7. Leadership

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

Agenda Item 5

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 26 MAY 2022

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

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

F439. ELECTION OF CHAIRPERSON FOR THE 2022/23 MUNICIPAL YEAR

RESOLVED:

That Councillor Hughes be nominated as Chairperson of the Finance, Policy & General Purposes Committee for the 2022/23 Municipal year.

F440. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bradford, Harvey, and Sinclair.

F441. DECLARTIONS OF INTERESTS

None received.

F442. NOLAN PRINCIPLES

Councillor Howells pointed out that in respect of Point 7 of the Nolan Principles Members should be willing to challenge poor behaviour of their colleagues at all times.

RESOLVED:

That the Nolan Principles be received and noted.

F443. ELECTION OF VICE-CHAIR OF FOR THE 2022/23 MUNICIPAL YEAR

RESOLVED:

That Councillor Harvey be nominated as the Vice-Chairperson of the Finance, Policy & General Purposes Committee for the 2022/23 Municipal year.

F444. PUBLIC PARTICIPATION

No members of the public were present.

F445. TERMS OF REFERENCE

The Chair suggested the following amendments to the Terms of Reference:

1. Page 2361 – that it be made clear in the heading of the document that the information contained within has been taken from the Council's Corporate Plan document.

2. Page 2361 – Objective 1(a) that "equally" be replaced with "equitably".

RESOLVED:

1. **That the above amendments be made to the Finance, Policy & General Purposes Committee Terms of Reference and that the amended version be referred back to the next meeting of Full Council for approval.**

2. **That the following Working Parties be established:**

    - **Budget Monitoring Working Party**
    - **Grants Working Party**

F446. TO APPROVE AND SIGN AS A CORRECT RECORD, THE MINUTES OF A MEETING THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 24 MARCH 2022

RESOLVED:

That the minutes of the meeting of the Finance, Policy & General Purposes Committee held on 24 March 2022 be approved and signed as a correct record, subject to the following amendment:

Minute No. F425 should read "Under £500 – reduced from £1,650 to £1,200".

F447. TO REVIEW THE ACTION SHEET

RESOLVED:

That the action sheet be received and noted.

F448. TO APPROVE THE INVOICES FOR PAYMENT FOR MAY 2022

Members were requested to approve invoices for payment in the sum of £31,089.83 plus VAT (which included BACs and Direct Debit payments), with the additional payment of £120 to the SLCC in respect of the FiLCA training course for post holder 49.

RESOLVED:

That the invoices for payment in the total sum of £31,209.83 plus VAT be approved.

F449. TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR MARCH AND APRIL 2022

RESOLVED:

That the record of receipts and payments for March and April 2022 be received and noted.

F450. TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTH 12

RESOLVED:

That the balance sheet and trial balance for month 12 be received and noted.

F451. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR MARCH AND APRIL 2022

RESOLVED:

1. **To note that due to there not being a chair elected prior to this meeting, that the bank statements and reconciliations for March and April 2022, were awaiting verification.**

2. **To note that the new Chairman would attend the Council offices to verify the bank statements and reconciliations for March and April 2022.**

F452. TO RECEIVE YEAR END REPORTS

The Clerk, in her role as RFO, provided additional information to support the Annual Return on page 2416 of the agenda as follows:

Annual Return – Brief explanation of significant variations from last year to this year in Section 2.

Line 3 – Income in 2021/22 is significantly higher due to £90,000 being received in respect of Great Places to visit fund.

Line 4 – Salaries were increased in 2021/22 from the 2020/21 figure due to two reasons:

1. New roles created for CDO, and Town Maintenance Operative
2. In 2020/21 meetings were being held via zoom and therefore there was less overtime being paid for minute takers and also the Clerk as it reduced the hours worked due to them being at home for the meetings

Line 6 – the total expenditure in 2020/21 including the cost of the Viaduct Inquiry

Lines 7 & 8 – Due to issues with staffing and Covid not as many projects were completed as had been anticipated, therefore resulting in an increase in the overall reserves of the council

Line 9 – This figure was not available at the time of closedown; however, this will need to be included in the final papers sent due to be sent to the Auditor

The Clerk, in her role of RFO, also provided the following suggestions in respect of the 2021/22 year-end outturn, noting that there was an underspend of £176,580

- Council has previously agreed that an additional £15,000 would be added to the War Memorial Earmarked Reserves which will increase this to £30,000.

Suggestions for consideration in respect of remaining overspend of £146,580:

- Business plan and start-up costs (including staffing costs) for Tourist Information Centre
- Additional funding for Christmas Lights £7,004.81
- Additional £20,000 to be added to the current earmarked reserve in respect of play equipment/skate park

The Clerk suggested that a Budget Working Party meeting be arranged ahead of the Full Council meeting of 9 June 2022 to allow further consideration of the underspend and Annual Return, with a recommendation from that meeting being submitted to the full council meeting.

RESOLVED:

1. That the end of year reports be received and noted.

2. **That the additional information provided by the Clerk in respect of Section 2 of the Annual Return be included as part of the documents to be submitted to Full Council for approval, prior to being sent to the External Auditors.**

3. **That it be noted that the 2021/22 fixed asset figure will be included in the final documents provided to Full Council on 9 June 2022.**

4. **That a Budget Working party meeting be arranged for 4.00 pm on Tuesday, 7 June 2022 to discuss the year end outturn and agree earmarked reserves from within the underspend.**

F453. 2021/22 ANNUAL RETURN AND INTERNAL AUDIT REPORT

Members were provided with a copy of the Internal Auditors report following the 2021/22 year-end close down of the council's accounts.

Members noted the improve Internal Audit report provided by Kevin Rose and thanked the Clerk and Accounts Clerk for their work towards the year end and internal audit.

The Clerk, in her capacity as RFO, provided responses to the comments made within the Internal Audit Observations report, noting that these comments would be provided as part of the information provided to Full Council on 9 June 2022, along with any recommendations from the Finance, Policy & General Purposes Committee and the Budget Monitoring Working Party meeting.

RECOMMENDATION

That the internal audit report be recommended to the meeting of Council, scheduled for 9 June 2022 for completion of Section 1 – Annual Governance Statement, prior to sending to the External Auditor.

F454. EXTERNAL AND INTERNAL AUDIT

There were no external audit reports to consider, and it was noted that the internal audit report had been considered in the previous agenda item.

F455. SHOP FRONT IMPROVEMENT GRANTS

Members were requested to give consideration to applications received in respect of the Shop Front Improvement Grants which were being funded by the Town Council through the Great Places to Visit Fund.

Members were advised of recommendations from the Grants Working Party as follows:

1. That all grants be awarded as per the attached sheet, and that traders be advised that the grants will be paid on production of invoices.

2. That it be noted that an extension had been granted in respect of the Great Places to Visit fund and therefore consideration be given to a second round of grants being offered with a deadline date for applications of 30 June 2022 for any shops or businesses that have not yet applied.

3. That the Civic Society be asked whether they would consider further contributions to a second round of applications, noting that if they do not wish to participate the grant on offer in the second round will be £750 only.

The Clerk advised Members that the Civic Society had expressed concerns over the colour scheme being used by Spec Savers, noting that the colour scheme was like for like. the Clerk had received an email from the Civic Society stating that they did not consider the colour scheme sat well in the street scene around the Market House.

RESOLVED:

1. **That all grants be awarded as per the attached sheet, and that traders be advised that the grants will be paid on production of invoices.**

2. **That a second round of grants be offered to traders and businesses who have not yet applied with a deadline for applications of 30 June 2022.**

3. **That the Civic Society be asked whether they would consider further contributions to a second round of applications, noting that if they do not wish to contribute the grant offer in the second round will be £750.**

4. **That the Civic Society be advised that, whilst the Council take on board their comments in respect of the Spec Savers building, the council do not believe this is sufficient grounds to decline the application.**

F456. GREAT PLACES TO VISIT – JUBILEE STREET PARTY GRANTS

Members were requested to give consideration to applications received from local residents for Jubilee Street Party grants, which were being funded via the Great Places to Visit fund.

Members were provided with an updated list, and advised of the following recommendations from the Grants Working Party:

1. That the Finance, Policy & General Purposes Committee decline the grant application from Sara Fletcher of Ledbury Primary School on the grounds that this is not a traditional street party.

2. That the Finance, Policy & General Purposes Committee decline the grant application from Chris Weedon on the grounds that Coddington is not in the Parish of Ledbury, noting that they have their own Parish Council, Bosbury & Coddington Parish Council.

3. That the Finance, Policy & General Purposes Committee accept the late application from Rachel Drury noting that they have only requested 50% of the award on offer, due to only having a small number of residents in their street.

RESOLVED:

1. **That the application from Sara Fletcher of Ledbury Primary School be declined on the grounds that this is not a traditional street party.**

2. **That the application from Chris Weedon be declined on the grounds that Coddington is not in the Parish of Ledbury, noting that they have their own Parish Council, Bosbury & Coddington Parish Council.**

3. **That the application from Rachel Drury be approved, noting that they have only requested 50% of the grant being offered.**

4. **That all remaining Street Party grants be awarded accordingly.**

F457. REVIEW OF FRANKING MACHINE CONTRACT

RESOLVED:

That the Council enter into a further 5-year contract to lease the franking machine from FP Mailing at a cost of £10 per month plus postage.

F458. RECOMMENDATIONS FROM OTHER COMMITTEES

1. Environment & Leisure Committee

   a. Christmas Lights

   Members were requested to approve the recommendation from the Environment & Leisure Committee in respect of the additional Christmas lights for the two remaining years of the contract with Blachere Illuminations Ltd and that the additional

funds in the sum of £7,004.81, which exceed the 2022/23 budget allocation, be taken from the Council's general reserve.

b. Fees and Charges

That Members approve the recommendation from the Environment & Leisure Committee to increase the fees and charges in respect of all council services as listed within the report, be increased by 2%.

2. Economy & Planning

Members were requested to give consideration to the quote received from Bill Bloxsome, for additional work in respect of the Neighbourhood Development Plan in the sum of £800.00.

RESOLVED:

1. **That the recommendation from the Environment & Leisure Committee in respect of the additional Christmas Lights be approved and the additional sum of £7,004.81 which exceeds the 2022/23 budget allocation, be taken from the Councils general reserve.**

2. **That the fees and charges in respect of all council services be increased by 2%.**

3. **That the quote received from Bill Bloxsome in relation to additional work associated with the Neighbourhood Development Plan in the sum of £800 be approved.**

F459. RECRUITMENT AND SELECTION POLICY

RESOLVED:

That the revised Recruitment and Selection Policy be approved.

F460. GENERAL DATA PROTECTION REGULATIONS (GDPR)

No reports were submitted.

F461. WEBSITE – REPORT BUTTON

Members were advised that a "Report Button" had now been added to the council website, which allows users to report any issues they encounter when using the website.

RESOLVED:

That the website update be noted.

F462. BBI CLOCK

The Clerk advised Members of an email received from Councillor Sinclair in respect of the BBI clock, in which he asked, "Where is the evidence that LTC are responsible for the Cost of Electricity?"

Taking on-board the concern raised by Councillor Sinclair, Members agreed to refer this item to Full Council for approval

RESOLVED:

That this item be referred to a meeting of Full Council for approval, due to concerns raised by Councillor Sinclair and there only being three councillors present at the meeting.

F463. RISK REGISTER – PART 1 FINANCIAL

RESOLVED:

That the Clerk review Part 1 of the Risk Register to include any items raised within the internal audit report that are not already within the document.

F464. DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next meeting of the Finance, Policy & General Purposes Committee is scheduled for Thursday, 28 July 2022.

F465. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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

F466. DRAFT MORTUARY LEASE

RESOLVED:

That the draft Mortuary Lease be approved, and that the Clerk notify the Council's solicitors to request the final document be drafted for signing accordingly.

The meeting ended at 8.08 pm

Signed ..... Dated .....

DRAFT

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

26.05.2022

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
F445	That the following amendments be made to the Terms of Reference as per the minute	TC	27.05.2022	Copy to be on full council agenda 09.06.2022 for approval - approved at full council	Completed
F446	Amendment to minutes (24.03.2022) "Under £500" amend £850 to £1,200	TC	27.05.2022	Amendment made and chair advised ready for signing	Completed
F452(2)	That the additional information provided by the Clerk in respect of Section 2 of the AGAR be included as part of the documents to be submitted to full council for approval, prior to being sent to ex auditor	TC	09.06.2022	To be included on Full Council agenda - AGAR approved at Ful Council 09.06.2022- sent to External Auditors Monday 20 June and confirmation or receipt received.	Completed
F452(3)	That the fixed asset figure to be included in the final documents provided to FC on 09.06.2022	TC	01.06.2022	To be included on Full Council agenda - fixed asset figure included and approved by full council 09.06.2022- sent to External Auditors Monday 20 June and confirmation or receipt received.	Completed
F452(4)	That a budget monitoring WP meeting be arranged for 4.00 Pm on Tuesday, 7 June 2022 to discuss year end outturn, and agree earmarked reserves from within the underspend	TC	08.06.2022	Meeting arranged - only one councillor in attendance further meeting scheduled for 6.08.2022 - Cllr to agree whethet to hold face to face or virtually	Response required from Cllrs
F453	That the internal audit report be recommended to the meeting of council scheduled for 09.06.2022 for completion of Section 1 prior to sending to the EX Auditor	TC	01.06.2022	AGAR approved at Ful Council 09.06.2022- sent to External Auditors Monday 20 June and confirmation or receipt received.	Completed

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Agenda Item 6

F455(1)	That all grants be awarded as per the attached sheet, and that traders be advised that the grants will be paid on production of invoices	TC	28.06.2022/ 12.07.2022	Shop front grants paid where invoices received - recommendation on agenda to consider transferring five applications from round one to round two	In progress
F455(2)	That a second round of grants be offered to traders and businesses who have not yet applied with a deadline for applications of 30 June	TC	27.05.2022	Press release shared on social media and put up in notice board with deadline of 26 June - list of appliations received on agenda for approval	In progress
F455(3)	That the Civic Society be asked whether they would consider further contributions to a second round of applications, noting that if they do not wish to contribute the grant offer in the second round will be £750	TC	27.05.2022	Email sent to Andy Tector - response received to confirm that they would be willing to contribute to second round of funding	Completed
F455(4)	That the CS be advised that, whilst the Council take on board their comments in respect of the Spec Savers building, the council do not believe this is sufficient grounds to decline the application	TC	27.05.2022	Email sent to Andy Tector advising Council have approved the spec savers application, notinng that they will not be contributing	Completed
F456(1)	That the application from Sara Fletcher of Ledbury Primary School be declined on the grounds that this is not a traditional street party	CDO	27.05.2022	Email sent by CDO to advise application was declined	Completed
F456(2)	That the application from Chris Weedon be declined on the grounds that Coddington is not in the Parish of Ledbury	CDO	27.05.2022	Email sent by CDO to advise application was declined	Completed
F456(3)	That the application from Rachel Drury be approved, noting that they have only requested 50% of the grant being awarded	CDO	27.05.2022	Email sent by CDO to advise application approved - Payment made 28.06.2022	Completed
F456(4)	That all remaining Street Party grants be awarded accordingly	CDO	27.05.2022	Payments made 26.06.2022	Completed
F457	That the council enter into a further 5-year contract to lease the franking machine	TC	27.05.2022	FP Mailing advised - new contract received and signed	Completed

F458(1)	That the recommendation from E & L in respect of Xmas lights be approved and that the additional sum of £7,004.81 be taken from the general Reserve	TC	01.06.2022	First installment for 2022/23 Smas Lights agreed by Cllrs Hughes and Harvey and payment made	Completed
F458(2)	That the fees and charges in respect of all council services be increased by 2%	TC	01.07.2022	All new fees and charges implemented with effect from 01.07.2022	Completed
F458(3)	That the quote received from BB be approved	TC	27.05.2022	Email sent to BB	Completed
F462	That this item be referred to FC - BBI Clock	TC	04.08.2022	Item to be included on council agenda in August 2022	In progress
F463	That the TC review part 1 of the Risk Register to include any items raised within the internal audit report that are not already included within the document	TC			In progress

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
F350	That the Clerk investigate a report button being added to the website for errors to be reported by users	TC	Feb-22	Button now live on website	Completed
F398 (2)	That quarterly Task & Finish Group meetings be set up to review the risk register.	TC	Aug-22	First Meeting to be scheduled	In Progress
F426(2)	That the refurbishment of the skate park be carried out as a priority at a cost of £43,221 plus VAT, plus a potential additional cost of circa £5,000 for the resurfacing works once the new equipment is in place.	DTC	2022/23	Further issues reported to E & L in respect of costs - committee agreed to initial cost of £34k - further report to E&L following which agreed for the further £26k to be paid from earmarked reserves. Further report to FP&FP Committee for consideration	In Progress
F426(5)	That the Deputy Clerk submit a further report to the Environment & Leisure Committee in respect of the provision of a new CCTV system at the recreation ground once further amended quotes have been received	DTC	Jun-22	Report to be submitted to E & L Committee meeting on 07.07.2022	In Progress

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F428(2)	That the invoice received from community hall be deferred to full council for final decision pending more information being received from community hall	TC	Apr-22	To be considered at reconvened meeting of Council 11.04.2022 - 25.04.2022 Clerk & DM met with representatives of Comm Hall - report given to Full Council reconvened meeting 25.04.2022 - agreed that 50% of the invoice be paid as good will gesture pending further investigations - 14.07.2022 Meeting between TC and Cllr Hughes to discuss current status - further report to be provided to FP & GP meeting 28.07.2022	In Progress

INVOICES FOR PAYMENT JULY 2022

INVOICE DATE	INVOICE NO	BAC's/Chq	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT
04.04.2022	191147	BACs	Quickskip	Skip exchange Cemetery	205.00	41.00	246.00
30.06.2022	7	BACs	Christopher Dold	Cemetery Cover/asistance at Jubilee event	762.75	0.00	762.75
07.07.2022	9430424	BACS	Chubb	Engineers Visit	229.55	45.91	275.46
05.07.2022	9362	BACS	Autela Payroll Services	Payroll	84.42	16.89	101.31
07.07.2022	23518194	BACS	Francotyp Postalia Ltd	Postage download	10.00	0.00	10.00
30.06.2022		BACS	D M Property Maintenance	Repair and replace rope bridge (rec)	62.00	0.00	62.00
30.06.2022		BACS	D M Property Maintenance	Contract works	2323.50	0.00	2323.50
15.07.2022	268545	BACs	Francotyp Postalia Ltd	Delivery Fee for new Postbase	37.50	7.50	45.00
09.07.2022	BK206587-1	BACs	SLCC	Themed Summit - Finance	45.00	9.00	54.00
07.07.2022	15764	BACs	Tilley Printing	A4 contiuation paper	36.00	0.00	36.00
30.06.2022	14	BACs	Ledbury Hardware	DIY Goods	23.70	4.76	28.46
30.06.2022	483	BACs	SPAR P J Nichols	Fuel for LC Van	154.28	30.86	185.14
30.06.2022	90145	BACs	Agrimec	Telescopic Lance and Sprayer	224.02	44.80	268.82
05.07.2022	686996	BACs	Printerbase	Printer Cartridges	126.63	25.33	151.96
05.07.2022	16731	BACs	Ledbury Garden Machinery	Line reel and 2 Stroke oil	45.84	9.16	55.00
08.06.2022	13	BACs	Octopus energy	Electricity Cemetery buildings	117.99	5.90	123.89
06.07.2022	19	BACs	Octopus energy	Electricity LTC offices	151.86	7.59	159.45
02.07.2022	2022/HT206	BACs	Ledbury & District Civic Socitey	Ledbury Heritage Trail map	14.00	0.00	14.00
02.07.2022	MT52	BACs	Ledbury & District Civic Society	Masefield Trail cycle map	7.00	0.00	7.00
02.07.2022	2022/B49	BACs	LACF	Bosbury and Beyond Cylcle maps	7.00	0.00	7.00
02.07.2022	2022/111	BACs	LACF	Ledbury Loop Cycle Map	7.00	0.00	7.00
02.07.2022	2022/C152	BACs	LACF	Cider Cycle Routes	7.00	0.00	7.00
30.06.2022	Jun-22	BACs	Diamond Cleaning	LTC Office Clean	243.00	0.00	243.00

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Agenda Item 7

30.06.2022	6250189819	BACs	Lyreco	Office Stationary	488.91	97.78	586.69
27.06.2022	100165344	BACs	Vision Office Technical	Photcopier charges	446.90	89.38	536.28
02.07.2022	64577226	BACs	Indeed (A Price to be re-imbursed)	Job advertising	66.55	0.00	66.55
30.06.2022	NF/LTC/30/	BACs	Ledbury & District Civic Society	Hire of Burgage Hall	1135.50	0.00	1135.50
09.06.2022	66837917	BACs	Hoople Group	Temorary Receptionist	400.85	80.17	481.02
01.07.2022		BACs	Amazon	Pro Microphone for meetings	99.99	0.00	99.99
29.06.2022	LTC012022	BACs	The Yard House	Refill of flower baskets	2920.00	584.00	3504.00
21.06.2022	9408064	BACs	Chubb	Additional work on intruder alarm	350.00	70.00	420.00
23.06.2022	6390810	BACs	Waterplus	Surface water drainage	21.65	0.00	21.65
06.07.2022	7502738	BACs	Amazon (reimburse Angie)	Name Badges	14.36	0.00	14.36
02.07.2022	6436147	BACs	Waterplus	Surface Water drainage	7.75	0.00	7.75
03.07.2022	6438044	BACs	Waterplus	Surface Water drainage	14.41	0.00	14.41
06.07.2022	15758	BACs	Tilley Printing	Letterheads and Compliment Slips	210.00	0.00	210.00
12.07.2022	18	BACs	GR Consultancy	GR Consultancy - advice re full council agenda	150.00	0.00	150.00
14.07.2022	202020133	BACs	Citizens Advice	Agreed contribution to South Worcester - Grant funding	2500.00	0.00	2500.00
30.06.2022	945	BACs	Scripti ltd	Transcription Costs /Cemetery	2933.34	586.68	3520.00
05.07.2022	196965	BACs	Quickskip	Cemetery Skip	205.00	41.00	246.00
16.06.2022		BACs	Vehicle Tax Reminder	LTC Van tax	290.00	0.00	290.00
11.07.2022	62	BACs	Janey's	Lunch Buffet - Ledbury in Bloom	270.00	0.00	270.00
30.06.2022	6824	BACs	Renaissance Menswear	Shop Front Grant	859.00	0.00	859.00
06.06.2022	24	BACs	Oops a daisy	Funeral flowers for DK	40.00	0.00	40.00
				TOTAL	**18349.25**	**1797.71**	**20146.94**

Agenda Item 8

May

Lloyds A/c (235) (Bus Ext)

Receipts received between 01/05/2022 and 31/05/2022

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	Nominal Ledger Analysis A/c	Centre	£ Amount	Transaction Detail
	Banked: **04/05/2022**	**5,000.00**						
04.05.2022	Premier A/c (736) Comm Call	5,000.00			202		5,000.00	Transfer 236 - 235
PAY	Banked: **05/05/2022**	**65.00**						
PAY	Memory Lane	65.00			1130	102	65.00	S & T Raynor Memorial
1649	Banked: **06/05/2022**	**448.00**						
1649	The Co-operative Group (CGP)	448.00			1100	102	275.00	Interment and EROB
					1131	102	30.00	Interment and EROB
					1105	102	143.00	Interment and EROB
INT	Banked: **09/05/2022**	**0.11**						
INT	Lloyds Bank	0.11			1870	220	0.11	Interest
BGC	Banked: **10/05/2022**	**6,733.09**						
BGC	H M Revenue & Customs	6,733.09			120		6,733.09	HMRC VAT
500456	Banked: **10/05/2022**	**443.00**						
500456	Keith Chadwick	101.00			1090	301	101.00	Charter Market
500456	Tony Jenkins	34.00			1090	301	34.00	Charter Market
500456	Olden Days Collectables	40.00			1090	301	40.00	Charter Market
500456	Orchards Grove Preserves	20.00			1090	301	20.00	Charter Market
500456	D Winstone	50.00			1460	120	50.00	Wedding Deposit
500456	Mr Gyro	35.00			1090	301	35.00	Charter Market
500456	Painted Room Sales	59.00			1451	105	59.00	Donations
500456	Painted Room Sales	21.50		3.58	1450	105	17.92	Painted room VAT
500456	Painted Room Sales	34.50			1450	105	34.50	Painted Room non VAT
500456	Dog Bags	48.00			1471	127	48.00	Sale of Dog Bags
500457	Banked: **11/05/2022**	**282.00**						
500457	A Morris	164.00			1130	102	164.00	Memorial
500457	Mr Tinker	50.00			1460	120	50.00	Wedding Deposit
500457	Max's Fish Sales	68.00			1090	301	68.00	Charter Market
	Banked: **17/05/2022**	**30,000.00**						
17.05.2022	Premier A/c (736) Comm Call	30,000.00			202		30,000.00	transfer 736-235
CHQ	Banked: **20/05/2022**	**250.00**						
CHQ	Ledbury Town Council	250.00			4444	235	250.00	Petty CAsh
Chq	Banked: **20/05/2022**	**-250.00**						
Chq	Jubilee Bands	-250.00			4857	214	-250.00	Picnic in the Park
500458	Banked: **26/05/2022**	**979.66**						
500458	Painted Room Donations	419.46			1451	105	419.46	Painted Room Donations
500458	Painted Room Sales	46.70		7.78	1450	105	38.92	Painted Room VAT
500458	Painted Room Sales	84.50			1450	105	84.50	Painted Room non VAT
500458	Suffolk Distribution	60.00			1090	301	60.00	Charter Market
500458	Tony Jenkins	51.00			1090	301	51.00	Charter Market
500458	Philippa Brown	34.00			1090	301	34.00	Charter Market
500458	Keith Chadwick	34.00			1090	301	34.00	Charter Market
500458	Lock-Hall Wedding	100.00			1460	120	100.00	Wedding Payment
	Subtotal Carried Forward:	43,950.86	0.00	11.36			43,789.50	

2190

Lloyds A/c (235) (Bus Ext)

Receipts received between 01/05/2022 and 31/05/2022

					Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
500458	Salt-Harding	150.00			1460	120	150.00	Wedding Payment
500459	Banked: **26/05/2022**	**507.50**						
500459	Ward-Evans	185.00			1460	202	185.00	Wedding Payment
500459	Clark	50.00			1460	120	50.00	Wedding Payment
500459	Max's Fish Sales	85.00			1090	301	85.00	Charter Market
500459	M Ring	126.00			1100	102	126.00	Interment
500459	Painted Room Sales	61.50			1450	105	61.50	Pro tour group
	Banked: **26/05/2022**	**30,000.00**						
26.05.2022	Premier A/c (736) Comm Call	30,000.00			202		30,000.00	Transfer 736-235
	Total Receipts:	74,458.36	0.00	11.36			74,447.00	

2491

Premier A/c (736) Comm Call

Receipts received between 01/05/2022 and 31/05/2022

					Nominal Ledger Analysis		
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
1664	Banked: **05/05/2022**	**20.00**					
1664	S Millin		20.00		1090	301	20.00 Charter Market
NAV	Banked: **05/05/2022**	**40.00**					
NAV	Navigator		40.00		1090	301	40.00 Charter Market
1665	Banked: **05/05/2022**	**40.00**					
1665	J Child		40.00		1090	301	40.00 Charter Market
FPI	Banked: **05/05/2022**	**72.00**					
FPI	Taynton Farm Sales		72.00		1090	301	72.00 Charter Market
1667	Banked: **06/05/2022**	**20.00**					
1667	Caroline		20.00		1090	301	20.00 Charter Market
INT	Banked: **09/05/2022**	**3.72**					
INT	Lloyds Bank		3.72		1870	220	3.72 Interest
1657	Banked: **11/05/2022**	**68.00**					
1657	Le Delice		68.00		1090	301	68.00 Charter Market
1662	Banked: **11/05/2022**	**20.00**					
1662	Divine Donuts		20.00		1090	301	20.00 Charter Market
1659	Banked: **24/05/2022**	**68.00**					
1659	Chock Shop		68.00		1090	301	68.00 Charter Market
1677	Banked: **25/05/2022**	**20.00**					
1677	S Millin		20.00		1090	301	20.00 Charter Market
1674	Banked: **25/05/2022**	**20.00**					
1674	J Child Candles		20.00		1090	301	20.00 Charter Market
1667	Banked: **25/05/2022**	**20.00**					
1667	Workship Caroline		20.00		1090	301	20.00 Charter Market
TEDS	Banked: **26/05/2022**	**34.00**					
TEDS	Teds Tacos		34.00		1090	301	34.00 Charter Market
1671	Banked: **31/05/2022**	**72.00**					
1671	Taynton Farm Sales		72.00		1090	301	72.00 Charter Market
1675	Banked: **31/05/2022**	**111.00**					
1675	Cheltenham Motor		111.00		1090	301	111.00 Charter Market
	Total Receipts:	628.72	0.00	0.00			628.72

2192

Public Sector Deposit Fund

Receipts received between 01/05/2022 and 31/05/2022

					Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
DIV	Banked: **31/05/2022**	**77.35**						
DIV	The Public Sector Deposit Fund	77.35			1870	220	77.35	Dividend Reinvested
	Total Receipts:	77.35	0.00	0.00			77.35	

2493

Petty Cash

Receipts received between 01/05/2022 and 31/05/2022

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	Nominal Ledger Analysis A/c	Centre	£ Amount	Transaction Detail
012340	Banked: **20/05/2022**	**250.00**						
012340	Ledbury Town Council	250.00			4444	235	250.00	012340
	Total Receipts:	250.00	0.00	0.00			250.00	

List of Payments made between 01/05/2022 and 31/05/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/05/2022	Advansys Ltd	DD	102.00	Contract	Mth 2 Hosting of Website
03/05/2022	CF Coporate Finance	DD	267.60	0528081	Photocopier Lease Rental
04/05/2022	EE Limited	DD	15.73	Wedding Coordinator	Mth 2 Mobile
04/05/2022	O2	DD	150.11	13659785	Mth 2 LTC Mobiles
09/05/2022	SLCC Enterprises Ltd	BACS	144.00	QL201307-1	Qualification Fee J Lawrence
09/05/2022	Welsh Water	DD	15.79	3008766586	LTC Water Mth 2
09/05/2022	Welsh Water	DD	24.35	3237910305	LTC Water Mth 2
09/05/2022	Citation Limited	DD	223.06	CT0041037	Employee Assitance Programme
10/05/2022	Royal British Legion	BACS	403.50	D754	Jubilee Street Party Bundle
10/05/2022	Salary	BACS	1,865.73	Payroll 58	Salary Mth 2
10/05/2022	Salary	BACS	512.75	Payroll 02	Salary Mth 2
10/05/2022	Salary	BACS	85.80	Payroll 02	Salary Mth 2
10/05/2022	Salary	BACS	132.09	Payroll 37	Salary Mth 2
10/05/2022	Salary	BACS	1,702.33	Payroll 04	Salary Mth 2
10/05/2022	Salary	BACS	3,679.06	Payroll	Salary Mth 2
10/05/2022	Salary	BACS	1,194.99	Payroll 50	Salary Mth 2
10/05/2022	Salary	BACS	1,932.00	Payroll 53	Salary Mth 2
10/05/2022	Salary	BACS	1,324.03	Payroll 54	Salary Mth 2
10/05/2022	Salary	BACS	1,572.92	Payroll 56	Salary Mth 2
10/05/2022	Worcester County Council	BACS	6,122.45	LCT Pension	Pensions Mth 2
10/05/2022	Worcester County Council	BACS	106.70	Underpayment	Pensions Mth 1
10/05/2022	H M Revenue & Customs	BACS	4,253.72	LTC PAYE and NI	PAYE
11/05/2022	British Gas	DD	24.67	9000	LTC Gas Mth 2
12/05/2022	Francotyp Postalia	DD	80.00	23484105	Postage Download
16/05/2022	Newent Plant Centre	BACS	300.00	M Moir	Ledbury In Bloom
16/05/2022	Ledbury Community Hall	BACS	5,088.03	Minute No C565	Contribution towards CCTV Elec
17/05/2022	Octopus Energy	DD	115.33	0017	LTC Electricity
17/05/2022	OMS UK Ltd	DD	775.92	114751	Mth 2 Managed IT Service
18/05/2022	Flag & Bunting Store	BACS	146.25	64681	Union Jack Flags
18/05/2022	Flag & Bunting Store	BACS	175.50	64681	Union Jacks for Jubilee
18/05/2022	Flag & Bunting Store	BACS	-146.25	64681	Union Jack Flags Jubilee
19/05/2022	Datacenta Hosting	BACS	150.00	30094	Renewal Costs
19/05/2022	Pershores Mayor	BACS	10.00	Civic	Tickets for Charity Do
20/05/2022	One Direct Ltd	DD	213.44	FG22007168	Six Pack Walkie Talkies
23/05/2022	Lloyds Bank	PAY	16.20	369630545	Bank Charges
24/05/2022	Salary	BACS	945.39	Mth 03	Salary
24/05/2022	Salary	BACS	1,304.57	Mth 03	Salary
25/05/2022	Salary	BACS	-0.30	Mth 3	Salary
26/05/2022	Herefordshire Council	DD	68.00	85806086	Mth 2 Market House Rates
26/05/2022	Herefordshire Council	DD	86.00	8427557X	Mth 2 Rates Mortuary
26/05/2022	Herefordshire Council	DD	148.00	84275471	Mth 2 Rates Cemetery
26/05/2022	Herefordshire Council	DD	603.00	85237264	Mth 2 Rates Offices
27/05/2022	Lloyds Bank	DD	31.62	368678298	Bank Charges
30/05/2022	Lloyds Bank	CHQ	250.00	012341	Band for Jubilee
30/05/2022	Jubilee Bands	CHQ	250.00	Musicians	Picnic in the park
31/05/2022	Emma Jackson	BACS	29.95	Jubilee Event	Crowns for Jubilee

Continued on Page 2

List of Payments made between 01/05/2022 and 31/05/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
31/05/2022	lloyd Meredith	BACS	120.00	LTC Flags	Raising of the Flags
31/05/2022	SLCC Enterprises Ltd	BACS	144.00	QL201405-1	Qualification fee APrice
31/05/2022	D M Property Maintenance	BACS	1,194.00	APRIL2022	Grass cutting at cemetery
31/05/2022	D M Property Maintenance	BACS	2,323.50	APRIL2022	Contract Works
31/05/2022	SLCC Enterprises Ltd	BACS	108.00	Emma Jackson 205653	Community Engagement
31/05/2022	Post Office Ltd	BACS	315.60	9064888646	Free post for NDP
31/05/2022	Sentinel Security Systems	BACS	67.50	114498	Engineer Call Out
31/05/2022	Shredall Ltd	BACS	65.52	235249	LTC Shredding
31/05/2022	Julia Lawrence	BACS	19.80	Mothers Day Event	Mileage
31/05/2022	J Lacey Steeplejacks	BACS	366.00	21695	2022 lightening Inspections
31/05/2022	Vision Office Tech Services Lt	BACS	254.75	100161565	Photocopier
31/05/2022	Chubb Electronic Security	BACS	275.98	9319517	Service Agreement for Alarm
31/05/2022	Octopus Energy	BACS	264.91	0012	Electricity Cemetery Mth 1
31/05/2022	Diamond Cleaning	BACS	216.00	APRIL22	LTC Office Clean Mth 1
31/05/2022	Lyreco UK Ltd	BACS	563.14	6250188370	Stationary
31/05/2022	Dream Your Future	BACS	1,080.00	AP	Counselling Grant Funding
31/05/2022	Ledbury Hardware Limited	BACS	61.50	5	Hazard Tape, Padlock
31/05/2022	Community Action Ledbury	BACS	10,000.00	Multi Year payment	Community action
31/05/2022	Ledbury Garden Machinery	BACS	223.66	16330	Service for Stigma Mower
31/05/2022	The Countryside Charity	BACS	36.00	AP	Membership renewal
31/05/2022	Rialtas Business Solutions Ltd	BACS	720.00	29651	Year End Closedown
31/05/2022	Shredall Ltd	BACS	65.52	235458	Shredding
31/05/2022	The Purple Guide	BACS	30.00	013857	Annual Subscription
31/05/2022	Arkell & Hurcombe	BACS	633.78	32864	Cast Bronze Plaque
31/05/2022	Chubb Electronic Security	BACS	836.50	9342973	Engineers Visit
31/05/2022	A Price	BACS	89.25	AP 1510	Reimbursement (Hi vis)
31/05/2022	A Price	BACS	17.98	Jubilee	Reimbursement (Games)
31/05/2022	A Price	BACS	108.58	Jubilee	Games for Jubilee
31/05/2022	BT Finance	BACS	528.00	GB2123/2204	Annual Payment Station
31/05/2022	A Price	BACS	207.40	Indeed	Reimburse A Price
31/05/2022	Hoople LTD.	BACS	141.94	66837689	Agency Staff
31/05/2022	A Price	BACS	77.63	Lanyards for Jubilee	Re-imburse A Price
31/05/2022	NPower	BACS	45.75	03647794	LTC Electricity
31/05/2022	RYAL Media	BACS	468.00	5025	Magazine issue 228
31/05/2022	Rural Market Town Group	BACS	156.00	RMTG/22/059	Annual Subscription
31/05/2022	Emblem Print Products	BACS	400.76	97835	Cotton Bags for Printed Room
31/05/2022	Paperstation Ltd.	BACS	48.04	141683	Stationary
31/05/2022	Printerbase	BACS	168.84	681500	Ink Cartridges
31/05/2022	Francotyp Postalia	DD	94.40	23496541	Postage download and reset
31/05/2022	Price, Mrs A	BACS	117.93	Jubilee	Big Game Hunters
31/05/2022	Onecom Limited	BACS	154.05	2091825	Telephone System

Total Payments 59,306.24

Lloyds A/c (235) (Bus Ext)

Payments made between 01/05/2022 and 31/05/2022

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
03/05/2022	Advansys Ltd	DD	102.00		17.00	4482	401	85.00	Mth 2 Hosting of Website
03/05/2022	CF Coporate Finance	DD	267.60		44.60	4405	235	223.00	Photocopier Lease Rental
04/05/2022	EE Limited	DD	15.73		2.62	4481	401	13.11	Mth 2 Mobile
04/05/2022	O2	DD	150.11		25.02	4481	401	125.09	Mth 2 LTC Mobiles
09/05/2022	SLCC Enterprises Ltd	BACS	144.00		24.00	4050	230	120.00	Qualification Fee J Lawrence
09/05/2022	Welsh Water	DD	15.79			4115	202	15.79	LTC Water Mth 2
09/05/2022	Welsh Water	DD	24.35			4115	202	24.35	LTC Water Mth 2
09/05/2022	Citation Limited	DD	223.06		37.18	4415	235	185.88	Employee Assitance Programme
10/05/2022	Royal British Legion	BACS	403.50		67.25	4857	214	336.25	Jubilee Street Party Bundle
10/05/2022	Salary	BACS	1,865.73			4000	230	1,865.73	Salary Mth 2
10/05/2022	Salary	BACS	512.75			4000	105	512.75	Salary Mth 2
10/05/2022	Salary	BACS	85.80			4000	105	85.80	Salary Mth 2
10/05/2022	Salary	BACS	132.09			4000	230	132.09	Salary Mth 2
10/05/2022	Salary	BACS	1,702.33			4000	102	1,702.33	Salary Mth 2
10/05/2022	Salary	BACS	3,679.06			4000	230	3,679.06	Salary Mth 2
10/05/2022	Salary	BACS	1,194.99			4000	230	1,194.99	Salary Mth 2
10/05/2022	Salary	BACS	1,932.00			4000	230	1,932.00	Salary Mth 2
10/05/2022	Salary	BACS	1,324.03			4000	230	1,324.03	Salary Mth 2
10/05/2022	Salary	BACS	1,572.92			4000	230	1,572.92	Salary Mth 2
10/05/2022	Worcester County Council	BACS	6,122.45			4019	230	6,122.45	Pensions Mth 2
10/05/2022	Worcester County Council	BACS	106.70			4019	230	106.70	Pensions Mth 1
10/05/2022	H M Revenue & Customs	BACS	4,253.72			4018	230	4,253.72	PAYE
11/05/2022	British Gas	DD	24.67		1.17	4122	202	23.50	LTC Gas Mth 2
12/05/2022	Francotyp Postalia	DD	80.00			4455	401	80.00	Postage Download
16/05/2022	Newent Plant Centre	BACS	300.00		50.00	4650	115	250.00	Ledbury In Bloom
16/05/2022	Ledbury Community Hall	BACS	5,088.03			4122	108	5,088.03	Contribution towards CCTV Elec
17/05/2022	Octopus Energy	DD	115.33		5.49	4122	202	109.84	LTC Electricity
17/05/2022	OMS UK Ltd	DD	775.92		129.32	4483	401	646.60	Mth 2 Managed IT Service
18/05/2022	Flag & Bunting Store	BACS	146.25		24.38	4857	214	121.87	Union Jack Flags
18/05/2022	Flag & Bunting Store	BACS	175.50		29.25	4857	214	146.25	Union Jacks for Jubilee
18/05/2022	Flag & Bunting Store	BACS	-146.25		-24.38	4857	214	-121.87	Union Jack Flags Jubilee
19/05/2022	Datacenta Hosting	BACS	150.00		25.00	4482	401	125.00	Renewal Costs
19/05/2022	Pershores Mayor	BACS	10.00			4535	210	10.00	Tickets for Charity Do
	Subtotal Carried Forward:		32,550.16	0.00	457.90			32,092.26	

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	Nominal Ledger Analysis £ VAT	A/c	Centre	£ Amount	Transaction Details
20/05/2022	One Direct Ltd	DD	213.44		35.57	4857	214	177.87	Six Pack Walkie Talkies
23/05/2022	Lloyds Bank	PAY	16.20			4550	220	16.20	Bank Charges
24/05/2022	Salary	BACS	945.39			4000	230	945.39	Salary
24/05/2022	Salary	BACS	1,304.57			4000	230	1,304.57	Salary
25/05/2022	Salary	BACS	-0.30			4000	105	-0.30	Salary
26/05/2022	Herefordshire Council	DD	68.00			4110	201	68.00	Mth 2 Market House Rates
26/05/2022	Herefordshire Council	DD	86.00			4110	102	86.00	Mth 2 Rates Mortuary
26/05/2022	Herefordshire Council	DD	148.00			4110	102	148.00	Mth 2 Rates Cemetery
26/05/2022	Herefordshire Council	DD	603.00			4110	202	603.00	Mth 2 Rates Offices
27/05/2022	Lloyds Bank	DD	31.62			4550	220	31.62	Bank Charges
30/05/2022	Lloyds Bank	CHQ	250.00			4857	214	250.00	Band for Jubilee
30/05/2022	Jubilee Bands	CHQ	250.00			4857	214	250.00	Picnic in the park
31/05/2022	Emma Jackson	BACS	29.95			4857	214	29.95	Crowns for Jubilee
31/05/2022	lloyd Meredith	BACS	120.00			4532	210	120.00	Raising of the Flags
31/05/2022	SLCC Enterprises Ltd	BACS	144.00		24.00	4050	230	120.00	Qualification fee APrice
31/05/2022	D M Property Maintenance	BACS	1,194.00			4206	102	1,194.00	Grass cutting at cemetery
31/05/2022	D M Property Maintenance	BACS	2,323.50			4205	108	366.66	Contract Works
						4205	110	1,120.00	Contract Works
						4236	110	100.00	Contract Works
						4013	125	52.84	Contract Works
						4270	110	684.00	Contract Works
31/05/2022	SLCC Enterprises Ltd	BACS	108.00		18.00	4050	230	90.00	Community Engagement
31/05/2022	Post Office Ltd	BACS	315.60		52.60	4543	301	263.00	Free post for NDP
31/05/2022	Sentinel Security Systems	BACS	67.50		11.25	4185	202	56.25	Engineer Call Out
31/05/2022	Shredall Ltd	BACS	65.52		10.92	4415	235	54.60	LTC Shredding
31/05/2022	Julia Lawrence	BACS	19.80			4051	230	19.80	Mileage
31/05/2022	J Lacey Steeplejacks	BACS	366.00		61.00	4170	202	305.00	2022 lightening Inspections
31/05/2022	Vision Office Tech Services Lt	BACS	254.75		42.46	4460	220	212.29	Photocopier
31/05/2022	Chubb Electronic Security	BACS	275.98		46.00	4185	202	229.98	Service Agreement for Alarm
31/05/2022	Octopus Energy	BACS	264.91		44.15	4122	102	220.76	Electricity Cemetery Mth 1
31/05/2022	Diamond Cleaning	BACS	216.00			4150	202	216.00	LTC Office Clean Mth 1
31/05/2022	Lyreco UK Ltd	BACS	563.14		93.86	4400	235	469.28	Stationary
31/05/2022	Dream Your Future	BACS	1,080.00			4890	214	1,080.00	Counselling Grant
	Subtotal Carried Forward:		43,874.73	0.00	897.71			41,897.02	

Lloyds A/c (235) (Bus Ext)

Payments made between 01/05/2022 and 31/05/2022

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									Funding
31/05/2022	Ledbury Hardware Limited	BACS	61.50			4170	101	55.00	Hazard Tape, Padlock
						4206	110	6.50	Hazard Tape, Padlock
31/05/2022	Community Action Ledbury	BACS	10,000.00			4827	214	10,000.00	Community action
31/05/2022	Ledbury Garden Machinery	BACS	223.66		37.28	4416	102	186.38	Service for Stigma Mower
31/05/2022	The Countryside Charity	BACS	36.00			4460	220	36.00	Membership renewal
31/05/2022	Rialtas Business Solutions Ltd	BACS	720.00		120.00	4590	220	600.00	Year End Closedown
31/05/2022	Shredall Ltd	BACS	65.52		10.92	4415	235	54.60	Shredding
31/05/2022	The Purple Guide	BACS	30.00		5.00	4460	220	25.00	Annual Subscription
31/05/2022	Arkell & Hurcombe	BACS	633.78		105.63	4857	214	528.15	Cast Bronze Plaque
31/05/2022	Chubb Electronic Security	BACS	836.50		139.42	4185	202	697.08	Engineers Visit
31/05/2022	A Price	BACS	89.25		14.88	4857	214	74.37	Reimbursement (Hi vis)
31/05/2022	A Price	BACS	17.98			4857	214	17.98	Reimbursement (Games)
31/05/2022	A Price	BACS	108.58		18.10	4857	214	90.48	Games for Jubilee
31/05/2022	BT Finance	BACS	528.00		88.00	4460	220	440.00	Annual Payment Station
31/05/2022	A Price	BACS	207.40			4430	220	207.40	Reimburse A Price
31/05/2022	Hoople LTD.	BACS	141.94		23.66	4001	230	118.28	Agency Staff
31/05/2022	A Price	BACS	77.63			4857	214	77.63	Re-imburse A Price
31/05/2022	NPower	BACS	45.75		2.18	4122	201	43.57	LTC Electricity
31/05/2022	RYAL Media	BACS	468.00		78.00	4430	105	390.00	Magazine issue 228
31/05/2022	Rural Market Town Group	BACS	156.00		26.00	4460	220	130.00	Annual Subscription
31/05/2022	Emblem Print Products	BACS	400.76		66.79	4700	105	333.97	Cotton Bags for Printed Room
31/05/2022	Paperstation Ltd.	BACS	48.04		8.01	4400	235	40.03	Stationary
31/05/2022	Printerbase	BACS	168.84		28.14	4400	235	140.70	Ink Cartridges
31/05/2022	Price, Mrs A	BACS	117.93			4857	214	117.93	Big Game Hunters
31/05/2022	Onecom Limited	BACS	154.05		25.68	4481	401	128.37	Telephone System
31/05/2022	Francotyp Postalia	DD	94.40		2.40	4455	401	92.00	Postage download and reset
	Total Payments:		59,306.24	0.00	1,697.80			57,608.44	

Ledbury Town Council Current Year

Cashbook 3

Premier A/c (736) Comm Call

Payments made between 01/05/2022 and 31/05/2022

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
04/05/2022	Instant Access (174) DO NOT US	04.05.2022	5,000.00			201		5,000.00	Transfer from 736-174
04/05/2022	Lloyds A/c (235) (Bus Ext)	04.05.2022	5,000.00			200		5,000.00	Transfer 236 - 235
04/05/2022	Instant Access (174) DO NOT US	Transfer	5,000.00			201		5,000.00	236 - 174
17/05/2022	Lloyds A/c (235) (Bus Ext)	17.05.2022	30,000.00			200		30,000.00	transfer 736-235
17/05/2022	Instant Access (174) DO NOT US	Transfer	30,000.00			201		30,000.00	736 - 174
26/05/2022	Lloyds A/c (235) (Bus Ext)	26.05.2022	30,000.00			200		30,000.00	Transfer 736-235
26/05/2022	Instant Access (174) DO NOT US	Transfer	30,000.00			201		30,000.00	7360-174
31/05/2022	Lloyds Bank	FPI	2.22			4550	220	2.22	Service Charge
	Total Payments:		135,002.22	0.00	0.00			135,002.22	

2600

List of Payments made between 01/05/2022 and 31/05/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
04/05/2022	Instant Access (174) DO NOT US	Transfer	5,000.00		236 - 174
04/05/2022	Instant Access (174) DO NOT US	04.05.2022	5,000.00		Transfer from 736-174
04/05/2022	Lloyds A/c (235) (Bus Ext)	04.05.2022	5,000.00		Transfer 236 - 235
17/05/2022	Instant Access (174) DO NOT US	Transfer	30,000.00		736 - 174
17/05/2022	Lloyds A/c (235) (Bus Ext)	17.05.2022	30,000.00		transfer 736-235
26/05/2022	Instant Access (174) DO NOT US	Transfer	30,000.00		7360-174
26/05/2022	Lloyds A/c (235) (Bus Ext)	26.05.2022	30,000.00		Transfer 736-235
31/05/2022	Lloyds Bank	FPI	2.22	369160934	Service Charge
		Total Payments	135,002.22		

Ledbury Town Council Current Year

Cashbook 6

Petty Cash

Payments made between 01/05/2022 and 31/05/2022

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
04/05/2022	Petty Cash	PAY	7.72		1.29	4444	235	6.43	Greeting Card & Cutlery
12/05/2022	Petty Cash	PAY	20.00		3.33	4444	235	16.67	Floral D Knight
23/05/2022	Post Office Ltd	PAY	6.85			4444	235	6.85	Digital Postage
	Total Payments:		34.57	0.00	4.62			29.95	

2502

Petty Cash

List of Payments made between 01/05/2022 and 31/05/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
04/05/2022	Petty Cash	PAY	7.72	PC	Greeting Card & Cutlery
12/05/2022	Petty Cash	PAY	20.00	AP	Floral D Knight
23/05/2022	Post Office Ltd	PAY	6.85	Petty Cash	Digital Postage
		Total Payments	34.57		

Agenda Item 8

June

Lloyds A/c (235) (Bus Ext)

Receipts received between 01/06/2022 and 30/06/2022

					Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
INT	Banked: **08/06/2022**	**0.22**						
INT	Lloyds Bank	0.22			1870	220	0.22	Interest
500461	Banked: **09/06/2022**	**489.73**						
500461	Philippa Brown	37.00			1090	301	37.00	Charter Market
500461	Philippa Brown	17.00			1090	301	17.00	Charter Market
500461	Painted Room Sales	139.13			1451	105	139.13	Donations
500461	Dog Bags	61.00			1471	127	61.00	Dog Bags
500461	G Presley	50.00			1460	120	50.00	Wedding Deposit
500461	Keith Chadwick	34.00			1090	301	34.00	Charter Market
500461	Painted Room Sales	24.40			1451	105	24.40	Donations
500461	Painted Room Sales	35.00			1450	105	35.00	Non VAT
500461	Painted Room Sales	42.20			1450	105	42.20	VAT
500461	Rabone	50.00			1460	127	50.00	Wedding deposit
500460	Banked: **10/06/2022**	**20.00**						
500460	Young & Green	20.00			1090	301	20.00	Charter Market
520024029	Banked: **10/06/2022**	**1,169.91**						
520024029	Zoro UK Ltd	1,169.91		194.98	4857	214	974.93	Credit Note for inv 40346
	Banked: **24/06/2022**	**25,000.00**						
24062022	Instant Access (174) DO NOT US	25,000.00			201		25,000.00	174 - 235
	Total Receipts:	26,679.86	0.00	194.98			26,484.88	

Premier A/c (736) Comm Call

Receipts received between 01/06/2022 and 30/06/2022

					Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
TFR	Banked: **09/06/2022**	**4.32**						
TFR	Lloyds Bank	4.32			1870	220	4.32	Interest
1651	Banked: **23/06/2022**	**185.00**						
1651	Daniel Winstone	185.00			1460	120	185.00	Wedding Payment
1684	Banked: **27/06/2022**	**50.00**						
1684	Paul Robson	50.00			1460	120	50.00	Wedding Deposit
BGC	Banked: **30/06/2022**	**166.67**						
BGC	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
	Total Receipts:	405.99	0.00	0.00			405.99	

2505

List of Payments made between 01/06/2022 and 30/06/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
20/06/2022	Instant Access (174) DO NOT US	20062022	25,000.00		Transfer from 236 to 174
20/06/2022	Instant Access (174) DO NOT US	20062022	25,000.00		236 to 174
28/06/2022	Lloyds Bank	PAY	3.33	371488682	Bank Charges
		Total Payments	50,003.33		

Payments made between 01/06/2022 and 30/06/2022

	Date	Payment Reference	Payment Detail	Net Amount	VAT Amount	Total Amount	VAT Code
Instant Access (174) DO NOT US							
	20/06/2022	20062022	236 to 174	25,000.00	0.00	25,000.00	
	20/06/2022	20062022	Transfer from 236 to 174	25,000.00	0.00	25,000.00	
				50,000.00	**0.00**	**50,000.00**	
Lloyds Bank							
	28/06/2022	PAY	Bank Charges	3.33	0.00	3.33	OTS
				50,003.33	**0.00**	**50,003.33**	

Public Sector Deposit Fund

Receipts received between 01/06/2022 and 30/06/2022

					Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
DIV	Banked: **30/06/2022**	**110.10**						
DIV	The Public Sector Deposit Fund	110.10			1870	220	110.10	Dividend Re-invested
	Total Receipts:	110.10	0.00	0.00			110.10	

2508

Lloyds A/c (235) (Bus Ext)

Payments made between 01/06/2022 and 30/06/2022

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
24/06/2022	Grapevine Publications Ltd	BACS	1,050.00		175.00	4857	214	875.00	Printing of Jubilee Brochure
24/06/2022	Worcester County Council	BACS	1.00			4019	230	1.00	Pensions
27/06/2022	Herefordshire Council	DD	68.00			4110	210	68.00	Mth 3 Market House rates
27/06/2022	Herefordshire Council	DD	86.00			4110	102	86.00	Mth 3 mortuary rates
27/06/2022	Herefordshire Council	DD	148.00			4110	102	148.00	Mth 3 LTC Rates
27/06/2022	Herefordshire Council	DD	603.00			4110	202	603.00	Mth 3 LTC rates
27/06/2022	Lloyds Bank	DD	18.00			4550	220	18.00	Service Charges
28/06/2022	Vestiaire	BACS	769.34			4857	214	769.34	Shop Front Grant
28/06/2022	RBL Ledbury	BACS	1,000.00			4857	214	1,000.00	Shop Front Grant
2 /06/2022	J B Gaynan & Sons	BACS	1,000.00			4857	214	1,000.00	Shop Front Grant
28/06/2022	Codfather	BACS	1,000.00			4857	214	1,000.00	Shop Front Grant
28/06/2022	P R Harrison	BACS	1,000.00			4857	214	1,000.00	Shop Front Grant
28/06/2022	P R Harrison	BACS	990.00			4857	214	990.00	Shop Front Grant
28/06/2022	LED Spec Savers	BACS	750.00			4857	214	750.00	Shop Front Grant
28/06/2022	Mrs J Monkley	BACS	950.00			4857	214	950.00	Shop Front Grant
28/06/2022	Middlewood Motors	BACS	1,000.00			4857	214	1,000.00	Shop Front Grant
28/06/2022	Band for Life	BACS	500.00			4857	214	500.00	Music for Picnic in the Park
28/06/2022	Looby Lou Parties	BACS	290.00			4857	214	290.00	Face Painting & Balloon Making
28/06/2022	Oops-A-Daisy	BACS	48.00		8.00	4857	214	40.00	Decorative Bows for Jubilee
28/06/2022	Three Counties Toilet Hire	BACS	720.00		120.00	4857	214	600.00	Easy Access Toilets Jubilee
28/06/2022	Emma Jackson	BACS	91.34			4857	214	91.34	Reimbursement
28/06/2022	Point to Point Services	BACS	468.00		78.00	4857	214	390.00	First Aid Responders
28/06/2022	Boels Rental	BACS	430.20		71.70	4857	214	358.50	Generator
28/06/2022	Sustainable Ledbury	BACS	2,500.00			4857	214	2,500.00	Grant
28/06/2022	Lloyds Bank	DD	26.47			4550	220	26.47	Service Charges
30/06/2022	Onecom Limited	DD	406.64		67.77	4460	220	338.87	Mth 3 telephone costs
	Total Payments:		40,494.76	0.00	766.63			39,728.13	

List of Payments made between 01/06/2022 and 30/06/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/06/2022	E.on	DD	35.69	0006	Mth 02 MHouse Elec
01/06/2022	Advansys Ltd	DD	102.00	39311	Monthly hosting of web site
01/06/2022	O2	DD	150.11	14200505	Mth 3 mobile phones
06/06/2022	EE Limited	DD	15.73	6596	Mth 3 Wedding Co-ordinator
07/06/2022	Citation Limited	DD	223.06	CT0041037	Employee Assistance Programme
07/06/2022	Claire Barber	BACS	100.00	Street Party Grant	Jubilee Party
07/06/2022	Lisa Summers	BACS	100.00	Street Party Grants	Jublee Party
07/06/2022	Sally Harling	BACS	100.00	Street Party Grants	Jubilee Party
07/06/2022	Ann Bates	BACS	100.00	Street Party Grants	Jubilee Party
07/06/2022	Jill Jupp	BACS	100.00	Street Party Grants	Jubilee Party
07/06/2022	Hilary Jones	BACS	100.00	Street Party Grants	Jubilee Party
07/06/2022	Roger Cooper	BACS	100.00	Street Party Grants	Jubilee Party
07/06/2022	Jo Goodman	BACS	100.00	Street Party Grants	Jubilee Party
07/06/2022	Jane Williams	BACS	100.00	Street Party Grant	Jubilee Party
08/06/2022	Welsh Water	DD	15.79	3008766586	Welsh Water
08/06/2022	Welsh Water	DD	24.35	3008767376	Mth 03 LTC Offices
13/06/2022	British Gas	DD	22.43	19000	Mth 03 Barrett Browing
14/06/2022	Octopus Energy	DD	141.62	0018	Mth 03 electricity LTC Offices
16/06/2022	Octopus Energy	DD	123.89	647B	Mth 03 Cemetery Electricity
17/06/2022	OMS UK Ltd	DD	775.44	115244	Monthl03 IT hosting
17/06/2022	OMS UK Ltd	DD	24.00	115220	Windows Licence
20/06/2022	Vision Office Tech Services Lt	DD	88.33	00135	Mth 3 Photcopier costs
24/06/2022	[redacted]	BACS	645.43	Mth 03	Salary
24/06/2022	[redacted]	BACS	235.13	Mth 03	Salary
24/06/2022	[redacted]	BACS	142.43	Mth 03	Salary
24/06/2022	[redacted]	BACS	1,702.13	Mth 03	Salary
24/06/2022	[redacted]	BACS	3,761.68	Mth 03	Salary
24/06/2022	[redacted]	BACS	-1,304.57	Mth 03	Salary
24/06/2022	[redacted]	BACS	1,895.71	Mth 03	Salary
24/06/2022	[redacted]	BACS	1,304.57	Mth 03	Salary
24/06/2022	[redacted]	BACS	-1,895.71	Mth 03	Salary
24/06/2022	[redacted]	BACS	1,862.01	Mth 03	Salary
24/06/2022	[redacted]	BACS	1,895.71	Mth 03	Salary
24/06/2022	[redacted]	BACS	1,518.77	Mth 03	Salary
24/06/2022	H M Revenue & Customs	BACS	4,740.40	Mth 03	PAYE
24/06/2022	Worcester County Council	BACS	5,434.64	Mth 03	Pensions
24/06/2022	Grapevine Publications Ltd	BACS	1,050.00	21830	Printing of Jubilee Brochure
24/06/2022	Worcester County Council	BACS	1.00	LTC Pensions	Pensions
27/06/2022	Herefordshire Council	DD	68.00	85806086	Mth 3 Market House rates
27/06/2022	Herefordshire Council	DD	86.00	7427557X	Mth 3 mortuary rates
27/06/2022	Herefordshire Council	DD	148.00	84275471	Mth 3 LTC Rates

Continued on Page 2

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Lloyds A/c (235) (Bus Ext)

Payments made between 01/06/2022 and 30/06/2022

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	Nominal Ledger Analysis A/c	Centre	£ Amount	Transaction Details
24/06/2022	Grapevine Publications Ltd	BACS	1,050.00		175.00	4857	214	875.00	Printing of Jubilee Brochure
24/06/2022	Worcester County Council	BACS	1.00			4019	230	1.00	Pensions
27/06/2022	Herefordshire Council	DD	68.00			4110	210	68.00	Mth 3 Market House rates
27/06/2022	Herefordshire Council	DD	86.00			4110	102	86.00	Mth 3 mortuary rates
27/06/2022	Herefordshire Council	DD	148.00			4110	102	148.00	Mth 3 LTC Rates
27/06/2022	Herefordshire Council	DD	603.00			4110	202	603.00	Mth 3 LTC rates
27/06/2022	Lloyds Bank	DD	18.00			4550	220	18.00	Service Charges
28/06/2022	Vestiaire	BACS	769.34			4857	214	769.34	Shop Front Grant
28/06/2022	RBL Ledbury	BACS	1,000.00			4857	214	1,000.00	Shop Front Grant
2 /06/2022	J B Gaynan & Sons	BACS	1,000.00			4857	214	1,000.00	Shop Front Grant
28/06/2022	Codfather	BACS	1,000.00			4857	214	1,000.00	Shop Front Grant
28/06/2022	P R Harrison	BACS	1,000.00			4857	214	1,000.00	Shop Front Grant
28/06/2022	P R Harrison	BACS	990.00			4857	214	990.00	Shop Front Grant
28/06/2022	LED Spec Savers	BACS	750.00			4857	214	750.00	Shop Front Grant
28/06/2022	Mrs J Monkley	BACS	950.00			4857	214	950.00	Shop Front Grant
28/06/2022	Middlewood Motors	BACS	1,000.00			4857	214	1,000.00	Shop Front Grant
28/06/2022	Band for Life	BACS	500.00			4857	214	500.00	Music for Picnic in the Park
28/06/2022	Looby Lou Parties	BACS	290.00			4857	214	290.00	Face Painting & Balloon Making
28/06/2022	Oops-A-Daisy	BACS	48.00		8.00	4857	214	40.00	Decorative Bows for Jubilee
28/06/2022	Three Counties Toilet Hire	BACS	720.00		120.00	4857	214	600.00	Easy Access Toilets Jubilee
28/06/2022	Emma Jackson	BACS	91.34			4857	214	91.34	Reimbursement
28/06/2022	Point to Point Services	BACS	468.00		78.00	4857	214	390.00	First Aid Responders
28/06/2022	Boels Rental	BACS	430.20		71.70	4857	214	358.50	Generator
28/06/2022	Sustainable Ledbury	BACS	2,500.00			4857	214	2,500.00	Grant
28/06/2022	Lloyds Bank	DD	26.47			4550	220	26.47	Service Charges
30/06/2022	Onecom Limited	DD	406.64		67.77	4460	220	338.87	Mth 3 telephone costs
	Total Payments:		40,494.76	0.00	766.63			39,728.13	

Lloyds A/c (235) (Bus Ext)

Payments made between 01/06/2022 and 30/06/2022

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/06/2022	E.on	DD	35.69			4122	201	35.69	Mth 02 MHouse Elec
01/06/2022	Advansys Ltd	DD	102.00		17.00	4460	220	85.00	Monthly hosting of web site
01/06/2022	O2	DD	150.11		25.02	4481	401	125.09	Mth 3 mobile phones
06/06/2022	EE Limited	DD	15.73		2.62	4481	401	13.11	Mth 3 Wedding Co-ordinator
07/06/2022	Claire Barber	BACS	100.00			4857	214	100.00	Jubilee Party
07/06/2022	Lisa Summers	BACS	100.00			4857	214	100.00	Jublee Party
07/06/2022	Sally Harling	BACS	100.00			4857	214	100.00	Jubilee Party
07/06/2022	Ann Bates	BACS	100.00			4857	214	100.00	Jubilee Party
07/06/2022	Jill Jupp	BACS	100.00			4857	214	100.00	Jubilee Party
07/06/2022	Hilary Jones	BACS	100.00			4857	214	100.00	Jubilee Party
07/06/2022	Roger Cooper	BACS	100.00			4857	214	100.00	Jubilee Party
07/06/2022	Jo Goodman	BACS	100.00			4857	214	100.00	Jubilee Party
07/06/2022	Jane Williams	BACS	100.00			4857	214	100.00	Jubilee Party
07/06/2022	Citation Limited	DD	223.06		37.18	4460	220	185.88	Employee Assistance Programme
08/06/2022	Welsh Water	DD	15.79			4115	202	15.79	Welsh Water
08/06/2022	Welsh Water	DD	24.35			4415	202	24.35	Mth 03 LTC Offices
13/06/2022	British Gas	DD	22.43		3.74	4800	214	18.69	Mth 03 Barrett Browing
14/06/2022	Octopus Energy	DD	141.62		6.74	4122	202	134.88	Mth 03 electricity LTC Offices
16/06/2022	Octopus Energy	DD	123.89		5.90	4122	102	117.99	Mth 03 Cemetery Electricity
17/06/2022	OMS UK Ltd	DD	775.44		129.24	4460	220	646.20	Monthly IT hosting
17/06/2022	OMS UK Ltd	DD	24.00		4.00	4460	220	20.00	Windows Licence
20/06/2022	Vision Office Tech Services Lt	DD	88.33		14.72	4410	235	73.61	Mth 3 Photcopier costs
24/06/2022	[redacted]	BACS	645.43			4000	105	645.43	Salary
24/06/2022	[redacted]	BACS	235.13			4000	230	235.13	Salary
24/06/2022	[redacted]	BACS	142.43			4000	102	142.43	Salary
24/06/2022	[redacted]	BACS	1,702.13			4000	102	1,702.13	Salary
24/06/2022	[redacted]	BACS	3,761.68			4000	230	3,761.68	Salary
24/06/2022	[redacted]	BACS	-1,304.57			4000	230	-1,304.57	Salary
24/06/2022	[redacted]	BACS	1,895.71			4000	230	1,895.71	Salary
24/06/2022	[redacted]	BACS	1,304.57			4000	230	1,304.57	Salary
24/06/2022	[redacted]	BACS	-1,895.71			4000	230	-1,895.71	Salary
24/06/2022	[redacted]	BACS	1,862.01			4000	230	1,862.01	Salary
24/06/2022	[redacted]	BACS	1,895.71			4000	230	1,895.71	Salary
24/06/2022	[redacted]	BACS	1,518.77			4000	230	1,518.77	Salary
24/06/2022	H M Revenue & Customs	BACS	4,740.40			4018	230	4,740.40	PAYE
24/06/2022	Worcester County Council	BACS	5,434.64			4019	230	5,434.64	Pensions
	Subtotal Carried Forward:		24,580.77	0.00	246.16			24,334.61	

List of Payments made between 01/06/2022 and 30/06/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/06/2022	E.on	DD	35.69	0006	Mth 02 MHouse Elec
01/06/2022	Advansys Ltd	DD	102.00	39311	Monthly hosting of web site
01/06/2022	O2	DD	150.11	14200505	Mth 3 mobile phones
06/06/2022	EE Limited	DD	15.73	6596	Mth 3 Wedding Co-ordinator
07/06/2022	Citation Limited	DD	223.06	CT0041037	Employee Assistance Programme
07/06/2022	Claire Barber	BACS	100.00	Street Party Grant	Jubilee Party
07/06/2022	Lisa Summers	BACS	100.00	Street Party Grants	Jublee Party
07/06/2022	Sally Harling	BACS	100.00	Street Party Grants	Jubilee Party
07/06/2022	Ann Bates	BACS	100.00	Street Party Grants	Jubilee Party
07/06/2022	Jill Jupp	BACS	100.00	Street Party Grants	Jubilee Party
07/06/2022	Hilary Jones	BACS	100.00	Street Party Grants	Jubilee Party
07/06/2022	Roger Cooper	BACS	100.00	Street Party Grants	Jubilee Party
07/06/2022	Jo Goodman	BACS	100.00	Street Party Grants	Jubilee Party
07/06/2022	Jane Williams	BACS	100.00	Street Party Grant	Jubilee Party
08/06/2022	Welsh Water	DD	15.79	3008766586	Welsh Water
08/06/2022	Welsh Water	DD	24.35	3008767376	Mth 03 LTC Offices
13/06/2022	British Gas	DD	22.43	19000	Mth 03 Barrett Browing
14/06/2022	Octopus Energy	DD	141.62	0018	Mth 03 electricity LTC Offices
16/06/2022	Octopus Energy	DD	123.89	647B	Mth 03 Cemetery Electricity
17/06/2022	OMS UK Ltd	DD	775.44	115244	Monthl03 IT hosting
17/06/2022	OMS UK Ltd	DD	24.00	115220	Windows Licence
20/06/2022	Vision Office Tech Services Lt	DD	88.33	00135	Mth 3 Photcopier costs
24/06/2022	[redacted]	BACS	645.43	Mth 03	Salary
24/06/2022	[redacted]	BACS	235.13	Mth 03	Salary
24/06/2022	[redacted]	BACS	142.43	Mth 03	Salary
24/06/2022	[redacted]	BACS	1,702.13	Mth 03	Salary
24/06/2022	[redacted]	BACS	3,761.68	Mth 03	Salary
24/06/2022	[redacted]	BACS	-1,304.57	Mth 03	Salary
24/06/2022	[redacted]	BACS	1,895.71	Mth 03	Salary
24/06/2022	[redacted]	BACS	1,304.57	Mth 03	Salary
24/06/2022	[redacted]	BACS	-1,895.71	Mth 03	Salary
24/06/2022	[redacted]	BACS	1,862.01	Mth 03	Salary
24/06/2022	[redacted]	BACS	1,895.71	Mth 03	Salary
24/06/2022	[redacted]	BACS	1,518.77	Mth 03	Salary
24/06/2022	H M Revenue & Customs	BACS	4,740.40	Mth 03	PAYE
24/06/2022	Worcester County Council	BACS	5,434.64	Mth 03	Pensions
24/06/2022	Grapevine Publications Ltd	BACS	1,050.00	21830	Printing of Jubilee Brochure
24/06/2022	Worcester County Council	BACS	1.00	LTC Pensions	Pensions
27/06/2022	Herefordshire Council	DD	68.00	85806086	Mth 3 Market House rates
27/06/2022	Herefordshire Council	DD	86.00	7427557X	Mth 3 mortuary rates
27/06/2022	Herefordshire Council	DD	148.00	84275471	Mth 3 LTC Rates

Continued on Page 2

Lloyds A/c (235) (Bus Ext)

List of Payments made between 01/06/2022 and 30/06/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
27/06/2022	Herefordshire Council	DD	603.00	85237264	Mth 3 LTC rates
27/06/2022	Lloyds Bank	DD	18.00	371989810	Service Charges
28/06/2022	Vestiaire	BACS	769.34	2022061501	Shop Front Grant
28/06/2022	RBL Ledbury	BACS	1,000.00		Shop Front Grant
28/06/2022	J B Gaynan & Sons	BACS	1,000.00		Shop Front Grant
28/06/2022	Codfather	BACS	1,000.00		Shop Front Grant
28/06/2022	P R Harrison	BACS	1,000.00		Shop Front Grant
28/06/2022	P R Harrison	BACS	990.00	Tusk Collection	Shop Front Grant
28/06/2022	LED Spec Savers	BACS	750.00		Shop Front Grant
28/06/2022	Mrs J Monkley	BACS	950.00		Shop Front Grant
28/06/2022	Middlewood Motors	BACS	1,000.00		Shop Front Grant
28/06/2022	Band for Life	BACS	500.00	101	Music for Picnic in the Park
28/06/2022	Looby Lou Parties	BACS	290.00	Picnic in the Park	Face Painting & Balloon Making
28/06/2022	Oops-A-Daisy	BACS	48.00	23	Decorative Bows for Jubilee
28/06/2022	Three Counties Toilet Hire	BACS	720.00	0361	Easy Access Toilets Jubilee
28/06/2022	Emma Jackson	BACS	91.34	Jubilee Weekend	Reimbursement
28/06/2022	Point to Point Services	BACS	468.00	2342	First Aid Responders
28/06/2022	Boels Rental	BACS	430.20	Picnic in the Park	Generator
28/06/2022	Sustainable Ledbury	BACS	2,500.00	GPV	Grant
28/06/2022	Lloyds Bank	DD	26.47	371026783	Service Charges
30/06/2022	Onecom Limited	DD	406.64	643422	Mth 3 telephone costs
	Total Payments		40,494.76		

Agenda Item 9
Month 2

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
120	Vat Due			3,397.38	
150	Stock			1,475.68	
200	Lloyds A/c (235) (Bus Ext)			20,566.63	
201	DNU Instant Access (174)			70,456.72	
202	Premier A/c (736) Comm Call			416,505.38	
203	Public Sector Deposit Fund			152,123.43	
215	Petty Cash			258.69	
310	General Fund				158,987.62
320	Earmarked Reserves				112.92
321	EMR - Recreation Ground Equipm				10,830.00
322	EMR - Traffic Management				9,000.00
323	EMR - Charter Market Improveme				1,000.00
324	EMR - Listed Buildings				110,000.00
325	EMR - Elections				10,000.00
326	EMR - Youth Support				5,000.00
327	EMR- Play/Skate Park				24,500.00
328	EMR - War Memorial				15,000.00
329	EMR - Paths, Bins, Benches				2,500.00
330	EMR - CCTV				5,000.00
331	EMR - Advertising				5,000.00
332	EMR - Climate Change				2,000.00
333	EMR - Perimeter Wall Cemetery				15,000.00
334	EMR Great Places to Visit				81,110.45
1090	Charter Market Income	301	Planning/Economic Development		2,120.00
1100	Cemetery Interment Income	102	Cemetery & Buildings		1,143.00
1101	Memorial Bench	102	Cemetery & Buildings		240.00
1105	Exclusive Right of Burial	102	Cemetery & Buildings		143.00
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		687.00
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		30.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		333.34
1450	Painted Room Sales Income	105	Painted Room		237.34
1451	Painted Room Donations Income	105	Painted Room		478.46
1460	Ceremony Room Income	120	Non-Statutory Services		600.00
1460	Ceremony Room Income	202	Town Council Offices		185.00
1471	Dog Poop Bags	127	Services and Events		103.00
1870	Bank Interest Received Income	220	Finance and General Purposes		148.92
1900	Precept Income	220	Finance and General Purposes		302,545.50
4000	Staff Salaries	102	Cemetery & Buildings	3,404.66	
4000	Staff Salaries	105	Painted Room	778.38	
4000	Staff Salaries	230	Management and Payroll	23,976.67	
4001	Agency Cover	230	Management and Payroll	118.28	
4013	Devolved Services (grass cutti	125	Green Spaces Maintenance	52.84	

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4014	Lengthsman Scheme/P3 Scheme	125	Green Spaces Maintenance	1,008.00	
4018	National Insurance	230	Management and Payroll	8,199.56	
4019	Pension	230	Management and Payroll	11,226.79	
4050	Staff Training	230	Management and Payroll	378.00	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	19.80	
4110	Rates	102	Cemetery & Buildings	466.88	
4110	Rates	201	Market House	130.87	
4110	Rates	202	Town Council Offices	1,205.50	
4115	Water	201	Market House	6.06	
4115	Water	202	Town Council Offices	80.23	
4122	Electricity	102	Cemetery & Buildings	403.81	
4122	Electricity	108	Amenity Areas	5,088.03	
4122	Electricity	201	Market House	43.57	
4122	Electricity	202	Town Council Offices	590.29	
4150	Cleaning	202	Town Council Offices	579.50	
4155	Housekeeping	202	Town Council Offices	12.70	
4170	Maintenance	101	Closed Churchyard	55.00	
4170	Maintenance	202	Town Council Offices	305.00	
4185	Alarms	202	Town Council Offices	983.31	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	366.66	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	1,120.00	
4206	Grounds Maintenance	102	Cemetery & Buildings	1,194.00	
4206	Grounds Maintenance	110	Recreation Ground	6.50	
4228	General Tree works	108	Amenity Areas	495.00	
4236	Play Equipment Maintenance	110	Recreation Ground	100.00	
4270	Litter Bins & Benches	110	Recreation Ground	684.00	
4400	Stationery	235	Office Facilities & Equipment	824.34	
4405	Photocopier Hire	235	Office Facilities & Equipment	223.00	
4415	Office Support & Equipment	235	Office Facilities & Equipment	295.08	
4415	Office Support & Equipment	401	Full Council		55.00
4416	Equipment Maintenance	102	Cemetery & Buildings	186.38	
4430	Advertising	105	Painted Room	390.00	
4430	Advertising	220	Finance and General Purposes	207.40	
4444	Petty Cash	235	Office Facilities & Equipment		459.00
4455	Postage	401	Full Council	192.00	
4460	Subscriptions	220	Finance and General Purposes	1,637.42	
4481	Telephones	401	Full Council	278.57	
4482	Website	401	Full Council	670.00	
4483	ICT Services & Software Lease	401	Full Council	1,541.09	
4532	Flag Pole	210	Civic Matters	120.00	
4535	Civic Hospitality	210	Civic Matters	361.60	
4543	Neighbourhood Plan	301	Planning/Economic Development	263.00	

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4545	Annual & Other Meetings	225	Councillors/Newsletter	50.00	
4550	Bank Charges	220	Finance and General Purposes	101.88	
4590	Professional Services	220	Finance and General Purposes	1,633.16	
4650	Ledbury In Bloom	115	Town Centre Decorations	250.00	
4700	Stock Movement	105	Painted Room	333.97	
4827	Community Action Ledbury	214	Grants with Powers	10,000.00	
4857	Great Places to Visit Funding	214	Grants with Powers	2,796.86	
4890	Unspecified Grants	214	Grants with Powers	14,330.00	
			Trial Balance Totals :	**764,549.55**	**764,549.55**
			Difference	**0.00**	

Agenda Item 9 Month 3

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
120	Vat Due			3,975.23	
150	Stock			1,475.68	
200	Lloyds A/c (235) (Bus Ext)			4,436.46	
201	DNU Instant Access (174)			95,456.72	
202	Premier A/c (736) Comm Call			366,908.04	
203	Public Sector Deposit Fund			152,233.53	
215	Petty Cash			205.49	
310	General Fund				158,987.62
320	Earmarked Reserves				112.92
321	EMR - Recreation Ground Equipm				10,830.00
322	EMR - Traffic Management				9,000.00
323	EMR - Charter Market Improveme				1,000.00
324	EMR - Listed Buildings				110,000.00
325	EMR - Elections				10,000.00
326	EMR - Youth Support				5,000.00
327	EMR- Play/Skate Park				24,500.00
328	EMR - War Memorial				15,000.00
329	EMR - Paths, Bins, Benches				2,500.00
330	EMR - CCTV				5,000.00
331	EMR - Advertising				5,000.00
332	EMR - Climate Change				2,000.00
333	EMR - Perimeter Wall Cemetery				15,000.00
334	EMR Great Places to Visit				81,110.45
1090	Charter Market Income	301	Planning/Economic Development		2,228.00
1100	Cemetery Interment Income	102	Cemetery & Buildings		1,143.00
1101	Memorial Bench	102	Cemetery & Buildings		240.00
1105	Exclusive Right of Burial	102	Cemetery & Buildings		143.00
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		687.00
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		30.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		500.01
1450	Painted Room Sales Income	105	Painted Room		314.54
1451	Painted Room Donations Income	105	Painted Room		641.99
1460	Ceremony Room Income	120	Non-Statutory Services		885.00
1460	Ceremony Room Income	127	Services and Events		50.00
1460	Ceremony Room Income	202	Town Council Offices		185.00
1471	Dog Poop Bags	127	Services and Events		164.00
1870	Bank Interest Received Income	220	Finance and General Purposes		263.56
1900	Precept Income	220	Finance and General Purposes		302,545.50
4000	Staff Salaries	102	Cemetery & Buildings	5,249.22	
4000	Staff Salaries	105	Painted Room	1,423.81	
4000	Staff Salaries	230	Management and Payroll	35,499.93	
4001	Agency Cover	230	Management and Payroll	118.28	

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A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4013	Devolved Services (grass cutti	125	Green Spaces Maintenance	52.84	
4014	Lengthsman Scheme/P3 Scheme	125	Green Spaces Maintenance	1,008.00	
4018	National Insurance	230	Management and Payroll	12,939.96	
4019	Pension	230	Management and Payroll	16,662.43	
4050	Staff Training	230	Management and Payroll	378.00	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	19.80	
4110	Rates	102	Cemetery & Buildings	700.88	
4110	Rates	201	Market House	130.87	
4110	Rates	202	Town Council Offices	1,808.50	
4110	Rates	210	Civic Matters	68.00	
4115	Water	201	Market House	6.06	
4115	Water	202	Town Council Offices	96.02	
4122	Electricity	102	Cemetery & Buildings	521.80	
4122	Electricity	108	Amenity Areas	5,088.03	
4122	Electricity	201	Market House	144.57	
4122	Electricity	202	Town Council Offices	725.17	
4150	Cleaning	202	Town Council Offices	579.50	
4155	Housekeeping	202	Town Council Offices	12.70	
4170	Maintenance	101	Closed Churchyard	55.00	
4170	Maintenance	202	Town Council Offices	305.00	
4185	Alarms	202	Town Council Offices	983.31	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	366.66	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	1,120.00	
4206	Grounds Maintenance	102	Cemetery & Buildings	1,194.00	
4206	Grounds Maintenance	110	Recreation Ground	6.50	
4228	General Tree works	108	Amenity Areas	495.00	
4236	Play Equipment Maintenance	110	Recreation Ground	100.00	
4270	Litter Bins & Benches	110	Recreation Ground	684.00	
4400	Stationery	235	Office Facilities & Equipment	824.34	
4405	Photocopier Hire	235	Office Facilities & Equipment	223.00	
4410	Photocopier Costs	235	Office Facilities & Equipment	73.61	
4415	Office Support & Equipment	202	Town Council Offices	24.35	
4415	Office Support & Equipment	235	Office Facilities & Equipment	295.08	
4415	Office Support & Equipment	401	Full Council		55.00
4416	Equipment Maintenance	102	Cemetery & Buildings	186.38	
4430	Advertising	105	Painted Room	390.00	
4430	Advertising	220	Finance and General Purposes	207.40	
4444	Petty Cash	235	Office Facilities & Equipment		412.00
4455	Postage	401	Full Council	192.00	
4460	Subscriptions	220	Finance and General Purposes	2,913.37	
4481	Telephones	401	Full Council	416.77	
4482	Website	401	Full Council	670.00	

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4483	ICT Services & Software Lease	401	Full Council	1,541.09	
4532	Flag Pole	210	Civic Matters	120.00	
4535	Civic Hospitality	210	Civic Matters	361.60	
4543	Neighbourhood Plan	301	Planning/Economic Development	263.00	
4545	Annual & Other Meetings	225	Councillors/Newsletter	50.00	
4550	Bank Charges	220	Finance and General Purposes	149.68	
4590	Professional Services	220	Finance and General Purposes	1,633.16	
4650	Ledbury In Bloom	115	Town Centre Decorations	250.00	
4700	Stock Movement	105	Painted Room	333.97	
4800	Barrett Browning Clock	214	Grants with Powers	18.69	
4827	Community Action Ledbury	214	Grants with Powers	10,000.00	
4857	Great Places to Visit Funding	214	Grants with Powers	16,826.11	
4890	Unspecified Grants	214	Grants with Powers	14,330.00	
			Trial Balance Totals :	**765,528.59**	**765,528.59**
			Difference	**0.00**	

Account	Sales/Income	Month Actual	YTD Actual
1090	Charter Market Income	108	2,228
1100	Cemetery Interment Income	0	1,143
1101	Memorial Bench	0	240
1105	Exclusive Right of Burial	0	143
1130	Cemetery Memorial Permit Incom	0	687
1131	Cemetery Deed Transfers Income	0	30
1160	Mortuary Rent Income	167	500
1450	Painted Room Sales Income	77	315
1451	Painted Room Donations Income	164	642
1460	Ceremony Room Income	335	1,120
1471	Dog Poop Bags	61	164
1870	Bank Interest Received Income	115	264
1900	Precept Income	0	302,546
	Total Sales/Income	**1,026**	**310,021**

Account	Indirect/Overhead Expenditure		
4000	Staff Salaries	14,013	42,173
4001	Agency Cover	0	118
4013	Devolved Services (grass cutti	0	53
4014	Lengthsman Scheme/P3 Scheme	0	1,008
4018	National Insurance	4,740	12,940
4019	Pension	5,436	16,662
4050	Staff Training	0	378
4051	Officers Travel/Conference/Sub	0	20
4110	Rates	905	2,708
4115	Water	16	102
4122	Electricity	354	6,480
4150	Cleaning	0	580
4155	Housekeeping	0	13
4170	Maintenance	0	360
4185	Alarms	0	983
4205	Grounds Maintenance (Contract)	0	1,487
4206	Grounds Maintenance	0	1,201
4228	General Tree works	0	495
4236	Play Equipment Maintenance	0	100
4270	Litter Bins & Benches	0	684
4400	Stationery	0	824
4405	Photocopier Hire	0	223
4410	Photocopier Costs	74	74
4415	Office Support & Equipment	24	264
4416	Equipment Maintenance	0	186
4430	Advertising	0	597
4444	Petty Cash	47	(412)
4455	Postage	0	192
4460	Subscriptions	1,276	2,913
4481	Telephones	138	417
4482	Website	0	670
4483	ICT Services & Software Lease	0	1,541
4532	Flag Pole	0	120
4535	Civic Hospitality	0	362
4543	Neighbourhood Plan	0	263

		Month Actual	YTD Actual
4545	Annual & Other Meetings	0	50
4550	Bank Charges	48	150
4590	Professional Services	0	1,633
4650	Ledbury In Bloom	0	250
4700	Stock Movement	0	334
4800	Barrett Browning Clock	19	19
4827	Community Action Ledbury	0	10,000
4857	Great Places to Visit Funding	14,029	16,826
4890	Unspecified Grants	0	14,330
	Total Indirect/Overhead Expenditure	**41,119**	**140,370**
	Operating Profit	**(40,093)**	**169,650**
	% Operating Profit	-3,907.52%	54.72%

A/c	Description	Actual	
	Current Assets		
120	Vat Due	3,975	
150	Stock	1,476	
200	Lloyds A/c (235) (Bus Ext)	4,436	
201	DNU Instant Access (174)	95,457	
202	Premier A/c (736) Comm Call	366,908	
203	Public Sector Deposit Fund	152,234	
215	Petty Cash	205	
	Total Current Assets		**624,691**
	Represented by :-		
300	Current Year Fund	169,650	
310	General Fund	158,988	
320	Earmarked Reserves	113	
321	EMR - Recreation Ground Equipm	10,830	
322	EMR - Traffic Management	9,000	
323	EMR - Charter Market Improveme	1,000	
324	EMR - Listed Buildings	110,000	
325	EMR - Elections	10,000	
326	EMR - Youth Support	5,000	
327	EMR- Play/Skate Park	24,500	
328	EMR - War Memorial	15,000	
329	EMR - Paths, Bins, Benches	2,500	
330	EMR - CCTV	5,000	
331	EMR - Advertising	5,000	
332	EMR - Climate Change	2,000	
333	EMR - Perimeter Wall Cemetery	15,000	
334	EMR Great Places to Visit	81,110	
	Total Equity		**624,691**

Agenda Item 10

Ledbury Town Council Current Year

Detailed Income & Expenditure by Budget Heading 31/05/2022

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101	Closed Churchyard								
4170	Maintenance	55	55	0	(55)		(55)	0.0%	
4205	Grounds Maintenance (Contract)	0	0	1,500	1,500		1,500	0.0%	
4206	Grounds Maintenance	0	0	1,500	1,500		1,500	0.0%	
4224	Wheely Bins Refuse Collection	0	0	300	300		300	0.0%	
4250	Tree Works/Property Maintenanc	0	0	2,000	2,000		2,000	0.0%	
	Closed Churchyard :- Indirect Expenditure	**55**	**55**	**5,300**	**5,245**	**0**	**5,245**	**1.0%**	**0**
	Net Expenditure	**(55)**	**(55)**	**(5,300)**	**(5,245)**				
102	Cemetery & Buildings								
1100	Cemetery Interment Income	401	1,143	10,000	8,857			11.4%	
1101	Memorial Bench	0	240	0	(240)			0.0%	
1105	Exclusive Right of Burial	143	143	0	(143)			0.0%	
1130	Cemetery Memorial Permit Incom	229	687	3,500	2,813			19.6%	
1131	Cemetery Deed Transfers Income	30	30	0	(30)			0.0%	
1160	Mortuary Rent Income	0	333	2,500	2,167			13.3%	
1161	Chapel Hire	0	0	150	150			0.0%	
	Cemetery & Buildings :- Income	**803**	**2,576**	**16,150**	**13,574**			**16.0%**	**0**
4000	Staff Salaries	1,702	3,405	37,441	34,036		34,036	9.1%	
4001	Agency Cover	0	0	2,500	2,500		2,500	0.0%	
4110	Rates	234	467	2,700	2,233		2,233	17.3%	
4115	Water	0	0	200	200		200	0.0%	
4122	Electricity	221	404	2,000	1,596		1,596	20.2%	
4150	Cleaning	0	0	250	250		250	0.0%	
4170	Maintenance	0	0	2,000	2,000		2,000	0.0%	
4200	Tools and Materials	0	0	1,000	1,000		1,000	0.0%	
4201	Equipment Hire	0	0	1,000	1,000		1,000	0.0%	
4206	Grounds Maintenance	1,194	1,194	2,000	806		806	59.7%	
4223	Perimeter Wall Repairs	0	0	2,500	2,500		2,500	0.0%	
4225	Skip Hire	0	0	1,500	1,500		1,500	0.0%	
4227	Memorial Testing	0	0	1,000	1,000		1,000	0.0%	
4250	Tree Works/Property Maintenanc	0	0	1,000	1,000		1,000	0.0%	
4300	Vehicle Repair	0	0	1,000	1,000		1,000	0.0%	
4330	Fuel	0	0	1,500	1,500		1,500	0.0%	
4340	Insurance, Tax & MOT	0	0	1,000	1,000		1,000	0.0%	
4416	Equipment Maintenance	186	186	1,000	814		814	18.6%	
4592	PPE/Health & Safety	0	0	500	500		500	0.0%	
	Cemetery & Buildings :- Indirect Expenditure	**3,537**	**5,656**	**62,091**	**56,435**	**0**	**56,435**	**9.1%**	**0**
	Net Income over Expenditure	**(2,734)**	**(3,079)**	**(45,941)**	**(42,862)**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
103	Grounds Maintenance								
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)**				
105	Painted Room								
1450	Painted Room Sales Income	237	237	750	513			31.6%	
1451	Painted Room Donations Income	478	478	1,000	522			47.8%	
	Painted Room :- Income	**716**	**716**	**1,750**	**1,034**			**40.9%**	**0**
4000	Staff Salaries	598	778	0	(778)		(778)	0.0%	
4170	Maintenance	0	0	1,000	1,000		1,000	0.0%	
4430	Advertising	390	390	500	110		110	78.0%	
4700	Stock Movement	334	334	500	166		166	66.8%	
4702	Tour Guides Salaries	0	0	8,500	8,500		8,500	0.0%	
	Painted Room :- Indirect Expenditure	**1,322**	**1,502**	**10,500**	**8,998**	**0**	**8,998**	**14.3%**	**0**
	Net Income over Expenditure	**(606)**	**(787)**	**(8,750)**	**(7,963)**				
107	Town Promotion								
4703	Promotional Material	0	0	4,000	4,000		4,000	0.0%	
4704	Tourism/ Town Plan Projects	0	0	5,000	5,000		5,000	0.0%	
4705	Signage	0	0	4,000	4,000		4,000	0.0%	
	Town Promotion :- Indirect Expenditure	**0**	**0**	**13,000**	**13,000**	**0**	**13,000**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(13,000)**	**(13,000)**				
108	Amenity Areas								
4122	Electricity	5,088	5,088	0	(5,088)		(5,088)	0.0%	
4174	CCTV New/ Security	0	0	1,000	1,000		1,000	0.0%	
4200	Tools and Materials	0	0	200	200		200	0.0%	
4205	Grounds Maintenance (Contract)	367	367	4,040	3,673		3,673	9.1%	
4209	Dog Hill Wood Maintenance	0	0	500	500		500	0.0%	
4210	Dog Hill Wood Coppicing	0	0	1,000	1,000		1,000	0.0%	
4228	General Tree works	0	495	1,500	1,005		1,005	33.0%	
4252	General Park Maintenance	0	0	2,000	2,000		2,000	0.0%	
4253	General Park Verges	0	0	250	250		250	0.0%	
	Amenity Areas :- Indirect Expenditure	**5,455**	**5,950**	**10,490**	**4,540**	**0**	**4,540**	**56.7%**	**0**
	Net Expenditure	**(5,455)**	**(5,950)**	**(10,490)**	**(4,540)**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110	Recreation Ground								
4175	CCTV Maintenance	0	0	1,000	1,000		1,000	0.0%	
4205	Grounds Maintenance (Contract)	1,120	1,120	7,854	6,734		6,734	14.3%	
4206	Grounds Maintenance	7	7	5,000	4,994		4,994	0.1%	
4224	Wheely Bins Refuse Collection	0	0	700	700		700	0.0%	
4229	Street Light Maintenance	0	0	500	500		500	0.0%	
4230	ROSPA Reports	0	0	65	65		65	0.0%	
4235	Play Equipment-New	0	0	30,000	30,000		30,000	0.0%	
4236	Play Equipment Maintenance	100	100	5,000	4,900		4,900	2.0%	
4237	Skate Park	0	0	5,000	5,000		5,000	0.0%	
4238	Youth Shelter Maintenance	0	0	1,000	1,000		1,000	0.0%	
4270	Litter Bins & Benches	684	684	1,000	316		316	68.4%	
	Recreation Ground :- Indirect Expenditure	**1,911**	**1,911**	**57,119**	**55,209**	**0**	**55,209**	**3.3%**	**0**
	Net Expenditure	**(1,911)**	**(1,911)**	**(57,119)**	**(55,209)**				
115	Town Centre Decorations								
1270	Chritmas Lights Event	0	0	1,000	1,000			0.0%	
	Town Centre Decorations :- Income	**0**	**0**	**1,000**	**1,000**			**0.0%**	**0**
4640	Christmas Lights	0	0	13,260	13,260		13,260	0.0%	
4650	Ledbury In Bloom	250	250	4,000	3,750		3,750	6.3%	
	Town Centre Decorations :- Indirect Expenditure	**250**	**250**	**17,260**	**17,010**	**0**	**17,010**	**1.4%**	**0**
	Net Income over Expenditure	**(250)**	**(250)**	**(16,260)**	**(16,010)**				
118	Minor Infrastructure								
4176	CCTV Link to Hereford	0	0	8,379	8,379		8,379	0.0%	
4212	Definitive Footpaths	0	0	510	510		510	0.0%	
4214	Gloucester Rd Seats Grass Cut	0	0	50	50		50	0.0%	
4218	War Memorial Cleaning	0	0	450	450		450	0.0%	
4276	External power supply -High St	0	0	110	110		110	0.0%	
	Minor Infrastructure :- Indirect Expenditure	**0**	**0**	**9,499**	**9,499**	**0**	**9,499**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(9,499)**	**(9,499)**				
120	Non-Statutory Services								
1460	Ceremony Room Income	400	600	0	(600)			0.0%	
	Non-Statutory Services :- Income	**400**	**600**	**0**	**(600)**				**0**
4020	Cleaning	0	0	500	500		500	0.0%	
	Non-Statutory Services :- Indirect Expenditure	**0**	**0**	**500**	**500**	**0**	**500**		**0**
	Net Income over Expenditure	**400**	**600**	**(500)**	**(1,100)**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
125	Green Spaces Maintenance								
4013	Devolved Services (grass cutti	53	53	2,500	2,447		2,447	2.1%	
4014	Lengthsman Scheme/P3 Scheme	0	1,008	3,000	1,992		1,992	33.6%	
Green Spaces Maintenance :- Indirect Expenditure		**53**	**1,061**	**5,500**	**4,439**	**0**	**4,439**	**19.3%**	**0**
	Net Expenditure	**(53)**	**(1,061)**	**(5,500)**	**(4,439)**				
127	Services and Events								
1471	Dog Poop Bags	48	103	1,000	897			10.3%	
	Services and Events :- Income	**48**	**103**	**1,000**	**897**			**10.3%**	**0**
4271	Dog Bags	0	0	700	700		700	0.0%	
4600	Town Crier/Fees & Subs	0	0	500	500		500	0.0%	
4601	Town Crier/Uniforms	0	0	1,000	1,000		1,000	0.0%	
4605	Events Barriers	0	0	100	100		100	0.0%	
4607	Events	0	0	7,500	7,500		7,500	0.0%	
	Services and Events :- Indirect Expenditure	**0**	**0**	**9,800**	**9,800**	**0**	**9,800**	**0.0%**	**0**
	Net Income over Expenditure	**48**	**103**	**(8,800)**	**(8,903)**				
201	Market House								
1030	Market House Income	0	0	1,000	1,000			0.0%	
	Market House :- Income	**0**	**0**	**1,000**	**1,000**			**0.0%**	**0**
4110	Rates	68	131	1,500	1,369		1,369	8.7%	
4115	Water	0	6	0	(6)		(6)	0.0%	
4122	Electricity	44	44	1,000	956		956	4.4%	
4150	Cleaning	0	0	100	100		100	0.0%	
	Market House :- Indirect Expenditure	**112**	**181**	**2,600**	**2,420**	**0**	**2,420**	**6.9%**	**0**
	Net Income over Expenditure	**(112)**	**(181)**	**(1,600)**	**(1,420)**				
202	Town Council Offices								
1460	Ceremony Room Income	185	185	0	(185)			0.0%	
	Town Council Offices :- Income	**185**	**185**	**0**	**(185)**				**0**
4021	Rubbish Collection	0	0	1,000	1,000		1,000	0.0%	
4110	Rates	603	1,206	6,230	5,025		5,025	19.3%	
4115	Water	40	80	500	420		420	16.0%	
4122	Electricity	133	590	10,000	9,410		9,410	5.9%	
4150	Cleaning	216	580	0	(580)		(580)	0.0%	
4155	Housekeeping	0	13	500	487		487	2.5%	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4160	Window Cleaning	0	0	250	250		250	0.0%	
4170	Maintenance	305	305	3,000	2,695		2,695	10.2%	
4171	PAT Testing	0	0	250	250		250	0.0%	
4179	Quinquennial Works	0	0	2,000	2,000		2,000	0.0%	
4185	Alarms	983	983	4,200	3,217		3,217	23.4%	
	Town Council Offices :- Indirect Expenditure	**2,281**	**3,757**	**27,930**	**24,173**	**0**	**24,173**	**13.4%**	**0**
	Net Income over Expenditure	**(2,096)**	**(3,572)**	**(27,930)**	**(24,358)**				
210	Civic Matters								
4501	Mayor's Hospitality	0	0	1,000	1,000		1,000	0.0%	
4529	Civic Insignia	0	0	400	400		400	0.0%	
4531	Roll of Honour	0	0	50	50		50	0.0%	
4532	Flag Pole	120	120	120	0		0	100.0%	
4535	Civic Hospitality	10	362	1,000	638		638	36.2%	
	Civic Matters :- Indirect Expenditure	**130**	**482**	**2,570**	**2,088**	**0**	**2,088**	**18.7%**	**0**
	Net Expenditure	**(130)**	**(482)**	**(2,570)**	**(2,088)**				
214	Grants with Powers								
1718	October Fair Donation Income	0	0	2,000	2,000			0.0%	
	Grants with Powers :- Income	**0**	**0**	**2,000**	**2,000**			**0.0%**	**0**
4800	Barrett Browning Clock	0	0	150	150		150	0.0%	
4805	Citizens Advice Worcs	0	0	5,000	5,000		5,000	0.0%	
4826	Malvern Hilss AONB Partnership	0	0	500	500		500	0.0%	
4827	Community Action Ledbury	10,000	10,000	10,000	0		0	100.0%	
4857	Great Places to Visit Funding	2,347	2,797	0	(2,797)		(2,797)	0.0%	
4870	Youth Budget	0	0	5,000	5,000		5,000	0.0%	
4875	Distinguished Citizen Awards	0	0	250	250		250	0.0%	
4890	Unspecified Grants	1,080	14,330	20,000	5,670		5,670	71.7%	
	Grants with Powers :- Indirect Expenditure	**13,427**	**27,127**	**40,900**	**13,773**	**0**	**13,773**	**66.3%**	**0**
	Net Income over Expenditure	**(13,427)**	**(27,127)**	**(38,900)**	**(11,773)**				
220	Finance and General Purposes								
1870	Bank Interest Received Income	85	149	500	351			29.8%	
1900	Precept Income	0	302,546	0	(302,546)			0.0%	
	Finance and General Purposes :- Income	**85**	**302,694**	**500**	**(302,194)**			**60538.9**	**0**
4130	Insurance	0	0	14,022	14,022		14,022	0.0%	
4430	Advertising	207	207	1,000	793		793	20.7%	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4460	Subscriptions	843	1,637	2,500	863		863	65.5%	
4550	Bank Charges	50	102	350	248		248	29.1%	
4551	Data Protection	0	0	1,000	1,000		1,000	0.0%	
4579	Audit Internal	0	0	2,000	2,000		2,000	0.0%	
4580	Audit External	0	0	5,000	5,000		5,000	0.0%	
4590	Professional Services	600	1,633	15,000	13,367		13,367	10.9%	
4592	PPE/Health & Safety	0	0	500	500		500	0.0%	
	Finance and General Purposes :- Indirect Expenditure	**1,701**	**3,580**	**41,372**	**37,792**	**0**	**37,792**	**8.7%**	**0**
	Net Income over Expenditure	**(1,616)**	**299,115**	**(40,872)**	**(339,987)**				
225	Councillors/Newsletter								
4420	Newsletter	0	0	500	500		500	0.0%	
4500	Town Mayors Expenses	0	0	1,000	1,000		1,000	0.0%	
4502	Mayor's Advertising	0	0	500	500		500	0.0%	
4503	Mayor's Portrait/Caricature	0	0	500	500		500	0.0%	
4520	Councillors Expenses	0	0	500	500		500	0.0%	
4525	Councillors Training	0	0	2,000	2,000		2,000	0.0%	
4540	Election Expenses	0	0	500	500		500	0.0%	
4545	Annual & Other Meetings	0	50	1,000	950		950	5.0%	
	Councillors/Newsletter :- Indirect Expenditure	**0**	**50**	**6,500**	**6,450**	**0**	**6,450**	**0.8%**	**0**
	Net Expenditure	**0**	**(50)**	**(6,500)**	**(6,450)**				
230	Management and Payroll								
4000	Staff Salaries	11,701	23,977	230,688	206,711		206,711	10.4%	
4001	Agency Cover	118	118	10,000	9,882		9,882	1.2%	
4018	National Insurance	4,254	8,200	0	(8,200)		(8,200)	0.0%	
4019	Pension	6,229	11,227	0	(11,227)		(11,227)	0.0%	
4050	Staff Training	330	378	3,000	2,622		2,622	12.6%	
4051	Officers Travel/Conference/Sub	20	20	0	(20)		(20)	0.0%	
	Management and Payroll :- Indirect Expenditure	**22,652**	**43,919**	**243,688**	**199,769**	**0**	**199,769**	**18.0%**	**0**
	Net Expenditure	**(22,652)**	**(43,919)**	**(243,688)**	**(199,769)**				
235	Office Facilities & Equipment								
4400	Stationery	650	824	2,750	1,926		1,926	30.0%	
4405	Photocopier Hire	223	223	800	577		577	27.9%	
4410	Photocopier Costs	0	0	2,750	2,750		2,750	0.0%	
4415	Office Support & Equipment	295	295	1,500	1,205		1,205	19.7%	

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4444 Petty Cash	(470)	(459)	0	459		459	0.0%	
Office Facilities & Equipment :- Indirect Expenditure	**698**	**883**	**7,800**	**6,917**	**0**	**6,917**	**11.3%**	**0**
Net Expenditure	**(698)**	**(883)**	**(7,800)**	**(6,917)**				
301 Planning/Economic Development								
1090 Charter Market Income	1,640	2,120	5,000	2,880			42.4%	
Planning/Economic Development :- Income	**1,640**	**2,120**	**5,000**	**2,880**			**42.4%**	**0**
4542 Town Centre Facilities	0	0	5,000	5,000		5,000	0.0%	
4543 Neighbourhood Plan	263	263	0	(263)		(263)	0.0%	
4546 Traffic Management	0	0	2,000	2,000		2,000	0.0%	
4549 Charter Market improvements	0	0	2,500	2,500		2,500	0.0%	
Planning/Economic Development :- Indirect Expenditure	**263**	**263**	**9,500**	**9,237**	**0**	**9,237**	**2.8%**	**0**
Net Income over Expenditure	**1,377**	**1,857**	**(4,500)**	**(6,357)**				
302 Special Projects								
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)**				
401 Full Council								
4415 Office Support & Equipment	0	(55)	2,000	2,055		2,055	(2.8%)	
4455 Postage	172	192	1,000	808		808	19.2%	
4480 ICT-Computers	0	0	1,000	1,000		1,000	0.0%	
4481 Telephones	267	279	4,500	4,221		4,221	6.2%	
4482 Website	210	670	1,500	830		830	44.7%	
4483 ICT Services & Software Lease	647	1,541	7,500	5,959		5,959	20.5%	
Full Council :- Indirect Expenditure	**1,295**	**2,627**	**17,500**	**14,873**	**0**	**14,873**	**15.0%**	**0**
Net Expenditure	**(1,295)**	**(2,627)**	**(17,500)**	**(14,873)**				
Grand Totals:- Income	**3,877**	**308,995**	**28,400**	**(280,595)**			**1088.0%**	
Expenditure	**55,141**	**99,252**	**638,011**	**538,759**	**0**	**538,759**	**15.6%**	
Net Income over Expenditure	**(51,264)**	**209,743**	**(609,611)**	**(819,354)**				
Movement to/(from) Gen Reserve	**(51,264)**	**209,743**						

A/c	Description	Actual	
	Current Assets		
120	Vat Due	3,397	
150	Stock	1,476	
200	Lloyds A/c (235) (Bus Ext)	20,567	
201	DNU Instant Access (174)	70,457	
202	Premier A/c (736) Comm Call	416,505	
203	Public Sector Deposit Fund	152,123	
215	Petty Cash	259	
	Total Current Assets		664,784
	Represented by :-		
300	Current Year Fund	209,743	
310	General Fund	158,988	
320	Earmarked Reserves	113	
321	EMR - Recreation Ground Equipm	10,830	
322	EMR - Traffic Management	9,000	
323	EMR - Charter Market Improveme	1,000	
324	EMR - Listed Buildings	110,000	
325	EMR - Elections	10,000	
326	EMR - Youth Support	5,000	
327	EMR- Play/Skate Park	24,500	
328	EMR - War Memorial	15,000	
329	EMR - Paths, Bins, Benches	2,500	
330	EMR - CCTV	5,000	
331	EMR - Advertising	5,000	
332	EMR - Climate Change	2,000	
333	EMR - Perimeter Wall Cemetery	15,000	
334	EMR Great Places to Visit	81,110	
	Total Equity		**664,784**

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	28 JULY 2022	AGENDA ITEM: 13

Report prepared by Angela Price – Town Clerk

SHOP FRONT IMPROVEMENT GRANTS – ROUND TWO

Purpose of Report

The purpose of this report is to provide Members of the Finance, Policy & General Purposes Committee with a list of Shop Front Improvement grant applications for approval.

Detailed Information

At the meeting of the Finance, Policy & General Purposes Committee held on 26 March 2022 Members resolved to hold a second round of Shop Front Improvement funding (Minute number F455(2) refers).

Following that meeting a press release was prepared with a closing date for applications of 6 June 2022.

Attached is a list of the applications received in respect of round two, which includes five businesses which had applied in round one but had not been able to meet the deadline for various reasons.

This list was presented to a meeting of the Grants Working Party on 22 June 2022 with a recommendation that the seventeen new applications be approved, and that the five be transferred from round one to round two.

Since the grants meeting on 26 June Butler & Sweatman have been in touch to advise that they had not been able to progress the works due to ill health and asked whether it would be possible for their application to be considered in the second round of funding, which they had seen advertised.

Financial Implications

A total of £29,500 grant funding was available for the Shop Front Improvement Fund and the Civic Society had agreed to a total of £5,000 in support of round one.

Members will recall that the Civic Society had agreed to contribute up to £250 to any application above the £750 being offered by Ledbury Town Council. Upon agreeing to offer a second round the Clerk was instructed to contact the Civic Society to ask whether they would support a second round of funding. The response to this request was that they would be willing to continue support and would be prepared to contribute up to £250 for any application requesting more than the £750 being offered by Ledbury Town Council.

The total grants awarded in round one (minus the grant to Butler & Sweatman) were:

Ledbury Town Council	10,500.00
Civic Society	2,668.34
ROUND ONE TOTAL	**13,168.34**

The total proposed grants in round two (including the five transferred from round one and the Butler & Sweatman) are:

Ledbury Town Council	16,399.00
Civic Society	900.00
ROUND TWO TOTAL	**17,299.00**

Total Grant Allocation	29,500.00
Total Grant Expenditure	30,467.34
TOTAL GRANT OVERSPEND	-967.34

Recommendation

1. That Members approve the attached list of Shop Front Grant applications, including the five not completed in round one.

2. That Members approve transferring the Butler & Sweatman application to round two.

3. That Members note the overspend of £967.34 noting that there are likely to be some underspends from activities within the Great Places to Visit funding and that the consideration be given to transferring £967.34 from one of the underspends to be discussed in agenda item 13.

SHOP FRONT GRANTS

Business Name	Address	Contact details	Requested	Council	Civic Society	Total awarded	Colour Scheme	confirmation sent	Paid
BBI - Ledbury Places	The BBI - Poetry House, Homend, Ledbury, HR8 2AA	Al Braithwaite - Tel: 07904471418 al.braithwaite@talktalk.net	750.00	750.00	0	750.00			
The Ledbury Leaf	The Design Quarter, 12a High Street, HR8 1DS	Patrick Brazil - Tel: 07939212099 pbrazil@gmail.com	980.00	750.00	TBC	750.00			
The Rosie Glow Skin Clinic	The Design Quarter, 12a High Street, HR8 1DS	Patrick Brazil - Tel: 07939212099 pbrazil@gmail.com	1,800.00	750.00	TBC	750.00			
Shanti-Shanti	The Design Quarter, 12a High Street, HR8 1DS	Patrick Brazil - Tel: 07939212099 pbrazil@gmail.com	1,350.00	750.00	TBC	750.00			
No 12 Boutique	The Design Quarter, 12a High Street, HR8 1DS	Patrick Brazil - Tel: 07939212099 pbrazil@gmail.com	4350.00	750.00	TBC	750.00			
Serendipity Hair Dressing	The Design Quarter, 12a High Street, HR8 1DS	Patrick Brazil - Tel: 07939212099 pbrazil@gmail.com	1,650.00	750.00	TBC	750.00			
Hus & Hem	The Design Quarter, 12a High Street, HR8 1DS	Patrick Brazil - Tel: 07939212099 pbrazil@gmail.com	2150.00	750.00	TBC	750.00			
Forrest Optical Styling Studio	69 The Homend, Ledbury, HR8 1BP	Matthew Waller - Tel 01531 632739 matt@wallersbutchers.co.uk	950.00	750.00	TBC	750	Teal, Black & White		
D T Wiler & Sons	71 The Homend, Ledbury	Matthew Waller - Tel 01531 632739 matt@wallersbutcheres.co.uk	1,250	750.00	TBC	750			
Butler & Sweatman	64 The Homend, Ledbury HR8 1BT	Declan Butler - Tel: 01531 631333 debutler121@gmail.com	700.00	700.00	0.00	700			
Blueberry Muffin	42 Bye Street, Ledbury	Brian Howath Tel: 07709985709 howarhbryen80@gmail.com	530	530.00	0.00	530			
Betty & Flo	123 The Homend, HR8 1BP	Joanne Isaacs Tel: 01187906536 joanneisaacs@hotmail.com	1,275	750.00	TBC	750			
Ledbury Funeral Services	1332 The Homend, Hr8 1bz	B R & V Davis Tel: 01531631612 brdavis141@btconnect.com	800	750.00	TBC	750			
George's Barber shop	9 New Street	2 Beggars Ash Cottage, Ledbury, HR8 1LN	630	630.00	0.00	630	Like for like	01.06.2022 by post	Transferred from round 1
Averills Collectables	11 New Street	2 Beggars Ash Cottage, Ledbury, HR8 1LN	600	600.00	0.00	600	Like for like	01.06.2022 by post	Transferred from round 1
Pacific Dove	13 The Homend, Ledbury	Lara Sysum lara@pacificdove.co.uk	850	750	100	850	Like for like	01.06.2022	Transferred from Round 1
Ledbury Pet Co.	6 Homend Mews	info@ledburypetco.co.uk	500	500.00	0.00	500	Like for like	01.06.2022	Transferred from round 1
Janet Marshall	Flat 4, 133/135 The Homend	Flat 4, 133/135 The Homend, Ledbury, HR8 1BP	3,900	750.00	250.00	1,000	Like for like	01.06.2022	Transferred from round 1
Nic Sims	8AA New Street, Ledbury, HR8 2DX	Pot & Page	750	750.00	0.00	750			
Daisy Pinkusion	Flona Younie, 10 Chestnut Close, Ledbury, HR8 2EP	daisypinkcushion@googlemail.com	689	689.00	0.00	689			
St Michaels Hospice	Nicola Wood St Michaels Hospice, Bartestree, Hereeford, HRR1 4HA	nwood@smhospicehereford.org 07882477845	1,200	750.00	250.00	1,000			
The Lion	Christian Solly The Lion, 38 Bye Street, Ledbury, HR8 2AA	christiansolly1@yahoo.co.uk 07870606270	1,275	750.00	250.00	1,000			
		TOTAL to be Awarded	**28929.00**	**15649.00**	**850.00**	**16499.00**			

2336

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	28 JULY 2022	AGENDA ITEM: 14

Report prepared by Angela Price – Town Clerk

GREAT PLACES TO VISIT FUND

Purpose of Report

The purpose of this report is to provide Members of the Finance, Policy & General Purposes Committee with an update on the current status of the Great Places to Visit Fund.

Detailed Information

Attached is a copy of the information that has been provided to the Grants Working Party at its recent meetings. The attached provides a trail of the progress being made on the activities that were agreed as part of the Great Places to Visit funding to date, and the remaining funds to be spent.

Also attached is a copy of confirmation received from Herefordshire Council in respect of Project Change requests.

Members attention is drawn to Change 3 – Dropped Kerb project budget £12,000; Herefordshire Council have approved the project change to transfer £8,000 to the Poetry Festival Project in support of planned workshops for all ages. This has left a sum of £2,000 for work to install a dropped kerb at Horse Lane Orchard. However,[the Locality Steward has recently advised that the locality stewards had been asked to forward a list of dropped kerb requests to the Team responsible for these at BBLP and he has confirmed that he has included Horse Lane Orchard in that list and therefore suggests allowing this to sit with HC for the time being as these works, if carried out, will be funded solely by them.

Therefore, it should be noted that there is likely to be an additional £2,000 underspend from this project activity if the council agree to the recommendation from the Locality Steward.

Recommendation

1. That Members receive and note the above and attached information.

2. That Members accept the suggestion from the Locality Steward in respect of the dropped kerb at Horse Lane Orchard and resolve not to progress this project as part of the GPV funding.

3. That Members note the project changes as approved by Herefordshire Council.

4. That Members agree to the transfer of funds from the underspend from the Queens Jubilee event to the Shop Front Improvement Grant in the sum of £967.34.

5. That members give consideration as to how underspends could be reallocated.

GREAT PLACES TO VISIT

Project: Town Centres public realm – improvements to the visual impact of the centre of the town centre by the provision of plants, hanging baskets etc. around the town and approach roads - £7,000

Current Status:

Further Comments:

Grant awarded to Sustainable Ledbury for works to the Town Trail, provision of protective clothing, tools, information boards and promotional launch of the Town Trail in the total of £6,892.

This grant exceeds the £5,000 allocated to this budget.

Ledbury in Bloom are holding a photographic competition which it has been suggested could be funded from this budget.

It has been proposed to Council to consider at their meeting on 25 April 2022 that there are insufficient staff resources to deliver the Dog Hill Wood Project as originally agreed, and that there would be some surplus funding as a result of this, that could be moved to other projects within the activity list.

Therefore, it has been proposed that an additional amount of £2,000 be moved from the Dog Hill Wood Project line to cover the additional funds for Sustainable Ledbury and Ledbury in Bloom.

20.05.2022 – meeting held with Sustainable Ledbury advised that they are able to spend some of the agreed money and that they must provide invoices for payment – also advised that further funding waiting approval from Herefordshire Council – will confirm once confirmation received.

06.06.2022 – meeting arranged to discuss activity changes, therefore still awaiting approval of change as above. Agreed at meeting on 25.05.2022 to provide £2,500 in advance – payment made.

06.07.2022 – meeting to be arranged with Chair of Sustainable Ledbury to discuss remaining funding

2,500.00 – Grant Sustainable Ledbury
537.07 – Plants Ledbury in Bloom
3,037.07

7,000.00 Fund allocation
3,037.07 expenditure to date
3,962.93 Funds remaining (some allocated to LIB Photographic competition costs)

21.07.2022 Meeting held with NS to discuss how remaining funds could be spent on town trail – agreed to consider bins – NS contacted BBLP

GREAT PLACES TO VISIT

Project: Town Centres public realm – provision of funding to support the Master's House Landscaping Project £3,000

Current Status: Email received from Masters House Project manager – attached

Further Comments:

£3,000 grant to the Master's House project be used to fund Landscaping project by June 2022.

Herefordshire Council Economy & Place Officers in process of identifying project for this funding.

20.05.2022 – Plaque purchased to promote purchase of trees at Master's House via WBF. The plaque was not delivered in time to be funded through WBF and therefore agreed that funds from the GPV could be used to cover the cost. Total cost of the plaque was £528.15 – plaque is currently in the council offices waiting for Herefordshire Council officer to collect and put in place

Correspondence received from Hereford Council asking if the remaining funds could be put towards the cleaning of the paving slabs which depict the map, which is located between The Barn and The Masters House. Clerk has replied advising that this would be a suitable project for this expenditure.

06.07.2022 – Email sent to HC re issues raised by Cllr Morris in meeting held on 22.06.2022 in respect of proposals to lift, clean and relay map at St Katherines – no response to date

Fund remaining – £2,471.85

Further email sent to Economy & Place at HC requesting response to email of 06.07.2022 – advising that if they are not likely to spend the remaining funds to advise so that we could potentially allocate to another project

GREAT PLACES TO VISIT

Project: Town Centres public realm – Improvements to Bye Street Toilets – installation of baby changing facilities - £500

Current Status: need to obtain quotes for works

Further Comments:

Need to obtain quotes for cost of baby changing facilities and installation – quotes being sources and DTC meeting with EH Tuesday, 1 March to progress

Deputy Clerk working with contractors to provide following works:

Electrical Works	-	estimated cost £2,100
Plumbing Works	-	estimated cost £1,400
Additional plumbing works	-	estimated cost £ 700
Guttering & Roof Tiles	-	estimated cost £1,550

TOTAL ESTIMATED ADDITIONAL COST £5,750

It has been proposed to Council to consider at their meeting on 25 April 2022 that there are insufficient staff resources to deliver the Dog Hill Wood Project as originally agreed, and that there would be some surplus funding as a result of this, that could be moved to other projects within the activity list.

Therefore, it has been proposed that an additional amount of £6,000 be moved from the Dog Hill Wood Project line to cover the additional funds for the repairs to the Bye Street Toilets.

20.05.2022 – DTC has been working on obtaining quotes for works, meeting scheduled with EH wk commencing 23.05.2022

Councillor Harvey has met with the contractor and agreed the works proposed by the contractor need to be undertaken. Deputy Clerk to progress.

Agreed that the toilets will be open free of charge as soon as possible.

06.07.2022 – Works to toilets commenced 04.07.2022 – initial works anticipated to be completed by 06.07.2022 with some outstanding works to be completed once parts received

21.07.2022 – Some works still outstanding due to having ordered the wrong parts – DTC waiting on update from contractors

GREAT PLACES TO VISIT

Project: Town Centres public realm – To provide two new information boards at Dog Hill Woods - £2,000

Current Status: No action to date

Further Comments:

It has been proposed to Council to consider at their meeting on 25 April 2022 that there are insufficient staff resources to deliver the Dog Hill Wood Project as originally agreed, and that there would be some surplus funding as a result of this, that could be moved to other projects within the activity list.

It is proposed to scale down this project to the provision of two new information boards and artwork for Dog Hill Woos.

Therefore, it has been proposed that an additional amount of:

£2,000 be transferred to the public realm project with Ledbury in Bloom and Sustainable Ledbury as detailed above.

£6,000 be transferred to the Bye Street Toilet project to cover the additional funds for the repairs as detailed above.

20.05.2022 – no update available at time of preparing agenda, anticipate being able to provide an update at the meeting

06.06.2022 – unable to provide update on this prior to meeting due to DTC being off sick.

06.07.2022 – DTC to provide update at meeting

21.07.2022 – DTC progressing

GREAT PLACES TO VISIT

Project: Provision of shop front enhancement grant scheme for local traders

Current Status: Grant scheme agreed

Further Comments:

Agreement of the letters for the grant scheme required

No grant sum agreed within scheme – this needs to be done urgently

Once sum agreed need to advertise and progress

Councillor Morris advised that Ledbury Civic Society offer a grant for this each year, but that in the past they have not advertised it and therefore take up has been minimal. It was suggested that LTC liaise with the Civic Society and ask if they would be willing to offer £250 towards each application granted and that LTC offer £705 so that a total of £1,000 could be offered to anyone wishing to apply.

It was agreed that this would be advertised on a "first come, first served" basis.

Clerk has contact Civic Society and is awaiting response, in the meantime advert being drafted.

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23 April 2022 – 14 applications for shop front grant scheme received – to be approved at Full Council 25.04.2022 (delayed due to covid)

Ledbury Civic Society agreed to contribute to fund (one third of each claim in addition to LTC grant (i.e. a grant of £750 from LTC/Civic Society will offer £250 – total grant of £1,000)

Once approved at full council payments of grants will be made and applicants required to provide invoice evidence of costs for works and to have completed and paid for the works no later than 30 June 2022.

20.05.2022 – Information in respect of grants on agenda for information

06.06.2022 – Further round of grant funding agreed at FP&GP Committee due to extension being offered by Hereford Council to August 2022 – press release done and some enquiries received -

06.07.2022 – further applications to be recommended to FP & GP Committee
Invoices received and paid in respect of round one – five businesses advised unable to complete in timescale set for round 1 – propose to move these to round two
Four new applications for consideration
Total expenditure round 1 – LTC £11,250 (Civic Society £3,068.34)
Total anticipated expenditure round 2 – LTC £15,649 (Civic Society TBC)
21.07.2022 Please refer to agenda item 13 for further information

GREAT PLACES TO VISIT

Project: Town Centres public realm – event support – Queens Jubilee event £10,000 + £1,660 (Surplus from purchase of Gazebos)

Current Status: Events committee discussing requirements of the event

Further Comments:

The CDO advised that the Events Working Party had been working on this, and that it had been agreed that an event would be held on the Recreation Ground to celebrate the Jubilee. Members were advised that the event was to be called "Ledfest" and that it would consist of local bands performing at the recreation ground, with food vendors being invited to attend. Further information on this event can be obtained via the minutes of the Events Working Party or by contacting the Deputy Clerk/CDO.

She advised that the funds would be used for the hire/purchase of the following items:

- Bunting
- Bands
- Toilets
- Fun Fair Rides
- Event licence
- Souvenir programme
- Security
- First aid
- Union Jack flags and hats

The purchase of staff polo shirts and fleeces was also discussed as it was felt that these would help identify staff at the event and future events, however confirmation would need to be sought as to whether it was acceptable to purchase these as part of the fund.

It was also agreed that an event planner would be investigated with a view to them offering help in organising the event, as Councillors felt that this project was too large just for the officers to undertake.

Some concern as to whether this event can be delivered on time – consideration to be given by Full Council as to how to proceed with this event.

20.05.2022 – street party grants information on agenda – spreadsheet on expenditure to follow.

06.07.2022 – Jubilee picnic in the party and street parties held over Jubilee Weekend – final anticipated expenditure £6,774.88
Total grant £11,660.00
Expenditure £ 6,774.88
21.07.2022 Underspend £ 4,885.12 - propose to move £967.34 to Shop Front Improvement fund to cover overspend

GREAT PLACES TO VISIT

Project: Town Centres public realm – Infrastructure to improve charter market and provide specialist markets in the town - £10,000

Current Status: Completed

Further Comments:

It was agreed that 12 x 3 x 3 m gazebos should be purchased and that the tops should be burgundy with the "Ledbury Town Council" on them. It was also agreed that the gazebos should be purchased with three sides for use and the relevant weights for securing them.

The clerk advised that the company that had provided the hired gazebos at Christmas had advised that they would willing to help LTC source quotes for the purchase of gazebos once they had agreed what they were looking for.

Administrator obtaining quotes

Gazebos purchased and delivered in April 2022 at a cost of £8,340.

Gazebos frame and covers need assembling ahead of use.

Letters to be sent to all market traders advising of availability of gazebos.

Local organisations to be advised that gazebos are available for use for community events such as Community Day, Carnival, family events on the Recreation Ground (LEAF) and other such events.

Suggested surplus funds be allocated to Queens Jubilee event – however as there are concerns as to whether this project can be delivered this may need to be reconsidered.

20.05.2022 – Gazebos purchased and in use – 3 to be used at market on Saturday, 21 May (photos will be taken once up)

Assistance required before Jubilee event to erect remaining 9 gazebos

Transfer of £1,660 to Jubilee event approved

GREAT PLACES TO VISIT

Project: Town Centres public realm – installation of dropped kerbs in and around the town centre £12,000 – project change requested - £2,000

Current Status: to improve the accessibility to the town centre for people with mobility problems

Further Comments:

The Clerk advised that during her meeting with the Locality Steward that morning they had discussed the possibility of having a drop kerb installed at Horse Lane Orchard across the Worcester Road to assist mobility users.

She advised that the Locality Steward had been supportive of the project and following the meeting she had sent photographs in an email to BLLP asking them to help progress this through the GPV project. A response is awaited.

The Clerk advised that the cost of the project would be significantly less than the budget allocated and therefore they may need to consider alternative projects for the remainder.

It was agreed that the Clerk would contact Community Action Ledbury to ask if they had any suggestions of areas that may have need for drop down kerbs around the town.

Clerk has followed up on this project, but to date no response. Clerk will chase this and contact Economy & Place Officers and Ward Councillor for support.

It is unlikely that all of the funds for this project will be used and therefore it is suggested that the surplus funds be considered in support of a Poetry Festival Project.

20.05.2022 – no response from BBLP in respect of next steps, will chase again, would be helpful if a Ward Councillor could follow this up with Highways officers.

06.06.202 – Clerk has emailed Hereford Council in respect of this project – awaiting response

Due to Jubilee events no meeting arranged as yet, Clerk to arrange meeting to be held on return from annual leave.

Clerk requested to establish whether GPV funds could be allocated to a Feasibility study on 14a High Street, with a view to compulsory purchase Order – to be considered at Full Council – notification received that this project amendment confirmed – however on **06.06.2022 – Project change requested - £2,000 to remain for drop kerb at Horse Lane Orchard**

Request made to transfer £8,000 to Poetry Festival Project as discussed in WP meeting on 22.06.2022 – outcome awaited.

GREAT PLACES TO VISIT

Project: Town Centres public realm – Creation of Tourism material – new town map which can provide a digital experience for visitors £10,000

Current Status: Email received from Masters House Project manager – attached

Further Comments:

The clerk advised that she was aware that Ross Town Council were currently working on something similar to this and suggested that she contact them to ask for information on how they have approached this and who they are working with to provide it.

Clerk has sent email to Ross TC – response awaited

Due to the closure of the TIC in Ice Bytes earlier in the year, it has now been agreed that having a TIC is a priority and due to lack of staffing resource it is unlikely the digital boards will be able to be delivered at this time. Therefore, it is proposed that this project be altered to help fund the setting up of a TIC.

This is to be discussed at full council on 25.04.2022 as to whether this should be in the council offices or at the Masters House

20.05.2022 – due to Jubilee event and no chairs being in place, TIC has not progressed as well as anticipated – EO Resources meeting required to discuss possible job description and resources required to set up TIC- anticipate meeting following Jubilee weekend.

06.07.2022 – Meeting held between Clerk and Chair of WP to discuss staffing of TIC – agreed that TIC to be managed by reception for first season with a review at the end of the season – staff have been requested to keep a record of what people come into reception for to enable an understanding of the need for TIC at end of season.

Leaflet racks delivered and in place
Quotes being obtained for tear off maps

Herefordshire Council

SEEKING APPROVAL - Great Places to Visit
Project Change Request
Covid Recovery Plan

Project/Scheme: Ledbury Town Council	Date: 8 July 2022

Change Category (Tick all that apply):

X☐ Funding allocation ☐ Scope ☐ Requirements/Deliverables

☐ Resources ☐ Project Timescales ☐ Other, please specify:

2548

Herefordshire Council

Describe the change being requested

Change 1

Dog Hill Woods - "To provide x 2 new information boards and associated art work at Dog Hill Woods". Budget - £10000

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

Change to:

Retain £2000 allocated for Dog Hill Woods

Reallocate the £8000 budget to

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

Change 2

Queens Jubilee Budget £10,000

Change to:

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

Change 3

Dropped Kerb project Budget £12,000

Change to:

- Due to not having received a response from BBLP in respect to the proposed dropped kerb project, the Ledbury Town Council Members have decided not to progress this project due to sufficient time. Instead, they proposed to hold Poetry Festival to create workshops for all ages, residents and visitor alike. Budget: £8000
- Any underspend to be allocated for Feasibility study on the Community Information Centre located at 14 High Street, Ledbury.

Herefordshire Council

Change 4

Charter Market (gazebo) Budget £10000

Change to:

- New budget for purchase of gazebo - £8340 (actual cost)
- Underspend of £1660 to be allocated to Queen's – Jubillee

Change 5

Creation of Tourism materials. Budget is £10,000

Change to

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

Change 6

Deadline is 30 September

Change to 15 December 2022

Describe the reason for the change:

- Time constraints. The Masters House project with a budget of £3000 may need to seek an amendment to planning and listed building consent, and may need longer than the intended deadline of September 2022. It is envisage that project completion will be mid-December 2022.
- Lack of staff to deliver the activities
- Closure of the Tourism Information Centre in Ledbury

Describe any risks to be considered associated with this change:

No apparent risk.

Estimate any resources and costs needed to implement this change (if applicable):

None

Does this change require a governance decision, please specify:

No

Corporate Director of Economy and Environment:

☐ Approve ☐ Reject ☐ Defer

2550

Herefordshire Council

Reason for decision:		
Reallocation of funds and changes in planned activities. Masters House may need planning and listed building consent and this will mean project completion by mid-December 2022.		
Corporate Director, Economy and Environment- Change Approval:		
Name: Ross Cook	**Signature:** 	**Date: 14 July 2022**

Agenda Item 15

CCLA

The Public Sector Deposit Fund

UK domiciled short-term LVNAV Qualifying Money Market Fund rated AAAmmf
Fact Sheet – 30 June 2022

Investment objective

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

Investment policy

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

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

Target investors

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

Who can invest?

Any public sector organisation can invest in the Fund.

Responsible investment policy

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

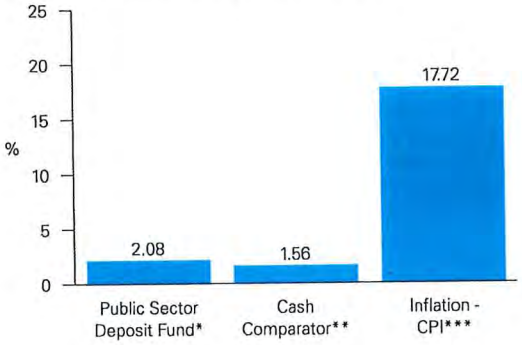
Key risks

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

Share class 4 yield as at 30 June 2022

1.0384%

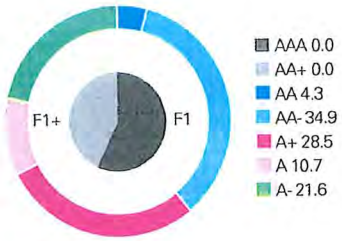
5 years cumulative performance



Asset type (%)



Credit rating† (%)



Top 10 counterparty exposures (%)

9.9%	Bank of Montreal
9.9%	Landesbank Baden-Wuerttemberg
7.9%	Yorkshire Building Society
6.7%	DBS Bank Limited
4.3%	BNP Paribas
4.3%	Deutsche Zentral-Genossenschaftsbank (DZ Bank AG)
4.3%	Handelsbanken plc
4.3%	Nordea Bank AB
4.3%	SMBC Bank International plc
3.8%	ABN Amro Bank N.V.

Top 10 country exposures (%)

22.2%	United Kingdom
18.0%	Germany
14.8%	Canada
9.5%	France
8.1%	Japan
6.7%	Singapore
4.8%	Netherlands
4.8%	Sweden
4.3%	Finland
2.4%	Norway

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

Income - period to end June

Average yield over the month	0.9574%
Yield at the month end	1.0384%

Discrete year total return performance

12 months to 30 June	2022	2021	2020	2019	2018
The Public Sector Deposit Fund	+0.30%	+0.07%	+0.62%	+0.72%	+0.35%
Comparator Benchmark	+0.35%	-0.02%	+0.37%	+0.57%	+0.28%
Relative	-0.05%	+0.09%	+0.25%	+0.15%	+0.07%

Annualised total return performance

Performance to 30 June	1 year	3 years	5 years
The Public Sector Deposit Fund	+0.30%	+0.33%	+0.41%
Comparator Benchmark	+0.35%	+0.23%	+0.31%
Relative	-0.05%	+0.10%	+0.10%

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

Market update

Inflation data continued to cause concern in most major economies. The UK's consumer price index hit another 40-year high as the ONS's latest release showed that prices had risen 9.1% year on year, a slight increase from the 9.0% reported the previous month but in line with estimates. The Bank of England once again raised its forecast for the peak of inflation, expected in late 2022, to above 11%. The seemingly relentless rise in inflation weighed on consumer confidence, which is a key driver of economic activity. The latest data on the UK manufacturing sector, for example, indicated the worst outlook since June 2020, with the consumer goods sector being worst affected as household belt-tightening depresses demand for less essential products. Despite the evidence of economic slowdown, the Bank of England's Monetary Policy Committee, raised the UK policy rate by a further 0.25% to 1.25%.
Unemployment levels are presently close to historic lows at 3.8%, however there are early signs that this market is starting to cool. In the last two months, the pace of job growth has been around three times the pre-pandemic average. The level of vacancies remains elevated. These rose to 1.3 million in May, another record high. The unemployment rate was a little higher than expected, climbing to 3.8% in February-April from 3.7% in the three months to March. That mostly reflected a stronger rebound in participation.

Key facts

Fund size	£1,050m
Credit quality and sensitivity rating by Fitch	AAAmmf
Weighted average maturity (Maximum 60 days)	41.10 days
Launch date	May 2011
Minimum initial investment	£25,000.00
Minimum subsequent investment	£5,000.00
Dealing day	Each business day*
Withdrawals	On demand
Domicile	United Kingdom
ISIN Share Class 4	GB00B3LDFH01
Interest payment dates	End of each month
Ongoing charges figure (OCF)**	0.08%***

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

Please Contact

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Risk warning and disclosures

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FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	28 JULY 2022	AGENDA ITEM: 16

Report prepared by Angela Price, Town Clerk

NEWENT TO LEDBURY BUS PROPOSAL

Purpose of Report

The purpose of this report is to provide Members of the Finance, Policy & General Purposes Committee with a proposal from Buses4Us following the withdrawal of bus route 132 Newent to Ledbury.

Detailed Information

Following recent discussions and considerable work by Clare Stone and the Buses4Us Group they have put together a proposal for the introduction of a regular bus service between Ledbury and Ross on Wye, via Newent. As part of this proposal, they are asking relevant councils to consider whether they would be able to support this proposal by offering a pledge of £24,000 contribution towards first year running costs.

Attached are the following documents provided by Buses4Us:

- Proposed new timetable
- Bus stop poll results
- Presentation for Town Councils
- Bus Connections Survey Community Impact Report
- Bus proposal summary
- 32/132 Passenger numbers 2019 and 2021

Busses4Us highlighted the following points to aid discussion by councils:

- We are looking for a pledge, not cash now. The money will only be paid if and when sufficient funding is arranged to run the service AND it is authorised by the Traffic Commissioner.
- The finding would come from the 2023/24 budget.
- Newent are looking to allocate theirs from Tourism and Regeneration budgets.
- It may be that further support will be needed in future years, it is impossible to say whether central government will step in with support or not. However, we understand that we can only ask the council to commit for one year, due to 2023 elections.
- The bus will run 7 days per week, every 2 hours in both directions. 6 buses per day Monday to Saturday, 4 on Sunday.
- It will provide a direct link between Ledbury and Ross, will link to rail via Ledbury Tesco, and will provide a bus connection to Gloucester via Newent.
- It will serve John Masefield School students travelling to/from Ledbury.

- As the service will be fully funded we aim to make fares affordable to encourage more people to choose the bus: £2 village to town return, £3 town to town return, £5 day rider.
- Ticket sales are never likely to cover the cost of running the service. Therefore, we plan to make it sustainable by using the service as the foundation for a sustainable tourism offering, giving people the opportunity to explore our 3 towns and the surrounding countryside by bus. We are currently seeking funding to develop the destination marketing around this.
- Busses4Us are part of Newent Initiative Trust, which is a registered charity of 20-years standing
- The figure of £250,000 to run the bus for a year is the high end of estimates provided by two operators. Once the funding package is secured, the route will go out to formal tender through GCC's transport unit. They will also handle the contract with the chosen operator, and any monies pledged can be paid directly to GCC, if the council prefers.

Recommendation

That Members of the Finance, Policy & General Purposes Committee give receive and note the above and attached information and make a recommendation to Council on whether to support the request for a pledge to Busses4Us to provide financial support within the Council's 2023/24 budget for the provision of a bus service from Ledbury-Ross-on-Wye, via Newent.

Proposed New Timetable: 232 Ross-Newent-Ledbury

Via: Ross Labels, Upton Bishop, Gorsley, Kilcot, Dymock

Mon - Sat						
Ross on Wye (dep)	07.30	09.38	11.38	13.38	16.38	18.38
Newent (arr)	08.00	10.08	12.08	14.08	17.08	19.08
Newent (dep)	08.10	10.10	12.10	14.10	17.10	19.10
Ledbury (arr)	08.35	10.35	12.35	14.35	17.35	19.35
Ledbury (dep)	08.38	10.37	12.37	15.37	17.37	19.37
Newent (arr)	09.08	11.05	13.05	16.05	18.05	20.08
Newent (dep)	09.10	11.10	13.10	16.10	18.10	20.10
Ross on Wye (arr)	09.35	11.35	13.35	16.35	18.35	20.35
Sun						
Ross on Wye (dep)		09.37	11.38	13.38	16.38	
Newent (arr)		10.08	12.08	14.08	17.08	
Newent (dep)		10.10	12.10	14.10	17.10	
Ledbury (arr)		10.35	12.35	14.35	17.35	
Ledbury (dep)		10.37	12.37	15.37	17.37	
Newent (arr)		11.05	13.05	16.05	18.05	
Newent (dep)		11.10	13.10	16.10	18.10	
Ross on Wye (arr)		11.35	13.35	16.35	18.35	

2556

DRAFT for discussion:

via: Upton Bishop, Gorsley, Kilcot and Dymock

- **Direct link between Ross and Ledbury via Newent in under an hour.**
- **Includes a Sunday Service.**
- **Connects to the 32 for Gloucester at Newent.**

What Do You Think?

Buses4Us

Bus Stop Poll Results

Nearly 5 months on from the loss of our bus services we were keen to find a way to gauge whether there were still potential passengers for bus services between Newent, Ross and Ledbury. Or whether our potential passengers had moved on.

We had limited time and resources, so we aimed to keep it simple.

We aimed to speak to 100 passengers, waiting for the bus to Gloucester in Newent. We had one simple question for them:

"If we had regular bus services to Ross and Ledbury, do you think you might use them?"

We managed to speak to 86 people over 3 days 14.15 and 16 July.

This is how they answered.

Yes	No
74%	26%

The poll is pretty un-scientific, on the one hand, people might be reluctant to say "No" to an interviewer who is campaigning to restore bus services.

On the other hand, all the passengers we spoke to were travelling to Gloucester, and had maybe never had a reason to visit Ross or Ledbury.

On the positive side, everyone we spoke to was an actual bus user.

For us, the poll gave a reassuring indication that if we are successful in reinstating services, there is a potential market for them.

Presentaion for:

Ross-on-Wye, Newent and Ledbury Town Councils

8 JUNE 2022

2558

Presentation Outline

DISCUSSION POINTS

The Story So Far
Why Are Buses so Important?
Our Campaigns
232 Proposal
How Can You Help?
Any Questions?

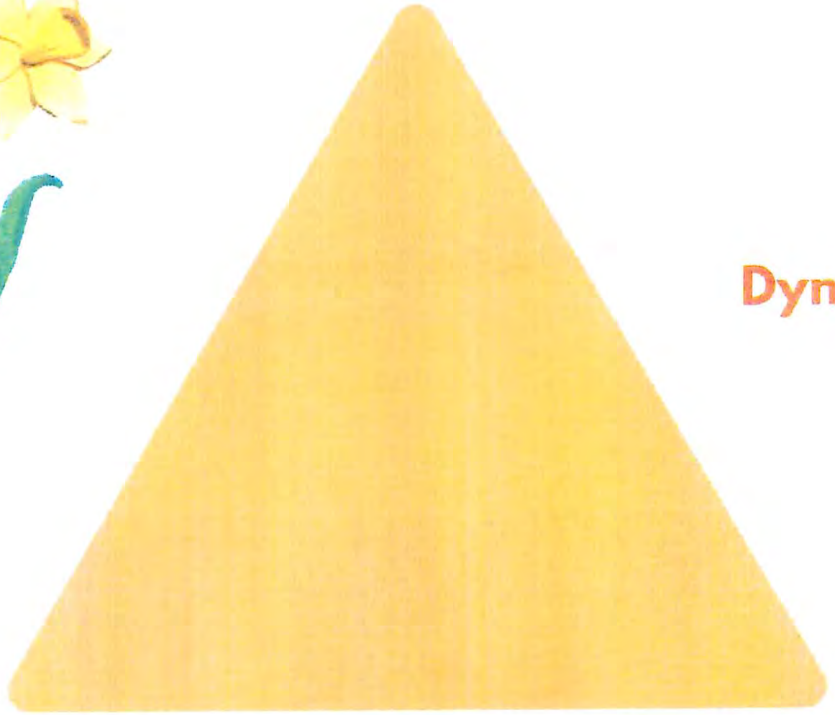
8559

The Story So Far

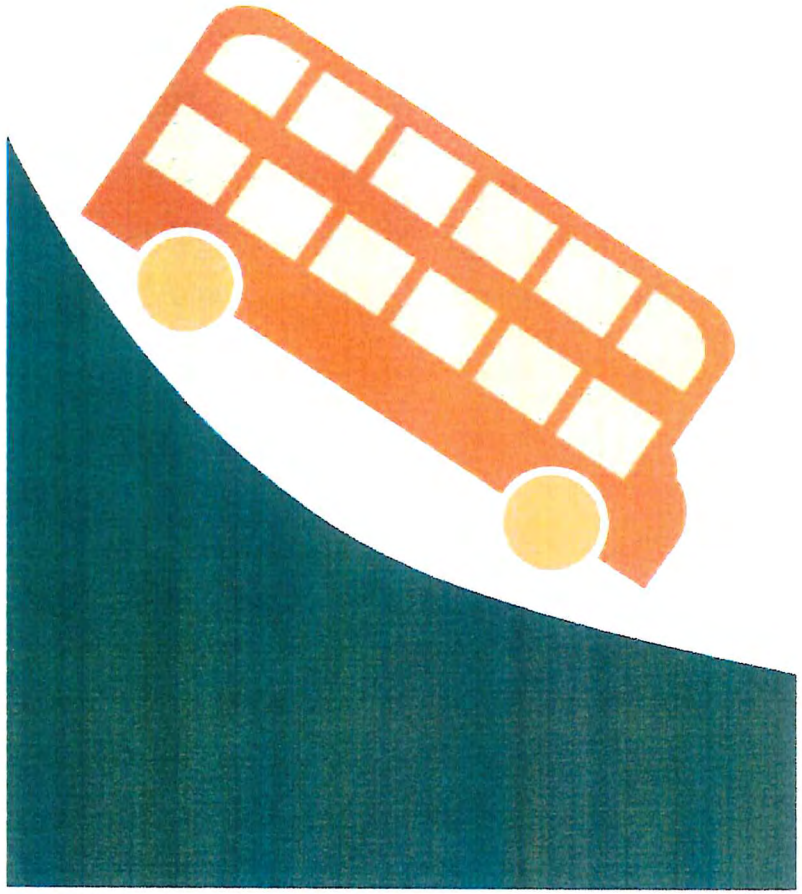
PREVIOUSLY . .

For many, many years our golden Triangle towns and villages enjoyed excellent public transport services. You could live here quite easily without the need for a car.





2960



The Story So Far

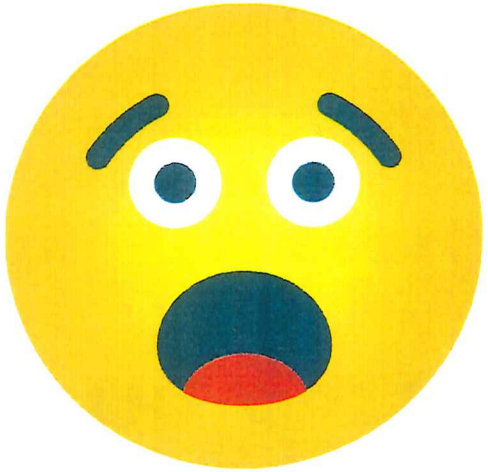
AFTER THE MILLENIUM

THINGS WENT DONWHILL

Lost evening services
and sundays
Frequency decreased.
Passenger number feel.
Then COVID.

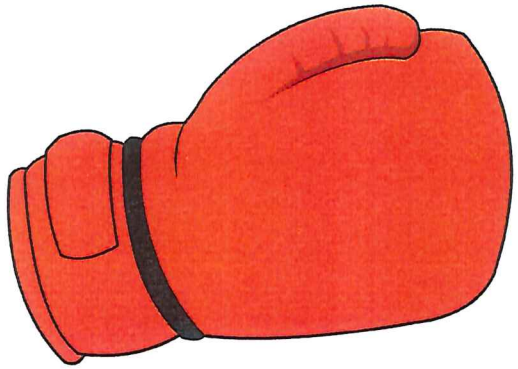
JANUARY 2022

2562



WE FOUND OUT WE WERE LOSING OUR BUS SERVICES - THROUGH SOCIAL MEDIA

FEBRUARY 2022



WE TRIED TO FIGHT THE CUTS

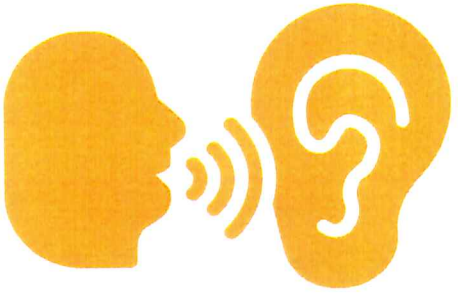
PETITION

COUNCI QUESITONS

MEDIA COVERAGE

LETTERS

MARCH 2022



LISTEN AND LEARN

PETITION

SURVEY

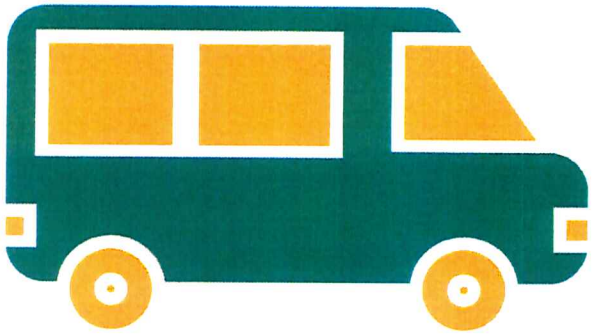
PUBLIC MEETINGS

SOCIAL MEDIA

CONVERSATIONS

2564

APRIL
2022



SERVICE 632 LAUNCH

DYMOCK, GORSLEY & KILCOT TO NEWENT SHOPPER

MAY 2022



Why Buses?

People

independence
Mental Health
Physical Health
Affordability

Places

Quicker Journeys
Cleaner Air
Fewer Potholes!
Staff
Customers
Community
Visitors



Less than
half the Co2
of a private
car journey

2564

The Government Agrees

"there can be no return to a situation
where services are
planned on a purely commercial basis"

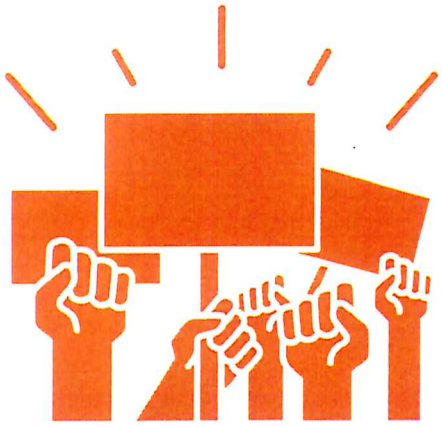
National Bus Strategy
Department for Transport

8568

SO WHAT NOW?



Wait and See



Lobby and Protest



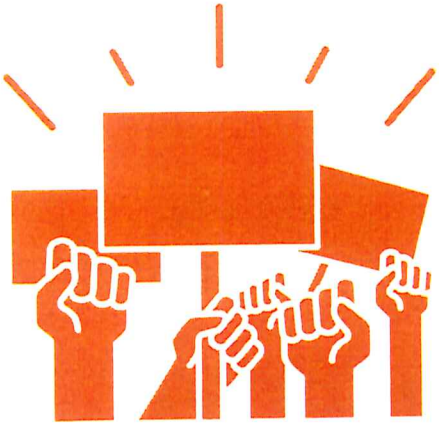
Work for Change

256 9

SO WHAT NOW?



Wait and See



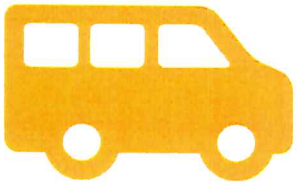
Lobby and Protest



Work for Change

Our Campaigns

WHAT WE'RE AIMING FOR



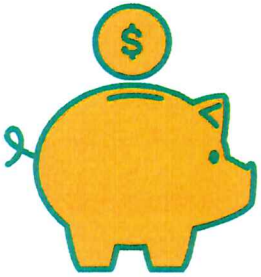
Buzzing Bus Services



Brilliant Bus Information



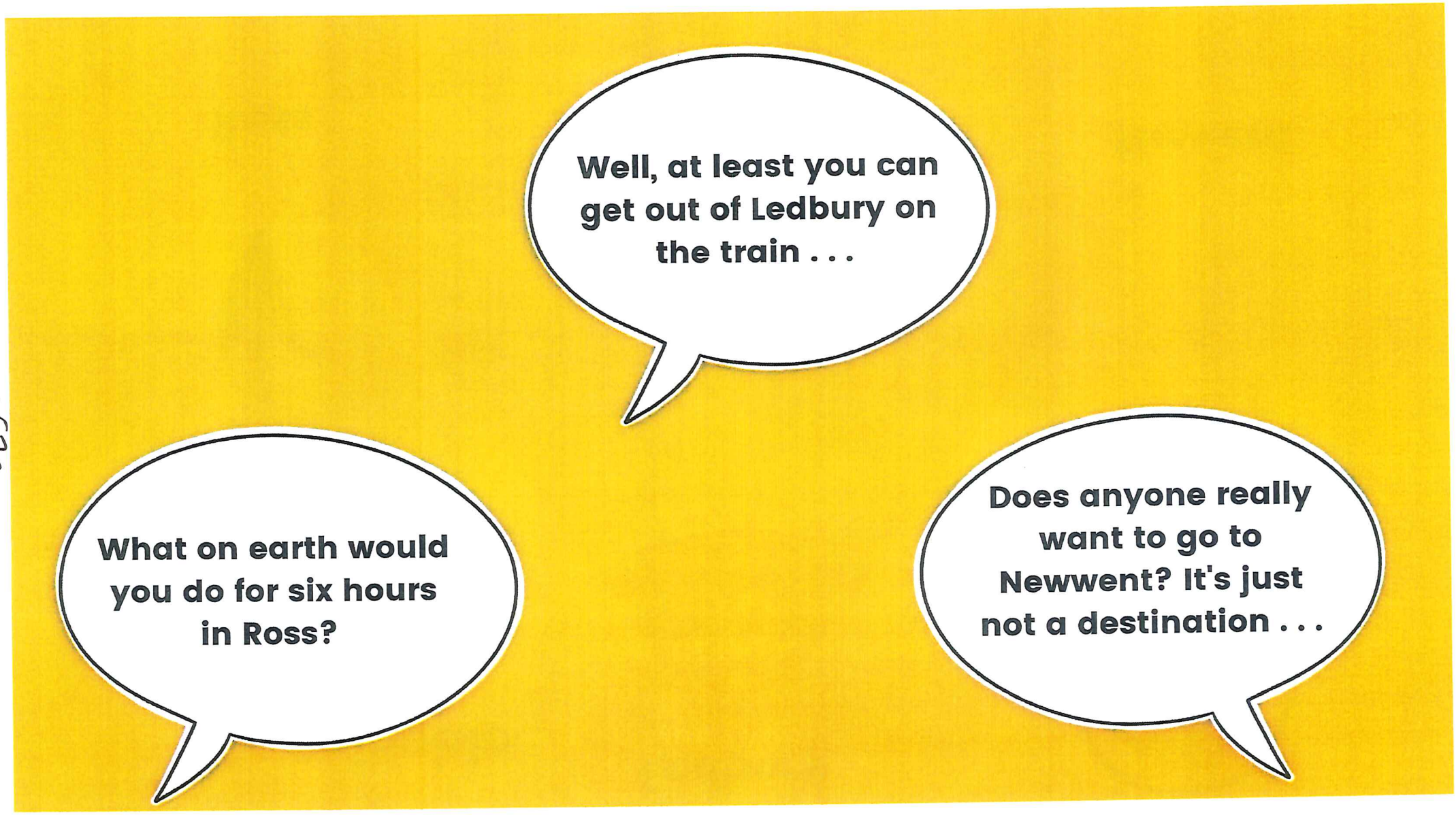
Beautiful Bus Stops



The Bus Bank



Buses For Fun


Well, at least you can get out of Ledbury on the train . . .
What on earth would you do for six hours in Ross?
Does anyone really want to go to Newwent? It's just not a destination . . .

Sustainable Tousim Offering

Ledbury



Dymock



Ross

Gorsley

Newent

Buses4Us

8573

232 Proposal

- Direct link between Ross and Ledbury, via Newent
- 6 buses per day (4 on Sundays)
- 2 hourly service
- Hourly may be possible at peak times
- Connects to Stagecoach Service to Gloucester at Newent
- Connects to Ledbury Rail Station
- Serves John Masefield Students (John Kyrle?)
- Target Strat Date 5th september

25th

How Can You Help?



Council Budgets

Help Us Bridge The Gap

Community Needs

How Can You Help?

- Cost of Service £250 - £325k per year.
- Ticket sales £60 - £80k
- County Councils may contribute £70 - £100k
- Help us bridge the funding gap.
- Agree an amount from 2023/24 budget
- Repeated for 3 years, maybe longer.
- Agreement by end of July for September start date

Thank you!

ANY QUESITONS?



Newent, Ross and Ledbury Bus Connections Survey Community Impact Report

Headline Results for discussion



Transport Planning Team

Jon Harris *MRTPI FCILT*

GCRP
Gloucestershire
Community Rail Partnership

2548

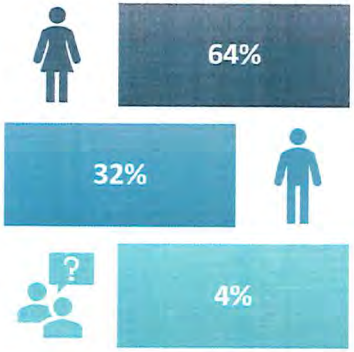
Introduction



March to May 2022



158 Individual Responses



There were 158 responses to the survey where 64% identified as female, 32% identified as male, and 4% defined as other/preferred not to say.

Gloucestershire Community Rail Partnership (GCRP) has prepared this headline report to tackle the community impacts felt by withdrawal of key bus services connecting Newent, Ross-on-Wye and Ledbury.

This builds on initial research carried out 'on-bus' with customers impacted by service losses, but now focusing on longer term solutions that could be found to reconnect communities to essential services and also to other transport interchanges (e.g. Ledbury railway station) for longer-distance onward travel

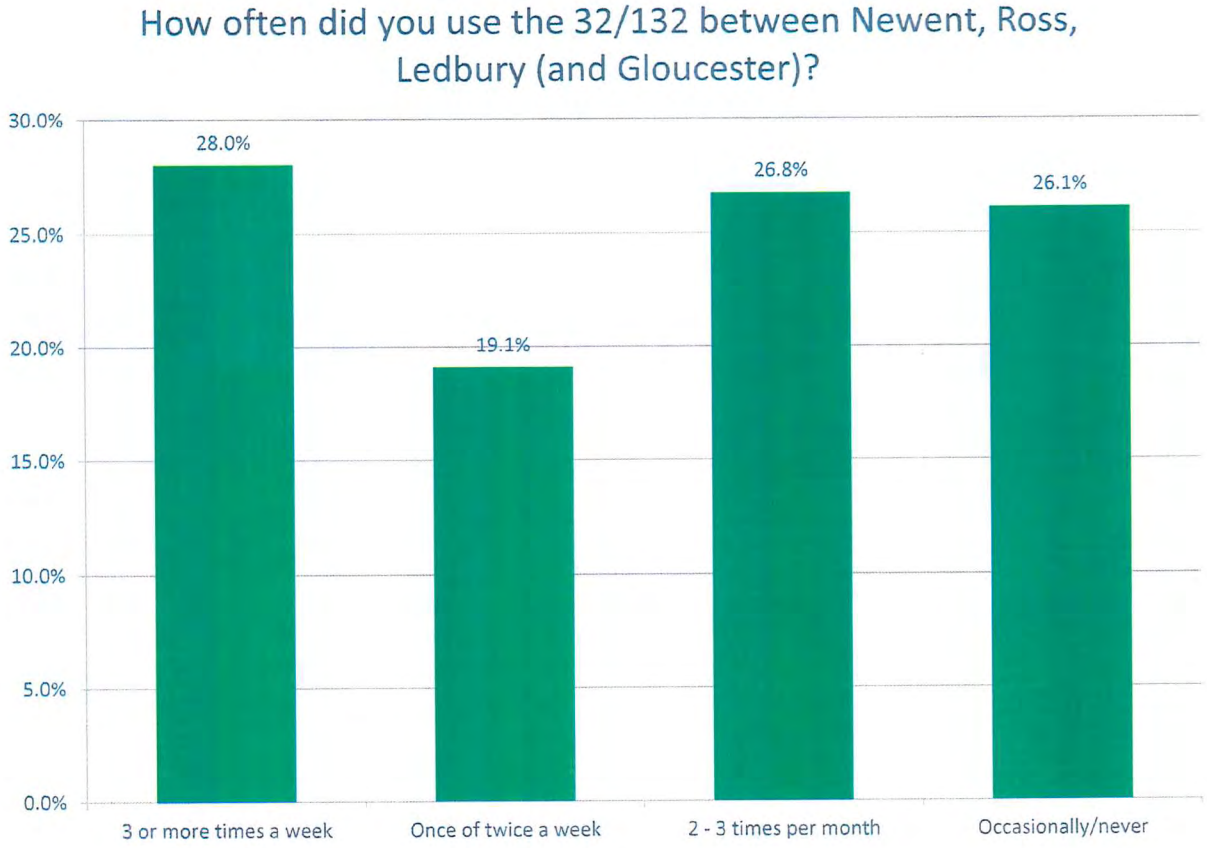
These findings are intended to support ongoing discussions with Town and Parish Councils, transport operators and the relevant local authorities

Both the initial on-bus research and this more comprehensive dataset was funded through Gloucestershire CC's Integrated Transport Unit with considerable local effort from community organisations and Buses4Us (https://www.buses4us.org/)

GCRP
Gloucestershire
Community Rail Partnership

Using the 32/132 in the past

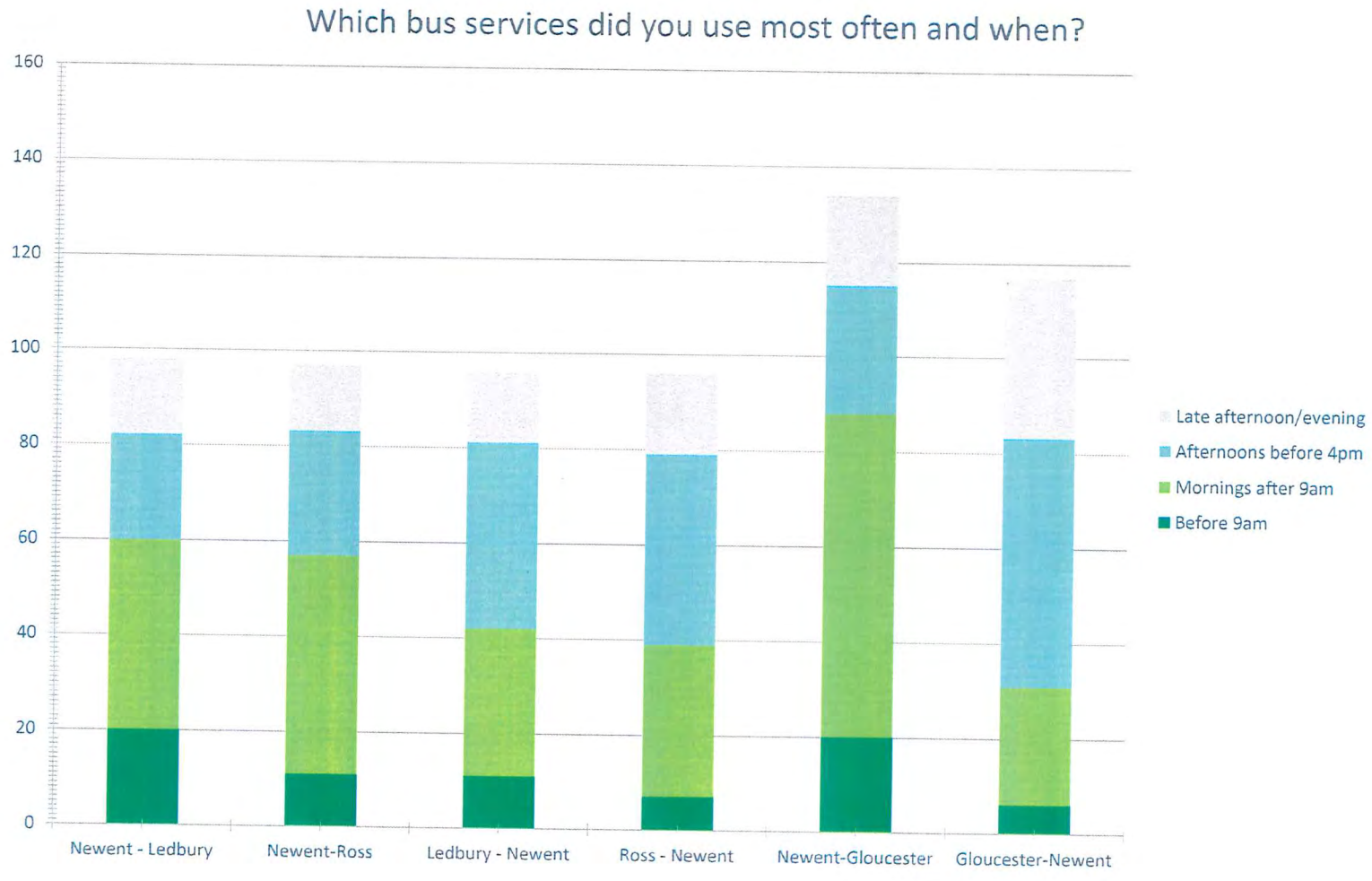
- 157 responses



Gloucestershire Community Rail Partnership

Use of services and timings

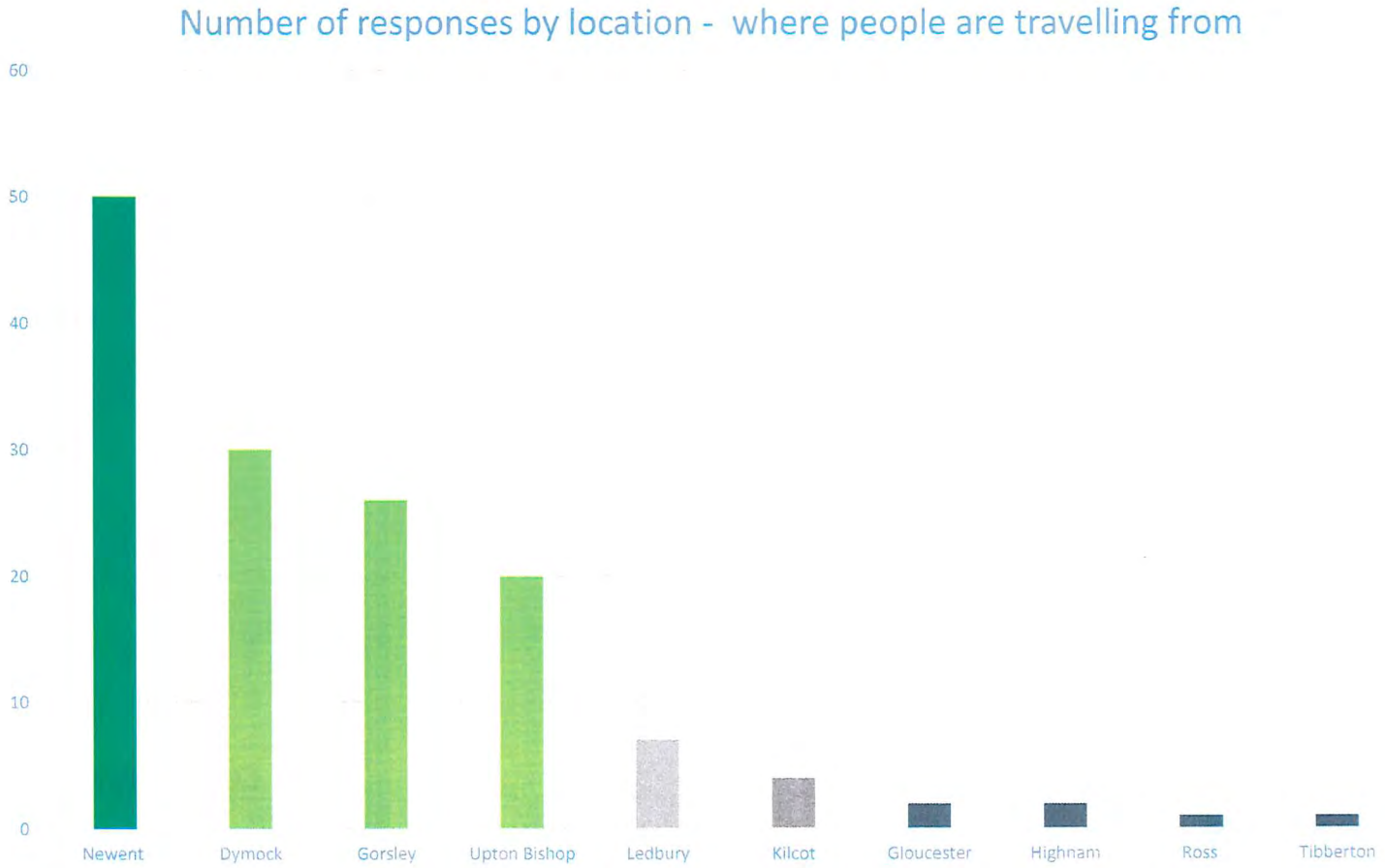
- 150 responses



Gloucestershire Community Rail Partnership

Where people were/are travelling from

- 146 responses

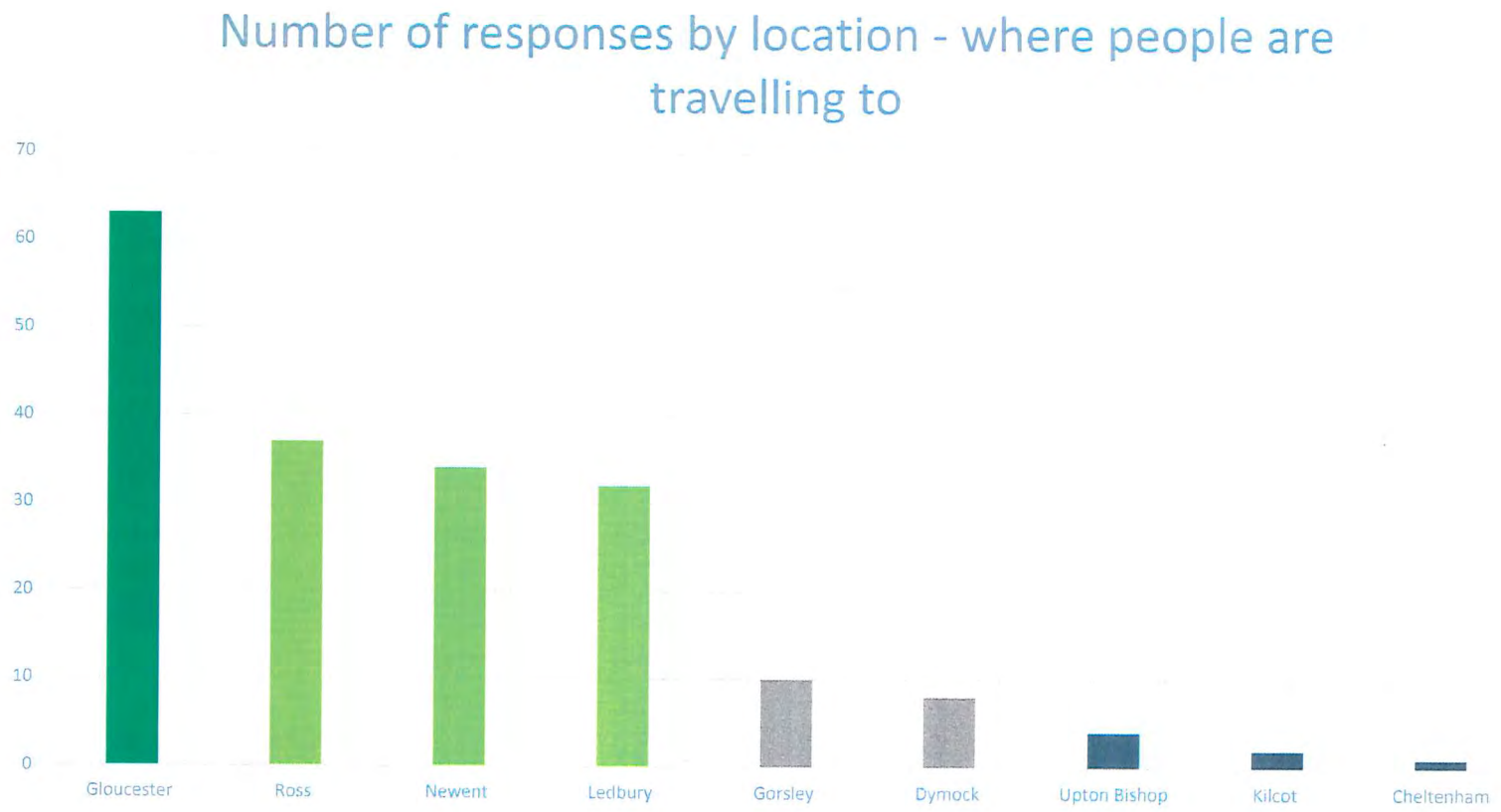


1852

Gloucestershire
Community Rail Partnership

Where people were/are travelling to

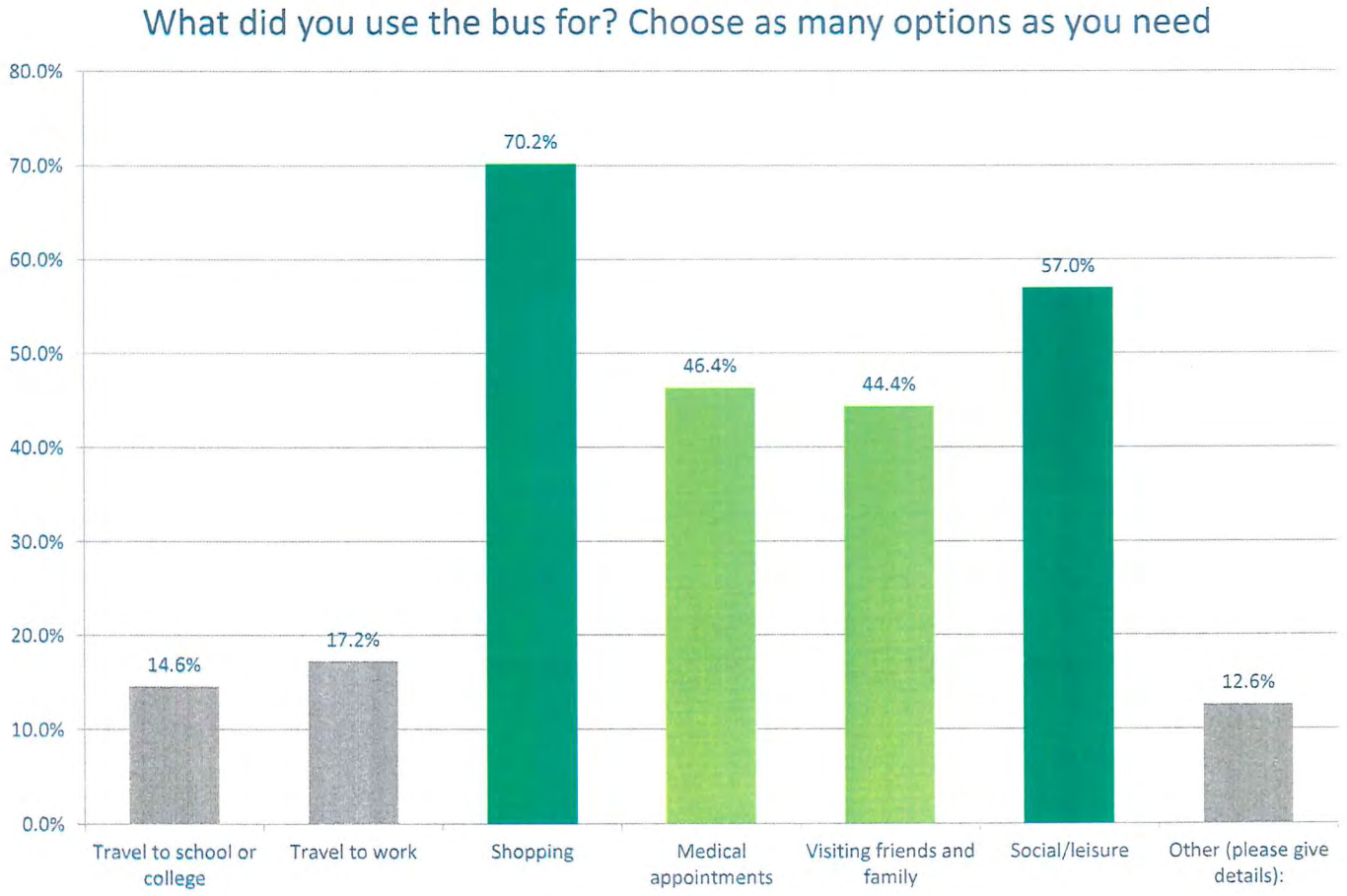
- 144 responses



Gloucestershire Community Rail Partnership

Journey purpose

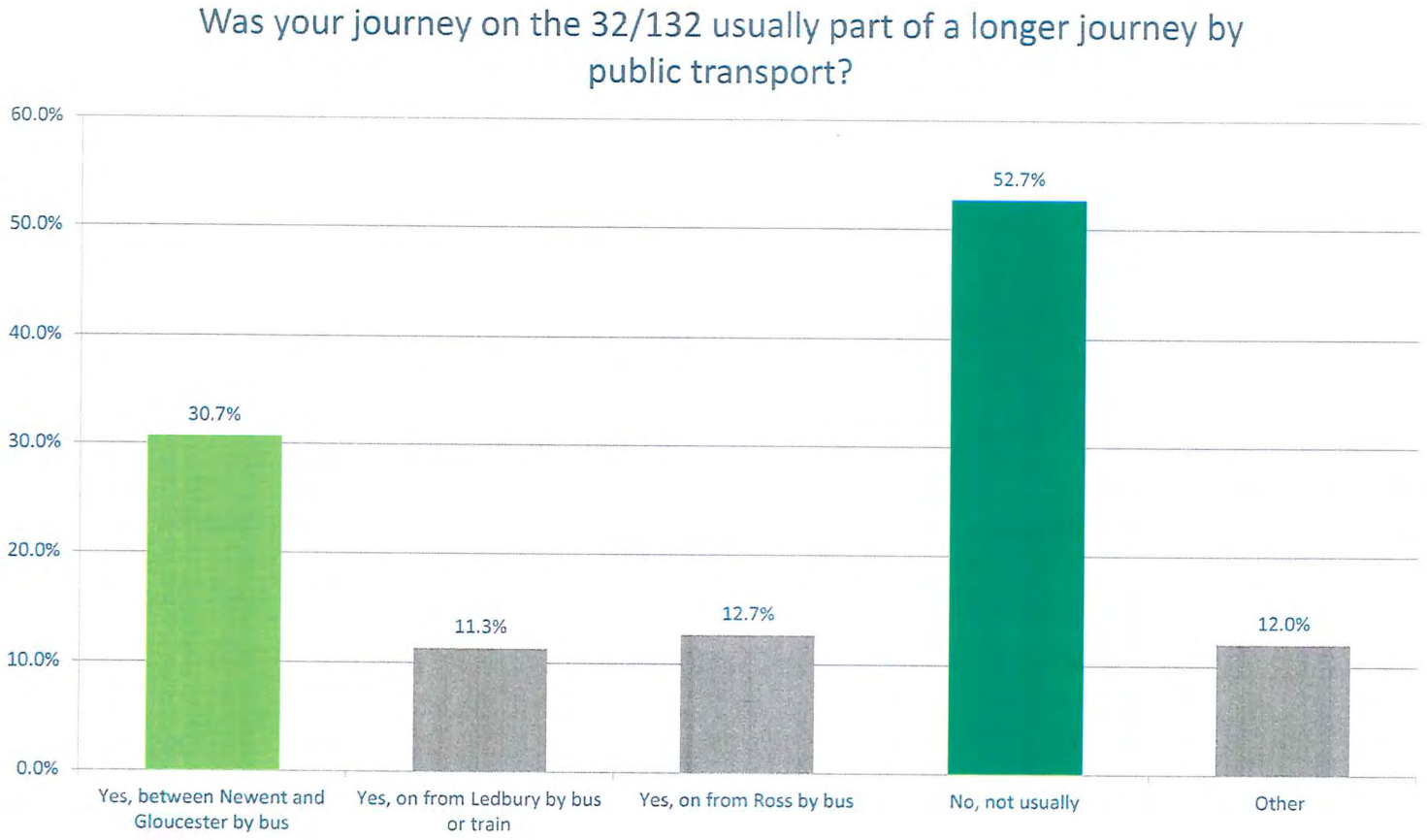
- 151 responses



Gloucestershire Community Rail Partnership

About overall/onward journeys

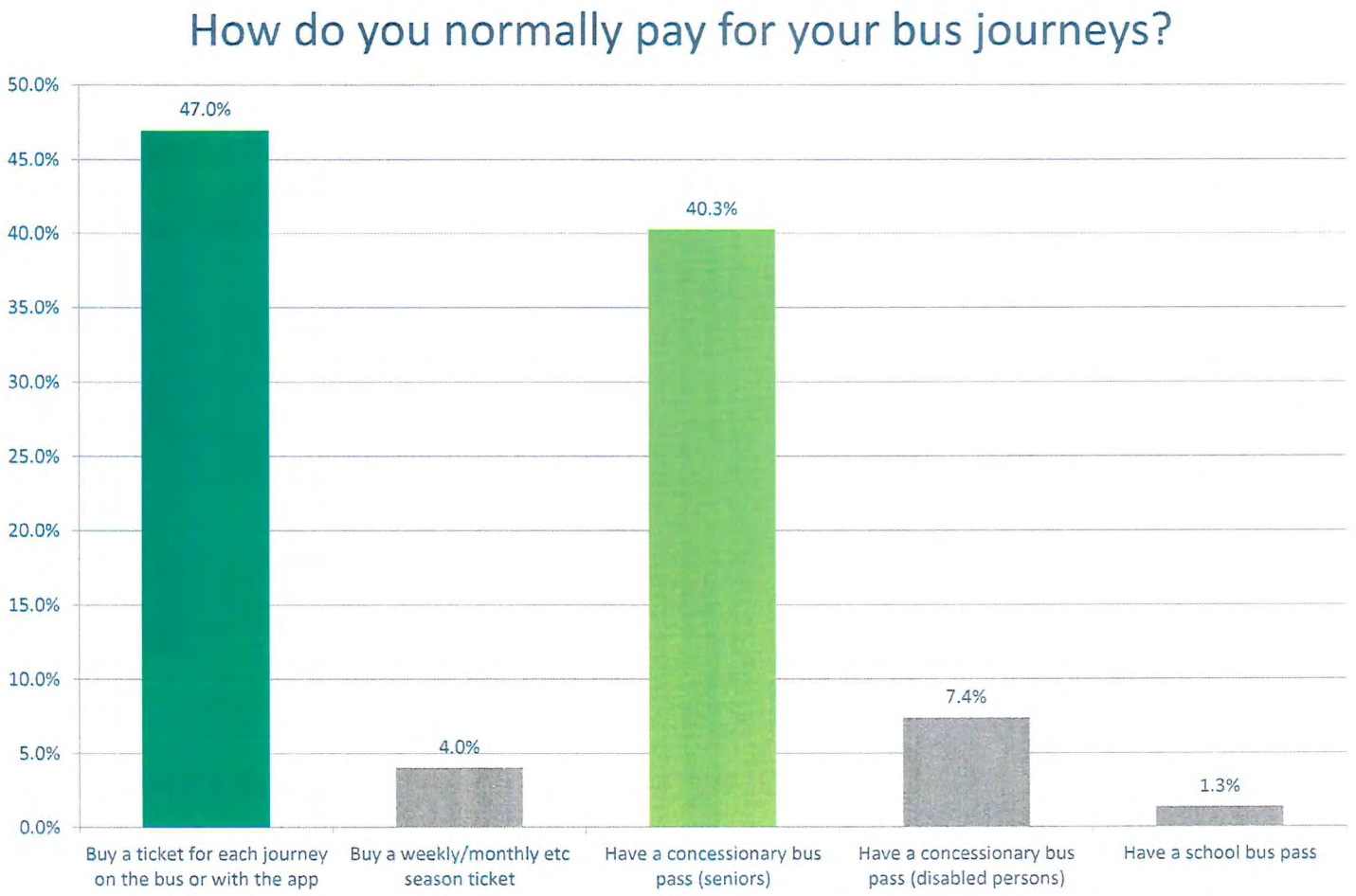
- 150 responses



Gloucestershire Community Rail Partnership

Paying for the bus

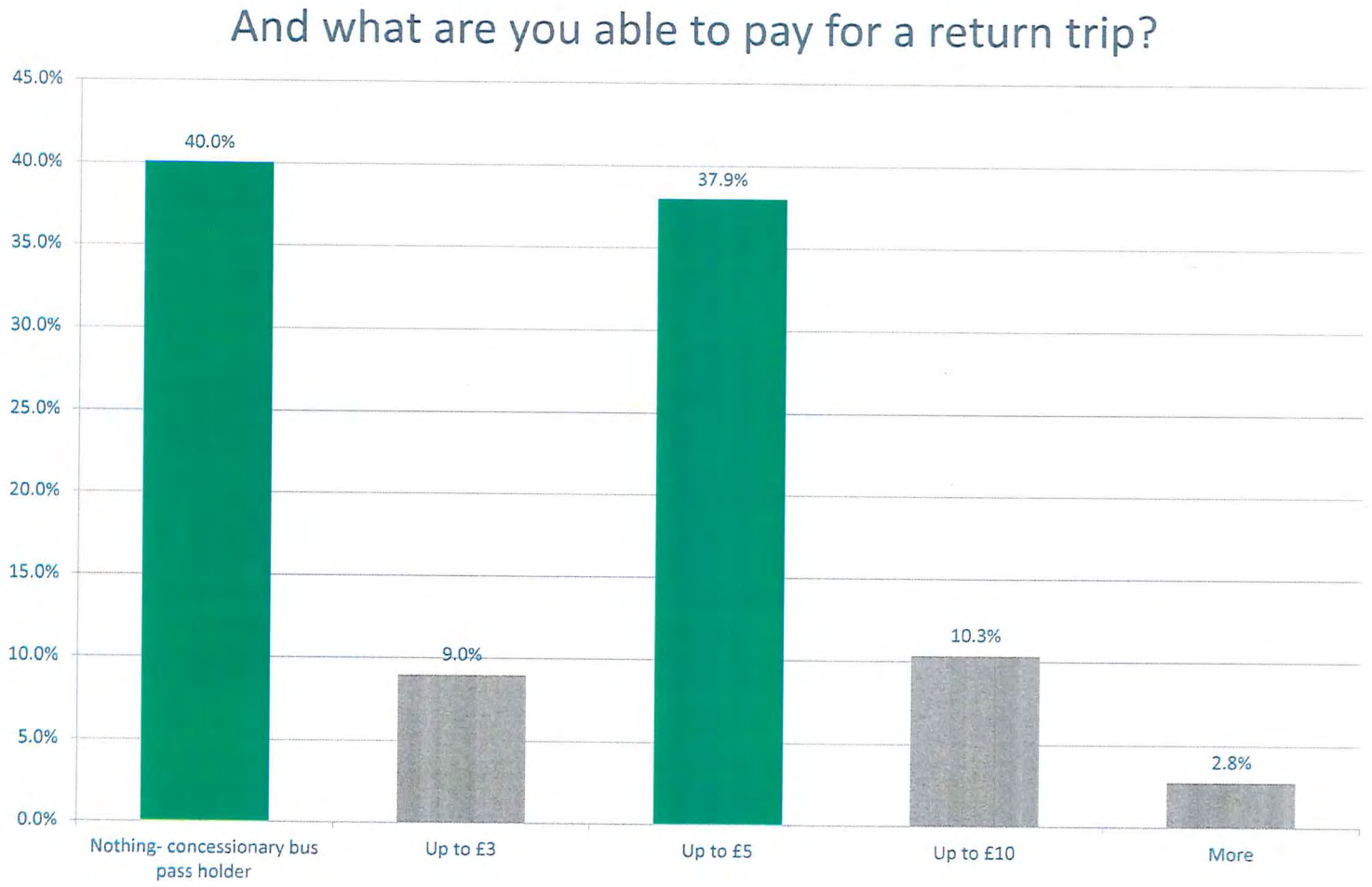
- 149 responses



Gloucestershire Community Rail Partnership

Affordability

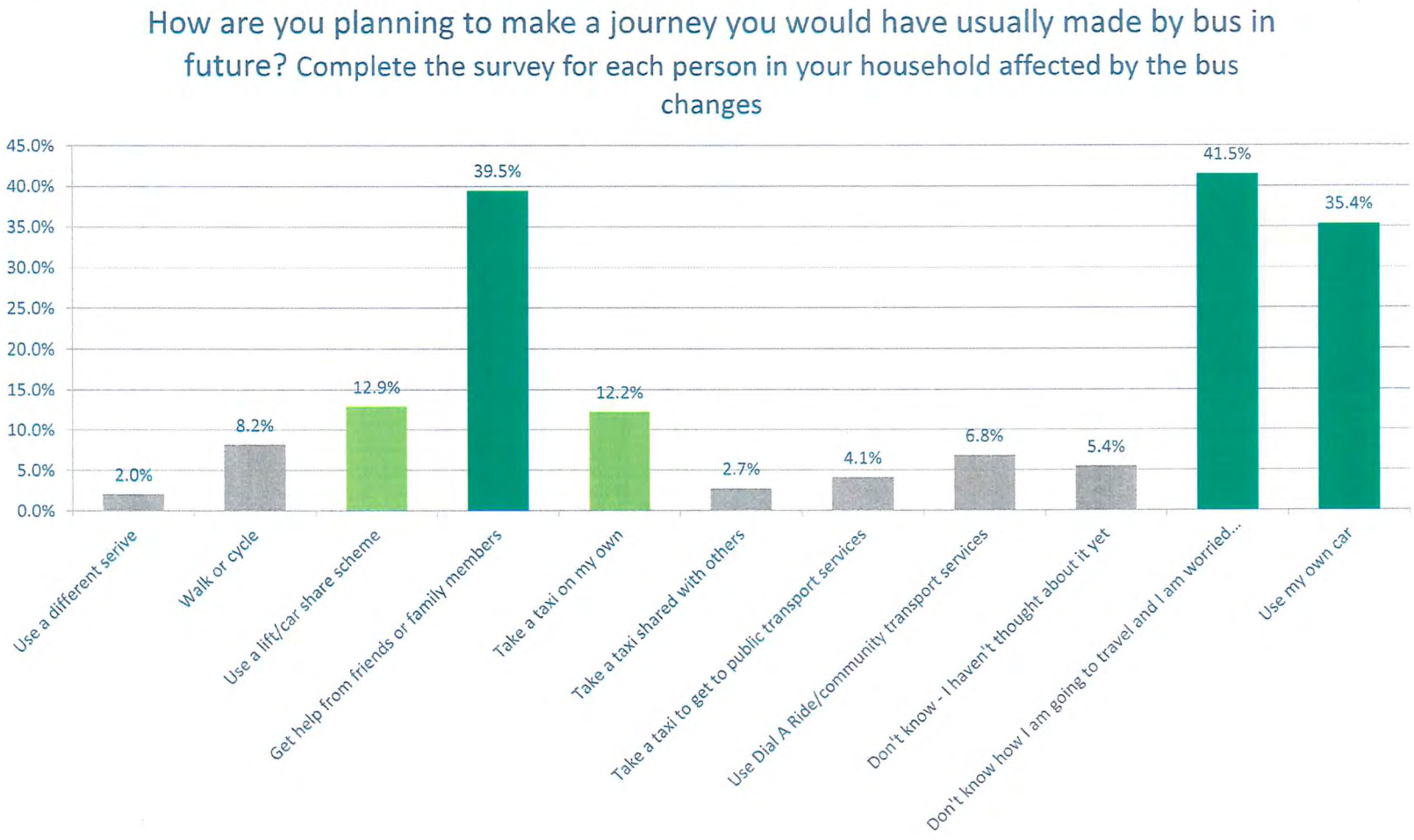
- 145 responses



Gloucestershire Community Rail Partnership

Getting around in future

- 147 responses

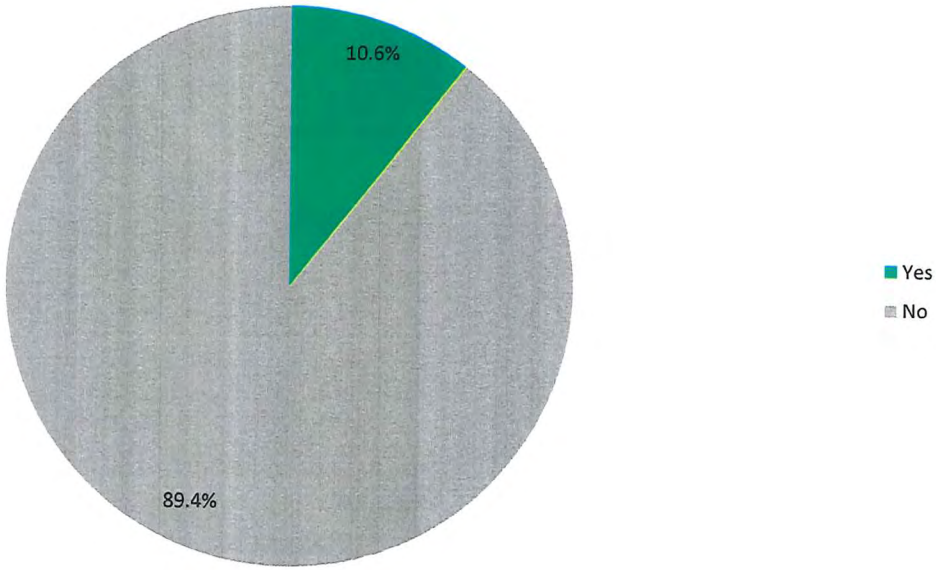


Gloucestershire Community Rail Partnership

Follow up

- 142 responses

Would you like a confidential call from a personal travel advisor to see what specific solutions could help you and explain what is available?

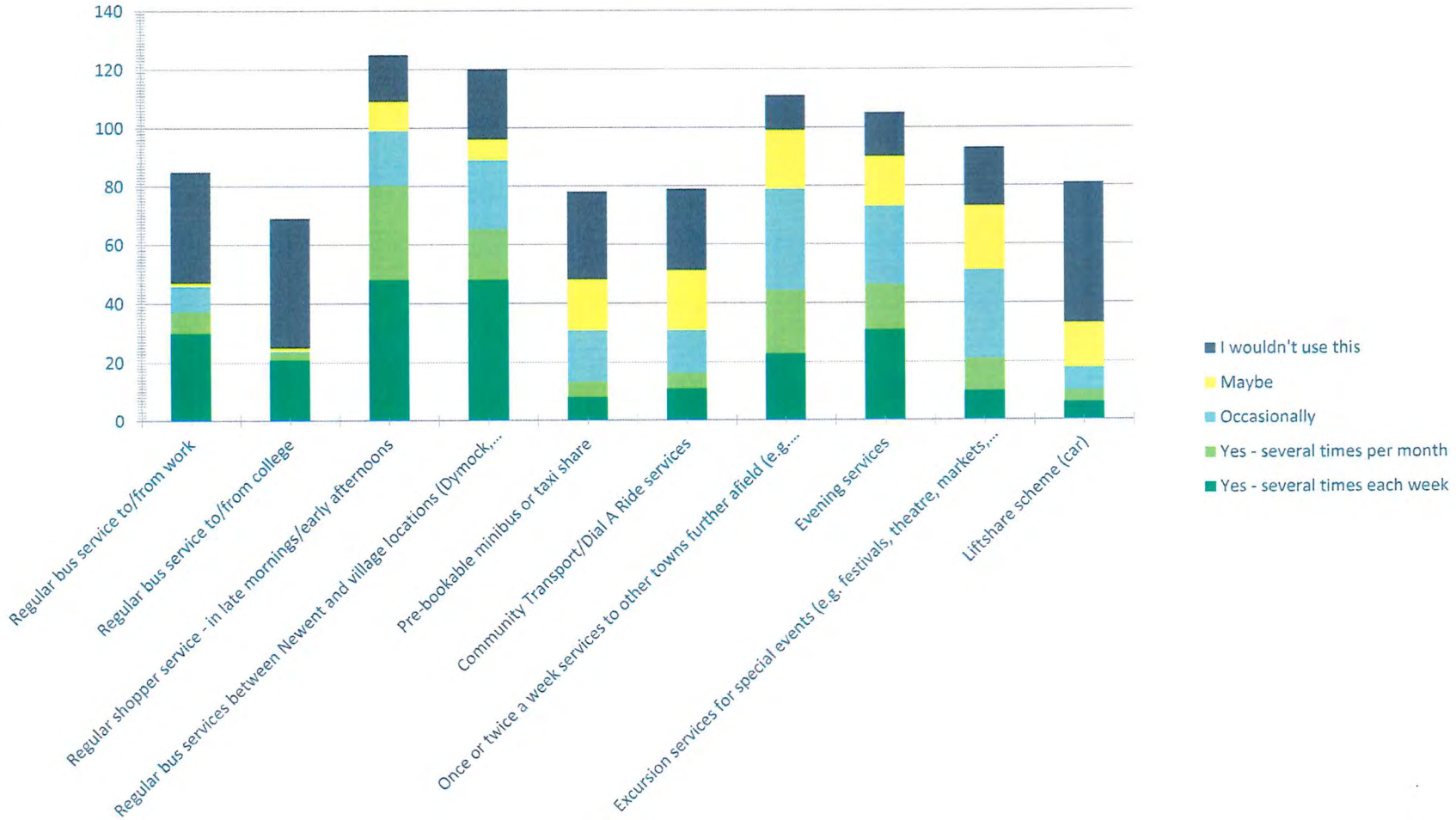


Gloucestershire Community Rail Partnership

About future services

- 148 responses

Viability: What services would you like to see in the future and how often would you use them?



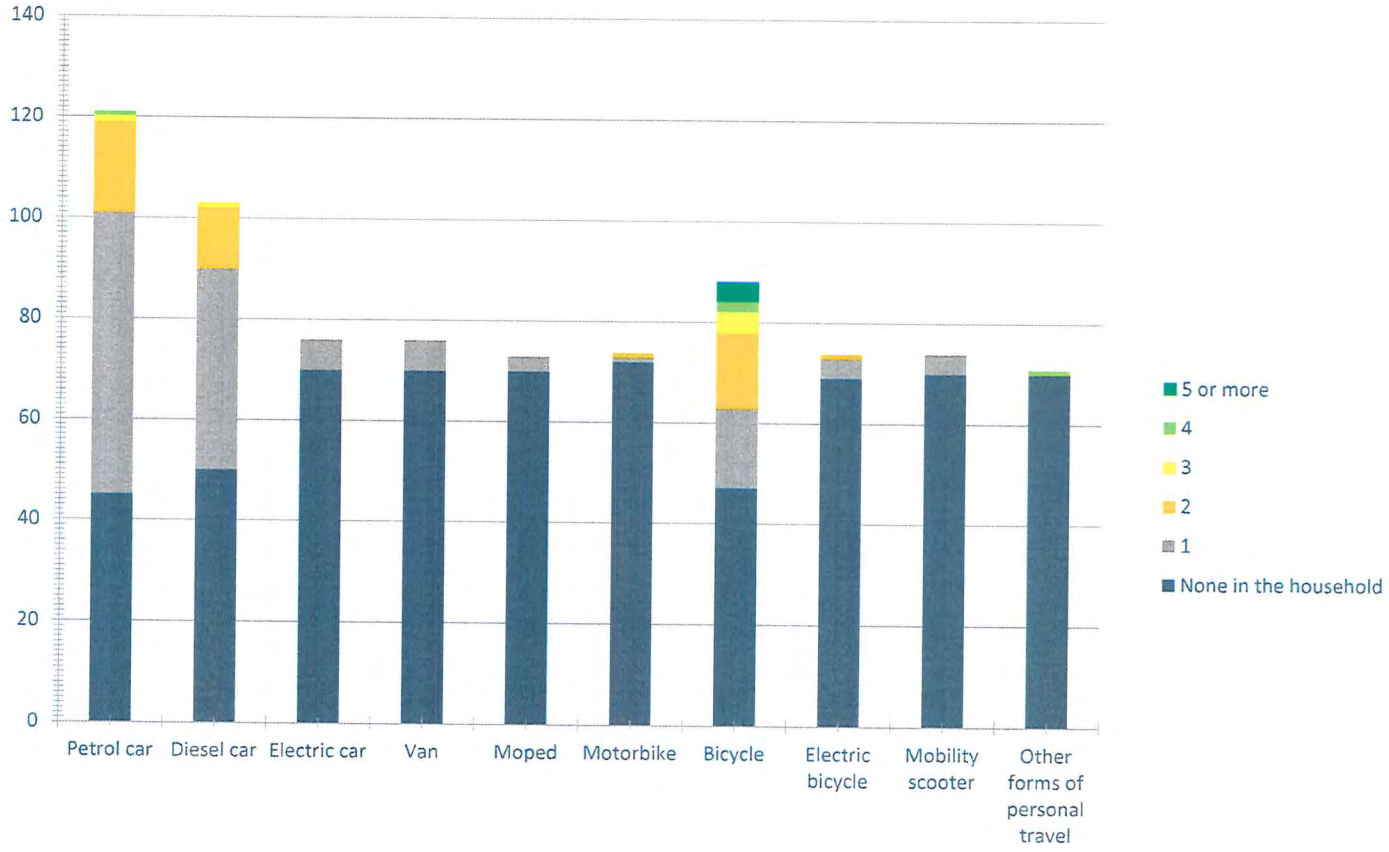
GCRP
Gloucestershire
Community Rail Partnership

About household access to transport

- 143 responses

1658

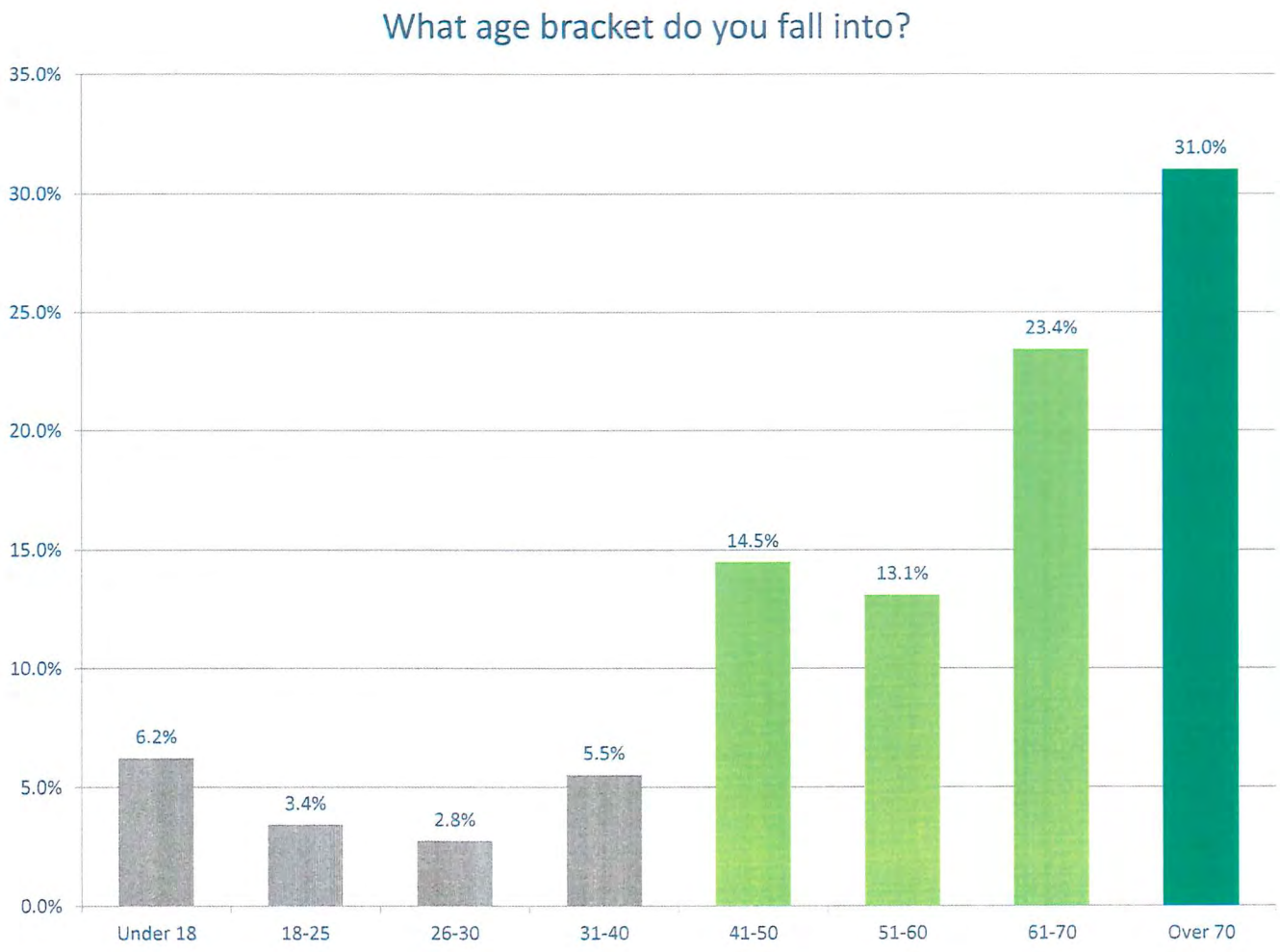
Can you help us with some more information about how your overall household uses private transport such as cars, motorbikes or bicycles. Tell us how many of each you have access to normally



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Age bracket

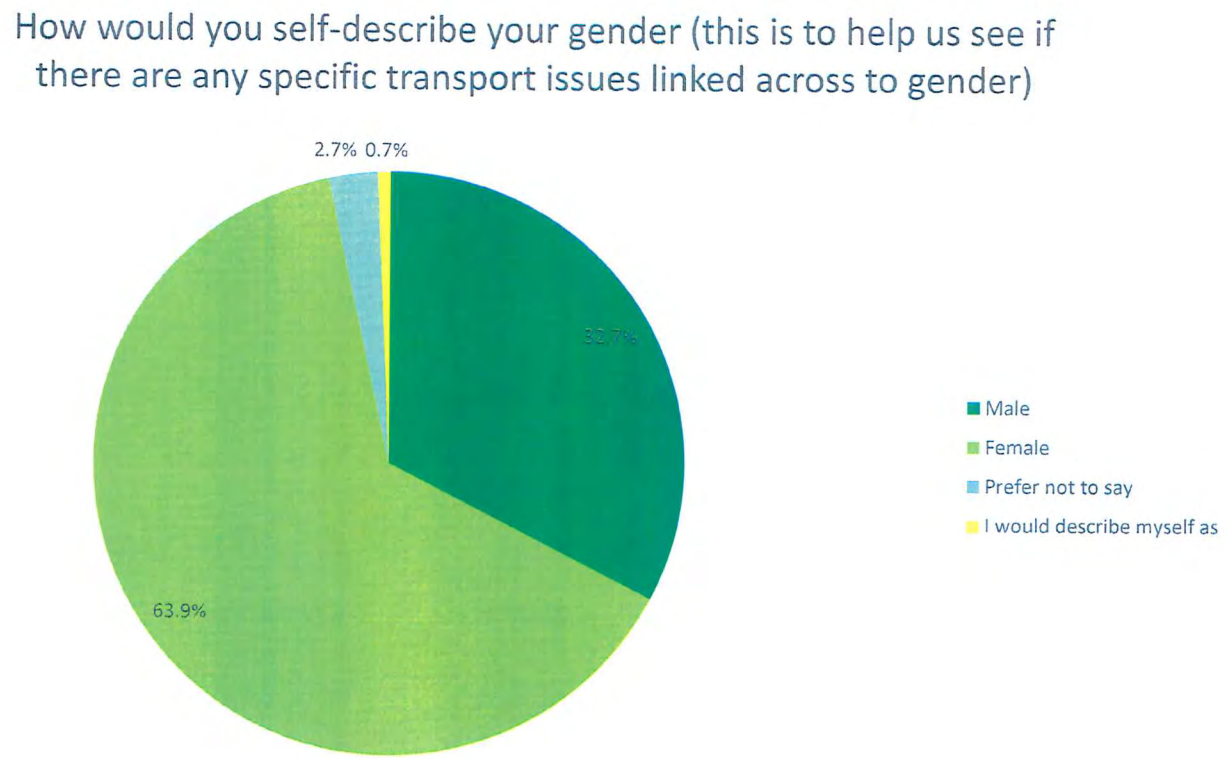
- 145 responses



Gloucestershire Community Rail Partnership

Gender

- 147 respondents



GCRP
Gloucestershire
Community Rail Partnership

Postcode zones of participants

- HR postcodes



- GL postcodes



Gloucestershire
Community Rail Partnership

Contact Details

GCRP Contact Details

For more information on the Gloucestershire context and the GCRP, speak to Jon Harris, Director for Planning, Accessibility, and Integration

Web: www.gloucestershirecommunityrail.org.uk
Email: jon@gloucestershirecommunityrail.org
Phone: +44 (0) 7881 805 952

GCRP
Gloucestershire
Community Rail Partnership

Bus Poroposal Summary

Buses4Us is a community action group working for better public transport in the Newent area of Gloucestershire.

Currently, we are working to re-instate regular bus services between Newent, our outlying villages and our two neighbouring towns of Ledbury and Ross-on-Wye.

Our towns and villages were connected by regular buses for over 70 years. These were discontinued in February, having ceased to be "economically viable" during the pandemic.

Why is this Important?

We believe it's vital we get these services up and running again, for many good reasons.

For People:

- For the people who relied on our bus services daily throughout the pandemic. Many of them key workers who didn't have the option of furlough or working from home.
- For the many more bus travellers who endured loneliness and isolation but stayed at home to save lives during COVID. Elderly and vulnerable people, students and young people who were looking forward to getting back to normal when our services were cut.
- For the growing number of people forced to give up their cars due to the cost of living crisis, who must now rely on public transport.
- And for all those who want to swap private car journeys for bus journeys to help fight climate change.

For Places

- Good public transport services bring customers to local businesses. Studies have shown that £1 invested in public transport delivers £4 in benefits to the local economy.
- Help employers recruit and retain staff.
- Keep roads clear and air clean by reducing the number of private car journeys.
- Allow visitors to access our towns and explore our countryside in a sustainable, environmentally friendly way.

For The Planet

In developed countries like the UK, the transport sector accounts for more carbon emissions than any other. Private car journeys make up over half of these emissions. Choosing to catch the bus rather than jump in the car is one of the most significant things we can all do to fight climate change.

Shouldn't the Government or the County Council Sort This Out?

The government has a National Bus Strategy which has seen millions of pounds granted to some counties to improve bus services and reduce bus fares.

Sadly Gloucestershire and Herefordshire have yet to receive any of this funding and it's not clear if or when they will.

So although everyone agrees that good bus services are a vital part of a sustainable future for rural communities our county councils just don't have the cash to get our buses back on the road right now.

That's where we come in - and hopefully you too. We're working to bridge the financial gap between what our county councils can afford and what our communities need.

What Will It Cost?

Running a regular daily service that will cater to the needs of commuters, students, shoppers and leisure travellers is going to cost £250,000 per year. We aim to make the service financially secure for at least three years so that people know they can rely on it and plan their travel around it.

There will be some revenue from bus ticket sales, but we have no way of knowing how much this will be in the first year.

We are expecting our two county councils to contribute £70,000 per year between then.

Town and parish councils don't have responsibility for funding public transport, but all the councils along our route see the importance to our communities and are each consideringa contribution. This is likely to total another £60,000 per year.

Finally, we have grant applications pending which, if successful, will yeard a further £70,000 per year.

This leaves us £50,000 short of our first-year target and we are seeking donations from local business and individuals to bridge that gap.

32/132 Passenger Numbers 2019 and 2021.

These are quite difficult to read, so a couple of notes.

The figures are daily averages taken over a number of weeks. During the year, across both term time and school holidays.

They show passengers who boarded the bus at each of its stops, on each journey through the day.

They exclude passengers who boarded the bus between Gloucester and Newent but continued after Newent, on towards Ross and Ledbury.

They also exclude passengers on the Newent to Ross School run, which Stagecoach are continuing to operate.

They show that, excluding passengers who board before Newent, and John Kyrle students, there services were carrying an average of:

- 81 return passengers per day in 2019
- 62 return passengers per day in 2021

To fully cover their running costs the services would have needed to be carrying around 120 passengers per day, on average.

There are 3 key differences between the defunct Stagecoach service and our proposed new service.

- The new service will receive promotion and marketing, including sustainable tourism destination marketing designed to draw people into the area. The old service, despite falling passenger numbers, had benefited from little or no promotion for years.
- The new service provides a direct link between Ross and Ledubry in under an hour. This was not possible on the Stagecoach service.
- The new service is a community-led initiative. Buses "owned" by the community are well documented as having very good uptake.

2021 Figures

Gloucester dep	05:30	07:35	07:45	09:15	10:15	11:15	12:15	13:15	14:15	14:35	14:45	16:15	16:45	17:15	17:55	18:45	19:45
Ross arr		08:36		10:11		12:11		14:11		15:31				18:08		19:31	20:31

Ledbury arr			08:46		11:11		13:11		15:11			17:11			18:51		
	1	**5**	**7**	**11**	**13**	**15**	**17**	**19**	**21**	**23**	**27**	**29**	**31**	**33**	**35**	**37**	**39**
0001 Gloucester Centre																	
0002 Highnam Corner																	
0003 Highnam - The Green																	
0004 Rudford																	
0005 Highleadon Turn																	
0006 Mailswick																	
0007 Newent			13	3	2	1	2	2		2				2			
0009 Botloe's Green					0												
0010 Dymock			2		0		0										
0012 Deer Park			0		1		0										
0013 Ledbury							0										
0021 Kilcot																	

0022 Gorsley		0		0		0		0				0			
0023 Upton Bishop		1		0		0		0							
0024 Phocle Green												0			
0025 Labels Outlet				0		0									
0026 John Kyrle School		0													

			07:20			09:15		11:15		13:15		15:15			17:15	
		06:30			08:50		10:20		12:20		14:20		15:35			18:20
	06:23	07:33	08:38	09:08	09:48	10:18	11:18	12:18	13:18	14:18	15:18	16:28	16:38	17:48	18:18	19:13
	2	**4**	**6**	**8**	**12**	**14**	**16**	**18**	**20**	**22**	**24**	**28**	**30**	**34**	**36**	**38**
0027 Ross-on-Wye		2		0	3		4		4		3			0		2
0026 John Kyrle School					0				0							0
0025 Labels Outlet					0				0							
0023 Upton Bishop		1			0		0		0		0					0

0022 Gorsley	2		1		1		0				0	0
0021 Kilcot			0		0		0		0			0
0013 Ledbury		2		2		3		4		15	3	
0012 Deer Park		0		1		1		0		0	0	
0011 Donnington				0		0						
0010 Dymock		2		2		2		1		1	0	
0009 Botloe's Green		0		0		0		0		1	0	
0008 Three Ashes		0						0		0		
0007 Newent												
0006 Mailswick												
0005 Highleadon Turn												
0004 Rudford												
0003 Highnam - The Green												
0002 Highnam Corner												

2019

	Gloucester	Ledbury	Ross-on-Wye
	05 15		
	073 5		083 6
	074 5	084 6	
	091 5		101 1
	101 5	111 1	
	111 5		121 1
	121 5	131 1	
	131 5		141 1
	141 5	151 1	
	144 5		153 5
	161 5	171 1	
	164 5		
	171 5		180 8
	175 5	185 1	
	184 5		193 1
	194 5		203 1
	225 5		

0001 Gloucester Centre																	
0002 Highnam Corner																	
0003 Highnam - The Green																	
0004 Rudford																	
0005 Highleadon Turn																	
0006 Mailswick																	
0007 Newent			9	2	2	2	2	2	1	1	1		2	1			

| | | |

0014 Ross-on-Wye	7		2		4		5		4			3
0013 John Kyrle School	0		0		1				0			0
0012 Labels Outlet					0		0		0			
0011 Phocle Green							0					
0010 Upton Bishop	1		0		0		0		0			
0009 Gorsley	1		1		1		0		0			0
0008 Kilcot	3		1		0							0
0013 Ledbury		2		3		5		5		14	3	
0012 Deer Park		1		1		1		0		0	0	
0011 Donnington				0		0					0	
0010 Dymock		5		3		2		1		0	0	
0009 Botloe's Green		0		0		0		0		0		
0007 Newent												
0006 Mailswick												

0005 Highleadon Turn	
0004 Rudford	
0003 Highnam - The Green	
0002 Highnam Corner	
0001 Gloucester Centre	

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	**28 JULY 2022**	**AGENDA ITEM: 17**

Report prepared by Angela Price – Town Clerk

REQUEST FOR FUNDING IN SUPPORT OF LEDBURY BUS AND TRAIN TIMES BOOK (for information)

Purpose of Report

The purpose of this report is ask Members to give consideration to a request received from Rail and Bus Herefordshire for funding towards the Ledbury Bus and Train Timetable booklet they have produced.

Detailed Information

On 6 July 2022, the Clerk received an email from Gareth Davis of the Rail & Bus Herefordshire group advising that the demand for the booklet they had produced had accelerated, especially those obtained from the Town Council Offices.

He advised that whilst the majority of the booklets have been requested by Ledbury residents, they have received repeat requests from the Poetry Festival who say they get a considerable umber of requests for information on local bus and train services. Gareth also advised that some amendments made to the booklet in line with timetable changes are due at the end of August, the end of the year and a new issue could be targeted for Spring 2023.

As a volunteer group the financial resources of the Rail and Bus Group are limited and therefore Gareth has written to the Town Council to request, that in line with their policy to promote public transport use, the Council give consideration to a funding partnership to sustain future editions. He has also written to Herefordshire Council in respect of this and has received a reply requesting print costs.

The print costs are as follows:

Ledbury Timetable Booklet: Print Costs

500 x 24pp Booklets, litho printed in full colour on 150gsm silk art paper, folded and stitched to A5 £487.80 (no vat)

1000 x 24pp Booklets, litho printed in full colour on 150gsm silk art paper, folded and stitched to A5 £683.72 (no vat)

Upon receipt of the request, the Clerk forwarded a copy of the grant application form for completion and advised that in the meantime she would include their request on the agenda of the next Finance, Policy & General Purposes Committee for consideration.

Recommendation

That Members give consideration to the above request and decide whether they wish to provide financial support to the Rail and Bus Group for the production of an amended Bus and Train timetable.

LEDBURY TOWN COUNCIL

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	28 JULY 2022	AGENDA ITEM: 21(i)

Report Prepared by Julia Lawrence – Deputy Town Clerk

RECOMMENDATIONS FROM OTHER COMMITTEES

FULL COUNCIL – CLEANING CONTRACT

Purpose of Report

The purpose of this report is to advise members of the Finance, Policy & General Purposes Committee of an increase in the costs for the provision of cleaning services since their decision to appoint a new cleaning company.

Detailed Information

At a recent meeting of Full Council, held on 9 June 2022, Members considered a report (Item No. 21) in respect of a new contract for cleaning Ledbury Town Council offices. A copy of the report is attached.

It was agreed that one of the companies be appointed to undertake the cleaning. The company has been contacted to advise them that they were successful in the tender process. However, the company has since confirmed that due to the decision making process taking so long, their hourly rate has now increased to £18.50. This is an increase of £1.00 per hour. Therefore, Members of the Finance, Policy & General Purposes Committee are asked to consider the hourly rate increase and confirm whether they are still happy to proceed with this company.

This new rate of £18.50 is lower than the other two quotes received and considered at the meeting of Council held on 9 June 2022.

If this is accepted, then the present cleaners will be given three months' notice to terminate their contract.

Recommendation

1. That Members of the Finance, Policy & General Purposes Committee consider the revised costs put forward by the cleaning company of £18.50 and authorise their appointment.

2. If the above is approved the Deputy Clerk be instructed to notify the current cleaning contract of intention to terminate the contract, giving three months' notice.

LEDBURY TOWN COUNCIL

FULL COUNCIL	**9 JUNE 2022**	**AGENDA ITEM: 21**

Report prepared by Julia Lawrence, Deputy Town Clerk

REVIEW OF CLEANING CONTRACT – LEDBURY TOWN COUNCIL

Purpose of Report

The purpose of this report is to request Members to give consideration to information in respect of a review of the current Cleaning Contract.

Detailed Information

At a meeting of the Resources Committee in September 2021, Members noted that the current cleaning contractor advised that due to Covid and the increase in the cost of cleaning products that they would be increasing their hourly rate and the Clerk suggested that it would be appropriate to review the current cleaning contract.

Subsequent to the request made above, a tender specification was issued to six companies within a 10-mile radius of Ledbury to put forward a quotation to carry out the cleaning contract on behalf of Ledbury Town Council. Four companies visited the offices but only three put forward quotations.

The quotations were to be based on the same criteria as our current cleaning provider, as follows:

- Cleaning to be undertaken over two days, preferably Monday and Thursday.
- 4 hours requirement each week (2 hours per day), outside of office hours.
- Cleaning to cover all working offices, committee room and communal amenities within the building.
- Cleaning to include emptying of bins, office desks wiped down, toilets cleaned, kitchen cleaned including fridge (monthly), removal of cobwebs, hoovering of carpets, moping stone tiled floors, wiping skirting boards/windowsills/stairs and bannisters.

At present, the current cleaning provider charges £18.00 per hour and although they stated that they would increase their rates, have not done so yet.

A brief summary of each of the three companies is set out below.

Company 1

A local company registered in Ledbury has been trading since October 2014. It is a member of the Domestic Cleaning Business network, holding Employers Liability Insurance and Public Liability up to £5,000,000. All the staff are trained by supervisors when they start but there are no certificates. If successful, the company would provide relevant COSHH reports and Risk Assessments for the work involved. The company would be providing cleaning materials and equipment necessary for the work to be undertaken.
Weekly cost: £70.00/£17.50 per hour.

Company 2

Also local to Ledbury, having traded since February 2012 although the owner of the business has a further 2-years' experience having previously undertaken private assignments. Public liability insurance is up to £1 million. Staff and management have attended online courses in order to stay up to date with new regulations and staff assigned to Ledbury Town Council would hold a British Cleaning Award Certificate that will have been completed online within the company which covers all basic training, PPE and hazardous substance knowledge. If successful, the company would provide relevant COSHH reports and Risk Assessments for the work involved. The company would provide its own antibacterial cleaning products.
Weekly cost: £76.00/£19.00 per hour.

Company 3

This company has been trading for approximately ten years with a portfolio of clients in the domestic, commercial, and industrial sectors. The company has the relevant insurance cover, and all staff are fully trained and CRB checked. If successful, the company would provide relevant COSHH reports and Risk Assessments for the work involved. The company would provide its own equipment and cleaning products.
Weekly cost £80.00/£20.00 per hour

The table below summarises the costs received from the three companies:-

Company	Unit cost/hour	Weekly cost, ex VAT
1	£17.50	£70.00
2	£19.00	£76.00
3	£20.00	£80.00

Recommendation

That Members give consideration to the above information and authorise the Clerk to appoint one of the three companies and enter into a five-year contract for the provision of cleaning services for Ledbury Town Council offices.

LEDBURY TOWN COUNCIL

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	28 JULY 2022	AGENDA ITEM: 21(ii)

Report Prepared by Julia Lawrence – Deputy Town Clerk

RECOMMENDATIONS FROM OTHER COMMITTEES

ENVIRONMENT & LEISURE – SKATEPARK COSTS

Purpose of Report

The purpose of this report is to request members of the Finance, Policy & General Purposes Committee to approve the recommendation from the Environment & Leisure Committee in respect of further costs in respect of the refurbishment of the skatepark.

Detailed Information

At a recent meeting of the Environment & Leisure Committee held on 7 July 2022 Members considered a report (Item No. 13.3- copy attached for information) in respect of further costs for the refurbishment of the skate park. A copy of the report is attached.

In February 2022 Evolution Skateparks had presented two quotations, one for new equipment and one for repairs, both of which had been misinterpreted as both quotations were required in order to get the skatepark back to being safe to use. At the time, the Environment and Leisure Committee agreed to proceed with the quotation for new equipment £34,221.00 + VAT and a purchase order was raised for this amount.

At the recent meeting it was resolved to recommend to the Finance, Policy & General Purposes Committee that the additional costs of £26,181.80 + VAT be paid in order that the works could commence on the skatepark without delay. Two payment options for settling the £26,181.80 are detailed in the attached letter from Evolution Skateparks which requires confirmation from this Committee as to which option to proceed with, either:

a) postpone payment of £26,181.80 (+ VAT) for up to 6 months with no additional cost, once payment of £34,221.00 (+ VAT) has been paid within 30 days of installation; or
b) defer payment to the new financial year, providing payment is made by the end of April 2023, but that this will incur an additional fee of £1,000.

Recommendation

That Members of the Finance, Policy & General Purposes Committee approve the recommendation from the Environment & Leisure Committee to pay the £26,181.80 (+ VAT) and agree what payment method is preferred from those set out above.

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	**7 JULY 2022**	**AGENDA ITEM: 13**

Report prepared by Julia Lawrence, Deputy Town Clerk

RECREATION GROUND

Purpose of Report

Members of the Environment and Leisure Committee are aware that there are several ongoing projects associated with the Recreation Ground and this report is either to provide an update or to request approval for works to proceed.

Detailed Information

13.1 Zip Wire

Members of the Environment and Leisure Committee may be aware that there was an incident several months ago where two boys had been playing on the zip wire resulting in them having an accident. At the time, the incident was reported to Ledbury Town Council but no communication was received from the boys' parents.

At the time, for safety reasons, the button seat to the zip wire was removed immediately and the zip wire decommissioned.

Quotations have now been obtained for the button seat to be reinstated, removing the knot that had been put in the suspension chain (so to heighten the seat off the ground) and for the piece of equipment to have a service to ensure that the brakes are working correctly and at correct spacing.

Like all play equipment, unless you are the original manufacturer, it is extremely difficult to find other contractors who are willing to undertake repairs for someone else's equipment. For this reason, six companies were approached: two companies have provided quotes, three responded confirming that they would not be quoting for other manufacturers' products, and the other company did not respond at all.

Company 1

This company is a family owned business which has been trading for over 100 years and is a market leader in outdoor playgrounds, having a UK manufacturing base, extensive guarantees and readily available spares if needed. This company has accreditation to CHAS, Constructionline, EXOR AND SMAS Worksafe and is also a member of the Considerate Constructors Scheme (CCS) (No. 00350) whilst ensuring their conformance to the European Safety Standard for Playground Equipment – EN1176. As a BS EN ISO

9001:2000 registered company, this company has a total quality control management system, ensuring the highest standard of raw materials, manufacture and installation of playground and sports' equipment.

Its customer base comprises local authorities, town/parish and community councils, schools, leisure parks and holiday centres to housing developers. Examples of customers includes Agar Grove for Camden Council, Backfield Play Area for Newry Mourne & Down District Council, Dare Valley Country Park for Rhondda Cynon Taff County Borough Council, Whitchurch Town Council and Scottish Borders Council.

Their quotation is as follows:

	£
Button Seat and Chain Assembly – cableway only	212.00
Cost to fit the above parts and labour to fit new seat and chain assembly, carry out visual non-dismantling check on cable, check stops and reposition as necessary. If any parts are identified as being required these parts and labour would be quoted for as necessary	400.00
Total, excluding VAT	**612.00**

The company was also to provide a quotation to carry out a full service but due to IT related problems, they were unable to submit their costs in time. Therefore, this information will follow.

Company 2

This company is a family owned business with over 32 years' experience of working in the playground industry with an extensive range of clients in parish council/local authorities and schools, whilst ensuring their conformance to the European Safety Standard for Playground Equipment – EN1176.

Accreditations include full SSIP (Safety Schemes in Procurement (SSIP) Ltd) through SMAS and all relevant associated Health and Safety policies. This company is well known also to the Play Inspection Company, often getting referrals as a company to work with on repair projects and new.

Its customer base includes Beaford Play Space, North Devon Hospice, Bay View Inn Cornwall, Great Torrington Old Bowling Green Commons Playpark.

Their quotation is as follows:

	£
Cable way service (up to 25 meters) includes checking suspension chain fittings and rubber hose for damage and wear. Checking brakes are sound with no breaks and correctly spaced allowing a 2-meter gap at 45% from end. Checking trolley including internal break to ensure trolley stops on release. Checking cable for signs of breaks in wire.	

Checking all tension fittings. Checking structure/frame above ground only. Check ramp for loose fittings/stability and damage. **1,290.00**

Please note that this company has quoted to carry out a service but has not allowed for spare components. Having seen visual images, the existing suspension chain and seat are in need of replacing so the following additional costs are likely to be required:

	£
New cable up to 25 meters, supply and installed	589.00
New pendulum seat and chain with protection hose, Supply and installed	167.00
New cableway trolley with braking system, supply/install	197.00
New brake springs with rubber buffer, supply/install	132.00
Total additional costs	**1,085.00**

The above costs also exclude VAT.

13.2 Cantilever Tyre Swing

The cantilever tyre swing is located in the Recreation Ground between the outdoor gym equipment and the wooden play equipment. This piece of equipment was decommissioned a while back because it had developed quite severe cracks in the wooden structure so the tyre was removed for safety reasons.

Having undertaken a recent consultation at three schools, the cantilever tyre swing was always mentioned and children had asked for it to be put back into operation. The Clerk subsequently requested quotations be obtained for another swing, to be of a wooden structure so that it remains in keeping with the other wooden play equipment. Five companies had been approached – two companies never responded, one company (Company A) was only prepared to quote for the supply of the swing as Ledbury was outside their radius to install leaving two other companies to provide a quote to both supply and install. The details are as follows:

Company A

This company is a playground equipment design, manufacture, and installation company with over 10 years building award winning playgrounds. They manufacture a range of high-quality natural play equipment as well as building large bespoke playgrounds. The products are hand crafted out of hardwood that doesn't require chemical treatment, so they are durable and kind to the environment.

The company uses a range of naturally very durable hardwood. The main species used are greenheart, opepe, ekki, cumaru, and robinia, which is either reclaimed or from FSC certified sawmills. Robinia is grown in commercial quantities in Europe and is an ideal timber for cantilever tyre swings. In general, this range of wood is used not just for their toughness but because they are less prone to cracking than oak or sweet chestnut. For robinia, the

company offers a 15-year warranty for in ground contact and a 20-year warranty for out of ground contact.

The company is an API member, Constructionline and CQMS Safety Scheme member. An information sheet for the Robinia Swing No. 1 Tyre is attached at Appendix A. The company has an impressive customer list in providing wooden playparks including such locations at Battersea Power Station, Regents Park, Kew Gardens and Hever Castle. As noted above, this company has only tendered a quote to supply a swing.

Robinia Swing No. 1	3,095.00
Swing Seat Tyre	893.00
Delivery – Pallet large	450.00
Total, excluding VAT	**4,438.00**

Company B

This company has been trading since November 2011, run by the director whose background is that of specialist designer, builder, and consultant for playgrounds. The company has a comprehensive understanding of the European Playground Equipment Standards EN1176 and EN1177 and are able to supply and install in under 6 weeks. This company's equipment is designed and built to last at least 15 to 20 years. The source of materials all come from the UK and wooden playground equipment is made using locally sourced timber, only using chemical-free wood. All of the structural timber is guaranteed for 15 years against rot, decay and insect infestation which impairs the structural integrity of the product.

The company's customer base includes numerous councils including Leeds, Bournemouth, Christchurch, Poole and Harrow Council. The majority of their work is for large developers such as Lendlease and Murphy and about 20% of their work is for private individuals and private schools

The quotation to supply and install is as follows:

Cantilever oak swing	5,820.00
Grass mats	816.00
Roadside delivery to the recreation ground	430.00
Installation of equipment and grass mats into soft ground. Removal of old equipment	4,300.00
Prelims including materials, travel, plant hire, Accommodation, spoil removal, welfare, site Security (heras fencing)	5,490.00
Total, excluding VAT	**16,856.00**

An information sheet for this swing is attached at Appendix B.

Company C

This company has been specialising in playground equipment for the past 26 years, manufacturing a wide range of high-quality playground let alone golf course improvements. Their customer base is wide ranging from education/schools, local authorises, house builders and developers, leisure, retail, and tourism. Previous projects have included regeneration of Birmingham's Jewellery Quarter, redevelopment of Elephant and Castle in London, Legoland Windsor and working with several Parish Councils including Somerset, Redlynch and Brogborough.

All staff hold CSCS cards with foremen/supervisors holding SMSTS/SSSTS levels. All staff have been vetted with an enhanced DBS (Disclosure and Barring Service) check. They are Constructionline Gold Members and also a member of ROSPA. They comply with all responsibilities under relevant legislation and the Construction, Design and Management (CDM) regulations. Their health and safety systems and standards have been assessed and approved by the Contractors Health and Safety Assessment Scheme (CHAS).

Their quotation is for the Bird's Nest Swing, as follows:

	£
Remove and dispose of existing cantilever swing. Supply and install Birds Nest Swing 137417m.	
Supply and install 21m2 Grass mats over existing Terrain	5,345.00
OR	
Supply and install 21m2 x 40mm Tiger Mulch over 50mm stone base	7,947.00
Optional: Post installation inspection	550.00

The above costs are exclusive of VAT

An image of the Bird's nest swing is shown at Appendix C.

13.3 Skate Park

The Deputy Clerk gave an update at the Extraordinary Meeting of the Environment and Leisure Committee on 21 April 2022 regarding the current position for Evolution Skateparks. In summary, the consultant, Alastair, had expressed a wish to provide a service to Ledbury Town Council to repair the skatepark but putting forward revised costs as detailed in the report and members of the Environment and Leisure Committee agreed to this proposal. Members will recall that the changes to the work schedule were due to the Managing Director wishing to cut back on his workload due to ill health.

Since the Full Council meeting on 9 June 2002, progress has been slow as Alastair has not communicated at all resulting in the Deputy Clerk sending a further letter to the Managing Director, Mr Paul Trickey, requesting that Alastair makes contact. The reasons for his lack of communication are unknown.

In response to this further letter, the Deputy Clerk has spoken at length with Mr Paul Trickey, the Managing Director of Evolution Skateparks and whilst his health is not good, he nevertheless wishes to honour our purchase order. Members will recall that there had been a misunderstanding between the two quotations received and Mr Paul Trickey has since apologised for the confusion but has confirmed that for the work to be undertaken, both quotations are valid. Mr Trickey has written to the Deputy Clerk setting out his proposals as he fully appreciates that the Council's budget was originally for the £34,221.00 (+ VAT) and he has therefore put forward two suggestions as a means to settle the remaining quotation for £26,181.80 (+ VAT), being either:

i) Postpone payment for up to 6 months, with no additional cost once payment of £34,221.00 has been paid within 30 days of installation; or
ii) Defer payment until the new financial year, providing payment is made by the end of April 2023, but that this will incur an additional fee of £1,000.00.

Please refer to Appendix D summarising the payment plan. Councillors discussed the reliability of Alastair at the recent Full Council meeting held on 9 June 2022 and whilst he has many years knowledge and expertise in the skatepark industry and knowing that he was in the process of setting up his own company in order to quote for the repair works of the skatepark, Members were cautious in so far as he did not have company background/history to support him whereas if Ledbury Town Council continue with Evolution Skateparks, then the Council has comfort that this is a reliable company having been in business since 2003 and built over 100 skateparks for numerous parish councils from St Helier to Bury, Basingstoke to the Isle of Wight.

The above payment plan has been discussed with the Clerk and the Deputy Clerk can confirm that whilst there is already a budget of £35,000 for play equipment, allocated to the skatepark, there is also a further £35,330 in earmarked reserves which could be used for the skatepark, which had been allocated to the playground refurbishment, which it has been agreed that should be delayed to ensure the work to the skate park is carried out as a priority. This cost could cover the £26,181.80 as well as any resurfacing costs, which have previously been estimated in the region of £5,000 to £6,000 if needed. Members of the Environment and Leisure Committee are asked to consider utilising these earmarked reserves in order that we can undertake all the works required to provide a first class skatepark.

Subject to approval and agreement of the above, Mr Trickey has confirmed that he has the necessary materials in stock to undertake this project without too much of a delay.

13.4 Basketball Court

Members of the Environment and Leisure Committee will be aware that damage to the basketball court was raised at the extraordinary meeting held on 21 April 2022 and members agreed for the damaged section of the basketball court to be resurfaced. Company 2 was selected to carry out the works at a cost of £1,040.00. The Company, G M Joyce Surfacing Ltd, was commissioned to carry out the works on 25 April 2022 who confirmed that the lead time for the job to be completed would be between 12 and 14 weeks. G M Joyce have since confirmed that they anticipate the work to be done in the week commencing Monday, 22 August 2022. The delay is due to a shortage of staff.

13.5 Consultation with Schools regarding play equipment

The consultation with three schools, Ledbury Primary School, John Masefield High School and Eastnor Primary School all took place at the end of April/beginning of May 2022 to ask the children what their preference was as regards the "Explorer Dome" style of play equipment at the Recreation Ground. The 3 options are attached at Appendix E.

It was an interesting exercise. The Deputy Clerk gave a presentation at morning assembly to approximately 400 children at Ledbury Primary School and the overall consensus was for the Quest Enterprise, with the Explorer Dome coming in second place. Eastnor Primary School also voted for the Quest Enterprise with the Explorer Dome coming second. John Masefield High School voted for the Quest Cosmos with the Explorer Dome coming in third place.

A table of the votes is shown below

School	Quest Enterprise	Explorer Dome	Quest Cosmos
Ledbury Primary School	1st	2nd	3rd
John Masefield High School	2nd 7 (of 29)	3rd 2 (of 29)	1st 20 (of 29)
Eastnor Primary School	1st 18 (of 26)	2nd 6 (of 26)	3rd 2 (of 26)

As part of the overall consultation, the children considered the Explorer Dome unsafe because there were too many ropes. However, during conversations at all three schools, the children had asked for the cantilever tyre swing to be put back into operation; they asked for new football nets so that they could play football; they referred to the foul language coming from the Shelter which they did not like but also wanted improvement to the skatepark noting the amount of holes on the ramps.

Next steps. Now that a decision has been reached following the consultation, it is likely that this piece of equipment will not be commissioned until 2023/24 financial year due to other requests on the budget for the recreation ground.

Recommendation

That Members of the Environment & Leisure Committee:

1 Accept and agree to appoint one of the Companies to make repairs to the zip wire and carry out a service [Company 1 or 2], appreciating that costs for a full service from Company 2 are awaited.

2 Accept and agree to appoint a company to supply and install the cantilever tyre swing subject to budget [Company A, B or C].

3 Consider the new proposals put forward by Mr Paul Trickey, Managing Director of Evolution Skateparks, in terms of a payment plan for the skatepark. If Members of the Committee find this acceptable, agree for these works to now start as soon as possible subject to seeking approvals from the Finance, Policy and General Purposes Committee at the end of July 2022.

4 Note the approximate date set for repair works to take place at the basketball court.

5 Note the contents of the report regarding the Children's play equipment, noting that the Quest Enterprise was the preferred choice albeit this could not be commissioned, subject to approvals, until the new financial year 2023/24.

Anderson Manor Workshop
Winterbourne Anderson
Blandford
Dorset
DT11 9HD

25th June 2022

Dear Julia,

Thank you for your email dated 24th June. I am sorry for the confusion over the wording of the quotes provided by Alastair, which I hope we have now clarified. As I said, I am willing to be flexible with the payment to help the council finance the work and set out my proposal as to how payments can be made below;

1. The payment terms for the first quote of £34,221.00 (+ VAT) is within 30 days of installation.

2. For the second quote of £26,181.80 (+ VAT) I have two options;
   a) I am happy to postpone payment of £26,181.80 (+ VAT) for up to 6 months with no additional cost, once payment of £34,221.00 (+ VAT) had been paid within 30 days following completion.
   b) I am willing to defer payment until the new financial year, providing payment is made by the end of April 2023, but this will incur an additional fee of £1000.

If you require any further details, please do not hesitate to contact me. I would be grateful if you could keep me updated with any progress and the outcome of the meeting. Once both quotes have been approved, I will ensure the work is prioritised and do my utmost to get the skatepark completed as soon possible.

Kind regards,

Paul Trickey

LEDBURY TOWN COUNCIL

TREASURY AND INVESTMENT POLICY

1. Policy Background

1.1 Ledbury Town Council's Treasury and Investment Policy and its associated strategy are conducted in accordance with:

i. The Local Government Act 2003 (The Act) and supporting regulations. This requires the Council to prepare an Annual Investment Strategy which sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.

ii. The statutory guidance on local government investments (issued subsequent to the Act) which requires the production of an Annual Investment Strategy and gives guidance on how this should be completed.

1.2 It is uncommon for a town council to hold investments other than in the form of easily accessible bank deposits or other short-term savings accounts. These are often used to maximise income from cash balances during the financial year.

1.3 The legislation and association guidance are optional for parish councils where investments are not expected to exceed £100,000 and no action is required below £10,000. However, for Councils where the sums involved exceed £100,000, the guidance is mandatory.

2. Definitions

2.1 Investments – all investments of more than 12-months in duration. This is treated as capital and all sums involved must be used for capital expenditure when the investment period ends.

2.2 Treasury – all cash deposits held in bank accounts which excludes bonds of up to 12-months in duration.

3. Policy Objectives

3.1 The overriding policy objectives are:

i. To invest prudently to ensure the security of the principal sums.

ii. To maintain liquidity in the portfolio to meet the Council's spending plans.

iii. To mitigate risk.

iv. To seek the optimum returns available whilst remaining consistent with the proper levels of security and liquidity.

4. Investment Policy

4.1 The Council will not hold funds other than in bank accounts or deposit bonds of 12-mmonths or less in duration.

4.2 No Investments will be made in stocks and shares.

5. Treasury Policy

5.1 The Council will hold all its funds as cash deposits in bank accounts or bonds or CCLA Public Sector Deposit Fund.

5.2 A business account will be maintained with sufficient funds for day-to-day transactions to receive the precept and business income.

5.3 The maximum of the council's ash deposits which may be held with one institution must not exceed 60%.

Any exception to this limit must be approved by Full Council.

5.4 Full Council approval is required if a deposit is with an institution with which the Council does not already hold an account. The RFO has delegated authority to deposit funds with any of the Council's existing bankers and report this back to the Council.

5.5 A procedure for making a deposit can be found in Appendix A.

LEDBURY TOWN COUNCIL

RISK REGISTER

Ledbury Town Council recognise that the greatest risk to a local authority is not being able to deliver the activity or services expected of the Council.

Management of risk is an essential part of the Council's work - it ensures that those who use our facilities are safe, giving the staff the protection to get on with their work, and protecting the assets that the Council hold. Risk assessment is a systematic examination of working conditions, workplace activities and environmental factors that enable the Council to identify any and all potential inherent risks. Ledbury Town Council will take all practical steps to reduce or eliminate the risks insofar as is reasonably practicable and making sure that all employees are made aware of the contents of this Risk Register and any related risk assessments.

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

2024

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 monthy 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 shoud 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

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	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 Regulationns. (This could be either throuogh 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

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	Unpaid invoices	2	1	2	Unpaid invoices to the council are pursued and where possible payment is obtained in advance	Review Financial Regulations annually	2	1	2
Council budget	Budget Overspend	1	4	4	Payment procedures in place to ensure all receipts and payments are reported to monthly finance meeting.	Review Financial Regulations annually	1	2	2
	Committee budget/line item overspend	1	4	4	Financial Regulations provide procedures to be followed - finance committee to review committee budgets quarterly and agree any necessary in-year virements	Review Financial Regulations annually	1	2	2
Investment Policy	No investment policy in place to provide clear guidance on how to manage council investments	3	4	12	Council to comply with Statutory Guidance on Local Government Investments - paragraph 14 and ensure that they have in place an investment strategy	Review Annually	2	2	4
Petty Cash	Petty Cash not replenished to an agreed amount	3	3	9	Petty cash to be replenished on a top up basis to a limit of £250. Reimbursements to be supported by receipts of cash paymments 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.		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 offics 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		1	4	4	Clerk checks the legal position with professional bodies prior to expenditure. Internal auditor reviews expenditure annually. Financial Rgulations in place. Regularly review financial regulations and procedures.		1	3	3
Document Control	Failure to maintain full document control	3	3	9	Primary copies of unsigned documents are held electronically offsite and secured to backup media within one day of creation or amendment. Stored at appropriate off-site location. A file protocol his in place..		1	3	3
Employee contracts	Contracts do not reflect employee roles and salaries correctly	3	3	9	Employee contracts to be reviewed regularly. New contracts to be issued when job role or rates of pay change due	Annually and when job role or rates of pay change	1	2	2
General Data Protection Regulations	Failure to keep records in accordance with the GDPR	3	3	9	A Council policy is in place to ensure compliance with the GDPR or FOI, as appropriate. The Policy is administered by the Clerk, who will report failings to Councillors on operation of the record keeping of the Council as soon as possible.	Reviewed if there is a change in law or every three years, whichever is the sooner. Clerk attends appropriate training.	1	3	3

	Failure to respond to Data Protection/FOI disclosure requests as required by law	3	4	12	A Council policy is in place to ensure compliance with the DPA or FOIA, as appropriate. The Policy is administered by the Clerk, who will report failings to Councillors on operation of the record keeping of the Council as soon as possible.		1	3	3
GDPR	Rule changes	3	3	9	Sreported to Council at the earliest opportunity. Staff and Councillors receive available training		1	3	3
Insurance Cover	Insufficient insurance cover for any aspect of Council responsibilities	2	4	8	All appropriate insurances are in place. List is maintained in the Council offices covering policies, types and amounts.	Annual review in FP&GP. Up to date valuations to be sought regularly	1	2	2
Register of Interests for Councillors	Failure to maintain accurate Register of Interests	2	1	2	Register of Interest forms are provided to Councillors by the Clerk upon appointment to the Council. Completed forms are returned to the Clerk and forwarded on to Herefordshire Council.	Councillors reminded annually by the Clerk of the duty of Councillors to update. It is a criminal offence with the impact on the Councillor and not the Council. Council would have to elect new Councillor in worst case.	1	1	1
Slander (Councillors)	Slander and/or libel by a Councillor	3	1	3	Councillors are personally responsible for their own actions and are covered by Code of Conduct and Nolan Principles		3	1	3

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Slander (Staff)	Slander and/or libel by a member of staff	2	3	6	Staff covered by TC's liability insurance and employment conditions. Staff to be provided with relevant training and to read Council policies including the media and ICT policy. Only designated staff will have access to social media accounts and LTC website. All publications on social media and press release to be approved by Clerk or Deputy Clerk in their absence prior to publication		1	2	2
Judicial review costs	Failure to claim back judicial review costs	3	3	9	Plan to maintain reserves with increases to the precept and investigation of cost reclamation		1	3	3
4. COUNCIL PROPERTY									
Weather conditions affecting Council Offices	Impact of flooding or other similar occurrences	2	3	6	Adequate insurance cover in place. Disaster recovery plan in place.		1	2	2
Weather conditions affecting Parish	Impact of flooding within Parish	2	3	6	Sandbags/HC weather alerts/processes and pesonnel in place	Regular monitoring of weather conditions	1	2	2
	Impact of snow/ice within Parish	2	3	6	HC gritting routes, grit bins and adequate supplies of salt		2	2	4
Cemetary	Backlog of bodies to be buried	1	4	4	Bodies would be stored by local undertakers. In the event of a more significant backlog, under- takers from further afield could be approached and in the event of major epedemic, 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. Asabestos survey reviewed prior to ay 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 byappropriately qualifeid 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 andset when buildings unoccupied. Council data is stored offsite; only paper copies are stored onsite. Security alarms managed by CHUBB		1	2	2

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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 annualy 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 wth professional bodies, either when requested by Councillors or in his/her judgement if there is a risk to Council.		1	3	3
Teder 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 wth 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 Pubic Rights not approved by Council	2	2	4	Council to ensure that the date set for the Period of Public Rights is recorded in Council Minutes	Annually	1	1	2

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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 wth 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
	Specificiation is not what is actually required	2	4	8	Requirements document evaluated extensively by the ITC and ratified by FC		1	1	1
	Tenderer does not understand the nature of the requirement	2	4	8	Development of a requirement document and measurement of each tender against that document		1	1	1
Budget	Website not delivered to budget.	3	4	12	LTC will favour a fixed price contract which places risk on the contractor and not on LTC.		1	1	1
Timescales	Website not delivered to time	2	2	4	Prince 2 Project Management principles will be followed by LTC in its dealings with the contractors. Relevant staff to be trained in PRINCE accordingly.	Regular project reviews will take place to ensure that there are no over- runs which can be prevented by LTC.	1	2	2
Selection Process	Tendering rules not followed correctly	3	3	9	Consultation with clerk/deputy clerk and consultation with suitably qualified legal professionals		1	2	2
Appointment of website provider	Unsuitable tenderer chosen	3	4	12	Evaluation of the tenderer against the requirements document. Evaluation of the tenderer's project plan and contract require-ments.		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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