

# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

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26 May 2023

TO: Councillors Bradford, Eakin, Harvey, Howells, Hughes (Chair), l'Anson and Sinclair

Dear Member

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in **Committee Room, Church Lane, Ledbury on Thursday, 1 June 2023 at 7.00 pm** for the purpose of transacting the business set out below.

Yours faithfully

Angela Price PSLCC  
Town Clerk

## FILMING AND RECORDING OF COUNCIL MEETINGS

Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording, or broadcasting of meetings, those exercising the rights to film, record or broadcast must respect the rights of other people attending under the Data Protection Act (GDPR) 2018

## A G E N D A

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

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

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

3. **Nolan Principles**
4. **Election of Vice-Chair for the 2023/24 Municipal Year**

**(Link)**

5. **Terms of Reference** (Pages 1-2)
6. **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

7. **To approve and sign as a correct record the minutes of an extraordinary meeting of the Finance, Policy & General Purposes Committee held on 27 April 2023** (Pages 3-4)
8. **To review the action sheet** (Pages 5-7)

### Financial Matters

9. **To approve invoices for payment May 2023 (Final)** (Page 8)
  10. **To receive the record of Receipts and Payments for March and April 2023** (Link)
  11. **To receive the Balance Sheet and Trial Balance for month 12** (Link)
  12. **To confirm verification of bank statements and reconciliations for March and April 2023**
  13. **To receive year end reports to 31 March 2023** (Link)
  14. **2022/23 Annual Return and Internal Audit Report** (Pages 9-27)
  15. **External and Internal Audit (Standing Item)**
  16. **Grant Application – Ledbury Visually Impaired** (Pages 28-31)
  17. **Plaque purchased via Great Places to Visit** (Pages 32-33)
  18. **Subscriptions** (Pages 34-42)
- Subscriptions for consideration of renewal**
- i. **National Association of British Market Authorities (NABMA)**
  - ii. **Ledbury & Stromstad Twinning Association**

- 19. **Public Sector Deposit Fund Fact Sheet 31 March 2023**  
(Pages 43-44)
- 20. **Recommendations from other committees** (Page 45)  
**Events Working Party – Coronation Mugs for John Masefield High School**
- 21. **Trailer Security** (Page 46-49)

**Governance**

- 22. **Proposed changes to Committee Structure** (Pages 50-97)
- 23. **Policies** (Link)
  - i. Concerns and Complaints Policy
  - ii. Vexations Complaints Policy
- 24. **General Data Protection Regulations (GDPR)** (Standing Item)
- 25. **To review the Risk Register** (Link)
- 26. **Date of next meeting**

The next meeting of the Finance, Policy & General Purposes Committee is scheduled to take place on Thursday, 20 July 2023, at 7.00 pm, in the Committee Room, Council Offices, Church Lane, Ledbury

- 27. **Exclusion of Press and Public**

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

- 28. **Consideration of potential vexatious complainant (Pages 98-99)**

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

Agenda excluding confidential papers to:  
The Press  
Library

Agenda front pages to all non-committee members (4)



**LEDBURY TOWN COUNCIL**

**FINANCE, POLICY & GENERAL PURPOSES COMMITTEE**

**TERMS OF REFERENCE**

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

The Finance, Policy & General Purposes Committee Quorum will be .....

**UNDER DELEGATED POWERS**

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

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

#### **BY WAY OF RECOMMENDATION TO FULL COUNCIL**

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

LEDBURY TOWN COUNCIL

MINUTES OF AN EXTRAORDINARY MEETING OF THE FINANCE, POLICY &  
GENERAL PURPOSES COMMITTEE  
HELD ON 27 APRIL 2023

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

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

F592. **APOLOGIES**

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

F593. **DECLARATIONS OF INTEREST**

None received.

F594. **PUBLIC PARTICIPATION**

No members of the public were present.

F595. **TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 23 MARCH 2023**

**RESOLVED:**

**That the minutes of the extraordinary meeting of the Finance, Policy & General Purposes Committee held on 23 March 2023 be approved and signed as a correct record.**

F596. **TO REVIEW THE ACTION SHEET**

**RESOLVED:**

**That the action sheet be received and noted.**

F597. **TO APPROVE INVOICES FOR PAYMENT FOR APRIL 2023**

**RESOLVED:**

**That the invoices for payment presented at the meeting be approved in the total sum of £49,426.23.**

F598. **TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR JANUARY AND FEBRUARY 2023**

**RESOLVED:**

**The Chair of the Committee confirmed that he had attended the Council offices and verified the bank statements and reconciliations for January and February 2023. He also confirmed that he had verified the bank statements and reconciliations for March 2023.**

F599. **GRANT APPLICATIONS**

**RESOLVED:**

- 1. That the request for a grant of £1,500 from the Ledbury Food Group be awarded.**
- 2. That the request for a grant of £500 for three years from Beyond the Hills CSP be awarded.**

F600. **REQUEST TO APPROVE THE COST TO ENGAGE CITATION TO ASSIST WITH DEPUTY CLERK APPRAISAL**

**RESOLVED:**

**That the cost of £650 for Citation to provide support to the Clerk and Mayor for administration support in respect of the Deputy Clerks Annual Appraisal be approved.**

F601. **DATE OF NEXT MEETING**

**RESOLVED:**

**That it be noted that the next meeting of the Finance, Policy & General Purposes Committee will be agreed at the Annual Council meeting scheduled for 11 May 2023, following the local Council elections.**

**The meeting ended at 6.47 pm.**

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



**FINANCE, POLICY & GENERAL PURPOSES COMMITTEE**

26.01.2023

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
F573(1)	That officers review the GDPR Regulations to establish whether they still apply to the UK following Brexit.	TC/DTC	19.04.2023	TC reviewed information in respect of GDPR - in January 2021 UK GDPR became effective in the UK. It is essentially the equivalent to EU GDPR and will regulate the processing of personal data in the UK and requires the same legal grounds for managing personal data as EU GDPR	DTC instructed to reinstate the overseas information in all GDPR Documents where relevant - completed
F573(2)	That the officers draft a Ledbury Town Council data parental consent form based on the NSPCC form included within the agenda papers.	TC/DTC	26.04.2023	Officers to instruct support staff to draft form - needs to be completed prior to coronation event	Form drafted and ready for use at coronation event - completed
F578(2)	That confirmation of the bank statements for January and February 2023 be deferred to the meeting of Full Council on 30 March 2023.	AP	27.04.2023	Included on agenda of EO finance meeting scheduled for 27.04.2023	Completed
F579(1)	That a recommendation be submitted to Full Council at its meeting on 30 March 2023, that Ledbury Town Council pursue the repayment of the overcharge from the Stone Workshop for the full amount as detailed in the report provided to the Finance, Policy & General Purposes Committee	AP	30.03.2023	Agreed at Full Council - letter sent 12.04.2023	Completed

*Agenda Item 8*

F579(2)	That Councillor Sinclair provide a written request to Full Council at its meeting on 30 March 2023 detailing what Ledbury Town Council should request the Police to investigate in respect of the War Memorial	ES	25.05.2023	Summary included in full council agenda - 25.05.2023	Completed
F581	That due to the meeting being inquorate for this item, further discussion be deferred to the meeting of Full Council to be held on 30 March 2023 (Coronation Mugs)	TC	30.03.2023	Agreed at Full Council	Completed
F582(1)	That the proposed development changes to the Council website be approved in the sum of £2,050.00 plus VAT	TC	Jun-23	Order confirmed with Advansys - website host working on changes	In progress
F582(2)	That the Instagram and Facebook training on how to link in with the website be approved in the sum of £950 plus VAT	TC	06.06.2023	Order confirmed with Advansys - training to be undertaken 06.06.2023	In progress
F583	Video Recording Equipment - That Quote 2 be approved, along with a tripod, at the sum of £394.99	TC	19.04.2023	Ordered	Arrived and to be used at Annual meeting on 11.05.2023 - Completed
F584(1)	That Councillor Bradford and the Administrator meet to consider the specification of the options within the report, following which the Clerk be delegated to purchase a PA System based on their recommendation	AB/CB	03.04.2023	Ordered and delivered	Completed
F584(2)	That Quotation three in respect of signage for the TIC be approved	TC	Jun-23	Delivery awaited	In progress
F584(3)	That a trailer and hitch lock be purchased from Ifor Williams trailer, noting that either trailer proposed would be suitable, but that officers order whichever trailer and hitch lock can be delivered soonest	DTC	TBC	Trailer collected and stored in cemetery - confirmation received from insurance company that the actions taken and to be taken by officers has been agreed by underwriters	Completed

F585	That Members agreed to award grants as per minute	TC	31.03.2023	All grant recipients advised of outcome - payments to be approved at EO FP & GP 27.04.2023	Completed
F585(2)	That Members agreed that there should only be one round of Grant Funding offered in future financial years in order for the figures to be included when Budget setting	TC	30.03.2023	Minute ratified at Full Council - 30.03.2023	Completed
F586	That the Policies and Procedures provided within the agenda be sent to Citation and Councillor Shields, as a former HR expert, for review and comment, prior to being adopted	TC	Apr-23	All copies provided to Cllr Shields for consideration - response received in respect of all except Grievance and Disciplinary - waiting on response from Citation	In progress
F587	That the cost of the Clerk's annual appraisal be approved with the caveat that a report be provided to the Resources Committee by the Councillor undertaking the appraisal	PH	20.04.2023	Appraisal scheduled for 20.04.2023 - report to be presented by Cllr Howells at first Resources meeting of new administration	Completed
F588(1)	That, as LTC, does not currently have any CIC's, the third entry in Part 6 of the Risk Register be removed from the risk register	TC	19.04.2023	Removed	Completed
F588(2)	The item in Part 7 of the Risk Register be amended to include the following: - noting that this will reduce the residual risk: "That all minutes be provided to Chairs of Committees for approval, prior to inclusion in future agendas." That "long term consultation processes" should be a medium risk 4 rather than a high risk.	TC	19.04.2023		completed
F591	That the quote received from Chubb for the provision of biennial fire assessments be approved at a cost of £587 for the first year.	TC	26.04.2023	Chubb contacted and advised of acceptance of quote - documents and date of assessment awaited	In progress



INVOICES FOR PAYMENT June 2023

INVOICE DATE	INVOICE NO	BAC's/Chq	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT
05.05.2023	216009	Bacs	Quickskip	Cemetery Skip	215.00	43.00	258.00
18.05.2023	17517	Bacs	Herefordshire & Worcestershire Group Training	Equality & Diversity Training	375.00		375.00
19.05.2023	1376636166	Bacs	Screwfix	Forestry helmet	42.99		42.99
16.05.2023	22957	Bacs	Grapevine Publications	Full page advert Ledbury Focus	195.00	39.00	234.00
22.05.2023	LTC2	Bacs	Riah Pryor	Project Manager	1000.00		1000.00
16.05.2023	91553950	Bacs	Herefordshire Council	Hire of room at Masters House	38.00		38.00
11.05.2023		Bacs	John Walsh Tree Surgery	Cut back trees adjacent to 77 Biddulph Way	350.00		350.00
30.04.2023		Bacs	DM Property Maintenance	Contract works	1608.74		1608.74
				<b>TOTAL</b>	<b>3824.73</b>	<b>82.00</b>	<b>3906.73</b>

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Agenda Item 9



<b>FINANCE, POLICY &amp; GENERAL PURPOSES COMMITTEE</b>	<b>1 JUNE 2023</b>	<b>AGENDA ITEM: 14</b>
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Report prepared by Angela Price – Town Clerk

## **2022/23 ANNUAL RETURN AND INTERNAL AUDIT REPORT**

### **Purpose of Report**

The purpose of this report is to provide Members of the Finance, Policy & General Purposes Committee with the Internal Auditor's report in respect of the 2022/23 financial year, and to consider the information provided in respect of the Council's 2022/23 Annual Audit Return.

### **Detailed Information**

The Internal Auditor visited Ledbury Town Council offices on 17 May 2023 for the purpose of carrying out the year end audit of the Council's financial and governance controls.

Attached is a copy of the report received from the auditor, Kevin Rose, along with a "Negative Response" letter which advises on the reason for the negative response in respect of control objective "N" in the Annual Internal Audit Report 2022/23.

Upon receipt of the report and letter from the Internal Auditor the Clerk contacted Mr Rose to query the negative response, as the appropriate steps had been taken to ensure that the relevant information was published at the correct times in compliance with Regulation 15 of the Accounts and Audit Regulations (2015). Mr Rose advised that when he attended the Council offices in October 2022 he had not been able to access the information on the Council website to check that the relevant information was published, due to issues with the Council's website and internet.

Mr Rose has advised that when completing the Annual Return 2022/23, it should be identified in the minutes that the Council had a discussion in respect of a review of this issue and to include an explanatory letter with the Annual Return submission.

A draft letter to the External Auditor in respect of this is attached to this report for Members consideration and approval.

Mr Rose advised that when completing Section 1 of the Annual Governance Statement 2022/23 the Council should return a negative response in respect of Assertion 3.

Mr Rose has also highlighted that the Council did not previously approve Sections 1 and 2 as two separate items within their minutes and therefore there will be a recommendation at the end of this report for the Chairman of the Finance, Policy & General Purposes Committee to approve Section 2 "Accounting Statements 2022/23" ahead of a recommendation to Full Council that they complete Section 1 "Annual Governance Statement 2022/23" and approve the Annual Audit Return for submission to the External Auditors, PKF Littlejohn.

Members will note that the Year End Internal Audit Observations has highlighted that the Council has not formally documented their Internal Controls, which is something that is required. As a result of this the Clerk has provided a Statement of Internal Control in respect of 2022/23, which provides details of the internal controls in place. This will need to be considered and approved by Members accordingly at Full Council

### **Recommendation**

1. That Members of the Finance, Policy & General Purposes Committee give consideration to the information attached in respect of the Internal Auditors report and observations.
2. That Members of the Finance, Policy & General Purposes Committee note the Negative Response from the Internal Auditor and the reasons for this given within the letter draft letter to the External Auditor.
3. That Members of the Finance, Policy & General Purposes Committee approve the content of the draft letter provided by the Clerk, to be sent to the External Auditor when submitting the 2022/23 documents.
4. That Members of the Finance, Policy & General Purposes Committee consider the Internal Auditor Observations, noting that the Clerk has provided a Statement of Internal Control for consideration and approval in respect of point 1 and a copy of Regulation 6 of the Accounts and Audit Regulations 2015 for information.
5. That Members of the Finance, Policy & General Purposes Committee note the brief explanation of significant variations from last year to this year in Section 2 "The statement of Accounts", as provided by the Clerk/Responsible Finance Officer.
6. That the Chair of the Finance, Policy & General Purposes Committee be authorised to sign Section 2 – The Accounting Statement for 2022/23, confirming it presents a fair representation of the Council's financial position.
7. That a RECOMMENDATION be made to Full Council at its meeting on 30 June 2023 that they authorise the Town Mayor to sign the Statement of Control, as provided by the Clerk/Responsible Finance Officer.
8. That a RECOMMENDATION be made to Full Council at its meeting on 30 June 2023 that they complete Section 1 – Annual Governance Statement for 2022/23, noting the comment from the internal auditor that they should return a negative response in respect of Assertion 3.





Angela Price PSLCC, AICCM, MIWFM  
Town Clerk  
Ledbury Town Council  
Church Street,  
Ledbury,  
Herefordshire.  
HR8 1DH

20th May 2023

Dear Angela,

**Report on Internal Audit carried out on 17 May 2023**

An audit was carried out by Kevin Rose on Wednesday 17 May 2023. This was the Year End audit following on from the Interim Internal Audit carried out on 4 October 2022.

The audit was undertaken using our standard IAC Audit Checklist, used for all Local Councils, which has 192 items. A total of 52 items were tested during this audit. Including the items tested during the Interim Internal Audit visit a total of 141 items have been checked during the financial year a further 51 items on the standard Checklist were checked and confirmed as being Not Applicable to your Council. There were no items unchecked at the year end.

Areas subject to audit were;

the payment system (Box B), risk and insurance (Box C), budget and precept setting and monitoring (Box D), income billing, collection and VAT (Box E), payroll (Box G), assets and investments (Box H), bank reconciliations (Box I), and accounting Statements (Box J).

Of the 52 items tested during this audit a Positive response was obtained in respect of 47 tests. There were 5 Negative responses identified, details of which are set out in the attached Year End Internal Audit Observations. A detailed breakdown of our audit testing and Responses is set out in the attached Year End Internal Audit Summary.

Unfortunately it was necessary to issue a Negative response on the statutory Internal Report, and the reasons for this are set out in the my Negative Response letter, which the Council should review and which must be provided to the External Auditor when submitting the AGAR.

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

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I would like to express my thanks for the assistance provided to me during my audit.

Yours sincerely,

A handwritten signature in black ink, appearing to read "K. Rose". The signature is written in a cursive style with a large initial "K" and a distinct "Rose" following.

Kevin Rose ACMA  
Director



Angela Price PSLCC, AICCM, MIWFM  
Town Clerk  
Ledbury Town Council  
Church Street,  
Ledbury,  
Herefordshire.  
HR8 1DH

20th May 2023

Dear Angela,

Further to my Internal Audit of the Council in respect of the 2023 Annual Return, I am submitting my report and observations to the Council. As you will notice from the attached Internal Audit Report it was unfortunately necessary to issue a negative response in respect of Control Objective N.

#### **Control Objective N**

*"The authority has complied with the publication requirements for 2021/22 AGAR"*

#### **Reason for the negative response Control Objective N**

Regulation 15 of the Accounts and Audit Regulations (2015) sets out the publication requirements in respect of the AGAR. As you are aware, it was not possible during the internal audit to verify that the Council had discharged its obligation under the Regulations.

There were two issues identified here, the first was the the Minutes of the meeting of 9th of June, minute reference C527, refer to the approval of the Annual Governance and Accountability Return, and the specific approval of Section 1 of the return (the Annual Governance Statement) but make no reference to the Section 2 of the return.

The second issue is that, at the date of the Interim Internal Audit in October 2022, neither the Annual Governance Statement nor the Accounting Statements had been published on the Councils website.

#### **Implications in respect of the Annual Return**

As previously advised it will be necessary for a negative response to be entered on the Internal Audit Report. In addition, the Council will also have to return a negative response in respect of Assertion 3 of the Annual Governance Statement.

It is highly likely that this issue will be subject to further query by the External Auditor and it would be helpful in that regard if the Council were to properly Minute a discussion of a review of this issue and to include an explanatory letter when submitting the Annual Return.

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

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In addition to the Negative Response on the Internal Audit Report we have also responded 'Not Covered' in respect of the Control Objectives K, L and O and we are required to explain why we have done this.

- We have responded 'Not Covered' in response to Objective K is that it is not applicable to your Council as you did not certify yourself as exempt from External Audit.
- We have responded 'Not Covered' in response to Objective L is that it is not applicable to your Council as your 'annual turnover' exceeds £25,000 and you are therefore not covered under the publication requirements of the Transparency Code.
- We have responded 'Not Covered' in response to Objective O as we understand that the Council does not act as Sole Managing Trustee.

In addition to this letter and the statutory Internal Audit Report I have also submitted our Internal Audit Observations and Summary to you by email. I would be grateful if you could bring all of these to the Councils attention in due course.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Rose'.

Kevin Rose ACMA  
Director

\*\*\*\* 2023

PKF Littlejohn LLP (Ref: SBA Team)  
15 Westferry Circus  
Canary Wharf  
London  
E14 4HD

Dear Sir/Madam

**Ledbury Town Council Annual Governance & Accountability Return 2022/23 (AGAR)**

Please find enclosed the required documentation in respect of the 2022/23 AGAR for Ledbury Town Council, which includes a Negative Response letter provided by our Internal Auditor, IAC Audit & Consultancy Ltd.

You will note from the enclosed Internal Audit Negative Response letter that they have advised that it was not possible during their visit to verify that the Council had discharged its obligation under Regulation 15 of the Accounts and Audit Regulations (2015) in respect of two matters.

The first being that the Council had not minuted the approval of Section 1 and Section 2 of the AGAR correctly, the Council have received this information and have ensured that this requirement has been met in respect of its 2022/23 AGAR and will be so met in the future.

The second negative response relates to the publication of the Annual Governance Statement and the Accounting Statements not being available on the council website at the time of the Internal Audit visit on 4 October 2022. Both of these statements were published on the Council website and in a notice board in accordance with the requirements of Accounts and Audit Regulations (2015), however at the time of the Internal Audit visit in October there were issues with the Council's website that prevented them from being accessed. The Council recognises that they have issues with their website and internet connection and are addressing this issue. However to avoid any doubt that these have been published in future it will be the intention of the Clerk/RFO to ensure a screen shot is taken on the date that these documents are published on the website and in the notice board in the future.

Yours faithfully

Angela Price PSLCC, MIWFM, AICCM  
CiLCA (England & Wales)  
Town Clerk



# Annual Internal Audit Report 2022/23

RECEIVED  
22 MAY 2023

Ledbury Town Council

<https://www.ledburytowncouncil.gov.uk/>

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			✓
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .		✓	
<b>O. (For local councils only)</b>	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

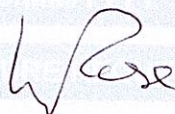
Date(s) internal audit undertaken

20/05/2022      04/10/2022

Name of person who carried out the internal audit

Kevin Rose - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit



Date

20/05/2023

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).





Ledbury Town Council



Interim Audit Date: 04/10/2022

Year End Audit Date: 17/05/2023

Internal Audit Summary 2022-23

(shaded Internal Control Objectives are not applicable to your Council)

Internal Control Objective	Negative Analysis					Responses			Recommendations
	Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	
A	0	0	0	0	0	6	0	0	0
B	0	4	3	0	0	22	6	11	0
C	0	3	1	0	0	8	3	1	0
D	0	1	0	0	0	12	1	1	0
E	0	1	2	0	0	15	1	8	0
F	0	0	1	0	0	8	1	0	0
G	0	0	0	0	0	16	0	7	0
H	0	1	1	0	0	5	2	4	0
I	0	0	1	0	0	15	1	0	0
J	0	0	0	0	0	7	0	2	0
K	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3	N/A
L	N/A	N/A	N/A	N/A	N/A	N/A	N/A	7	N/A

17

2022-23 Internal Audit Ledbury Town Council

Internal Control Objective		Negative Analysis				Responses			Recommendations	
	Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked	
M	The authority, during the previous year (2021/22) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	1	0	0	0	4	1	0	0	1
N	The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	0	0	0	0	4	3	1	0	3
O	(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee	N/A	N/A	N/A	N/A	N/A	N/A	6	N/A	N/A
<b>Total</b>		<b>3</b>	<b>11</b>	<b>9</b>	<b>0</b>	<b>122</b>	<b>19</b>	<b>51</b>	<b>0</b>	<b>23</b>

# Ledbury Town Council Financial Year 2022-23



## Year End Internal Audit Observations

IAC Audit and Consultancy Ltd

Audit date: 17 May 2023

C This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Council has formally documented Internal Controls	Council has not formally documented Internal Controls	Council should formally document its Internal Controls.	Medium	Statement of Internal Control attached for consideration and approval by Members - to be updated annually
2	The Council, meeting as a whole, has reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015	The Council has not reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015.	Council to note the requirement for it to regularly review its internal control system.	High	Copy of Regulation 6 of the Accounts and Audit Regulations 2015 attached - relevant parts of the legislation are 6(1) and (3)

H Asset and investments registers were complete and accurate and properly maintained.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Continuing existence of assets is checked on a regular basis (when was last check?)	Continuing existence and condition of assets is not checked on a regular basis.	The Council should put in place a process for the regular review and verification of its assets. Assets of a high value or which may be particularly vulnerable should be subject to verification at more frequent intervals.	Medium	Clerk proposes that this be considered six monthly as part of budget monitoring meetings

2	Total of Asset Register agrees to Box 9 value of Accounting Statements	The Council maintains its asset register in excel and updates the value of assets each year based on changes made during the year. The Asset Register does not currently have Totals formulas and it was not possible during the audit visit to verify that the total of the asset register agrees to the value stated in the the Annual Accounting Statements.	The Council to review the format of the asset register to ensure that it has total formulas and that the total of the register agrees to the value stated in the Accounting Statements.	High	Clerk to review Asset Register and establish why there is a differenc. Clerk to seek training on Asset Registers
---	--	---	---	------	--

**1 Periodic bank account reconciliations were properly carried out during the year.**

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Bank reconciliations have been signed and dated as evidence of independent review (Year End)	As at the date of the audit the year end bank reconciliations had not been signed and dated as evidence of independent review.	Prior to the approval of the Accounting Statements the year end bank reconciliation and supporting bank statements should be subject to review and signed and dated as evidence of this review.	Medium	Chair of Finance has now signed this

**LEDBURY TOWN COUNCIL**  
**STATEMENT OF INTERNAL CONTROL**

**1. Scope of Responsibility**

Ledbury Town Council is a Local Authority funded largely by public money. It is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently, and effectively. In discharging this overall responsibility, the council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions, and which includes arrangements for the management of risk. The Council is required by Regulation 6.1 of the Accounts and Audit Regulations 2015, to review each financial year the effectiveness of its system of financial control.

**2. The Purpose of the System of internal Control**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, and to manage them efficiently, effectively, and economically. The system of internal control has been in place at the Council for the year ended 31 March 2023.

**3. The Internal Control Environment**

**The Council**

- The Council has adopted Financial Regulations which set parameters for the Council's financial operations.
- The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful, and in accordance with Standing Orders.
- The Council meets at least six times per year to monitor and review its obligations, aims and objectives, and receive reports from the Clerk/RFO, committees and members of the Council.
- The Council has appointed Committees who monitor progress against objectives and budgets.
- The Finance, Policy & General Purposes Committee monitors financial systems and procedures, budgetary control and regularly reviews financial matters.
- The Council met in February 2023 to approve the budget and precept for the coming year 2023/24.
- The Council carries out regular reviews of its internal controls, systems, and procedures.

- Payroll is processed by an external provider using Xero Payroll Software and checked by the Responsible Financial Officer.
- Banking services are provided by Lloyds.
- The Council uses a computerised accounting system Rialtas to complete the management accounts and financial returns for the Council.

### **Clerk to the Council/Responsible Finance Officer (RFO)**

The Council has appointed a Clerk to the Council who acts as the Council's advisor and manager and RFO.

The Clerk is responsible for advising on the day-to-day compliance with laws and regulations that the Council is subject to, and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.

### **Payments**

All expenditure (the incurring of costs) must be authorised by the Council, or by a committee having delegated authority, or (in accordance with the Financial Regulations) by other delegated authority.

All payments from the Council's bank accounts are only to be made with dual authorisation either by two councillors signatories on cheques, or signatory from the Chair of Finance and Clerk on payments agreed in the appropriate committee for payment by BAC's.

### **Risk Assessment/Risk Management**

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls. The insurance cover is regularly reviewed to ensure the correct level of cover has been provided.

### **Internal Auditor**

The Council has appointed IAC Audit and Consultancy as Independent Internal Auditor who reports to the Council on the adequacy of:

- Records
- Procedures
- Systems of internal control
- Regulations
- Risk management
- Governance processes

The effectiveness of internal audit is reviewed annually by the Council.

## **External Auditor**

The Council's external auditors are PKF Littlejohn, appointed by Smaller Authorities Audit Appointments Ltd (SAAA), who submit an annual certificate of audit which is presented to the Council.

## **Professional Advice**

Additionally, the Council seeks and receives appropriate property, legal, insurance, VAT, personnel/human resources, and health & safety advice as appropriate to manage risk.

## **4. Review of Effectiveness**

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by:

- The full council
- The work of officers reporting to the Council and its committees
- The Clerk and RFO to the Council who are responsible for the development and maintenance of the internal control environment and managing risk.
- The independent Internal Auditor who reviews the Council's system of internal control and reports to the Council.
- The Council's External Auditor who makes a final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Chairman, the Town Clerk, and the Internal Auditor. An Audit Certificate is issued.
- The number of significant issues that are raised during the year.

## **5. Significant Internal Control Issues**

The Council strives for the continuous improvement of the systems it has adopted at all times and agree to act on any significant internal control issues raised throughout each financial year.

**Approved by Council**

**Date:**





STATUTORY INSTRUMENTS

**2015 No. 234**

**The Accounts and Audit Regulations 2015**

**PART 2**

**Internal control**

**Review of internal control system**

**6.—(1)** A relevant authority must, each financial year—

- (a) conduct a review of the effectiveness of the system of internal control required by regulation 3; and
  - (b) prepare an annual governance statement;
- (2) If the relevant authority referred to in paragraph (1) is a Category 1 authority, following the review, it must—
- (a) consider the findings of the review required by paragraph (1)(a)—
    - (i) by a committee; or
    - (ii) by members of the authority meeting as a whole; and
  - (b) approve the annual governance statement prepared in accordance with paragraph (1)(b) by resolution of—
    - (i) a committee; or
    - (ii) members of the authority meeting as a whole.
- (3) If the relevant authority referred to in paragraph (1) is a Category 2 authority, following the review it must—
- (a) consider the findings of the review by members of the authority meeting as a whole; and
  - (b) approve the annual governance statement prepared in accordance with paragraph (1)(b) by resolution of members of the authority meeting as a whole.
- (4) The annual governance statement, referred to in paragraph (1)(b) must be—
- (a) approved in advance of the relevant authority approving the statement of accounts in accordance with regulations 9(2)(b) or 12(2)(b) (as the case may be); and
  - (b) prepared in accordance with proper practices in relation to accounts<sup>(1)</sup>.

(1) See section 21 of the Local Government Act 2003 (c.26) for the definition of “proper practices in relation to accounts”.



## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

### LEDBURY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2022/23 for

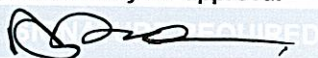
### LEDBURY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	292,378	455,041	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	571,081	605,091	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	125,468	58,521	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	270,191	337,226	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	263,695	424,673	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	455,041	356,754	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	454,257	341,152	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	794,559	824,217	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

23/05/2023

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED



**Brief Explanation of significant variations from last year to this year in  
Section 2 – The Statement of Accounts**

**Line 3** – Income in 2022/23 from that of 2021/22 due to the Council having received income of £90,000 in respect of Great Places to Visit funding in 2021/22.

**Line 4** – Salaries were increased in 2022/23 due to the following reasons:

- Two Staff job reviews with positive outcomes
- Annual pay award of £1,925 for every staff member
- Increased meetings and events being held which in turn more staff overtime

**Line 6** – the total expenditure in 2022/23 is due to the £90,000 Great Places to Visit funding being spent and funds spent on the refurbishment of the skate park

**Lines 7 & 8** – reduced due to the Great Places to Visit fund being spent, and monies from the reserves being used towards the cost of the skate park refurbishment

**Line 9** – Difference due to the purchase of a number of items as listed in the Asset Register as considered at the annual meeting on 11 May 2023





Agenda  
Item 16

Funding Request of £500 or less

Grant Application Form

1. Tell us about your organisation<sup>3</sup>

Contact Name:	ELAINE FOX
Position:	TREASURER
Organisation:	LED'BURY VISUALLY IMPAIRED CLUB (V.I.P.S)
Contact Address:	1 LONG ACRES LED'BURY HR8 2AT
Telephone Number:	
E-mail:	
Status of Organisation: (delete as appropriate)	Profit / Not for Profit / Charity / Company Other (specify): COMMUNITY GROUP
Charity/Company No. (if applicable)	
What does your organisation do?	Supports Visually Impaired Ledbury Residents (predominantly Elderly). meet at St. Michael's Flats - coffee mornings - provide speakers, entertainment. Trips out for meals, coffee and cake and places of interest using the Community Minibus.

<sup>1</sup> Data will be held in accordance with Ledbury Town Council's data privacy policy a copy of which can be found on our website at the following link:  
[https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy\\_V0.1.pdf](https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf)

2. Tell us what support you need

Project title:	celebration for coronation of King Charles III
Project duration (mm/yy):	Start: 11th May 2023 End: ..... (Date of meeting closest to Coronation Date)
Which one of the following five areas <u>best</u> fits your group's area of interest?	Sport <input type="checkbox"/> Arts <input type="checkbox"/> Health <input checked="" type="checkbox"/> Environment <input type="checkbox"/> Youth <input type="checkbox"/>
What do you want to do, and why?	<p>Provide a fitting celebration of the Coronation for our Club members and volunteers. Most suitable would be a special buffet lunch at St. Michael's Flats accompanied by musical Entertainment, so that it could be enjoyed by all (including our hard working volunteers) we would like to use the services of a local Business for the catering. At present we have 15 members and 5 volunteers - estimate at £10 - £12 per head.</p> <p>Their favourite entertainer - an organist charges £25 and we make a similar donation to the singing group Sounds Familiar who support Alzheimer's Society. Hopefully either of these will be available at the time to make the party go with a swing.</p>
How will your project be helpful to Ledbury?	Our "VIPs" will be able to celebrate the Coronation with their friends in a safe environment. A local business will benefit (providing catering)
How will your organisation acknowledge the Town Council's funding support?	we would invite the mayor or their representative along to the celebration and to hear from our members first hand how they benefit from the club

3. Tell us how you plan to fund your project

What is the total cost of the project?	£250 - £300
Amount requested from Ledbury Town Council.	£250.00
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and what for?	Yes. £200.00. For an afternoon tea outing. We celebrated the Queen's Jubilee in style and a cream tea at Colwall Park. Thank - you.

Photos enclosed.

4. Further information provided in support of your application

Information	Enclosed (please tick)	Office Use Only (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement <b>(required)</b>	✓	
Copies of any letters of support for your project		


**5. Declaration by the applicant**

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

I/we accept the following:

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

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

<b>Signed:</b>	
<b>Name (s):</b>	ELAINE FOX - ON BEHALF OF VIPS VISUALLY IMPAIRED CLUB
<b>Date:</b>	18/01/2023

Please return completed form to:

Angela Price - Clerk to the Council  
Town Council Offices  
Church Street, Ledbury  
Herefordshire HR8 1DH  
Email: [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk)

<b>FINANCE, POLICY &amp; GENERAL PURPOSES COMMITTEE</b>	<b>1 JUNE 2023</b>	<b>AGENDA ITEM: 17</b>
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Report prepared by Angela Price – Town Clerk

## **PLAQUE PURCHASED VIA GREAT PLACES TO VISIT**

### **Purpose of Report**

The purpose of this report is to ask Members of the Finance, Policy & General Purposes Committee to consider a request received from Economy & Place Officers at Herefordshire Council in respect of a missing plaque that was purchased by Ledbury Town Council, via the Great Places to Visit Fund.

### **Detailed Information**

As part of the Welcome Back fund, Ledbury Town Council provided funds to support the removal and planting of two trees in St Katherine's Car Park. Following this it was agreed that Ledbury Town Council would provide a plaque, paid for via the Great Places to Visit Fund, advising that the trees had been planted as part of the Welcome Back Fund.

Subsequently, officers arranged for a plaque to be made, at a cost of £528.15 and on receipt of the finished product advised Herefordshire Council officers that the plaque was ready for them to collect and install. An officer collected the plaque, advising that they would make arrangements for this to be installed, however over a year on this has not happened. The Clerk has regularly chased officers in Economy & Place and whilst they believe they know where it is they have not been able to collect, due to difficult circumstances.

At a recent Town Clerk's meeting with Herefordshire Officers, the Clerk raised this matter again and was promised that this would be looked into. Follow up emails were sent to officers by Roger Allonby, with the Clerk copied in, but they have still been unable to collect the plaque from where they believe it is.

On 4 May 2023, the Clerk received an email advising that the Economy & Place Officers were hoping to put an end to the plaque saga and asked if Ledbury Town Council could order another plaque and send the invoice to Herefordshire Council.

The Clerk emailed the members of the Grants Working Party for their thoughts on whether to proceed with the request from Herefordshire Council, however the responses were mixed.

### **Financial Implications**

Whilst there are no direct financial implications to Ledbury Town Council, officers will be required to locate the paperwork from the original order and contact the company to request a new plaque.

**Recommendation**

That Members of the Finance, Policy & General Purposes Committee are asked to consider how they wish to proceed with this matter, and instruct the Clerk accordingly.

1<sup>st</sup> April 2023.

Dear Member,

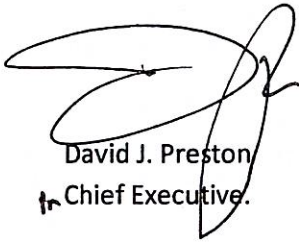
**Membership Subscription Renewal Invoice 2023/24**

I have pleasure in enclosing your membership subscription renewal invoice for the coming year.

NABMA prides itself upon the level of service it continually provides to its members whilst managing to keep subscription rates as low as possible and is pleased to confirm there is no increase in subs for next year, NABMA managing to keep the subscriptions at the 2022/23 level.

As I am sure you can appreciate NABMA relies upon membership subscriptions for its funding and prompt payment would be much appreciated.

Kind regards,



David J. Preston  
Chief Executive.

Date Received: 03/04/23  
 Signed: SJ  
 Date Paid:  
 Entry System Date:  
 Signed:  
 Chq/BACS/DD/SO  
 Cost Centre:  
 Nominal Code:

RECEIVED  
 03 APR 2023

Ledbury Town Council,  
 Town Council Offices,  
 Church Street,  
**Ledbury,**  
 Herefordshire HR8 1DH.

# INVOICE

Ledbury Town Council

<b>Treasurer - R.A.Dyke</b>		<b>INVOICE NUMBER</b> 23/ 122	
Tel No: 01691 680713			
<b>E-mail: nabma@nabma.com</b>		<b>Tax Point and Invoice Date:</b> 01-Apr-23	
Contact: Roger Dyke, Treasurer		<b>Your Reference</b> Angela Price	
<b>Payment Terms: NET 30 DAYS</b>		<b>Purchase Order No.</b>	
<b>VAT Reg: 696 4641 86</b>			
<b>Quantity</b>	<b>ANNUAL SUBSCRIPTION 2023/24</b>		
1	Subscription 2023/24	£ 384.00	384.00
		<b>VAT rate</b>	<b>Amount</b> 384.00

PLEASE MAKE REMITTANCE PAYABLE TO "NABMA" AND FORWARD TO THE TREASURER AT THE ADDRESS BELOW

**V.A.T.** 0.00

**Want to pay by BACS? BANK DETAILS please note** Amount Due £ 384.00

**Bank:** HSBC Bank plc  
 The Cross, Oswestry, Shropshire. SY11 2SR  
**Ac Name:** Nabma Ltd  
**Sort:** 40-35-32  
**Ac No:** 32027453  
**E-mail:** nabma@nabma.com  
**Fax for statement:** 01691 671080

Please remove and return with remittance

Date: 01-Apr-23

**REMITTANCE ADVICE  
 DR. TO NABMA**

**Invoice No:** 23/ 122

Amount 384.00  
 VAT 0.00  
**Amount Due £ 384.00**

Name: Ledbury Town Council  
**ANNUAL SUBSCRIPTION 2023/24**

35



RECEIVED  
03 APR 2023



Agenda Item  
18(ii)

LEDBURY & STRÖMSTAD TWINNING ASSOCIATION

10 Pound Close  
Ledbury  
Herefordshire  
HR8 2SU

31 March 2023

Town Clerk  
Ledbury Town Council  
Town Council Offices Church Lane  
Ledbury

Dear Town Clerk

**Re: Annual Membership Renewal**

The Committee of the Ledbury & Strömstad Twinning Association wish to thank you for your support over the past year and are pleased to include their Spring Newsletter accompanied by membership renewal form.

Annual Subscriptions are due as of 1st April 2023 and are Single Membership £6.00, Joint £10.00, Business Membership £20 and £15.00 for Schools and voluntary group membership. The Committee have taken the decision to retain the current fee structure but rising costs mean that we will need to review this for next year,

We hope that you find the Newsletter of interest and will wish to continue your support for another year. If you would prefer to receive letters and newsletters via email, please make the Membership Secretary aware of your preference.

To continue your membership, please complete the slip below, together with your personal cheque payable to "Ledbury Twinning Association" and forward them to Jill Jupp, Membership Secretary at the address above.

Alternatively, the subscription may be made by bank transfer to, the following account, quoting your name as the reference:

Bank account no 13613151    Sort code 20-98-68    BCY    A/C Name Ledbury Twinning Association

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Please detach and return this slip to Mrs Jill Jupp, 10 Pound Close, Ledbury, Herefordshire, HR8 2SU

Email [jill\\_jupp@hotmail.co.uk](mailto:jill_jupp@hotmail.co.uk)

Name: Town Clerk

Category: Organisation

Organisation: Ledbury Town Council

Membership Type: Honorary

Address: Town Council Offices  
Church Lane, , Ledbury

Membership Fee: Not Applicable -  
We will continue membership without  
fee





# Ledbury-Strömstad Twinning Association

## NEWSLETTER MARCH 2023

### A MESSAGE FROM THE PRESIDENT OF THE ASSOCIATION: Adam Munthe

This is a year of rejuvenation! Yes, we've all been through the grinder in one way or another these last couple of years. We've perhaps even had a sense that the Horsemen of the Apocalypse were galloping in our direction, and we've certainly seen sadness and suffering around us.

But we have also seen the very best of humanity working too, haven't we? People helping others in greater need than themselves. People being reminded that reaching out is good for us too... And that's what our Twinning Association is up to since its beginnings. It's good to remember this.

With our 20th anniversary such a success, stretching hands across the sea, Strömstad and Ledbury together have made a difference, and look what's coming up for this year!

First, it is great to know that, like us, Strömstad has now established a local committee with multi representations to consider how best to work in music, sport, the wider field of education, adults and, of course, the youth. Again Whitecross High School and Strömstiernaskolan are working together online. This time they discussed the critical issues facing our planet, and what we are doing about it, in our respective areas.

The Swifts are off to Strömstad in July again, we took part in Ledbury's World Book Day event on 4th March and read one of the Pippi Longstocking stories in Pot and Page. We also held our annual quiz on 17th March, and plans are underway for a Smorgasbord on 3rd June at The Talbot Hotel.

And I know there will be more to come...

Thank you for all that each and everyone of you are doing to improve our international relations and expand horizons!

All the best Adam

### CHAIR'S REPORT: Caroline Alexander

The year 2022 has been a very enjoyable and eventful year for Ledbury and Strömstad Twinning Association. We belatedly celebrated the 20<sup>th</sup> anniversary of our friendship with Strömstad.

"A Swedish Midsummer celebration" was held on the Recreation ground in early July. We danced merrily and stylishly around the Swedish Midsummer Pole, which we had decorated and erected, singing traditional Swedish Midsummer songs, ably taught by our friends from Strömstad, Nina and Bosse Markendahl, who also provided the music. It was tremendous fun.

The bar "Little Strömstad" in the Talbot hotel was rededicated during this weekend and we exchanged gifts between the two towns. Thank you to Richard Jennings, Manager of the Talbot Hotel, for his continuing support to the Twinning association. Please visit the Bar to see the memorabilia and books about Strömstad that are on display.

Thank you also to our President Adam Munthe who hosted an evening at Hellens, with excellent food and entertainment during this very full weekend.

Representatives from Strömstad Kommun, Ronnie Brorsson and Mats Brocker and Ledbury Town Mayor Phillip Howells attended these events and we thank them very much.

Ledbury Swifts Under 18 Girls Football Team were also able to return to Strömstad in late July and as always they were a credit to Ledbury. During this visit we were also able to celebrate our 20th Anniversary with our friends in Strömstad. We were treated to a wonderful evening celebrating with founder members of the Twinning in the historic Skagerack. We had a delicious meal and were entertained by Nina and Bosse Markendahl and their band. Our thanks to the Kommun for their hospitality and special thanks to Ninni, Jonathon, Nina and Bosse and Ronnie for helping to arrange this. (Continued on Page 2)

Thanks to Anders and Annette for the lovely evening that they kindly hosted at the Ekenas Hotel on the beautiful island of South Koster.

This was my first visit to Strömstad and I can highly recommend it. I have wonderful memories of the beautiful landscapes, amazing seascapes and the kindness and generosity of everyone there.

My thanks to the committee members for all their hard work over the past year, particularly Jill, our Secretary, for keeping us on track.

Finally, thank you to our President Adam Munthe for his continued support and guidance. **Caroline Alexander**



### A MESSAGE FROM THE MAYOR OF STRÖMSTAD:

Greetings from Strömstad!

Springtime is on its way and Strömstad is preparing for a vibrant spring and summer season. We especially look forward to the re-opening of one of the town's bigger hotels, "Strömstad Spa", which has been closed since the beginning of the coronapandemic. This will improve our opportunities to welcome even more visitors to our city and bring better business opportunities for the local business. Our local staff are busy planning this summer's big events such as the in Sweden well-known music show "Digiloo" and the professional bicycle-competition "Tour of Scandinavia" which will pass Strömstad in August. There are after all a lot to enjoy even if the economic challenges following the Ukraine-crisis also trouble Strömstad.

We warmly welcome all of you in Ledbury who intend to visit Strömstad during this year!

Best Regards **Kent Hansson, Mayor of Strömstad**

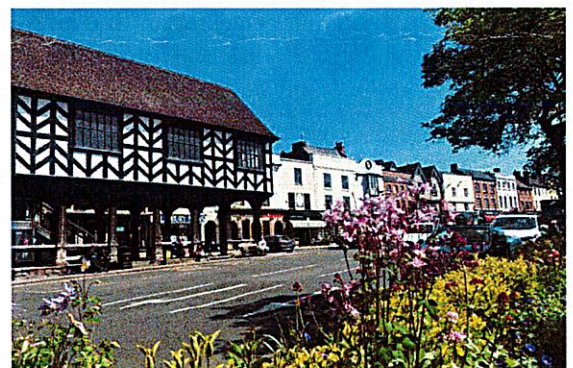
### A MESSAGE FROM THE MAYOR OF LEDBURY

As the early hardy snowdrops disappear and cheery daffodils supposedly herald in longer and warmer days, at the time of writing we seem set for an unusually cold and wintry snap. Nevertheless, we send the warmest of greetings to the Strömstad and Ledbury Twinning Association both in Sweden and the UK, from the Mayor, Mayor's Consort, Councillors and staff of Ledbury Town Council.

Ledbury community life is in full swing already in 2023. Our now well established 'Big Breakfast' over the last weekend of January showcased the best of the town's culinary expertise with eating establishments and local food suppliers alike kept busy satisfying the tastebuds of many visitors. As Mayor, with organiser Griff Holliday, we hosted the High Sheriff of Herefordshire; Sarah de Rohan, to a hearty breakfast followed by a visit to our very active Food Bank. The range of services they offer for the too many of our citizens who are struggling with the current cost of living crisis are invaluable.

I held a very enjoyable Valentine's Day themed coffee morning, with residents and visitors getting the opportunity to speak with one of our local Deputy Lieutenants and the Chair of Herefordshire Council. We have just celebrated a hugely successful World Book Day for the second year, with book characters and many stalls entertaining visitors in a packed town centre all day.

We have local elections in a few weeks, but after that we are looking forward to a Strömstad visit with the Swifts in the early summer. Until then, best wishes to both societies and our communities. **Phillip Howells Mayor of Ledbury**



**STROMSTAD COMMITTEE:** The group set up in Strömstad to coordinate activities connected with Twinning continues to meet. Music, education, and young people are represented within this group of proactive ideas people, which also has links to those in Strömstad who are organising sports. Potential activities include a not-yet-revealed musical cooperation in Ledbury in the beginning of 2024. The group will have a meeting with Strömstad Council towards the end of April, to discuss future plans, and how the Council and the group can best work together to sustain the Twinning focus on their side of the North Sea.

### **SCHOOL LINKS:**

Thanks to the efforts of teachers Ninni Liljestränd Qvicklund at Strömstjernaskolan and Katie Horne at Whitecross High, in Hereford, students from both schools have met recently on Teams.

The students were supplied with questions to consider and prepare responses to ahead of their meeting. These focussed on the problems affecting the planet today, the causes and affects, the ones needing the greatest priority, responsibility for the problems, the solutions and how to implement them.

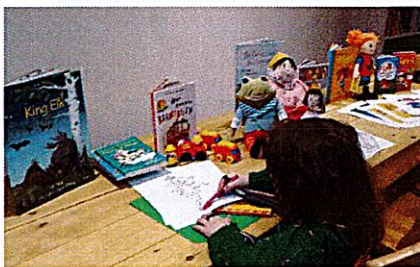
There was good discussion, particularly about the problems and the students were able to explain some issues to each other. Whitecross students explained that recycling wasn't done centrally for schools but they had to organise it all themselves.

Interaction in video calls like this is always challenging and Katie has suggested a 'Chairperson' for the next meeting to manage the exchange better.

Whitecross students discussed the differences between schools in Sweden and England after the meeting.

### **EVENTS:**

**World Book Day in Ledbury:** The Association were invited by



Ledbury Town Council to participate in this year's World Book Day event in the Town on Saturday 4 March.

Members of the Committee read 'Pippi Longstocking' by Swedish writer Astrid Lindgren in Pot and Page café. Children enjoyed the story, other Swedish children's books, exploring related artefacts and



colouring etc. Thanks are due to Nic and Holly from Pot and Page for allowing us to hold the event in the Café.

**Annual Quiz:** held at the Royal British Legion Club in Ledbury. The event was well attended, Quiz Master David threw some challenging questions to us and a fun night was had by all. The eventual winners were 'The Three Musketeers' and the wooden spoons went to 'The Visitors'. The event raised over £180.00 which will go towards supporting Ledbury Swifts Footballers Under 16 Boys visit to Strömstad at the end of July this year.

**Swedish Smorgasbord Evening Saturday 3 June 2023 7.30 pm The Talbot Hotel Ledbury**



Following the success of last year's Smorgasbord Evening the Association are planning a further evening of traditional Swedish food and culture.

To Include three courses with a selection of hot and cold Swedish Food. Price to be Confirmed. Come and enjoy delicious food and hear more about our Twin Town and life in Sweden.



## LEDBURY SWIFTS VISIT TO STRÖMSTAD:

We are delighted that Ledbury Swifts, Under 16 Boys will be returning to take part in matches with the IFK Club in Strömstad, towards the end of July. The Swifts are working closely with Marcus Palm at the Kommun and Erik Ingero Sorvik, Team Coach at IFK to make arrangements for this very special opportunity. The participation of players from both clubs, in matches in this way, has spanned the majority of the twenty years plus of our Twinning with Strömstad. Their motto **Vanskap Genom Sport 'Friendship Through Sport'** sums this up.

### EASTER IN SWEDEN:

Easter, the word for Easter in Sweden is Påsk. They say Glad Påsk. On Skärtorsdagen (Maundy Thursday) The children dress up as Påskkäringar, Easter Witches in brightly coloured clothing, bright head scarves and red painted cheeks and carry birch twigs decorated with feathers. They go from house to house in their neighbourhood with presents of pictures they have drawn and coloured to give the occupants, in the hope of exchanging them for sweets or candy 'Godis'.

They have Easter Eggs Påskägg (Easter eggs) they are egg shaped containers brightly decorated full of 'Godis'. Sometimes these decorated containers seem more popular than the contents. Many houses have gaily decorated trees on display too.

### Cardamom muffins with Bilberries and Lime Kardemummamuffins med Blåbär och Lime

#### Ingredients:

75 g (½ cup) frozen bilberries or blueberries  
 240 g plain flour  
 1-2 tsp 12-15 green cardamom pods 110 g  
 (1 stick) butter, cubed and softened 200 g  
 (1 cup) demerara sugar  
 1 egg, beaten  
 1 tsp baking powder  
 1 tsp bicarbonate of soda (baking soda)  
 ½ tsp salt (optional)  
 240 ml (1 cup) buttermilk  
 1 lime, zest and juice



#### Method:

1. Preheat the oven to 190°C (375°F, fan 160°C) and line a muffin tray with 9 muffin cases.
2. Toss the frozen bilberries in a little flour and put them back in the freezer.
3. Lightly crush the cardamom pods to remove the seeds and then grind the seeds as much as possible using a pestle and mortar.
4. Beat the butter in a food mixer until it is very soft, about the consistency of mayonnaise.
5. Beat in the sugar, then the beaten egg and mix until well combined.
6. Sift the flour, baking powder, bicarbonate of soda, 1 tsp of ground cardamom and the salt in a separate bowl and mix well.
7. Fold half of the flour mixture into the mix and then half the buttermilk, then remaining flour and buttermilk. Finally, fold in the lime juice and zest, but do not overwork. Leave the mixture overnight if possible.
8. Spoon the mixture into the muffin cases, dot with bilberries and sprinkle the remaining cardamom over the top.
9. Bake in the oven for about 30 minutes until golden brown and an inserted skewer comes out clean. Cool on a wire rack and eat when still warm.

**Chocolate Easter cake Påskens Choklادتårta****Ingredients:**

- 1 tbsp butter, for greasing baking tin
- 1 tbsp cocoa powder, for dusting baking tin
- 200 g dark chocolate
- 7 tbsp strong black coffee
- 200 g butter, cut into small cubes
- 160 g plain (all-purpose) flour and 2 tsp baking powder
- 50g cocoa powder
- 100 granulated raw cane sugar
- 75 g light muscovado sugar
- pinch salt
- 3 eggs
- 7 tbsp milk
- Chocolate cream filling and glaze:
  - 400 g dark chocolate
  - 480 ml whipping cream
  - 4 tbsp caster sugar

**Method:**

1. Preheat the oven to 175°C (350°F, gas 4, fan 160°C). Grease a loose bottomed 20 cm (8") round cake tin and dust with cocoa powder.
2. Break the chocolate for the cake up into pieces and put them in a bowl.
3. Heat the coffee to boiling and then pour it on to the chocolate. Add the butter cubes and stir mixture until the chocolate and butter have melted.
4. Evenly mix all the remaining dry ingredients for the cake.
5. Lightly whisk the eggs together and then whisk in the milk.
6. Fold in the chocolate mixture and then the dry ingredients.
7. When evenly mixed, pour into the cake tin and bake in the oven for 60-70 minutes, or until a skewer inserted into the cake comes out clean.
8. Let the cake cool in the tin for 15 minutes or so and then transfer to a cooling rack to cool completely.
9. Break the chocolate for the filling into a bowl.
10. Heat the cream and 4 tablespoons of caster sugar in a saucepan until it boils and then pour it on to the chocolate and stir until evenly mixed. Leave to cool until spreadable (3-4 hours).
11. Cut the cake into three layers. Spread the chocolate filling between the bottom two layers, over the top layer and round the sides.
12. Decorate with chocolate eggs and/or baby chicks.

Enjoy !!!



## LOOKING AHEAD:

**Social Events:** The Smorgasbord Evening on Saturday 3 June 2023 7.30 pm at the Talbot Hotel is the next planned event more information on Page 3.

We are also hoping that the Ledbury Tea Set will be organising another Vintage Afternoon Tea in support of the Swifts visit to Strömstad/Twinning. Date to be confirmed.

**Annual General Meeting: Tuesday 23 May 2023 7.30 pm:** Venue Ledbury Market House. The Meeting will be followed by the opportunity to socialise in 'Little Strömstad' at The Talbot Hotel. We look forward to seeing you.

**Coronation Bunting Project:** Members are making bunting to ensure the Twinning Association is represented within this colourful community project, to decorate the Town, as part of the Coronation celebrations. Look out for the blue and yellow! We hope to use it again on Carnival Day

**Community Day 2023:** taking place on Saturday 10 June. The Association will have a window display in Club Sport and have a presence in 'Little Strömstad' in the Talbot Hotel, between 1.00—2.00 pm where we will look forward to meeting members.

**Ledbury Carnival 2023:** This will take place on Bank Holiday Monday 28 August 2023.

The Twinning Association will take part in the procession and have an activity stand at the event. The theme is 'Countryside Fun', celebrating the best of rural Herefordshire.

**Talks to Other Groups:** The Association is always happy to give talks about the Twinning and Sweden. If you would like more information please contact the Secretary.

**MEMBERSHIP RENEWAL:** A separate letter regarding Membership Renewal accompanies this Newsletter.

For further information about membership please contact the Secretary:

01531 635129 or e-mail at: [jill\\_jupp@hotmail.co.uk](mailto:jill_jupp@hotmail.co.uk)

## OFFICERS AND COMMITTEE

**President** Adam Munthe

### Officers:

**Chairman** Caroline Alexander

**Vice Chairman** Steve Onions

**Secretary** Jill Jupp

**Treasurer** Sue Bettington

**Links & Visits** Clive Jupp

**Social Media** Melanie Fish

### Committee Members:

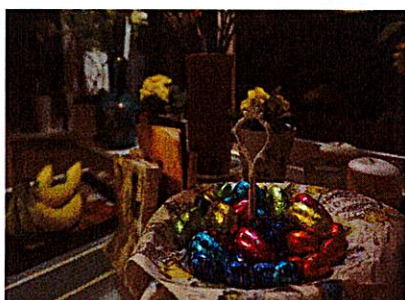
Pauline Bates Phil Bettington

Nick Fish Cllr Phillip Howells

Malcolm Hughes Hilary Jones

Howard Mayell

## Glad Påsk.





# The Public Sector Deposit Fund

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

## Investment objective

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

## Investment policy

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

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

## Target investors

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

## Who can invest?

Any public sector organisation can invest in the Fund.

## Responsible investment policy

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

## Key risks

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

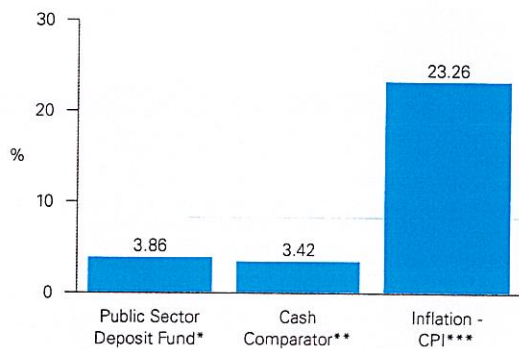
## Top 10 counterparty exposures (%)

9.8%	Landesbank Baden-Wuerttemberg
9.8%	Nationwide Building Society
9.8%	Royal Bank of Canada
9.8%	Yorkshire Building Society
7.0%	DBS Bank Limited
5.3%	Rabobank
3.1%	Oversea Chinese Banking Corporation
3.1%	SMBC Bank International plc
3.1%	United Overseas Bank Limited
3.1%	Toronto Dominion Bank (The)

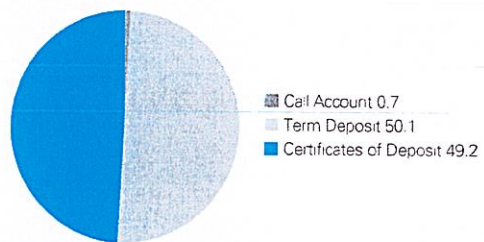
## Share class 4 yield as at 31 March 2023

**4.1223%**

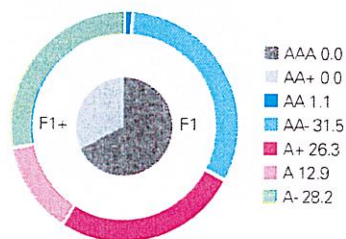
## 5 years cumulative performance



## Asset type (%)



## Credit rating† (%)



## Top 10 country exposures (%)

29.9%	United Kingdom
17.0%	Canada
13.2%	Singapore
9.8%	Germany
8.7%	Japan
6.4%	Netherlands
4.9%	France
2.1%	Denmark
2.1%	Finland
1.7%	United States

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

## Income - period to end March

Average yield over the month	3.9831%
Yield at the month end	4.1223%

## Discrete year total return performance

12 months to 31 March	2023	2022	2021	2020	2019
The Public Sector Deposit Fund	+2.17%	+0.11%	+0.15%	+0.72%	+0.66%
Comparator Benchmark	+2.25%	+0.14%	-0.04%	+0.52%	+0.52%
Relative	-0.08%	-0.03%	+0.19%	+0.20%	+0.14%

## Annualised total return performance

Performance to 31 March	1 year	3 years	5 years
The Public Sector Deposit Fund	+2.17%	+0.81%	+0.76%
Comparator Benchmark	+2.25%	+0.78%	+0.68%
Relative	-0.08%	+0.03%	+0.08%

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

## Market update

In the UK, GDP was up by just 0.1% on the previous quarter (albeit a slight upward revision from the earlier estimate of 0.0%); this was followed by a positive surprise for the month of January 2023 when UK growth was reported as having been +0.3%, ahead of the forecast +0.1%. The UK posted a surprise rebound in inflation. Forecasters had been expecting a modest decline in the headline rate from 10.1% in January to 9.9% in February; instead, CPI increased to 10.4%. The benefit of lower energy prices was more than offset by rises elsewhere including food inflation, which reached a record 18.2%. The core UK rate also rose significantly, from 5.8% to 6.2%. The major central banks continued to tighten monetary policy, although the pace of change has been slowing. Both the Federal Reserve in the US and the UK's Bank of England raised their policy rates by 0.25%, to a target range of 4.75% - 5.00% in the case of the Fed, and a new rate of 4.25% for the Bank of England. The eurozone's ECB, which started from a lower base and was slower than its counterparts to begin tightening in 2022, raised its benchmark deposit rate from 2.5% to 3.00%. Chancellor Jeremy Hunt announced a wide range of measures, many of which were intended to encourage economic activity and investment with the aim of improving the UK's weak growth prospects. Rules on how much can be added to and held in pension savings without incurring tax penalties were relaxed, in the hope of persuading older and better paid workers to remain in the workforce. The Chancellor went ahead with a controversial increase in the main corporation tax rate from 19% to 25% although the blow was softened by the introduction, for the next three years, of enhanced tax deductibility for capital expenditure.

## Key facts

Fund size	£1,435m
Credit quality and sensitivity rating by Fitch	AAAmf
Weighted average maturity (Maximum 60 days)	39.24 days
Launch date	May 2011
Minimum initial investment	£25,000.00
Minimum subsequent investment	£5,000.00
Dealing day	Each business day*
Withdrawals	On demand
Domicile	United Kingdom
ISIN Share Class 4	GB00B3LDFH01
Interest payment dates	End of each month
Ongoing charges figure (OCF)**	0.08%***

## Please Contact

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

### Jamie Charters

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### Lee Jagger

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

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

## Risk warning and disclosures

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

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

<b>FINANCE, POLICY &amp; GENERAL PURPOSES COMMITTEE</b>	<b>1 JUNE 2023</b>	<b>AGENDA ITEM: 20</b>
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Report prepared by Angela Price – Town Clerk

## **CORONATION MUGS**

### **Purpose of Report**

The purpose of this report is to provide Members of the Finance, Policy & General Purposes Committee with the outcome of a discussion had at the Events Working Party meeting held on 5 April 2023 in relation to the provision of Coronation Mugs to pupils at John Masefield School.

### **Detailed Information**

At a meeting of the Events Working Party held on 8 February 2023 a recommendation was made that the Council purchase Coronation Mugs for pupils at Ledbury Primary School. At that meeting it was considered whether mugs should be purchased for other schools, including John Masefield, however, the outcome was that it just be for Ledbury Primary School. This was then agreed through the Standing Committee process.

However, at a meeting of Council held on 30 March 2023, Councillor Bradford asked that consideration be given to purchasing mugs for pupils at John Masefield High School, and it was agreed that this matter would be referred back to the Events Working Party meeting for further consideration.

This was discussed at a meeting of the Events Working Party on 5 April and following discussion it was agreed to recommend that Coronation mugs be purchased for the children of Ledbury High School as previously agreed, but that a recommendation be put forward to provide £1,000 to John Masefield High School so that they could decide what to spend the money on for the Coronation.

Unfortunately, due to the date of the April meeting of the Events Working Party and there being no Standing Committee's scheduled ahead of the elections it was not possible to take this recommendation forward until now. Therefore, any decision taken in respect of this will be retrospective, due to the Coronation having already taken place.

### **Recommendation**

Members are requested to give consideration to the recommendation from the Events Working Party that John Masefield High School be given a £1,000 contribution to the School, as a Coronation Grant, for use by the school how they wish.



<b>FINANCE, POLICY &amp; GENERAL PURPOSES COMMITTEE</b>	<b>1 JUNE 2023</b>	<b>AGENDA ITEM: 21</b>
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Report prepared by Julia Lawrence – Deputy Town Clerk

## **TRAILER SECURITY**

### **Purpose of Report**

The purpose of this report is to ask Members of the Finance, Policy & General Purposes Committee to give consideration to the purchase of a tracker device for the new trailer that was recently acquired to transport the Foamstream weeding machine.

### **Detailed Information**

Members of the Finance, Policy & General Purposes Committee will be aware that the Foamstream weeding machine was purchased but required a trailer for transporting it.

A trailer has been purchased and whilst a wheel clamp and hitch lock have already been purchased and attached to the trailer, it was considered that in view of the trailer and weeding machine being parked outside (within the grounds of the Cemetery) that it would be sensible to also have the trailer fitted with a tracker device should the trailer ever get stolen.

Confirmation has been received from the insurance company that underwriting has been agreed subject to the security arrangements that have been put in place for the trailer and weeding machine, i.e., hitch lock, wheel clamp, tarpaulin, and tracker.

Officers contacted Ledbury Police to ask them if they could recommend a reputable company to supply and install a tracker as was the company who supplied the trailer. In both instances, they recommended ATVTRAC.

The tracker offers several facilities such as text or email notification, access to 24/7 Security Operations Centre (SOC), GPS and Radio Frequency tracking, movement alerts, battery alerts and the ATVTrac App. There is also a "lock down" facility which can be used at night when the trailer is not being used. Once the App is initiated, i.e. trailer is in use, then it can be tracked. Once you have finished using the trailer, the App is updated to state that it is not in use, so should it move after this time, then the SOC would contact Ledbury Town Council and the Police would be informed.

Attached at Appendix A is an example used for a quad bike which shows its location. If the bike was being used, the map would show where it was going so that it could be tracked and this would be shown on the map.

The cost of the tracker is £332.50, fitting is £95.00, and a yearly subscription is £82.50. All costs excluding VAT. Subscription costs for two years is £149.17, and three years is £190.83, plus VAT.

### **Recommendation**

That Members of the Finance, Policy & General Purposes Committee give consideration and approval to purchase a tracker device for the trailer, as noted above, and in line with the requests made by the insurance company. Members are asked to consider whether Ledbury Town Council should prescribe to either one, two or three year's subscription.



Last checkin about 3 hours ago (13:51)

Map

Satellite

Labels



Google

[Keyboard shortcuts](#)

[Map Data](#)


[Terms of Use](#)

←
☰

## Asset Details

R016HUJ

? Location Accuracy ■■■



Asset reported in at  
**Unnamed Road, Hereford HR1 3JF, UK**  
 about 3 hours ago (13:51)

VIEW FULL MAP

**Armed**

in Movement Mode

Ignition	Hours Used	Ext. Battery
 Off	<b>23</b> <small>Hours</small>	<b>11.9</b> <small>Volts</small>

**Configure Asset** >

Manage your Asset's configuration settings

LIVE DEVICE UPDATES: CONNECTED



<b>FINANCE, POLICY &amp; GENERAL PURPOSES COMMITTEE</b>	<b>1 JUNE 2023</b>	<b>AGENDA ITEM: 22</b>
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**Report prepared by Angela Price – Town Clerk**

**PROPOSED CHANGES TO COMMITTEE STRUCTURE**

**Purpose of Report**

The purpose of this report is to provide Members of the Finance, Policy & General Purposes committee with a report that was submitted to the Annual Meeting of Council on 11 May 2023, in relation to a proposal to change the current committee structure within Ledbury Town Council, along with the Terms of Reference of the Standing Committees showing any proposed changes that would be effective should the Council agree to change their current committee structure.

**Detailed Information**

Attached is a report that was submitted to the Annual Meeting of Council, held on 11 May 2023, which outlined proposals for a change in the current Committee Structure.

At the Annual Meeting a number of concerns were raised in respect of the proposal to change the committee structure:

- Would the proposed new structure remove the opportunity for debate from all the members of the Council?
- How would this impact on delegated powers of the Standing Committee's?  
Paragraph 3 of the attached report states: "*The Management Committee will delegate appropriate powers similar to those delegated in (2022/23) to the standing committees but it is intended that full financial powers within the budget set by Full Council, will be fully delegated to the Standing Committees*".
- Without information such as the proposed Terms of reference of the proposed Management Committee and other Standing Committees it was not possible to make a fully informed decision
- Is it just a name change, is it a new committee, what powers would be delegated to the committees and how would the Management Committee operate?
- Would splitting the roles of Mayor and Chair create more work for all involved?

As a result of the discussion and the above points it was **RESOLVED**:

***"That the Committee Structure report be referred to the Finance, Policy & General Purposes Committee to provide more detail in respect of the proposed Committee Structure, to include Terms of Reference for the proposed Management Committee and Standing Committees and that a further report be reported back to Full Council for consideration in due course."***

Following on from this the Clerk invited the Chairs of the current Standing Committees, the Mayor to a meeting to discuss this further, Councillor Howells was also invited to attend, as he had been the Mayor at the time that the proposals was put forward, and

Councillor Sinclair advised he would like to join the meeting as a member of the Finance Committee.

At that meeting it was agreed that the Terms of Reference for the Standing Committees should be amended as per the attached and that Terms of Reference for the Management Committee should be drafted. These are attached for Members consideration.

It was agreed that the proposals are to amend the current Terms of Reference to provide delegated powers to each Standing Committee to allow them to sign off expenditure that has already been agreed as part of the budget setting process or agreed by Full Council through an in-year process.

It was also noted that where a meeting date is set for the Management Committee or Full Council, it should be shown as such on the Schedule of Meetings, except when it is specifically a Full Council meeting to consider those items listed in paragraph 4 of the Role and Scope of the Management Committee on the attached report.

Those present at that meeting also discussed the Working Parties; it is widely agreed that the current process for Working Parties is not effective, and more consideration should be given to this. As part of the discussion the Chair of Finance asked whether legislation required an officer to be present at Working Party meetings, as they do not have decision making powers.

The Clerk has looked into this, and it would appear that there is no legislation that requires an officer to be present at Working Party meetings. However, many councils do prefer at least one member of staff to be present at Working Party meetings, to offer advice on procedural and other matters when required. At the meeting it was discussed that one way to reduce the need for officers to be present at Working Parties, future meetings could be held during the normal working week in the council offices when the Clerk and Deputy Clerk would be available and could be asked to join the meeting at any time to provide clarification on any point that may arise.

The Clerk would bring to the attention of Members their Standing Orders in respect of meetings in general. Standing Order number 3 of the NALC Model Standing Orders, which Ledbury Town Council has adopted, indicate three levels of meetings: Full Council Meetings, Committee Meetings, and Sub-committee Meetings. Local Council's Explained, which is a NALC Publication provides the following description of a sub-committee:

*"A committee may be appointed to simply advise the council on matter(s) relating to the performance of its statutory functions, powers and related responsibilities<sup>1</sup>. This committee does not make decisions about the performance of the statutory functions and powers of the council. Its role is to research or investigate, consider and report to the council on them. A committee may appoint a sub-committee to advise it on some of the matters that it is advising the council about <sup>2</sup>. Ultimately, the job of the sub-committee is to influence the decisions made by their appointing body."*

A sub-committee is subject to the same legislative requirements of a Standing Committee and is usually set up as a sub-committee of a Standing Committee.

Currently Ledbury Town Council has working parties that are set up from each Standing Committee, and the Council should consider whether these committees should be recorded as sub-committees, rather than Working Parties. In 2022/23 the Council had the following Working Parties:

**Environment & Leisure:** Climate Change, Events, and John Masefield,

**Planning, Economy & Tourism:** Markets, Traffic Management, and Neighbourhood Development Plan

**Finance, Policy & General Purposes:** Budget, and Grants.

Members will need to consider which of these committees could be considered as a sub-committee of a Standing Committee and which could be considered as a Working Party; officers would suggest the following:

**Sub-committees:** Events (E & L), Markets (PET's), Budgets and Grants (amalgamated)(FP & GP), Climate Change (Management Committee/Full Council)

**Working Parties:** John Masefield (E & L), Neighbourhood Development Plan, Traffic Management (PET's)

During 2022 Members agreed to trial Working Party Members being asked to take minutes of the Working Party meetings, to help reduce the workload of officers. However, this has not proved workable for all Working Party meetings, quite often Members have not offered to assist with minute taking, and therefore officers who have present at the meetings, have either had to take and transcribe the minutes, or record the meetings so that administrative staff could transcribe them. Therefore, if it was agreed that no officers were required to attend Working Parties the matter of minute taking would need to be written into the Terms of Reference for each group, and all members made aware that they may be called upon to take and transcribe minutes. There is a potential for this to prevent members of the public from wanting to participate in the meetings if they are required to take minutes and there are some committees where there is only one councillor in attendance, usually in the position of Chair, which could present problems for them taking the minutes.

However, it was also discussed that some of the work carried out by the Working Parties could be incorporated into the Standing Committees and those Working Parties that continue could reduce the number of meetings they hold. One suggestion could be that if Standing Committees are being held every two months, it is not necessary to hold a Working Party every month. Any working party set up from a Standing Committee could be held in the month that there are no Standing Committee meetings, and any business deemed urgent, or in need of a decision outside of those meetings could be included on the agenda of the parent committee. This would mean the business could still be considered monthly, where necessary, but it is not necessary to additional Working Party meetings, thus reducing the workload in respect of agendas and minutes.

It was agreed that there are some Working Parties that require officer attendance, and these were the Events Working Party (CDO), Budget Monitoring meetings (Clerk/RFO).

Also attached is a draft Schedule of Meetings, which incorporates Full Council/Management Committee meetings, which it has been proposed should take place monthly. Holding the meetings monthly will enable any business that becomes necessary between the bi-monthly meetings to be carried, including the approval of payments of invoice on a monthly basis.

### **Recommendation**

Members of the Finance, Policy & General Purposes Committee are requested to give consideration to the above and attached information and make recommendations for any further information deemed necessary to support a recommendation to Full Council, that they give consideration to the proposal to changes of the Ledbury Town Council Committee Structure to that as proposed in the attached report, with the Terms of Reference as attached and that a date for the implementation of these changes be agreed.

Attached:

- Report submitted to Annual Council meeting on 11 May 2023
- Draft Terms of Reference for Management Committee
- Draft Terms of Reference for Standing Committees
- Draft Schedule of Meetings to take into account Full Council/Management Committee meetings
- Standing Orders

<sup>1</sup> Local Government Act 1972 s102(4)

<sup>2</sup> Local Government Act 1972 (102(4)(b))

ANNUAL COUNCIL	11 MAY 2023	AGENDA ITEM: 11
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Report prepared by Angela Price – Town Clerk

**LEDBURY TOWN COUNCIL COMMITTEE STRUCTURE**

**Purpose of Report**

The purpose of this report is to ask Members to give consideration to a potential change to the Council’s current committee structure.

**Detailed Information**

Over the past four years Members of Ledbury Town Council have discussed how the committee structure could be changed to be more effective and potentially reduce the number of non-decision-making meetings each year.

The current Chairs of each of the Standing Committee, along with the Mayor, have considered this and asked the Clerk to look into the Council’s committee structure and provide a report to this meeting for consideration by all Members.

**Current Committee Structure**

The current committee structure at Ledbury Town Council is made up of a number of levels as follows:

**FULL COUNCIL**

**STANDING COMMITTEES**

(Environment & Leisure; Finance, Policy & General Purposes; Planning, Economy & Tourism and Resources)

**WORKING PARTIES**

(established via each standing committee)

**TASK & FINISH MEETINGS**

(one off-meetings for one specific task)

This structure is a tried and tested democratic processes, however more and more parish councils are moving away from the traditional committee structure. Many parish councils who have changed their committee structure have done so because they believe there have been significant increases in responsibilities and a compelling need to streamline decision making. Councils recognise the need to give more authority to the committees and improve streamlining of governance arrangements for autonomous decisions, without further reference to Full Council.

Two significant reasons for considering a change of committee structure at Ledbury Town Council are:

- I. a growing awareness amongst current councillors that the traditional dual role of Mayor and Chair of Council is increasingly onerous, yet is also *lege tenetur* – bound together by law; and yet we must
- II. provide a more efficient way of working.

Full Council is responsible in law for holding the Annual Council meeting which will include the election of the Mayor and Deputy Mayor annually; the election of members to sit on the Standing Committees; and the chair and vice chair of that committee for each Municipal Year. They are also required by law to agree the annual accounts and the annual budget/precept setting.

Standing Committees are delegated responsibility via the Full Council through the Terms of Reference, and they can, if they so wish, set up Working Parties and/or Task & Finish Groups to consider specific projects of the Council.

### The Role of Mayor/Chairman of Council

One question that has been raised with the Clerk from Members is whether or not the roles of Mayor and Chairman of the Council could be separated. The purpose of this question is to establish whether a new role could be created to replace the role of Council Chairman, whilst keeping a Mayoral role.

The Local Government Act 1972 s 245(6) states that the Chairman of the Council (and Deputy) has the right to use the title Mayor (and Deputy) but there is no power for them to confer those rights to any other person. The legislation governing parish/town councils is specific to the sector (i.e. parish and towns) and not for principle authorities such as Herefordshire Council where control rests with whatever political party is elected.

If the Parish/Town Council are holding a Council meeting it is a legal requirement for the Chairman/Mayor to Chair the meeting if in attendance, or their Deputy in their absence. It is not lawful for another Councillor to chair the meeting if either the Chairman/Mayor or Deputy are present.

Some Parish/Town Councils have created a role within their council of a "Leader", however in the publication "Local Council's Explained" a Leader of a Parish/Town Council is defined as a councillor who is selected from and among the group of councillors in the local council that has the political majority. Indeed, in the Clerk's previous post the council was made up of political party membership and each year they elected the leader of the majority party to be the Leader of the Town Council.

However, it should be noted that politics is not formally recognised in the Parish/Town Council sector, as this can sometimes present challenges for councillors who serve on both parish/town and principal authorities.

## Suggestion for Alternative Committee Structure

The Chairs of the current committees asked the Clerk to review the Council's current structure using research of a comparable council in Herefordshire. Of particular interest was the committee structure, terms of reference and scheme of delegation adopted by Ross Town Council. Ross Town Council had recently established that a number of other parish/town councils had moved to a structure in which the role of Mayor was externally facing, and in which they created a new role (Chairman of a committee of all councillors). The role of this committee is to oversee the internal running of the Council, and many councils have entitled this the Management Committee.

## The Role and Scope of The Management Committee

1. The Management Committee oversees the internal workings and responsibilities of the Council.
2. All councillors are members of The Management Committee.
3. There are monthly meetings of The Management Committee except when there are meetings of full Council, chaired by the Mayor.
4. Full Council meets at least three times a year to:
  - i. elect a Mayor/Chair of the Council and a Deputy Mayor/Chair of the Council, establish Standing Committees; elect members for Standing Committees; and establish Terms of Reference for the Management Committee.
  - ii. set an annual budget and precept, and for any purpose of reporting to Herefordshire County Council;
  - iii. adopt and sign the Annual Accounts for External Audit purposes;
  - iv. debate and determine matters of major policy or of sufficient interest that does not meet the Terms of Reference of any other meeting, and that should be suitably debated by Full Council; and
  - v. make byelaws.
5. Full Council delegates all powers to the Management Committee except those set out in Items 4.iv to 4.v.

## The Role and Scope of Other Standing Committees and the Town Clerk

1. The current standing committees will continue with the same powers delegated by Full Council in 2022/23 but in future delegated by The Management Committee. Any meeting of a Standing Committee between the first Annual Council Meeting and the first meeting of The Standing Committee (e.g. Planning, Economy & Tourism Committee) will be delegated the current (2022/23) powers at the first Annual Meeting of Full Council.

Sb

2. The standing committees will be:
  - i. Environment & Leisure Committee;
  - ii. Planning, Economy & Tourism Committee;
  - iii. Finance, Policy & General Purposes Committee; and
  - iv. Personnel Committee. Membership will be the Chairs or Vice-Chairs of the Standing committees, chaired by the Chair or Deputy Chair of The Management Committee. Meetings will be called ad. hoc as needed.
3. The Management Committee will delegate appropriate powers similar to those delegated in (2022/23) to the standing committees but it is intended that full financial powers within the budget set by Full Council, will be fully delegated to the Standing Committees.
4. Standing Committees will establish Working Groups and set their Terms of Reference. However, it is envisioned that much of the current work undertaken by working groups will be subsumed into the regular meetings of standing committees to shorten the decision-making processes.
5. Powers delegated to the Town Clerk will continue until the first meeting of The Management Committee when current powers will be affirmed or revised. It is envisaged that The Chair of The Management Committee will be the line manager for The Town Clerk.
6. The Mayor and Deputy Mayor will be ex-officio members of all Standing Committees and will have full voting rights and count towards quoracy.

#### Proposed Committee Structure

### **FULL COUNCIL/THE MANAGEMENT COMMITTEE**

#### **STANDING COMMITTEES**

(Environment & Leisure; Finance, Policy & General Purposes; Planning, Economy & Tourism and Resources)

#### **WORKING PARTIES**

(established by each standing committee)

#### **TASK & FINISH MEETINGS**

(one off-meetings for one specific task)

#### Recommendations

1. That Council establish The Management Committee which will meet no later than 14 days after the Annual Meeting.
2. That during this Annual Meeting elections will be held for a Chair and Deputy Chair of The Management Committee.
3. That Council delegate full powers to The Management Committee except those powers set out in items 4.i to 4.v of this report. Full terms of reference for The Management Committee will be agreed at the next Full Council Meeting.



4. That the Management Committee be delegated to review the Terms of Reference for all Standing Committees at it's first meeting.



**LEDBURY TOWN COUNCIL**

**MANAGEMENT COMMITTEE**

**TERMS OF REFERENCE**

**The Management Committee will consist of ALL Members of the Town Council.**

1. Authority for expenditure within the limits of its budget headings without further recourse to the Council.
2. To review policies relating to the committee and make revisions where appropriate.
3. To consider schemes involving capital expenditure, outside which has already been approved in the annual budget. When a scheme has been approved and the estimated costs agreed by the Management Committee the appropriate Standing Committee may proceed with it subject to any tender accepted not exceeding the approved estimate.
4. The disposal of any freehold land (other than minor adjustments of boundaries).
5. The granting or taking of a leasehold interest in any land for a term exceeding twenty-years.
6. Authorisation of expenditure from the Council's reserve accounts.
7. To monitor and manage the Council's response to the Climate and Eco Emergency.
8. The appointment of the Town Clerk.
9. To monitor and manage health and safety issues.
10. To receive and note meetings of all Standing Committees and approve recommendations therein, with the exception of matters pertaining to the following:
  - i. set an annual budget and precept, and for any purpose of reporting to Herefordshire County Council;
  - ii. adopt and sign the Annual Accounts for External Audit purposes;
  - iii. debate and determine matters of major policy or of sufficient interest that does not meet the Terms of Reference of any other meeting, and that should be suitably debated by Full Council; and
  - iv. make byelaws.

11. To report observations for information and recommend resolutions for approval following a meeting of the committee in the form of a verbal report from the Committee Chairman at the meeting of the Full Council if appropriate.
12. The Chair of the Committee will be responsible for undertaking the Clerk's appraisal.

## TERMS OF REFERENCE

### ENVIRONMENT AND LEISURE COMMITTEE

**QUORUM** – The quorum of the Environment & Leisure Committee shall be agreed by the Committee and recommended to Full Council for agreement.

The Environment & Leisure Committee Quorum will be three.

### UNDER DELEGATED POWERS

1. To make in-year decisions to authorise orders and contracts for new works, goods, or services inside of existing budget provisions taking into account budget monitoring and the reserves policy, with no further recourse to Full Council.
2. To monitor the administration of the day to day running of the Market House, Painted Room, Cemeteries and Community Facilities under the control of the Council.
3. To be responsible for the maintenance of the vehicles and machinery, in connection with the Council services.
4. To implement the works programme of the Council in respect of the Market House Hall, Cemeteries and Community Facilities.
5. To authorise the Clerk to carry out all the of the Councils statutory functions with regard to the Cemeteries in line with the Council's responsibilities as a burial authority.
6. To review the fees in respect of the Cemeteries and Market House, subject to not exceeding an increase above the Consumer Price Index (CPI).

### BY WAY OF RECOMMENDATIONS TO FULL COUNCIL OR THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

1. To consider public representation relating to the provision of services provided by the Council in respect of the Environment and Leisure and to make recommendations where appropriate.
2. To contribute to the formulation and implementation of the corporate plan, making appropriate recommendations.
3. To make recommendations regarding the purchase of vehicles in connection with the Council's services
4. To make recommendations on any increase in the fees in respect of the Cemeteries and Market House with exceed the CPI.
5. To make recommendations on the expenditure of monies in respect of services/purchases of goods or equipment etc. for the Halls, Cemeteries and Community Facilities which exceed its budget allocations.

6. To make recommendations on any repairs and expenditure in respect of the Listed Buildings under the Council's Management.
7. To feed into the annual budget setting cycle.

## LEDBURY TOWN COUNCIL

### FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

#### TERMS OF REFERENCE

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

The Finance, Policy & General Purposes Committee Quorum will be three.

#### UNDER DELEGATED POWERS

1. To monitor the keeping of the Council's accounts and generally to have the management of the financial affairs of the Council including regular budget monitoring and the approval of in year virements.
2. To determine applications for financial assistance through the grants process.
3. To authorise expenditure in respect of recommendations from Working Parties in accordance with the Council's Financial Regulations.
4. To make decision in respect of the use of reserves and review and determine the Reserves Policy.
5. To review and determine the Council's Investment Strategy annually.
6. To make in-year decisions to authorise orders and contracts for new works, goods, or services **inside** of existing budget provision taking into account budget monitoring and reserves policy, without further recourse to the Full Council.
7. To review and determine arrangements for insurances in respect of the Council's activities.
8. To investigate the recovery of monies due to the Council, not falling within the remit of any other committee.
9. To carry out the powers and duties of the Council with regard to advertising and publicity in accordance with the Council's Financial Regulations.
10. To promote and maintain good public relations with all local stakeholders, and with regional and national agencies.
11. To receive and approve revised, updated or newly drafted policies recommended from other committees or officers.
12. To draft the financial and economical policies of the council considering where appropriate the recommendations of other committees and officers.

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

#### **BY WAY OF RECOMMENDATION TO FULL COUNCIL**

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



## TERMS OF REFERENCE

### PLANNING, ECONOMY & TOURISM COMMITTEE

**QUORUM** – The quorum of the Planning, Economy & Tourism Committee shall be agreed by the Committee and recommended to Full Council for agreement.

The Planning, Economy & Tourism Committee quorum will be three.

#### **UNDER DELEGATED POWERS**

1. To make in-year decisions to authorise orders and contracts for new works, goods, or services inside of existing budget provisions taking into account budget monitoring and the reserves policy.
2. To comment on all planning applications submitted by the Local Planning Authority with delegated powers to forward such comments as expeditiously as possible to the Authority.
3. To make representations in relation to Local Development Plan proposals and other statutory planning documents prepared by Herefordshire County Council.
4. To make representations when thought fit on the planning appeals and to appoint a delegate to attend planning inquiries and Herefordshire County Council Planning meetings as and when required.
5. To comment on other planning related matters such as proposed new community woodlands, pre-application consultations on telecommunications masts, proposed post office closures and the provision of public payphones.
6. To comment on proposed tree preservation orders, public footpath diversions, and street name suggestions, etc.
7. To alert the Local Planning Authority to any alleged development control breaches in Ledbury.
8. To comment on all planning applications concerning conservation specifically within the Ledbury area.
9. To make representations, where relevant, in relation to Section 106 revenue collected by the Local Authority.

#### **BY WAY OF RECOMMENDATION TO FULL COUNCIL OR THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE**

1. To make recommendations on any issues that have a financial and or staffing implication for the Town Council.

2. To make recommendations regarding opportunities to encourage investment in the Town.
3. To make recommendations on policies in support of local business.
4. To contribute to formulation and implementation of the Corporate Plan, making appropriate recommendations.

## APPENDIX 1

### Corporate Objectives (Economy and Planning) from Corporate Plan

#### A. Overall Outcome: A Prosperous Ledbury

##### Objective 1: To work with others to ensure Ledbury is a vibrant place to live in, to work in, and to visit

- a. Encourage/support formal and informal co-operation and knowledge sharing between local businesses and employers.
- b. To explore benefits of organised business forums and lobbying groups, e.g., creation of a local Chamber of Commerce, Business Improvement District, Business Breakfast Club, etc.
- c. To lobby the County Council to secure investment in technology & enterprise projects in the town.
- d. Work with the County Council to ensure car park charging tariffs, on street parking, parking restrictions, lining and signage meets local needs.
- e. Invest in online/printed promotional material in support of local events, encourage visitors and promote the local economy.
- f. Work with county council planners/local landowners to achieve sustainable growth. Identify local employment sites beside new homes and improved community infrastructure.
- g. Consider the introduction of community led housing schemes

#### B. Overall Outcome: A Resilient Ledbury

##### Objective 2 – To work in partnership with County Council, schools, and community groups to develop environmental initiatives to enhance the area

- a. Plan to map/record all the footways as well as the PROW, cycle, and bridleways in the parish. Identify extensions and enhancements to the network and promote the walking and cycling opportunities in the area e.g., Herefordshire has a Walking Festival which we could take a more active part in. to be carried out via NDP Working Parties.

##### Objective 3 – “Ledbury Wears it’s Beauty Lightly”

- a. Develop a Public Realm Management Plan for the town centre and footpaths etc. to sit alongside the Greenspace Management Plan.

- b. Work with HC and local lobbying and user groups to secure improvements to public transport services.
- c. Work with local stakeholders, landowners, and HC planners to improve facilities at/serving the train station.
- d. Promote walking and cycling in Ledbury.
- e. Promote road safety and take an active approach to traffic management in partnership with HC.

**Objective 4 – To work in partnership with local Health Board and Community organisations to develop and promote health & wellbeing**

- a. Work with the local health board to improve NHS dentistry, GP Services, and minor injuries unit within the town.

**C. Overall Outcome: A More Equal Ledbury**

**Objective 1 – To engage with, encourage, and support a diverse range of groups to create a more inclusive and equal community**

- a. Invite non-Councillor representatives to sit on the Economy & Planning committee
- b. Invite non-Councillor representatives to sit on Council Working Party's.

**D. Overall Outcome: Cohesive Communities in Ledbury**

**Objective 1: To engage with the people of Ledbury, encouraging community participation**

- a. Introduce a *Ledbury Business of the Year Award*.

**Objective 3: To support well connected and enhanced community networks and safeguard community facilities**

- a. Work in partnership with Herefordshire Council through the Ledbury Neighbourhood Plan when considering planning applications to ensure Ledbury focused S106 projects
- b. Increase social media presence to enhance engagement with the community and businesses.
- c. To work with the *Market Towns* in Herefordshire through the *Market Towns Forum*.
- d. Work with providers of public transport to ensure the needs of the community are met.
- e. Continue to develop the Neighbourhood Development Plan.

- f. To continue to work with residents on traffic management issues.

**Objective 2: Encourage participation in sports and recreation.**

- a. Work in partnership with Herefordshire Council to promote and support sporting events in Herefordshire/Ledbury.
- b. Work with the community and stakeholders to ensure land for sporting activities is available.

**E. Overall Outcome: A Globally Responsible Ledbury**

**Objective 2: To undertake local procurement wherever possible, whilst achieving best value for money.**

- a. Promote *Shop Local* campaign.

## **APPENDIX 2** **Policies (NDP 7)**

### **EE1.1: New Employment Sites**

- a. New employment sites (including those identified in Policy EE1.3) will be supported subject to compliance with other LNDP policies and HCS policies, including SS1, SS5 and LB1. (Refer to Ledbury Neighbourhood Development Plan 2018-2031)
- b. The regeneration, proportionate intensification, or reassignment of previously developed brownfield land to employment land uses will be particularly supported.
- c. An application for an Enterprise or Business Start-up hub would be encouraged.

### **EE1.2: Protecting Existing Employment Land**

- a. Existing employment sites and premises including future employment sites, will be protected from change of use to alternative non-employment uses. Applicants will be expected to demonstrate that the site has been actively marketed for employment use for a continuous period of at least twelve months before any such change of use will be considered.

### **EE1.3: Identified Employment Sites**

**The following sites are identified as appropriate locations for new employment land:**

- a. South of Little Marcle Road
- b. North of the viaduct
- c. Lower Road Trading Estate

### **EE2.1: Promoting Visitor Accommodation**

- a. Proposals which increase local hotel and visitor accommodation provision in, and in the vicinity of the town for both business and leisure purposes, provided proposals are consistent with other policies. Proposals supported within the Settlement Boundary include:
  - Hotels
  - Bed and breakfasts

Outside the settlement boundary the re-use of existing buildings, that are structurally sound and capable of conversion without complete or substantial reconstruction and conversion, to self-catering tourism units will be supported.

### **EE3.1: Retail Areas and Provision**

- a. To preserve the current character, the change of use of A1 (shops) A3 (restaurants and cafes) or A4 (drinking establishments) to other use classes in the primary shopping area will not be supported. New A1, A3 and A4 provision will be supported within the primary and secondary shopping areas.
- b. New A2 (financial and professional services) and A5 (hot food takeaways) will not be supported within the primary shopping area but will be encouraged within the secondary shopping area.
- c. New town centre development of this area will be expected to retain or enhance the existing provision of parking spaces.





**LEDBURY TOWN COUNCIL**

**PERSONNEL COMMITTEE**

**TERMS OF REFERENCE**

**QUORUM – The quorum of the Personnel Committee shall be agreed by the committee and recommended to Full Council for agreement.**

**The Finance, Policy & General Purposes Committee Quorum will be three.**

**UNDER DELEGATED POWERS**

1. To determine personnel matters in line with the Council's staffing policies.
2. To oversee the recruitment and appointment of staff, with the exception of the Town Clerk.
3. To settle disciplinary matters in accordance with the agreed Disciplinary Procedures as set out in the Council's staffing policies.

**BY WAY OF RECOMMENDATION TO THE MANAGEMENT COMMITTEE OR FINANCE, POLICY & GENERAL PURPOSES COMMITTEE**

1. To make recommendation on personnel matters where it is not appropriate for the committee to make decisions.
2. To authorise, if necessary, a suitably qualified professional to investigate and conduct investigations and/hearing in the event that disciplinary action needs to be taken against the senior officer (Town Clerk).
3. To authorise commencement of any action or appeal before an industrial tribunal or in any court.





**Ledbury Town Council**

# **Standing Orders**

*Adopted 28.02.19*

*Amended 07.11.19*

*Updated 26.01.21*

*Updated 24.06.21*

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*Next review 10.05.2024*

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## Introduction

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in "Local Councils Explained" by Meera Tharmarajah (© 2013 NALC). Their publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

## How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

## Drafting notes

Model standing orders that are in **bold type** contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like their '( )' requires information to be inserted by a council. A model standing order that includes brackets like their '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

## **1. Rules of debate at meetings**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers their expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

**2. Disorderly conduct at meetings**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If their standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. Their may include temporarily suspending or closing the meeting.

**3. Meetings generally**

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.



- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in their absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

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

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

**5. Ordinary council meetings**

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.
- f The Chairman of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
- g The Vice-Chairman of the Council, if there is one, unless they resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.

- w **If a meeting is or becomes inquorate no business shall be transacted**
- and the meeting shall be closed. The business on the agenda for the meeting
- shall be adjourned to another meeting.

x A meeting shall not exceed a period of 2.5 hours (2 hours plus no more than 30 minutes extra to complete the business on the agenda)

#### 4. Committees and sub-committees

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d The Council may appoint standing committees or other committees as may be necessary, and:

- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer ( ) days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;

x. shall determine if the public and press are permitted to attend the meetings

- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for their to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
  - xiii. Review of inventory of land and other assets including buildings and office equipment;
  - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
  - xv. Review of the Council's and/or staff subscriptions to other bodies;
  - xvi. Review of the Council's complaints procedure;
  - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

**6. Extraordinary meetings of the council, committees and sub-committees**

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

**7. Previous resolutions**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

**8. Voting on appointments**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. Their process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

**9. Motions for a meeting that require written notice to be given to the proper officer**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

**10. Motions at a meeting that do not require written notice**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;

- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

#### **11. Management of information**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if their is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**



## 12. Draft minutes

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:  

“The chairman of their meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## 13. Code of conduct and dispensations

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

**14. Code of conduct complaints**

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.

- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

**15. Proper officer**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
  - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming their withdrawal of it;
  - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in their office;**
  - iv. **facilitate inspection of the minute book by local government electors;**

- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(see also *standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in their absence the Vice-Chairman (if there is one) of the planning committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the planning committee];
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also *standing order 23*).

**16. Responsible financial officer**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

**17. Accounts and accounting statements**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and  
which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

**18. Financial controls and procurement**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;

- iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
  - f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
  - g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**
- 19. Handling staff matters**
- a. A matter personal to a member of staff that is being considered by a meeting of the Resources committee is subject to standing order 11.
  - b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Resources or, if they are not available, the vice-chairman (if there is one) of the Resources committee of absence occasioned by illness or other reason and that person shall report such absence Resources committee at its next meeting.
  - c. The chairman of Resources committee or in their absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by Resources committee.
  - d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of Resources committee or in their absence, the vice-chairman of Resources committee in respect of an informal or formal grievance matter, and their matter shall be reported back and progressed by resolution of the Resources committee.
  - e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chairman or vice-chairman of the Resources committee, this shall be communicated to another member of the Resources committee], which shall be reported back and

progressed by resolution of the Resources committee.

- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## **20. Responsibilities to provide information**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

*[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## **21. Responsibilities under data protection legislation**

Below is not an exclusive list. See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**



**22. Relations with the press/media**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

**23. Execution and sealing of legal deeds**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

**Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

*The above is applicable to a Council without a common seal.*

**24. Communicating with district and county or unitary councillors**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

**25. Restrictions on councillor activities**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

**26. Standing orders generally**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.



**LEDBURY TOWN COUNCIL**

**DRAFT SCHEDULE OF MEETINGS 2023/24**

May 2023	4 – Elections	11 – Annual Council Meeting	18 – Planning, Economy & Tourism	25 – Full Council	
June	1 - Finance, Policy & General Purposes	8 - Planning, Economy & Tourism	15 – Environment & Leisure	22 –	29 -Full Council (A)
July	6 - Environment & Leisure	13	20 – Finance, Policy & General Purposes	27 – Full Council/Man Comm	
August	3	10 - Planning, Economy & Tourism	17 -	24 - Full Council/Man Comm	31
September	7 -Environment & Leisure	14 -	21 -Finance, Policy & General Purposes	28 – Full Council/Man Comm	
October	5	12 - Planning, Economy & Tourism	19 -	26 - Full Council/Man Comm	
November	2 -Environment & Leisure	9 -	16 -Finance, Policy & General Purposes	23 -Full Council/Man Comm	30 -
December	7	14 - Planning, Economy & Tourism	21	28, Full Council/Man Comm	
January 2024	4 -Environment & Leisure	11 -	18 – Finance, Policy & General Purposes	25 – Full Council (B)	
February	1	8 - Planning, Economy & Tourism	15 -	22 - Full Council/Man Comm	29 -
March	7 -Environment & Leisure	14 -	21 – Finance, Policy & General Purposes	28 -Full Council/Man Comm	
April	4	11 - Planning, Economy & Tourism	18 - Full Council/Man Comm	25 – Annual Parish Meeting	
May	2 – Environment & Leisure	9 – Annual Council Meeting	16 -	23 - Full Council/Man Comm	30

(A) – Meeting to accept Internal Audit

(B) – Meeting to set annual budget and precept

