



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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10 November 2023

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

Dear Member

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in **the Committee Room, Church Lane, Ledbury on Thursday, 16 November 2023 at 7.00 pm** for the purpose of transacting the business set out below.

Yours faithfully

Angela Price PSLCC  
Town Clerk

## A G E N D A

**1. Apologies**

**2. Declarations of Interests**

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

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

**3. Nolan Principles**<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>

**4. Public Participation**

Members of the public are permitted to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. The period of time, which is at the Chairman's discretion for public

participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than five minutes. Questions/comments shall be directed to the Chairman.

### **MINUTES**

5. **To approve and sign as a correct record the minutes of a meeting of Finance, Policy & General Purposes Committee held on 21 September 2023** (Pages 382-391)
6. **To review the action sheet** (Page 392-395)

### **FINANCIAL MATTERS**

7. **a. Invoices for payment** (Pages 396-399)  
**b. To receive the record of Receipts and Payments for August, and September 2023** (Pages 400-431)
8. **To receive the Balance Sheet and Trial Balance for months 5 and 6** (Pages 432-441)
9. **Budget Monitoring Reports 1 April – 30 September 2023** (Pages 442-459)
10. **To confirm verification of bank statements and reconciliations for March to June, July, August, and September 2023**
11. **To receive outcome of 2022/23 External Audit Report** (Pages 460-465)
12. **Items for consideration for inclusion in 2024/25 budget** (Pages 466-473)
13. **To receive notification of CCTV Revenue Funding 2024-2026** (Pages 474-475)
14. **Annual Grant Application** (Pages 476-531)
15. **Recommendations from other Committees**

1. **Traffic Management Working Party – 25 October 2023**
  - a. **Minute No. TMWP8 - That members of the Traffic Management Working Party recommend to Finance, Policy & General Purposes Committee that one mini-SID device and three poles be installed around Ledbury, along with the method for data collection, as listed above, and any additional extras deemed necessary be purchased from the 2023/24 Traffic Management**

budget line and Earmarked Reserves, subject to the agreement from Herefordshire Council that these can be sited in the three positions previously used for SID's, noting that the cost to purchase the above would be circa £4,000.

2. Environment & Leisure Committee – 2 November 2023

- a. Minute No. E57 (2) - That members agreed to make a recommendation to the Finance, Policy and General Purposes Committee to appoint Caroe & Partners to provide a feasibility study and quantity surveyors report in respect of a proposal to install a stairlift at the Market House at a cost circa £3,600 to be funded from the Listed Buildings Earmarked Reserve.
- b. Minute No. E61
  1. Members agreed to recommend to the Finance, Policy and General Purposes Committee that the Timber Climber be replaced as a matter of urgency and that the funds are taken from the 2023/24 budget. (110/4235).
  2. That members agreed to recommend to the Finance, Policy and General Purposes Committee that company number 7 is engaged to undertake the replacement of the Timber Climber at a cost of £9,500.
  3. That members agreed to recommend to the Finance, Policy and General Purposes Committee to repair the inclusive roundabout using funds from the 2023/24 Play Equipment Budget (110/4236).
  4. That members recommend to the Finance, Policy and General Purposes Committee to appoint company to undertake the repairs to the inclusive roundabout at a cost of £1,550 (+VAT).

**16. Request from Talk Community in respect of Winter of Wellbeing Events Funding (Pages 532-533)**

**GOVERNANCE**

**17. Fire Risk Assessment Report (Pages 534-575)**

**18. Risk Register (Pages 576-581)**

**19. Date of next meeting**

To note that the next meeting of the Finance, Policy & General Purposes Committee is scheduled 18 January 2023

**20. 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**

**21. Outcome of Warrant of Control Application (Pages 582-585)**

**Distribution:** Full agenda to: - Committee members (9)

Agenda excluding confidential papers to:  
The Press  
Library

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

**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES  
COMMITTEE  
HELD ON 21 SEPTEMBER 2023**

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**PRESENT:** Councillors Bradford, Furlonger, Harvey, Howells and l'Anson

**ALSO PRESENT:** Angela Price – Town Clerk  
Charlotte Barltrop – Minute Taker  
Nick Morris – John Masefield Memorial Working Party  
Tim Keyes – John Masefield Memorial Working Party

**F52. ELECTION OF TEMPORARY CHAIR**

Due to the absence of both the Chair, and Vice-Chair of the Committee, members were asked to elect a Chair for this meeting.

**RESOLVED**

**That Councillor Harvey be elected to act as Chair for this meeting of the Finance, Policy & General Purposes Committee.**

**F53. APOLOGIES FOR ABSENCE**

**Apologies for absence were received from Councillors Eakin, Hughes, Newsham and Sinclair.**

**F54. DECLARATIONS OF INTERESTS**

**None received.**

**F55. NOLAN PRINCIPLES**

**RESOLVED:**

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

**F56. PUBLIC PARTICIPATION**

Councillor Nick Morris and Mr Tim Keyes were in attendance and wished to speak to Agenda Item 19, in respect of the decision taken at an Extraordinary meeting of Full Council, held on 6 September 2023, that the John Masefield working Party become a stand-alone organisation.

Councillor Morris asked the Finance, Policy & General Purposes Committee to refer the decision taken by Full Council at their meeting on 6 September 2023,

back to the Full Council meeting scheduled for 28 September 2023.

Councillor Morris stated that he did not feel that there had been insufficient information or discussion on this matter at the meeting on 6 September to enable Members to make an informed decision.

Councillor Morris stated that he did not feel that there had been any realisation from those present that this project is important to the prosperity of the town. He advised that the response received from Members of the John Masefield in respect of this decision had been that it was essential for the success of the project that it remain under the umbrella of Ledbury Town Council and to maintain the integrity of the work which had been undertaken so far toward securing funding.

He went on to say that the Working Party had accepted an invitation from a professional fund raiser who believes she can help achieve funding of £200,000 for this project, who feels that this would not be achievable if the working party were not under the umbrella of the Council. As an established organisation the council was better placed to handle this sort of funding application and distribution of those funds accordingly.

Mr Keyes expressed that he found it strange that there did not appear to have been any discussion around the decision, which had been taken at the extraordinary meeting. He advised that there are many parties involved in the John Masefield Memorial project, many of whom are participating from a distance, including the volunteer fundraiser, Dr Jane Mee, who has been building on the excellent work which was done by the project manager to create a funding bid to go to Lottery Funding. In order for this bid to be successful, and to exist in the manner which it was currently being written, it was imperative that the project continued to be under the umbrella of Ledbury Town Council. He also expressed concerns that the project may not be able to move forward without the support of the Council and that the current funding bid would need to be completely reworked and may fail.

- F57. COUNCILLOR HARVEY PROPOSED THAT ITEM 19 BE BROUGHT FORWARD TO BE CONSIDERED WHILST MEMBERS OF THE JOHN MASEFIELD WORKING PARTY WERE PRESENT TO AVOID THEM HAVING TO WAIT UNTIL LATER IN THE MEETING.**

**RESOLVED**

**That item 19 be brought forward to this point within the meeting Agenda.**

- F58. TO REVIEW DECISION TAKEN AT EXTRAORDINARY MEETING OF COUNCIL IN RESPECT OF JOHN MASEFIELD MEMORIAL WORKING PARTY**

Councillor Harvey advised that she had requested this item to be on the agenda of this meeting, as she had concerns that the decision taken at Full Council on 6 September had not been a legitimate decision. Councillor Harvey referred to Standing Order 7 "Previous Resolutions" which states:

- 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.

However, Councillor Harvey advised that given the content of the report provided by the Clerk that the decision made at the meeting was incorrectly made and therefore felt that the Finance, Policy & General Purposes Committee need to address that, stating that if the decision was incorrectly made then there is no decision in place.

She advised that this committee needs to consider whether the original decision needs to be re-made or whether they make a recommendation for Council to carefully consider the content of the previous decision and an alternative resolution be suggested taking into account all other issues around this decision, such as resources and support from the Council.

Councillor l'Anson stated that the members should discuss the aspects of the decision and not the realms of the Working Party.

Councillor Harvey questioned whether the decision which had been made was a safe decision or whether it was Ultra Vires.

Councillor Bradford quoted from the report, "This proposal was borne from frustration of Councillors that progress of the project and associated suggestions are hindered because of lack of authority that a Working Party has." He advised that he had read a lot of the information about the Working Party but considered that it appeared there was little progress being made. He had felt that the decision had been taken to help the Working Party rather than for any negative reasons. He stated that he would vote for whatever would move the project forward.

Mr Keyes provided some insight into why it appears that the Working Party had not made much progress, he advised that it would be normal for a project like this to move slowly in the early days whilst the funding application was being put together, as well as the plan for how the project was to be approached.

Councillor Bradford proposed that the Working Party continue but with a structured plan, terms of reference, clear budget, and activity plan.

Councillor Howells suggested that the working party be set up in a similar way to the Neighbourhood Development Plan Working Party which had been structured, whereby they planned and worked as a separate entity unless funding or major decisions were required to be made in which case these were brought to the relevant Committee for final approval. He supported Councillor Bradfords comments that the decision had been made to help the project move forward. He agreed that the Council should review the decision in the light of the information provided within the report and from Mr Keys and Councillor Morris.

Members agreed that the decision which had been made at the Council meeting on 6 September 2023 had been taken with Ultra Vires and therefore did not stand and that this item should be struck from the minutes.

Councillor Harvey expressed her disappointment that the decision had been made on the same day that a Working Party had met to discuss how the council goes about delegating powers to committees to be able to take decisions on expenditure rather than having to be referred to full council. She suggested that the questions to be asked were:

1. What could be done to improve the “fleet of footness” of the Working Party?
2. That the Working Party be asked to provide a delivery plan which gives information on what the things are the Working Party planning to do, and the level of support required to enable it to happen from within the in-house team of officers at the Council, or whether there are other ways to provide that support that doesn't need to be from paid officers, such as individuals with the right skills.

Councillors Howells proposed that the Committee revisit the governance of the JMMWP and submit a further report to Council on how the Working Party should be set up in the future, using the NDP Working Party as a guideline for this, subject to decisions made about governance of all Council Working Parties in the future.

Councillor Bradford accepted that the legal points raised in the meeting in respect of the previous decision as being correct. He proposed that a recommendation be made to set up a new JMMWP and that they be asked to set goals for guidance for this committee.

Councillor Bradford was advised that due to the decision made at the meeting on 6 September 2023 being ultra vires the JMMWP still existed and therefore there was not requirement to set up a new Working Party.

Therefore he amended his proposal to mature the current JMMWP.

Councillor Furlonger suggested that it was important to have autonomy for all the Council's Working Parties and not have different Terms of Reference for each Working Party.



Councillor Harvey proposed that the Working Party looking at Council's Committee Structure and how to improve the decision-making function of this Council, make an early recommendation on how to improve the operation and governance of all Working Parties and that this decision be returned to Full Council as soon as possible. In the meantime, the John Masefield Memorial Working Party continue whilst acknowledging that there are concerns about the effort required to support this Working Party and that it needs to be mindful that sufficient notice is given to enable that support to be sources and provided to the working Party whilst waiting for further recommendations.

Both Councillors Howells and Bradford withdrew their proposals in support of Councillor Harvey's proposal.

Mr Keyes acknowledged that progress had been slow on this project but that the nature of the way that the application process for the fundraising worked was a slow process. He stated that good progress had been made by the project manager toward this project and that this was forming an excellent basis for the funding application.

### **RESOLVED**

- 1. That the Committee Structure Working Party be asked to make an early recommendation regarding how to improve the operation and structure of all Working Parties and return their decision to Full Council as soon as possible.**
  - 2. That noting that the previous decision made at the Extraordinary Full Council meeting was Ultra Vires and therefore does not stand, this record should be struck from the record of the minutes.**
  - 3. That the John Masefield Memorial Working Party continue to exist under the umbrella of Ledbury Town Council until such time as a further decision has been made on the function of Working Parties.**
  - 4. That the Clerk write to the Ledbury & District Civic Society to thank them for their letter in respect of the letter they had submitted and Mr Keyes attendance at the meeting.**
- F59. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 27 JULY 2023**

### **RESOLVED:**

**That the minutes of a meeting of the Finance, Policy and General-Purpose Committee held on 27 July 2023 be approved and signed as a correct record.**

### **F60. TO REVIEW THE ACTION SHEET**

The Clerk updated members on the following items:

F16.7 – that a response had been received from Advansys regarding the

website issues and that all staff and Councillors had been asked to report any issues.

Members expressed their disappointment at this response and requested that the Clerk write back to Advansys and ask them to carry out further investigations into this error.

Members discussed that this issue had gone on too long and that it would be beneficial for a group to meet to discuss the issues in detail and how to move forward with the website.

F49 – That the section 25 notice had been served and that the Co-op were engaging with the Council and their Solicitors in respect of the lease.

Councillors made the Clerk aware that there seemed to be issues with the décor at the Chapel and requested that the Clerk review the content of the lease in respect of responsibilities for maintaining the internal condition of the building to a satisfactory state.

**F61. TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR JULY 2023**

**RESOLVED**

**That the receipts and payments for July 2023 be received and noted.**

**F62. TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTH 4**

**RESOLVED**

**That the Balance Sheet and Trial Balance for month 4 be received and noted.**

**F63. BUDGET MONITORING REPORTS 1 APRIL – 31 JULY 2023**

Members reviewed the report and asked the Clerk to look into the following lines before reporting back via email:

CC 101 – Closed Churchyard – NC Grounds Maintenance (Contract) no expenditure to date?

CC 103 – Grounds Maintenance – NC 4016 Town Cleaner – should this be included in NC4000

CC105 – Painted Room – NC 4018 National Insurance and 4019 – no provision made but expenditure present.

CC 107 – Town Promotion – no expenditure shown to date?

CC 108 – NC 4173 and CC 118 NC 4285 appear to be duplicate budget lines

CC108 Amenity Areas – NC 4208 and 4209 appear to be duplicated with expenditure shown in NC4208 with no budget but no expenditure shown in NC 4209 where there is budget allocation

CC110 – Recreation Ground – NC 4224 Wheely Bins Refuse Collection – no expenditure shown to date?

CC 110 – Recreation Ground – NC 4235 – Members queried whether this could

be transferred to the Ear Marked Reserves in-year rather than wait until the year end?

CC 115 Town Centre Decorations – NC 4640 Christmas Lights – appears to be a duplicate entry CC 116 NC 4641 refers

CC 125 – Green Space Maintenance – NC 4014 Lengthsman Scheme P3 – no expenditure recorded to date?

CC 201 – Market House – NC4122 – Electricity why is this expenditure high

CC202 – Town Council Offices – NC 4000 – Staff Salaries – why are these here and not in CC 230?

CC 202 – Town Council Offices – NC 4122 – Electricity – is this an overspend or underspend?

CC214 – Grants with Powers – NC 4827 – CAL – Clerk to write to request report on work undertaken

CC 214 – Grants with Powers – NC 4890 Unspecified Grants – Check why the expenditure is so high?

CC220 – Finance & General Purposes - NC 1900 – Why is the precept not shown as income? Is there somewhere else this should be added?

CC220 – Finance & General Purposes – NC 4122 Electricity – why no budget allocation?

CC220 – Finance & General Purposes – NC 4130 – Insurance – Why no expenditure?

CC225 – Councillors/Newsletter – NC 4500 and 4502 move to CC 210 Civic Matters

CC302 – Full Council NC 4481 – Telephones – slightly high?

The Clerk provided responses to queries on the following items:

4170 – this is due to the break-in to the Cemetery buildings which occurred earlier in the year

4592 – due to a new member of staff and their uniform/PPE requirement

#### **RESOLVED**

**1. That the Budget Monitoring Report be received and noted, subject to the Clerk providing further information on respect of the above queries.**

**2. That the Clerk review the Financial Regulations in respect of negative balances on budget lines.**

#### **F64. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR MARCH TO JUNE 2023**

#### **RESOLVED**

**That this item be deferred until the next meeting of the Finance, Policy & General Purposes Committee due to the absence of the Chair.**

**F65. CCLA PUBLIC SECTOR DEPOSIT FUND FACT SHEET – AUGUST 2023**

**RESOLVED**

**That the Public Sector Deposit Fund Fact Sheet for August2023 be received and noted.**

**F66. INTERNAL/EXTERNAL AUDIT**

**The Clerk advised that the Internal Auditor had visited the offices on two occasions to carry out the review of Council policies, procedures, and governance as agreed previously by Council.**

**F67. CHANGE OF BANK ACCOUNT**

Members discussed as to whether there was any benefit in changing to the new bank account as there was little difference represented in the quoted figures. It was suggested that the Clerk investigate options which Lloyds Bank, the current bank, might be able to offer.

**RESOLVED**

**That the Clerk investigate options which may be available from the current Banking provider and report back to the Committee.**

**F68. GRANT APPLICATIONS**

£500 or under

Caroline Green – Take 4 Gallery

**RESOLVED**

**That the Grant to Take 4 Gallery not be granted due to it be a commercial enterprise.**

**F69. REQUEST FROM LOCAL TRADER IN RESPECT OF SHOP FRONT GRANT FUNDING**

Members discussed as to whether this application should be considered due to the deadline being passed and previous applicants being refused due to this reason.

**RESOLVED**

**That the Clerk be instructed to write to the Trader and advise that whilst they are sorry that they had been unwell, and therefore not able to have the works carried out to their premises, they are unable to provide them a grant due to the timescale for this grant having passed.**

**F70. UPDATE ON INSURANCE SCHEDULE**

**RESOLVED**

That it be noted that the annual insurance premium had increased following the purchase of the Weeding Machine and trailer at a cost of £61.01.

**F71. SUSPENSION OF STANDING ORDER 3(x)**

**RESOLVED**

To suspend Standing Order 3(x) for a period of five minutes to consider how to manage the remaining agenda items.

**F72. TRAFFIC MANAGEMENT SIGNAGE**

Members discussed whether it was necessary for the signage to be purchased specifically for the October Fair. It was agreed that this signage could be used for other events which are hosted by Ledbury Town Council and that the proposal should be updated and the item renamed to Traffic Management Signage.

**RESOLVED**

That the members agreed to purchase the signage from company A provided that the quotation is for freestanding signs which are fit for immediate usage.

**F73. DRAFT EYE TEST POLICY**

Members discussed as to whether this policy should be part of a DSE policy or whether a stand-alone policy was sufficient.

**RESOLVED**

That the Eye Test Policy be approved, subject to it being incorporated into a DSE Policy.

**F74. DATE OF NEXT MEETING**

**RESOLVED**

To note that the next meeting of the Finance, Policy & General Purposes Committee is scheduled to take place on Thursday, 16 November 2023, at 7.00 pm, in the Committee Room, Council Offices, Church Lane, Ledbury.

**F75. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

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

**F76. NOTIFICATION OF POTENTIAL INSURANCE CLAIM**

**RESOLVED**

That the report be received and noted, noting in particular that this is a matter for the Council's Insurance Company to managed on behalf of the Council, as an insurance company to insurance company matter and that the Clerk had followed the correct procedure.

The meeting ended at 9.26pm.

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

## FINANCE, POLICY &amp; GENERAL PURPOSES COMMITTEE

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
01-Dec-22					
F532(2)	That a recommendation be put to Full Council that Ledbury Town Council put together a specification of the requirements for a website and invite tenders from companies that are used to working with Town and Parish Councils with a view to commissioning a new website.	AP	2023	Administrator currently undertaking work on council website to improve - report to be submitted to a future meeting of Finance detailing problems that cannot be resolved in-house	To be reviewed as part of budget process
26-Jan-23					
	That the Council's Disaster Recovery Plan be reviewed at the earliest convenience	TC	Early 2024		In progress
27-Jul-23					
F46.	That the Clerk and Councillor Hughes work on the Risk register and provide an amended version to a future meeting of the Committee	AP/MH	03.11.2023	Meeting arranged for 09.11.2023	Email sent to Cllr Hughes requesting dates for meeting
21-Sep-23					
F58.1	That the Committee Structure Working Party be asked to make an early recommendation regarding how to improve the operation and structure of all Working Parties and return their decision to Full Council as soon as possible.	CS WP	28.09.2023	Recommendation submitted to FC 28.09.2023 - agreed	To be discussed at future WP meeting - agreed that all committees be asked to review workstreams via form prepared by Cllr McAll

F58.2	That noting that the previous decision made at the Extraordinary Full Council meeting was Ultra Vires and therefore does not stand, this record should be struck from the record of the minutes.	TC	28.09.2023	Recommendation submitted to FC 28.09.2023 - agreed	Resolution struck from minutes of FC meeting held on 06.09.2023 - completed
F58.4	That the Clerk write to the Ledbury & District Civic Society to thank them for their letter in respect of the letter they had submitted and Mr Keyes attendance at the meeting.	TC	05.10.2023	Letter sent	Completed
F63.1	That the Budget Monitoring Report be received and noted, subject to the Clerk providing further information on respect of the queries within	TC	06.11.2023	Met with AC to review 2023/24 budget papers - amendments being undertaken and further information to be provided at next meeting of committee	Update on queries to be provided to meeting on 16.11.2023
F63.2	That the Clerk review the Financial Regulations in respect of negative balances on budget lines.	TC	05.10.2023	There is no provision within the Financial Regulations in respect of negative balances	Completed
F64	That this item be deferred until the next meeting of the Finance, Policy & General Purposes Committee due to the absence of the Chair. (Verification of bank statements and reconciliations)	TC/Cllr MH	16.11.2023	To be included in agenda for FP&GP meeting on 16.11.2023	On November Agenda for completion
F67	That the Clerk investigate options which may be available from the current Banking provider and report back to the Committee.	TC	03.11.2023	Email sent requesting a meeting with LTC banking adviser	Response awaited
F68	That the Grant to Take 4 Gallery not be granted due to it be a commercial enterprise.	TC	05.10.2023	Email sent advising that application was not successful	Completed



F69.	That the Clerk be instructed to write to the Trader and advise that whilst they are sorry that they had been unwell, and therefore not able to have the works carried out to their premises, they are unable to provide them a grant due to the timescale for this grant having passed.	TC	25.09.2023	Email sent advising that appeal had been unsuccessful - email received thanking for the consideration	Completed
F72.	That the members agreed to purchase the signage from company A provided that the quotation is for freestanding signs which are fit for immediate usage.	DTC	23.09.2023	Signs ordered and delivered and in place for Fair accordingly	Completed



**INVOICES FOR PAYMENT November 2023**

INVOICE DATE	INVOICE NO	BAC's/Chq	COMPANY	DESCRIPTION	Agenda Item		
					NET AMOUNT	VAT AMOUNT	GROSS AMOUNT
11.10.2023	DW-100953	BACS	Defib Warehouse	Cardiac Battery	289.00	57.80	346.80
19.10.2023		BACS	Transpennine Express	JMM Meeting	94.75	0.00	94.75
08.10.2023	56481	BACS	RE People Limited	Temporary Cemetery Staff	0.00	0.00	297.70
02.10.2023	56581	BACS	RE People Limited	Temporary Cemetery Staff	655.64	131.13	786.77
02.10.2023	152948	BACS	Paperstation	Staionary	107.72	21.54	129.26
04.10.2023	3112451	BACS	Viking Raja	Office Equipment	68.44	13.69	82.13
29.09.2023	3089159	BACS	Viking Raja	Staionary	88.28	17.66	105.94
29.09.2023	15764	BACS	Dolphin Tec	Printer Useage	36.93	7.38	44.31
12.10.2023	45436	BACS	Shredall	LTC Shredding	72.88	14.57	87.45
13.10.2023	10101864	BACS	Chubb Fure & Security	Intruder Alarm Contract	1613.68	322.73	1936.41
30.09.2023	2.02309E+11	BACS	P J Nichols	Fuel for LTC Van and Cemetery Mowers	162.00	32.40	194.40
30.09.2023	76	BACS	Ledbury Hardware	Maintenance Items	36.48	7.30	43.77
30.09.2023	256141	BACS	Radbournes	Sand Bags	164.85	32.97	197.82
18.10.2023		BACS	RBL	Poppy Wreath	25.00	0.00	25.00
17.09.2023	18a	BACS	G R Consultancy Service	Councillor Training	150.00	0.00	150.00
29.09.2023	8047	BACS	Bliss Cleaning	LTC Cleaning	333.00	66.60	399.60
28.09.2023	1419133195	BACS	Screwfix	Hammerite for Railings at Cemetery	31.66	6.33	37.99
28.09.2023	730421	BACS	Printerbase	Ink Cartridges	268.61	53.72	322.33
02.10.2023	LTC 01/10/23	BACS	Ledbury & District Society	Hire of Burgage Hall	75.00	0.00	75.00
30.09.2023	LTC/Q3/300923	BACS	Ledbury Community Association	Supply of Electricity to Community Centre and CCTV Hosting	332.65	13.35	346.00
03.10.2023	3483308	BACS	Waterplus	Drainage charges for LTC Offices	24.81	0.00	24.81
06.10.2023	8606084	BACS	npower	LTC Electricity	63.42	3.17	66.59
06.10.2023	61857	BACS	HMS	To remove and replacce Christmas light timers	499.00	99.80	598.80

06.10.2023	1697	BACS	IAC	Process review	1382.50	276.50	1659.00
04.10.2023	36D3QE2AEUI	BACS	Amazon	Business card holders	12.66	2.53	15.19
16.10.2023	56683	BACS	RE People Limited	Temporary Cemetery Staff	593.62	118.72	712.34
23.10.2023		BACS	Julia Lawrence	Mileage for HODS & Civic Celebration	36.90	0.00	36.90
23.10.2023		BACS	Julia Lawrence	Eye Test	120.00	0.00	120.00
04.10.2023	GB36D3QE2AEUI	BACS	Amazon	Stationary	12.66	2.53	15.19
25.10.2023	589361	BACS	Harrison Clerk Rickerbys Solicitors	Professional Fees in producing fair services agreement	2100.00	420.00	2520.00
14.09.2023	44257	BACS	Advansys	Development Works and Data Protection	615.00	123.00	738.00
26.10.2023	16025	BACS	Dolphin TEC	Photocopier Reading	37.06	7.41	44.47
25.10.2023	226033	BACS	QuickSkip	Cemetery Skip	215.00	43.00	258.00
06.10.2023	51400112	BACS	Nisbets	Teapot	17.49	3.30	20.99
30.10.2023	623	BACS	Fran White	Annual play equipment inspection	62.50	0.00	62.50
31.10.2023	733311	BACS	Printerbase	Ink Cartridges	195.48	39.10	234.58
30.10.2023		BACS	Clerks & Councils Direct	Annual Subscription	15.50	0.00	15.50
27.10.2023	8811292	BACS	npower	Market Stall Electricity	44.86	2.24	47.10
27.10.2023	8828979	BACS	npower	Market Stall Electricity	44.78	2.24	47.02
27.10.2023	8829007	BACS	npower	Market Stall Electricity	43.54	2.18	45.72
02.11.2023		BACS	A Price Reimbursement	IWFM Institute of Workplace	174.00	0.00	174.00
13.10.2023		BACS	A Price Reimbursement	Costco - Toilet Rolls	17.59	3.51	21.10
30.10.2023		BACS	D M Property Maintenance	Contract Works	1608.74	0.00	1608.74
31.10.2023	8273	BACS	Bliss Cleaning Services	LTC Cleaning	296.00	59.20	355.20
03.11.2023	20230311	BACS	Shed Sounds	Remembrance Sunday Audio Services	230.00	0.00	230.00
07.11.2023	2556395	BACS	PPL PRS	Music Licence Royalties	451.36	90.27	541.63
23.10.2023	56778	BACS	R E People Ltd	Agency Cover	549.32	109.86	659.18
08.11.2023	Grant	BACS	Malvern Hills AONB	LTC Grant	500.00	0.00	500.00
06.11.2023	RE People Ltd	BACS	RE Recruitment	Agency Cover	310.10	62.02	372.12
30.08.2023	Pro-forma	BACS	Fire Safety	Yellow Anti Tamper seals	23.37	2.47	14.84

08.11.2023		BACS	Reimburse A Price	Wood for signage	40.00	0.00	40.00
31.10.2023	Sentinel	BACS	Sentinel	2 x Cameras and power supply	282.50	56.50	339.00
31.10.2023	202310000005	BACS	P J Nichols Ltd	Fuel for van and machinery	111.76	22.35	134.11
<b>TOTAL</b>					<b>15338.09</b>	<b>2351.07</b>	<b>17976.05</b>

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

Receipts received between 01/08/2023 and 31/08/2023

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
REFUND	Banked: 01/08/2023	277.78						
REFUND	The Stone Workshop	277.78			1289	118	277.78	War Memorial Refund Mth
INTEREST	Banked: 09/08/2023	14.67						
INTEREST	Lloyds Bank	14.67			1870	220	14.67	Bank Interest
500491	Banked: 10/08/2023	37.00						
500491	Charter Market	37.00			1090	301	37.00	Charter Market
500491	Banked: 10/08/2023	513.80						
500491	Painted Room	513.80			1451	105	513.80	Donations
500491	Banked: 10/08/2023	45.00						
500491	Dog Bags	45.00			1471	127	45.00	Dog Bags
500491	Banked: 10/08/2023	37.60						
500491	Toursit Information	37.60			1034	301	37.60	Ledbury Maps
500491	Banked: 10/08/2023	10.00						
500491	Photocopier	10.00			1036	235	10.00	Printing
500491	Banked: 10/08/2023	151.60						
500491	Painted Room Sales	151.60			1450	105	151.60	Painted Room Sales
500492	Banked: 10/08/2023	92.50						
500492	Max's Fish Sales	92.50			1090	301	92.50	Charter Market
500491	Banked: 11/08/2023	-10.00						
500491	Painted Room Sales	-10.00			1450	105	-10.00	Painted Room Sales
	Banked: 29/08/2023	40,000.00						
736-235	Premier A/c (736) Comm Call	40,000.00			202		40,000.00	Transfer
BCARD	Banked: 29/08/2023	37.00						
BCARD	Charter Market	37.00			1090	301	37.00	Charter Market
Dog Bags	Banked: 29/08/2023	20.00						
Dog Bags	Dog Bags	20.00			1471	127	20.00	Charter Market
	TI Banked: 29/08/2023	1.60						
	TI Tourist Information	1.60			1034	301	1.60	Tourist Information
BCARD	Banked: 29/08/2023	770.00						
BCARD	Barclaycard	770.00			1460	120	770.00	Ceremony Room
BCARD	Banked: 29/08/2023	22.80						
BCARD	Barclaycard	22.80			1451	105	22.80	Donations
BCARD	Banked: 29/08/2023	116.50						
BCARD	Barclaycard	116.50			1450	105	116.50	Painted Room Sales
BCARD	Banked: 29/08/2023	44.90						
BCARD	Painted Room	44.90			1451	105	44.90	Donations
<b>Subtotal Carried Forward:</b>		<b>42,182.75</b>	<b>0.00</b>	<b>0.00</b>			<b>42,182.75</b>	

Lloyds A/c (235) (Bus Ext)

Receipts received between 01/08/2023 and 31/08/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Total Receipts:</b>		42,182.75	0.00	0.00			42,182.75	



## Premier A/c (736) Comm Call

Receipts received between 01/08/2023 and 31/08/2023

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
7352	Banked: 01/08/2023	44.00						
7352	Riverford Organic	44.00			1090	301	44.00	Charter Market
21143	Banked: 01/08/2023	166.67						
21143	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent Mth 5
1930	Banked: 02/08/2023	164.00						
1930	M E Damsell	164.00			1130	102	164.00	Memorial Mason
1960	Banked: 07/08/2023	18.50						
1960	Le Delice	18.50			1090	301	18.50	Charter Market
INTEREST	Banked: 09/08/2023	194.92						
INTEREST	Lloyds Bank	194.92			1870	220	194.92	Bank Interest
1956	Banked: 10/08/2023	110.00						
1956	T James	110.00			1090	301	110.00	Charter Market
1965	Banked: 14/08/2023	20.00						
1965	Severn Vale Pizzas	20.00			1090	301	20.00	Charter Market
404717	Banked: 14/08/2023	22.00						
404717	LHF Country	22.00			1090	301	22.00	Charter Market
1971	Banked: 16/08/2023	1,303.00						
1971	Martin Grinnell	1,303.00			1100	102	1,303.00	Cemetery
1955	Banked: 17/08/2023	47.00						
1955	O L Cottle	47.00			1090	301	47.00	Charter Market
1737	Banked: 22/08/2023	190.00						
1737	K Arnold	190.00			1460	120	190.00	Ceremony Income
089103	Banked: 22/08/2023	190.00						
089103	Miss J Whiskerd	190.00			1460	120	190.00	Ceremony Room
404717	Banked: 23/08/2023	37.00						
404717	Lower House Farm	37.00			1090	301	37.00	Charter Market
535041	Banked: 29/08/2023	22.00						
535041	Pam Young	22.00			1090	301	22.00	Charter Market
<b>Total Receipts:</b>		<b>2,529.09</b>	<b>0.00</b>	<b>0.00</b>			<b>2,529.09</b>	

## Public Sector Deposit Fund

Receipts received between 01/08/2023 and 31/08/2023

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
DIVIDEND	Banked: 01/08/2023	650.34						
DIVIDEND	The Public Sector Deposit Fund	650.34			1870	220	650.34	Dividend Reinvested
<b>Total Receipts:</b>		650.34	0.00	0.00			650.34	

## Petty Cash

Receipts received between 01/08/2023 and 31/08/2023

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
012354	Banked: 07/08/2023	163.65						
012354	Lloyds Bank	163.65			4444	235	163.65	Petty Cash
<b>Total Receipts:</b>		163.65	0.00	0.00			163.65	

## Petty Cash

Payments made between 01/08/2023 and 31/08/2023

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
10/08/2023	J Mart	PCASH	9.53		1.59	4444	235	7.94	HDMI Cables
10/08/2023	Wellworth it	PCASH	4.48		0.75	4444	235	3.73	Scissors & Dup Book
24/08/2023	Three Counties Bookshop	PCASH	1.60		0.27	4444	235	1.33	Greeting Card
24/08/2023	Helen l'Anson	PCASH	60.00			4444	235	60.00	Judges Lunch Carnival
<b>Total Payments:</b>			75.61	0.00	2.61			73.00	

## Premier A/c (736) Comm Call

Payments made between 01/08/2023 and 31/08/2023

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
29/08/2023	Lloyds A/c (235) (Bus Ext)	736-235	40,000.00			200		40,000.00	Transfer
29/08/2023	Lloyds Bank	PAY	3.70			4550	220	3.70	Service Charge
<b>Total Payments:</b>			<b>40,003.70</b>	<b>0.00</b>	<b>0.00</b>			<b>40,003.70</b>	

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

Payments made between 01/08/2023 and 31/08/2023

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/08/2023	Caroline Owne Thomas	BACS	20.00			4502	225	20.00	Adding new Mayor to board
01/08/2023	Ledbury Community Association	BACS	337.50		12.98	4122	108	324.52	CCTV Electricity contribution
01/08/2023	2Faced Dance Company	BACS	50.40		8.40	4886	302	42.00	Attendance at Project meeting
01/08/2023	Olivia Trueman	BACS	12.99		2.16	4415	401	10.83	Canva Pro
01/08/2023	D M Property Maintenance	BACS	1,608.74			4205	108	336.66	Contract Works
						4205	110	1,120.00	Contract Works
						4236	110	100.00	Contract Works
						4013	125	52.08	Contract Works
01/08/2023	Dolphin Tec	BACS	46.42		7.74	4410	235	38.68	Photocopier reading
01/08/2023	H&W Group Training	BACS	950.00			4050	230	950.00	JL Training
01/08/2023	Shredall Ltd	BACS	87.45		14.58	4116	202	72.87	LTC Shredding Mth 5
01/08/2023	Paperstation Ltd.	BACS	112.06		18.68	4400	235	93.38	Stationary
01/08/2023	Screwfix	BACS	19.95		3.32	4170	202	16.63	Sanding Discs
01/08/2023	Hot & Cold Plumbing Services	BACS	90.00			4170	202	90.00	Tap for LTC offices
01/08/2023	Malcolm Marsh	BACS	160.00			4237	110	160.00	Labour on play skate park
01/08/2023	E.on	BACS	497.88		23.71	4122	202	474.17	LTC Electricity Mth 5
01/08/2023	Ledbury Garden Machinery	BACS	985.00		46.90	4416	102	938.10	Repair and parts Mower
01/08/2023	Worknest	BACS	1,062.00		177.00	4590	220	885.00	DSE Assesments
01/08/2023	Printerbase	BACS	317.86		52.98	4400	235	264.88	Ink Cartridges
01/08/2023	Amazon	BACS	5.40		0.90	4400	235	4.50	Stationary
01/08/2023	Amazon	BACS	5.65		0.94	4400	235	4.71	Stationary
01/08/2023	Amazon	BACS	8.66		1.44	4400	235	7.22	Stationary
01/08/2023	Amazon	BACS	5.95		0.99	4400	235	4.96	Stationary
01/08/2023	Amazon	BACS	7.99		1.33	4400	235	6.66	Stationary
01/08/2023	Amazon	BACS	5.80		0.97	4400	235	4.83	Stationary
01/08/2023	Water Plus	BACS	24.52			4115	202	24.52	Water drainage LTC Mth 5
01/08/2023	SLCC Enterprises Ltd	BACS	452.00			4051	230	452.00	National Conference
01/08/2023	Helen I Anson	BACS	313.05			4501	210	155.00	Mayors Expenses
						4595	127	158.05	Mayors Expenses
01/08/2023	NPower	BACS	67.23		3.20	4122	201	64.03	Market Stall Electricity
01/08/2023	Printerbase	BACS	318.43		53.07	4400	235	265.36	Ink Cartridges
01/08/2023	Discount Displays	BACS	503.64		83.94	4607	127	419.70	Pop up Counter
01/08/2023	Amazon	BACS	3.96		0.66	4300	102	3.30	Defect Book for Van
01/08/2023	Amazon	BACS	5.58		0.93	4415	401	4.65	String for Window Displays
01/08/2023	Amazon	BACS	19.49		3.25	4415	401	16.24	Tripod with bag

Subtotal Carried Forward:

8,105.60

0.00

520.07

7,585.53

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

Payments made between 01/08/2023 and 31/08/2023

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/08/2023	Amazon	BACS	378.48		63.08	4415	401	315.40	Video Camera
01/08/2023	Amazon	BACS	6.23		1.04	4415	401	5.19	Stationary
01/08/2023	Amazon	BACS	7.99		1.33	4400	235	6.66	Staionary
01/08/2023	Angela Price	BACS	38.90			4051	230	38.90	Mileage
01/08/2023	Chubb Electronic Security	BACS	306.34		51.06	4590	220	255.28	Service Agreement
01/08/2023	RE People Ltd	BACS	627.29		104.55	4001	102	522.74	Cemetery Agency Staff
01/08/2023	RE People Ltd	BACS	786.77		131.13	4001	102	655.64	Cemetery Agency Staff
01/08/2023	RE People Ltd	BACS	786.77		131.13	4001	102	655.64	Cemetery Agency Staff
01/08/2023	RE People Ltd	BACS	786.77		131.13	4001	102	655.64	Cemetery Agency Staff
01/08/2023	ICCM	BACS	95.00			4460	220	95.00	Cemetery Management
01/08/2023	Red Earth Arts	BACS	40.00			4886	302	40.00	Riah Pryor Working Party
01/08/2023	First Paige Print	BACS	1,524.00		254.00	4607	127	1,270.00	Coronation Mugs Printed
01/08/2023	Amazon	BACS	18.95			4400	235	18.95	A3 Display book
01/08/2023	Amazon	BACS	-0.30		-0.05	4400	235	-0.25	A3 Display Book
01/08/2023	Advansys Ltd	DD	114.00		19.00	4482	401	95.00	Monthly Hosting of Web site
02/08/2023	O2	DD	95.40		15.90	4481	401	79.50	LTC Office Mobiles
03/08/2023	EE Limited	DD	17.99		3.00	4481	401	14.99	Wedding Co-ordinator phone
03/08/2023	Take Payments	DD	30.00		5.00	4433	220	25.00	Card Machine Renta
03/08/2023	Take Payments	DD	30.00		5.00	4433	105	25.00	Card Machine Renta
07/08/2023	Petty Cash	CHQ	163.65			4444	235	163.65	Petty Cash
07/08/2023	Citation Limited	DD	251.49		41.92	4415	235	209.57	Employee and HR Assistance
08/08/2023	Welsh Water	DD	27.32			4115	202	27.32	LTC Water
08/08/2023	Welsh Water	DD	17.75			4415	202	17.75	LTC Water
08/08/2023	Water Plus	DD	8.21			4115	201	8.21	Drainage Market House
08/08/2023	Water Plus	DD	10.74			4115	202	10.74	Drainage LTC Offices
09/08/2023	Price, Mrs A	BACS	62.71		10.45	4206	110	52.26	Refuse Sacks
09/08/2023	Viking Office Ltd	BACS	27.52		4.59	4400	235	22.93	Stationary
09/08/2023	Screwfix	BACS	75.98		12.66	4116	202	63.32	Hammerite Cemetery railings
09/08/2023	Ledbury Garden Machinery	BACS	392.40		65.40	4416	102	327.00	Service of Mower
09/08/2023	SLCC Enterprises Ltd	BACS	72.00		12.00	4051	230	60.00	Staff Training A Price
09/08/2023	SLCC Enterprises Ltd	BACS	72.00		12.00	4051	230	60.00	Staff Training - J Lawrence
09/08/2023	Steve Maund	BACS	528.00			4014	125	528.00	Lengthsman
<b>Subtotal Carried Forward:</b>			15,505.95	0.00	1,595.39			13,910.56	

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

Payments made between 01/08/2023 and 31/08/2023

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
09/08/2023	NALC	BACS	64.88		10.81	4050	230	54.07	Training
09/08/2023	NALC	BACS	64.88		10.81	4050	230	54.07	Training
09/08/2023	NALC	BACS	64.88		10.81	4050	230	54.07	Training
09/08/2023	NALC	BACS	64.88		10.81	4050	230	54.07	Training
09/08/2023	NALC	BACS	64.88		10.81	4050	230	54.07	Training
09/08/2023	PJ Nicholls Ltd	BACS	67.36		11.23	4330	102	56.13	Fuel for VAN & Mowers
09/08/2023	Price, Mrs A	BACS	69.99		11.66	4551	220	58.33	Norton Subscription
09/08/2023	Bliss Cleaning Services	BACS	444.00		74.00	4150	202	370.00	LTC Office Cleaning
09/08/2023	Bliss Cleaning Services	BACS	310.80		51.80	4150	202	259.00	LTC Office Cleaning
09/08/2023	Bliss Cleaning Services	BACS	266.40		44.40	4150	202	222.00	LTC Office Cleaning
09/08/2023	Screwfix	BACS	59.96		9.99	4209	108	49.97	Hammerite paint
09/08/2023	Mrs H M Jones	BACS	50.00		8.33	4607	127	41.67	Bugler Korean War Anniversary
09/08/2023	Online Playground	BACS	312.00		52.00	4206	110	260.00	Gate Clasps for Rec
09/08/2023	Stephen Chowns	BACS	5.76			4500	225	5.76	Milage
09/08/2023	Helen I Anson	BACS	87.39			4500	225	87.39	Mayors Mileage
09/08/2023	Ian Bishop Masonry	BACS	2,850.00		475.00	4221	118	2,375.00	War Memorial Re-furbishment
09/08/2023	Simon Addison	BACS	50.00			4535	210	50.00	Highland Piper Korean War
09/08/2023	Chubb Electronic Security	BACS	246.92		41.15	4170	202	205.77	Works to security system
09/08/2023	Shreddall	BACS	87.45		14.58	4116	202	72.87	Confidential Shredding
09/08/2023	Sign Post	BACS	84.00		14.00	4430	220	70.00	Advertsing Countypost Magazine
10/08/2023	Barclaycard	DD	10.00			4435	220	10.00	Credit Card Rental
10/08/2023	Barclaycard	DD	15.76		0.96	4435	105	14.80	Card Machine Renta
15/08/2023	Octopus Energy	DD	28.71		1.37	4122	102	27.34	Cemetery Electricity
15/08/2023	Octopus Energy	DD	165.94		7.90	4122	202	158.04	LTC Eelctricity
17/08/2023	OMS UK Ltd	DD	970.12		161.69	4483	401	808.43	Managed IT Agreement
18/08/2023	E.on	DD	52.55		2.50	4122	201	50.05	Market House Electricity
25/08/2023	Staff Salaries	BACS	24,287.09			4000	202	24,287.09	Staff Salaries
25/08/2023	Staff Salaries	BACS	3,056.40			4000	102	3,056.40	Staff Salaries
25/08/2023	Staff Salaries	BACS	2,344.22			4000	103	2,344.22	Staff Salaries
25/08/2023	Staff Salaries	BACS	1,180.97			4000	105	1,180.97	Staff Salaries
25/08/2023	Lloyds Bank	DD	18.60			4550	220	18.60	Bank Charges
26/08/2023	Herefordshire Council	DD	603.00			4110	202	603.00	LTC Rates Mth 5
26/08/2023	Herefordshire Council	DD	56.00			4110	201	56.00	Market House Rates Mth 5
26/08/2023	Herefordshire Council	DD	91.00			4110	102	91.00	Mortuary Rates Mth 5
<b>Subtotal Carried Forward:</b>			<b>53,702.74</b>	<b>0.00</b>	<b>2,632.00</b>			<b>51,070.74</b>	



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

Payments made between 01/08/2023 and 31/08/2023

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
26/08/2023	Herefordshire Council	DD	148.00			4110 102	148.00	Cemetery Rates Mth 5
29/08/2023	Lloyds Bank	DD	37.12			4550 220	37.12	Bank Charges
29/08/2023	Herefordshire Council	DD	30.00			4110 202	30.00	LTC Rates
29/08/2023	Herefordshire Council	DD	7.00			4110 102	7.00	Cemetery Rates
31/08/2023	Thompson & Co	DD	55.20		9.20	4000 230	46.00	Payroll Mth 5
31/08/2023	O2	DD	95.40		15.90	4481 401	79.50	LTC Mobile Phones
31/08/2023	Onecom Limited	DD	375.52		62.59	4481 401	312.93	LTC Telephone System
31/08/2023	Vision Office Tech Services Lt	DD	30.00		5.00	4410 235	25.00	Photocopier Charges
<b>Total Payments:</b>			<b>54,480.98</b>	<b>0.00</b>	<b>2,724.69</b>		<b>51,756.29</b>	

## List of Payments made between 01/08/2023 and 31/08/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2023	Caroline Owne Thomas	BACS	20.00	096	Adding new Mayor to board
01/08/2023	Ledbury Community Association	BACS	337.50	LTC/Q"/070723	CCTV Electricity contribution
01/08/2023	2Faced Dance Company	BACS	50.40	4089	Attendance at Project meeting
01/08/2023	Olivia Trueman	BACS	12.99	03834-10400195	Carva Pro
01/08/2023	D M Property Maintenance	BACS	1,608.74	June 23	Contract Works
01/08/2023	Dolphin Tec	BACS	46.42	014718	Photocopier reading
01/08/2023	H&W Group Training	BACS	950.00	17571	JL Training
01/08/2023	Shredall Ltd	BACS	87.45	34849	LTC Shredding Mth 5
01/08/2023	Paperstation Ltd.	BACS	112.06	151046	Stationary
01/08/2023	Screwfix	BACS	19.95	1392294509	Sanding Discs
01/08/2023	Hot & Cold Plumbing Services	BACS	90.00	230001	Tap for LTC offices
01/08/2023	Malcolm Marsh	BACS	160.00	Recreation ground	Labour on play skate park
01/08/2023	E.on	BACS	497.88	KI-DA9D9877-0015	LTC Electricity Mth 5
01/08/2023	Ledbury Garden Machinery	BACS	985.00	9256/JL	Repair and parts Mower
01/08/2023	Worknest	BACS	1,062.00	048373	DSE Assesments
01/08/2023	Printerbase	BACS	317.86	722999	Ink Cartridges
01/08/2023	Amazon	BACS	5.40	408266275-2023-5592	Stationary
01/08/2023	Amazon	BACS	5.65	347W151AEUI	Stationary
01/08/2023	Amazon	BACS	8.66	638689695-2023-1825	Stationary
01/08/2023	Amazon	BACS	5.95	179389081-2023-56343	Stationary
01/08/2023	Amazon	BACS	7.99	1826783275-2023-537	Stationary
01/08/2023	Amazon	BACS	5.80	161951431-2023-13638	Stationary
01/08/2023	Water Plus	BACS	24.52	02606391	Water drainage LTC Mth 5
01/08/2023	SLCC Enterprises Ltd	BACS	452.00	BK211250-1	National Conference
01/08/2023	Helen I Anson	BACS	313.05	Expenses	Mayors Expenses
01/08/2023	NPower	BACS	67.23	07692619	Market Stall Electricity
01/08/2023	Printerbase	BACS	318.43	724580	Ink Cartridges
01/08/2023	Discount Displays	BACS	503.64	0009599/OT	Pop up Counter
01/08/2023	Amazon	BACS	3.96	162130211-2023-1227	Defect Book for Van
01/08/2023	Amazon	BACS	5.58	172560091	String for Window Displays
01/08/2023	Amazon	BACS	19.49	32F9CJBAEUI	Tripod with bag
01/08/2023	Amazon	BACS	378.48	174047171	Video Camera
01/08/2023	Amazon	BACS	6.23	125543661-2023-53145	Stationary
01/08/2023	Amazon	BACS	7.99	34JCBC0AEUI	Stationary
01/08/2023	Angela Price	BACS	38.90	Expenses	Mileage
01/08/2023	Chubb Electronic Security	BACS	306.34	9986249	Service Agreement
01/08/2023	RE People Ltd	BACS	627.29	54914	Cemetery Agency Staff
01/08/2023	RE People Ltd	BACS	786.77	55020	Cemetery Agency Staff
01/08/2023	RE People Ltd	BACS	786.77	55128	Cemetery Agency Staff
01/08/2023	RE People Ltd	BACS	786.77	55233	Cemetery Agency Staff
01/08/2023	ICCM	BACS	95.00	11381/2023/24	Cemetery Management

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

## List of Payments made between 01/08/2023 and 31/08/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/08/2023	Red Earth Arts	BACS	40.00	008	Riah Pryor Working Party
01/08/2023	Advansys Ltd	DD	114.00	43798	Monthly Hosting of Web site
01/08/2023	First Paige Print	BACS	1,524.00	2112	Coronation Mugs Printed
01/08/2023	Amazon	BACS	18.95	1411513395-2023-7809	A3 Display book
01/08/2023	Amazon	BACS	-0.30	1411513395-2023-7809	A3 Display Book
02/08/2023	O2	DD	95.40	22028820	LTC Office Mobiles
03/08/2023	EE Limited	DD	17.99	92977	Wedding Co-ordinator phone
03/08/2023	Take Payments	DD	30.00	13458597	Card Machine Rental
03/08/2023	Take Payments	DD	30.00	13458598	Card Machine Rental
07/08/2023	Citation Limited	DD	251.49	0041037	Employee and HR Assistance
07/08/2023	Petty Cash	CHQ	163.65	012354	Petty Cash
08/08/2023	Welsh Water	DD	27.32	4035400174	LTC Water
08/08/2023	Welsh Water	DD	17.75	4035398992	LTC Water
08/08/2023	Water Plus	DD	8.21	161374	Drainage Market House
08/08/2023	Water Plus	DD	10.74	161374	Drainage LTC Offices
09/08/2023	Price, Mrs A	BACS	62.71	Re-imburement	Refuse Sacks
09/08/2023	Viking Office Ltd	BACS	27.52	2773596	Stationary
09/08/2023	Screwfix	BACS	75.98	1396996214	Hammerite Cemetery railings
09/08/2023	Ledbury Garden Machinery	BACS	392.40	18292	Service of Mower
09/08/2023	SLCC Enterprises Ltd	BACS	72.00	BK211293-1	Staff Training A Price
09/08/2023	SLCC Enterprises Ltd	BACS	72.00	BK211301-1	Staff Training - J Lawrence
09/08/2023	Steve Maund	BACS	528.00	June/July 23	Lengthsman
09/08/2023	NALC	BACS	64.88	7259921259	Training
09/08/2023	NALC	BACS	64.88	7259904149	Training
09/08/2023	NALC	BACS	64.88	7259929849	Training
09/08/2023	NALC	BACS	64.88	7260758859	Training
09/08/2023	NALC	BACS	64.88	7260733449	Training
09/08/2023	PJ Nicholls Ltd	BACS	67.36	202306000004	Fuel for VAN & Mowers
09/08/2023	Price, Mrs A	BACS	69.99	1474175939	Norton Subscription
09/08/2023	Bliss Cleaning Services	BACS	444.00	7210	LTC Office Cleaning
09/08/2023	Bliss Cleaning Services	BACS	310.80	7362	LTC Office Cleaning
09/08/2023	Bliss Cleaning Services	BACS	266.40	7481	LTC Office Cleaning
09/08/2023	Screwfix	BACS	59.96	1398352055	Hammerite paint
09/08/2023	Mrs H M Jones	BACS	50.00	09273/SJ	Bugler Korean War Anniversary
09/08/2023	Online Playground	BACS	312.00	053664	Gate Clasps for Rec
09/08/2023	Stephen Chowns	BACS	5.76	Expenses	Milage
09/08/2023	Helen I Anson	BACS	87.39	Expenses	Mayors Mileage
09/08/2023	Ian Bishop Masonry	BACS	2,850.00	240	War Memorial Re-furbishment
09/08/2023	Simon Addison	BACS	50.00	006	Highland Piper Korean War
09/08/2023	Chubb Electronic Security	BACS	246.92	9987802	Works to security system
09/08/2023	Shreddall	BACS	87.45	37719	Confidential Shredding
09/08/2023	Sign Post	BACS	84.00	3756	Advertsing Countypost Magazine
10/08/2023	Barclaycard	DD	10.00	LTC Offices	Credit Card Rental
10/08/2023	Barclaycard	DD	15.76	016436880723	Card Machine Rental
15/08/2023	Octopus Energy	DD	28.71	KI-B092647B-0027	Cemetery Electricity

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

## List of Payments made between 01/08/2023 and 31/08/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/08/2023	Octopus Energy	DD	165.94	KI-30D6C022-0032	LTC Electricity
17/08/2023	OMS UK Ltd	DD	970.12	121963	Managed IT Agreement
18/08/2023	E.on	DD	52.55	KI-1D8C1576-0021	Market House Electricity
25/08/2023	Staff Salaries	BACS	24,287.09	Payroll Mth 5	Staff Salaries
25/08/2023	Staff Salaries	BACS	3,056.40	Payroll Mth 5	Staff Salaries
25/08/2023	Staff Salaries	BACS	2,344.22	Payroll mth 5	Staff Salaries
25/08/2023	Staff Salaries	BACS	1,180.97	Payroll Mth 5	Staff Salaries
25/08/2023	Lloyds Bank	DD	18.60	405412805	Bank Charges
26/08/2023	Herefordshire Council	DD	603.00	85237264	LTC Rates Mth 5
26/08/2023	Herefordshire Council	DD	56.00	85806086	Market House Rates Mth 5
26/08/2023	Herefordshire Council	DD	91.00	8427557X	Mortuary Rates Mth 5
26/08/2023	Herefordshire Council	DD	148.00	84275471	Cemetery Rates Mth 5
29/08/2023	Lloyds Bank	DD	37.12	404523167	Bank Charges
29/08/2023	Herefordshire Council	DD	30.00	85237264	LTC Rates
29/08/2023	Herefordshire Council	DD	7.00	84275471	Cemetery Rates
31/08/2023	Thompson & Co	DD	55.20	16523	Payroll Mth 5
31/08/2023	O2	DD	95.40	24150533	LTC Mobile Phones
31/08/2023	Onecom Limited	DD	375.52	834995	LTC Telephone System
31/08/2023	Vision Office Tech Services Lt	DD	30.00	100205080	Photocopier Charges
<b>Total Payments</b>			<b>54,480.98</b>		

List of Payments made between 01/08/2023 and 31/08/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/08/2023	Lloyds Bank	PAY	3.70	404435813	Service Charge
29/08/2023	Lloyds A/c (235) (Bus Ext)	736-235	40,000.00		Transfer
<b>Total Payments</b>			<u>40,003.70</u>		

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## Petty Cash

## List of Payments made between 01/08/2023 and 31/08/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/08/2023	J Mart	PCASH	9.53	Petty Cash	HDMI Cables
10/08/2023	Wellworth it	PCASH	4.48	Petty Cash	Scissors & Dup Book
24/08/2023	Three Counties Bookshop	PCASH	1.60	Petty Cash	Greeting Card
24/08/2023	Helen l'Anson	PCASH	60.00	Petty Cash	Judges Lunch Carnival
<b>Total Payments</b>			<u>75.61</u>		

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

Receipts received between 01/09/2023 and 30/09/2023

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Stone Banked: 01/09/2023	277.78						
	Stone The Stone Workshop	277.78			1289	118	277.78	War Memorial Re-
	Banked: 04/09/2023	10,000.00						
040923	Premier A/c (736) Comm Call	10,000.00			202		10,000.00	Transfer 736-235
07973070	Banked: 07/09/2023	67.03						
07973070	N Power	67.03		3.19	1122	115	63.84	Christmas Lights Elect
30738	Banked: 07/09/2023	906.00						
30738	Rialtas Business Solutions	906.00		151.00	1871	220	755.00	Credit of invoice in error
INTEREST	Banked: 11/09/2023	13.10						
INTEREST	Lloyds Bank	13.10			1870	220	13.10	Bank Interest
50022082	Banked: 14/09/2023	422.00						
50022082	The Co-operative Group (CGP)	422.00			1100	102	422.00	EROB & Interment
	Banked: 19/09/2023	15,000.00						
19092023	Premier A/c (736) Comm Call	15,000.00			202		15,000.00	Transfer 736-235
	Banked: 21/09/2023	30,000.00						
21092023	Premier A/c (736) Comm Call	30,000.00			202		30,000.00	Transfer 736-235
	Banked: 28/09/2023	50,000.00						
28092023	Premier A/c (736) Comm Call	50,000.00			202		50,000.00	Transfer 736-235
500493	Banked: 29/09/2023	567.00						
500493	Various	567.00			1100	102	341.00	EROB & Interment
					1130	102	69.00	Memorial
					1090	301	37.00	Max's Fish Sales
					1902	220	120.00	Westem Power Wayleave
500494	Banked: 29/09/2023	566.00						
500494	Painted Room	566.00			1450	105	428.80	Sales & Donations
					1451	105	137.20	Sales & Donations
	DFull Banked: 29/09/2023	100.00						
	DFull D Fullerton	100.00			1271	127	100.00	Event Sponsorship
BCARD	Banked: 30/09/2023	134.40						
BCARD	Barclaycard	134.40			1450	105	92.30	Painted Room Sales
					1451	105	42.10	Painted Room Donations
BCARD	Banked: 30/09/2023	540.00						
BCARD	Barclaycard	540.00			1471	127	4.00	Dog Bags
					1034	301	6.00	Tourist Information
					1460	120	530.00	Weddings
BARCLAYC	Banked: 30/09/2023	1.00						
BARCLAYC	Barclaycard	1.00			1471	127	1.00	Card Payments

Subtotal Carried Forward: 108,594.31 0.00 154.19 108,440.12

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

Receipts received between 01/09/2023 and 30/09/2023

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Total Receipts:</b>		108,594.31	0.00	154.19			108,440.12	



## Premier A/c (736) Comm Call

Receipts received between 01/09/2023 and 30/09/2023

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	<b>BGC Banked: 01/09/2023</b>	<b>166.67</b>						
BGC	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
	<b>INTEREST Banked: 11/09/2023</b>	<b>204.85</b>						
INTEREST	Lloyds Bank	204.85			1870	220	204.85	Bank Interest
	<b>BGC Banked: 15/09/2023</b>	<b>340.00</b>						
BGC	Ecclesiastical Insurance	340.00			1899	220	340.00	Payment for damage at
	<b>BGC Banked: 19/09/2023</b>	<b>320,335.50</b>						
BGC	Herefordshire Council	320,335.50			1900	220	320,335.50	Precept
	<b>1985 Banked: 21/09/2023</b>	<b>20.00</b>						
1985	Kelly Dilley	20.00			1090	301	20.00	Charter Market
	<b>PART CP Banked: 27/09/2023</b>	<b>37.00</b>						
PART CP	Gilbert Part	37.00			1090	301	37.00	Charter Market
	<b>1986 Banked: 27/09/2023</b>	<b>491.00</b>						
1986	Ledbury Funeral Services	491.00			1100	102	466.00	EROB & Interment
					1161	102	25.00	Chappel Hire
	<b>CG Propert Banked: 29/09/2023</b>	<b>166.67</b>						
CG Propert	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent Mth 7
	<b>1987 Banked: 29/09/2023</b>	<b>20.00</b>						
1987	Kelly Dilley	20.00			1090	301	20.00	Charter Market
<b>Total Receipts:</b>		<b>321,781.69</b>	<b>0.00</b>	<b>0.00</b>			<b>321,781.69</b>	

## Public Sector Deposit Fund

Receipts received between 01/09/2023 and 30/09/2023

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Dividend	Banked: 01/09/2023	683.15						
Dividend	The Public Sector Deposit Fund	683.15			1870	220	683.15	Dividend
<b>Total Receipts:</b>		683.15	0.00	0.00			683.15	

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

Payments made between 01/09/2023 and 30/09/2023

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/09/2023	Advansys Ltd	DD	114.00		19.00	4482	401	95.00	Website Hosting
04/09/2023	Printerbase	BACS	318.10		53.02	4400	235	265.08	Ink Cartridges
04/09/2023	EE Limited	DD	17.99		3.00	4481	401	14.99	Mobile Phone
04/09/2023	Take Payments	DD	30.00		5.00	4433	105	25.00	Card Machine Renta
04/09/2023	Take Payments	DD	30.00		5.00	4433	220	25.00	Card Payments
05/09/2023	Dolphin Tec	BACS	44.25		7.38	4410	235	36.87	Photocopier costs
05/09/2023	Riah Pryor	BACS	875.00			4886	302	875.00	Project Manager JMMS
05/09/2023	Quick Skip	BACS	258.00		43.00	4225	102	215.00	Cemetery Skip
05/09/2023	Chubb Electronic Security	BACS	474.79		79.13	4590	220	395.66	Engineer visit and repair
05/09/2023	Ledbury & District Society Tr.	BACS	10.14		1.69	4170	102	8.45	DIY tools for cemetery
05/09/2023	Bliss Cleaning Services	BACS	399.60		66.60	4150	202	333.00	LTC Cleaning Mth 3
05/09/2023	Bliss Cleaning Services	BACS	355.20		59.20	4150	202	296.00	LTC Mth 4
05/09/2023	Ledbury Plant Hire	BACS	84.00		14.00	4201	102	70.00	Operate maitou move equipment
05/09/2023	D M Property Maintenance	BACS	1,608.74			4205	108	336.66	Contract Works
						4205	110	1,120.00	Contract Works
						4236	110	100.00	Contract Works
						4013	125	52.08	Contract Works
05/09/2023	Adobe Systems	BACS	486.00			4460	220	486.00	Acrobat Pro Subscription
05/09/2023	Amazon	BACS	48.85		8.14	4400	235	40.71	A5 Purchase Order Books
05/09/2023	HMS	BACS	600.00		100.00	4170	235	500.00	To reposition CCTV Screens
05/09/2023	Ledbury & District Society Tr.	BACS	37.50			4415	401	37.50	Ledbury & District Civic Socie
05/09/2023	Latus Group	BACS	645.00			4590	220	645.00	Medical Record Request
05/09/2023	Herefordshire Council	BACS	38.00			4886	302	38.00	Hire of Panneled Room
05/09/2023	NPower	BACS	67.03		3.19	4122	201	63.84	Market Stall Electricity
05/09/2023	Viking Raja	BACS	35.86		5.98	4607	127	29.88	Glossy Paper for HODS
05/09/2023	Ledbury & District Society Tr.	BACS	140.00			4553	301	140.00	Ledbury Trail Map
05/09/2023	SLCC Enterprises Ltd	BACS	54.00			4050	230	54.00	A Price (Closed Churchyards)
05/09/2023	Rialtas Business Solutions Ltd	BACS	906.00		151.00	4590	220	755.00	Year End
05/09/2023	Viking Raja	BACS	76.69		12.78	4607	127	63.91	Glossy paper for HODS
05/09/2023	Ledbury Place sLtd	BACS	377.99		18.00	4800	214	359.99	Electricity for town clock
05/09/2023	Viking Raja	BACS	71.71		11.95	4607	127	29.98	Paper and Coffee
						4115	202	29.78	Paper and Coffee
<b>Subtotal Carried Forward:</b>			<b>8,204.44</b>	<b>0.00</b>	<b>667.06</b>			<b>7,537.38</b>	

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

Payments made between 01/09/2023 and 30/09/2023

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
05/09/2023	Screwfix	BACS	86.94		14.49	4170	102	72.45	Hammerite, white spirit
05/09/2023	Weedingtech	BACS	600.00		100.00	4050	230	500.00	Staff Training
05/09/2023	Jane Mee	BACS	94.75		15.79	4886	302	78.96	Train Fare for JMMWP
05/09/2023	Price, Mrs A	BACS	320.00			4340	102	320.00	LTC Van Tax
05/09/2023	PJ Nicholls Ltd	BACS	287.83		47.97	4330	102	239.86	Fuel for LTC van and mowers
07/09/2023	Citation Limited	DD	241.49		40.25	4415	235	201.24	Employee Assistance
07/09/2023	Citation Limited	DD	10.00		1.67	4415	235	8.33	Employee Assistance
07/09/2023	Lloyds Bank	PAY	11.40			4550	220	11.40	Bank Service Charges
08/09/2023	Screwfix	BACS	22.89		3.82	4170	102	19.07	Sanding Discs
08/09/2023	Screwfix	BACS	38.99		6.50	4592	102	32.49	Sweatshirt
08/09/2023	Screwfix	BACS	4.99		0.83	4592	102	4.16	Staff Uniform
08/09/2023	Barclaycard	BACS	190.00			4009	120	190.00	Wedding Refund
08/09/2023	Welsh Water	DD	17.75			4115	202	17.75	LTC Water Mth 6
08/09/2023	Welsh Water	DD	27.32			4115	202	27.32	LTC Water Mth 6
08/09/2023	Screwfix	DD	66.87		11.14	4170	102	55.73	Screwfix Direct
08/09/2023	Francotyp Postalia	DD	77.14			4455	401	77.14	Postage
08/09/2023	Screwfix Direct	DD	-66.87		-11.14	4170	102	-55.73	Hammerite
11/09/2023	Office Boffins	BACS	323.88		53.98	4415	401	269.90	Office Furniture
11/09/2023	Furniture @ work	BACS	136.80		22.80	4415	401	114.00	Office Furniure
11/09/2023	Furniture@work	BACS	356.40		59.40	4415	401	297.00	Office Furniture
11/09/2023	Waterplus	DD	8.21			4115	201	8.21	Water Drainage Market House
11/09/2023	Water Plus	DD	10.74			4115	202	10.74	LTC Water Drainage Mth 6
11/09/2023	Barclaycard	DD	15.76			4435	108	15.76	Transaction Charges Mth 6
11/09/2023	Barclaycard	DD	18.17			4435	220	18.17	Card Transactions Mth 6
14/09/2023	Octopus Energy	DD	29.05		1.38	4122	102	27.67	Electricity Cemetery Mth 6
14/09/2023	Octopus Energy	DD	170.47		8.12	4122	202	162.35	LTC Electricity Mth 6
18/09/2023	Shredall Ltd	BACS	87.45		14.58	4116	202	72.87	LTC Confidential Waste
18/09/2023	Caroe & Partners Architects	BACS	1,613.42		255.57	4221	118	1,357.85	RIBA work stage 5
18/09/2023	Viking Raja	BACS	141.25		23.54	4607	127	29.98	Stationary Housekeeping Events
						4400	225	41.66	Stationary Housekeeping Events
						4400	225	17.99	Stationary Housekeeping
<b>Subtotal Carried Forward:</b>			<b>13,147.53</b>	<b>0.00</b>	<b>1,337.75</b>			<b>11,781.70</b>	

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

Payments made between 01/09/2023 and 30/09/2023

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									Events
						4155	202	13.14	Stationary Housekeeping Events
						4400	225	14.94	Stationary Housekeeping Events
18/09/2023	Defib Warehouse	BACS	113.94		18.99	4285	118	94.95	Cardiac Pads
18/09/2023	Amazon	BACS	14.90		2.48	4501	210	12.42	Create Your Own Hamper
18/09/2023	Price, Mrs A	BACS	59.40			4051	230	59.40	LTC Events
18/09/2023	D M Property Maintenance	BACS	1,608.74			4205	108	336.66	Contract Works
						4205	110	1,120.00	Contract Works
						4236	110	100.00	Contract Works
						4013	125	52.08	Contract Works
18/09/2023	Hutchinsons Ltd	BACS	58.32		9.72	4206	102	48.60	Weed Killer
18/09/2023	Amazon	BACS	18.88		3.15	4553	301	15.73	Counter Clickers
18/09/2023	Bliss Cleaning Services	BACS	355.20		59.20	4150	202	296.00	LTC Cleaning Mth 5
18/09/2023	OMS UK Ltd	DD	955.09		159.18	4483	401	795.91	LTC IT Services Mth 6
19/09/2023	SLCC Enterprises Ltd	BACS	144.00		24.00	4050	230	120.00	ILCA Charlotte Barltrop
19/09/2023	Ledbury Hardware Limited	BACS	45.75		7.62	4170	102	38.13	Ledbury & District Society Tr.
19/09/2023	Lyreco UK Ltd	BACS	88.49		14.75	4400	235	73.74	LTC Stationary
19/09/2023	Sentinel Security Systems	BACS	90.00		15.00	4415	401	75.00	CCTV added to phone
19/09/2023	Viking Raja	BACS	114.38		19.06	4400	235	70.38	Stationary & Housekeeping
						4155	202	24.94	Stationary & Housekeeping
19/09/2023	Ian Bishop Masonry	BACS	8,521.49		1,420.25	4221	118	7,101.24	War Memorial Works
19/09/2023	Viking Raja	BACS	101.88		16.98	4400	235	84.90	Stationary
19/09/2023	Amazon	BACS	0.09		0.02	4607	127	0.07	Create your own Hamper
19/09/2023	E.on	DD	52.23		2.49	4122	201	49.74	Electricity Market House Mth 6
25/09/2023	Staff Salaries	BACS	12,960.89			4000	230	12,960.89	LLTC Salaries
25/09/2023	Staff Salaries	BACS	1,820.22			4000	102	1,820.22	Staff Salaries
25/09/2023	Staff Salaries	BACS	1,375.17			4000	230	1,375.17	Staff Salaries
25/09/2023	Staff Salaries	BACS	1,024.80			4000	105	1,024.80	Staff Salaries
25/09/2023	H M Revenue & Customs	BACS	6,552.07			4019	230	6,552.07	PAYE & NI
25/09/2023	Worcester County Council	BACS	6,010.84			4018	230	6,010.84	Pensions Mth 6
25/09/2023	C D Plumbing	BACS	155.00			4170	202	155.00	Call Out and repair LTC
25/09/2023	Worcester County Council	BACS	0.10			4019	230	0.10	Pensions

Subtotal Carried Forward: 55,389.40 0.00 3,110.64 52,278.76

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

Payments made between 01/09/2023 and 30/09/2023

								Nominal Ledger Analysis	
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
26/09/2023	Herefordshire Council	BACS	633.00			4110	202	633.00	LTC rates Mth 6
26/09/2023	Herefordshire Council	BACS	56.00			4110	201	56.00	Market House Rates Mth 6
26/09/2023	Herefordshire Council	BACS	91.00			4110	102	91.00	Mortuary Rates
26/09/2023	Herefordshire Council	BACS	155.00			4110	102	155.00	Cemetery Rates
26/09/2023	Francotyp Postalia	BACS	79.90			4455	401	79.90	Postage
27/09/2023	Viking Raja	BACS	-101.88		-16.98	4400	235	-84.90	Stationery
29/09/2023	Thompson & Co	BACS	55.20		9.20	4000	230	46.00	Payroll Mth 6
29/09/2023	P F Cusack	BACS	1,081.58		180.26	4607	127	901.32	Road Signage
29/09/2023	Onecom Limited	DD	373.39		62.23	4481	401	311.16	Telephone System Mth 6
29/09/2023	Vision Office Tech Services Lt	DD	200.57		33.43	4410	235	167.14	Photocopier printing
30/09/2023	Lloyds Bank	BACS	46.28			4550	220	46.28	Service Charges
<b>Total Payments:</b>			<b>58,059.44</b>	<b>0.00</b>	<b>3,378.78</b>			<b>54,680.66</b>	

## Premier A/c (736) Comm Call

Payments made between 01/09/2023 and 30/09/2023

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u> <u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
04/09/2023	Lloyds A/c (235) (Bus Ext)	040923	10,000.00			200	10,000.00	Transfer 736-235
19/09/2023	Lloyds A/c (235) (Bus Ext)	19092023	15,000.00			200	15,000.00	Transfer 736-235
21/09/2023	Lloyds A/c (235) (Bus Ext)	21092023	30,000.00			200	30,000.00	Transfer 736-235
28/09/2023	Lloyds A/c (235) (Bus Ext)	28092023	50,000.00			200	50,000.00	Transfer 736-235
28/09/2023	Lloyds Bank	PAY	5.55			4550 220	5.55	Bank Charges
<b>Total Payments:</b>			<b>105,005.55</b>	<b>0.00</b>	<b>0.00</b>		<b>105,005.55</b>	

## Petty Cash

Payments made between 01/09/2023 and 30/09/2023

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
02/09/2023	Ledbury News	PAY	9.60		1.60	4444	235	8.00	Monthly Newspaper
04/09/2023	Post Office Ltd	PAY	2.60			4444	235	2.60	Proof of Delivery
07/09/2023	Post Office Ltd	PAY	2.60			4444	235	2.60	Proof of Delivery
13/09/2023	Ringo	PAY	3.96		0.66	4444	235	3.30	Parking for Clerks Meeting
18/09/2023	Fone Solutions	PAY	14.99		2.50	4444	235	12.49	Charger for LTC IPad
20/09/2023	Post Office Ltd	PAY	2.60			4444	235	2.60	Proof of Postage
25/09/2023	Ledbury News	PAY	3.90			4444	235	3.90	Milk for Meetings
28/09/2023	Wellworth It	PAY	28.17		4.70	4444	235	23.47	Housekeeping Goods
<b>Total Payments:</b>			<b>68.42</b>	<b>0.00</b>	<b>9.46</b>			<b>58.96</b>	



## List of Payments made between 01/09/2023 and 30/09/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/09/2023	Advansys Ltd	DD	114.00	LTC Website Mth 6	Website Hosting
04/09/2023	EE Limited	DD	17.99	Wedding Co-ordinator	Mobile Phone
04/09/2023	Take Payments	DD	30.00	Card Machine Mth 6	Card Machine Rental
04/09/2023	Take Payments	DD	30.00	Card Payment Mth 6	Card Payments
04/09/2023	Printerbase	BACS	318.10	727448	Ink Cartridges
05/09/2023	Dolphin Tec	BACS	44.25	015097	Photocopier costs
05/09/2023	Riah Pryor	BACS	875.00	LTC4	Project Manager JMMS
05/09/2023	Quick Skip	BACS	258.00	220482	Cemetery Skip
05/09/2023	Chubb Electronic Security	BACS	474.79	9998200	Engineer visit and repair
05/09/2023	Ledbury & District Society Tr.	BACS	10.14	73	DIY tools for cemetery
05/09/2023	Bliss Cleaning Services	BACS	399.60	7625	LTC Cleaning Mth 3
05/09/2023	Bliss Cleaning Services	BACS	355.20	7770	LTC Mth 4
05/09/2023	Ledbury Plant Hire	BACS	84.00	LPH588	Operate maitou move equipment
05/09/2023	D M Property Maintenance	BACS	1,608.74	July 23	Contract Works
05/09/2023	Adobe Systems	BACS	486.00	2518789618	Acrobat Pro Subscription
05/09/2023	Amazon	BACS	48.85	164269841-2023-27381	A5 Purchase Order Books
05/09/2023	HMS	BACS	600.00	60347	To reposition CCTV Screens
05/09/2023	Ledbury & District Society Tr.	BACS	37.50	LTC02/08/23	Ledbury & District Civic Socie
05/09/2023	Latus Group	BACS	645.00	437644	Medical Record Request
05/09/2023	Herefordshire Council	BACS	38.00	91568889	Hire of Panneled Room
05/09/2023	NPower	BACS	67.03	07973070	Market Stall Electricity
05/09/2023	Viking Raja	BACS	35.86	2854621	Glossy Paper for HODS
05/09/2023	Ledbury & District Society Tr.	BACS	140.00	2023/HT222	Ledbury Trail Map
05/09/2023	SLCC Enterprises Ltd	BACS	54.00	BK211787-1	A Price (Closed Churchyards)
05/09/2023	Rialtas Business Solutions Ltd	BACS	906.00	30738	Year End
05/09/2023	Viking Raja	BACS	76.69	2860261	Glossy paper for HODS
05/09/2023	Ledbury Place sLtd	BACS	377.99	2023-24 002	Electricity for town clock
05/09/2023	Viking Raja	BACS	71.71	2891220	Paper and Coffee
05/09/2023	Screwfix	BACS	86.94	1405796901	Hammerite, white spirit
05/09/2023	Weedingtech	BACS	600.00	00254	Staff Training
05/09/2023	Jane Mee	BACS	94.75	Working Party	Train Fare for JMMWP
05/09/2023	Price, Mrs A	BACS	320.00	12382491245770	LTC Van Tax
05/09/2023	PJ Nicholls Ltd	BACS	287.83	70000005	Fuel for LTC van and mowers
07/09/2023	Citation Limited	DD	241.49	0041037	Employee Assistance
07/09/2023	Lloyds Bank	PAY	11.40	407895849	Bank Service Charges
07/09/2023	Citation Limited	DD	10.00	0041037	Employee Assistance
08/09/2023	Screwfix	BACS	22.89	1384862323	Sanding Discs
08/09/2023	Screwfix	BACS	38.99	1384862331	Sweatshirt
08/09/2023	Screwfix	BACS	4.99	1350717487	Staff Uniform
08/09/2023	Welsh Water	DD	17.75	4035398992	LTC Water Mth 6
08/09/2023	Welsh Water	DD	27.32	403500174	LTC Water Mth 6
08/09/2023	Screwfix	DD	66.87	Hammerite	Screwfix Direct
08/09/2023	Francotyp Postalia	DD	77.14	LTC Postage Mth	Postage

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

## List of Payments made between 01/09/2023 and 30/09/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
				6	
08/09/2023	Barclaycard	BACS	190.00	0923	Wedding Refund
08/09/2023	Screwfix Direct	DD	-66.87	Mth 6	Hammerite
11/09/2023	Waterplus	DD	8.21	Market House Mth6	Water Drainage Market House
11/09/2023	Water Plus	DD	10.74	7001422092	LTC Water Drainage Mth 6
11/09/2023	Barclaycard	DD	15.76	016436880823	Transaction Charges Mth 6
11/09/2023	Barclaycard	DD	18.17	016436890823	Card Transactions Mth 6
11/09/2023	Office Boffins	BACS	323.88	12390434	Office Furniture
11/09/2023	Furniture @ work	BACS	136.80	0582305	Office Furniure
11/09/2023	Furniture@work	BACS	356.40	Pro-foma	Office Furniture
14/09/2023	Octopus Energy	DD	29.05	B092647B-0028	Electricity Cemetery Mth 6
14/09/2023	Octopus Energy	DD	170.47	30D6C022-0033	LTC Electricity Mth 6
18/09/2023	Shredall Ltd	BACS	87.45	40019	LTC Confidential Waste
18/09/2023	Caroe & Partners Architects	BACS	1,613.42	H1930.2/23104	RIBA work stage 5
18/09/2023	Viking Raja	BACS	141.25	2934180	Stationary Housekeeping Events
18/09/2023	Defib Warehouse	BACS	113.94	97285	Cardiac Pads
18/09/2023	Amazon	BACS	14.90	FIKKA Coffee Morning	Create Your Own Hamper
18/09/2023	Price, Mrs A	BACS	59.40	Mileage	LTC Events
18/09/2023	D M Property Maintenance	BACS	1,608.74	August 23	Contract Works
18/09/2023	Hutchinsons Ltd	BACS	58.32	970554036	Weed Killer
18/09/2023	Amazon	BACS	18.88	1219414065 2023 588	Counter Clickers
18/09/2023	Bliss Cleaning Services	BACS	355.20	7909	LTC Cleaning Mth 5
18/09/2023	OMS UK Ltd	DD	955.09	122433	LTC IT Services Mth 6
19/09/2023	SLCC Enterprises Ltd	BACS	144.00	Staff Training	ILCA Charlotte Bartrop
19/09/2023	Ledbury Hardware Limited	BACS	45.75	Various good for Cem	Ledbury & District Society Tr.
19/09/2023	Lyreco UK Ltd	BACS	88.49	6190359599	LTC Stationary
19/09/2023	Sentinel Security Systems	BACS	90.00	121824	CCTV added to phone
19/09/2023	E.on	DD	52.23	1DBC1576-0022	Electricity Market House Mth 6
19/09/2023	Viking Raja	BACS	114.38	2749346	Stationary & Housekeeping
19/09/2023	Ian Bishop Masonry	BACS	8,521.49	241	War Memorial Works
19/09/2023	Viking Raja	BACS	101.88	2965582	Staionary
19/09/2023	Amazon	BACS	0.09	100044121- 2023-21318	Create your own Hamper
25/09/2023	Staff Salaries	BACS	12,960.89	Payroll Mth 6	LLTC Salaries
25/09/2023	Staff Salaries	BACS	1,820.22	Payroll Mth 6	Staff Salaries
25/09/2023	Staff Salaries	BACS	1,375.17	Payroll Mth 6	Staff Salaries
25/09/2023	Staff Salaries	BACS	1,024.80	Payroll Mth 4	Staff Salaries
25/09/2023	H M Revenue & Customs	BACS	6,552.07	Payroll Mth 6	PAYE & NI
25/09/2023	Worcester County Council	BACS	6,010.84	Payroll Mth 6	Pensions Mth 6
25/09/2023	C D Plumbing	BACS	155.00	1101896978	Call Out and repair LTC
25/09/2023	Worcester County Council	BACS	0.10	Payroll Mth 6	Pensions
26/09/2023	Herefordshire Council	BACS	633.00	85237264	LTC rates Mth 6
26/09/2023	Herefordshire Council	BACS	56.00	85806086	Market House Rates Mth 6
26/09/2023	Herefordshire Council	BACS	91.00	8427557x	Mortuary Rates
26/09/2023	Herefordshire Council	BACS	155.00	84275471	Cemetery Rates

## List of Payments made between 01/09/2023 and 30/09/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/09/2023	Francotyp Postalia	BACS	79.90	0128687	Postage
27/09/2023	Viking Raja	BACS	-101.88	2965582	Stationery
29/09/2023	Thompson & Co	BACS	55.20	L16704	Payroll Mth 6
29/09/2023	Onecom Limited	DD	373.39	848724	Telephone System Mth 6
29/09/2023	Vision Office Tech Services Lt	DD	200.57	100206683	Photocopier printing
29/09/2023	P F Cusack	BACS	1,081.58	07082	Road Signage
30/09/2023	Lloyds Bank	BACS	46.28	406881291	Service Charges
<b>Total Payments</b>			<u>58,059.44</u>		

## List of Payments made between 01/09/2023 and 30/09/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/09/2023	Lloyds A/c (235) (Bus Ext)	040923	10,000.00		Transfer 736-235
19/09/2023	Lloyds A/c (235) (Bus Ext)	19092023	15,000.00		Transfer 736-235
21/09/2023	Lloyds A/c (235) (Bus Ext)	21092023	30,000.00		Transfer 736-235
28/09/2023	Lloyds Bank	PAY	5.55	407005620	Bank Charges
28/09/2023	Lloyds A/c (235) (Bus Ext)	28092023	50,000.00		Transfer 736-235
<b>Total Payments</b>			<u>105,005.55</u>		

Time: 13:58

## Petty Cash

## List of Payments made between 01/09/2023 and 30/09/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/09/2023	Ledbury News	PAY	9.60	Petty Cash	Monthly Newspaper
04/09/2023	Post Office Ltd	PAY	2.60	Petty Cash	Proof of Delivery
07/09/2023	Post Office Ltd	PAY	2.60	Petty Cash	Proof of Delivery
13/09/2023	Ringo	PAY	3.96	Petty Cash	Parking for Clerks Meeting
18/09/2023	Fone Solutions	PAY	14.99	Petty Cash	Charger for LTC Ipad
20/09/2023	Post Office Ltd	PAY	2.60	Petty Cash	Proof of Postage
25/09/2023	Ledbury News	PAY	3.90	Petty Cash	Milk for Meetings
28/09/2023	Wellworth It	PAY	28.17	Petty Cash	Housekeeping Goods
<b>Total Payments</b>			<b>68.42</b>		



Date : 26/09/2023

**Ledbury Town Council Current Year**

Page 1

Time: 16:50

Trial Balance for Month No: 5

User : SAE

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
102	Other Debtors			215.00	
120	Vat Due			4,207.90	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			15,789.70	
202	Premier A/c (736) Comm Call			206,664.96	
203	Public Sector Deposit Fund			157,715.96	
215	Petty Cash			109.10	
310	General Fund				86,811.49
320	Earmarked Reserves				112.92
321	EMR - Recreation Ground Equipm				25,830.00
322	EMR - Traffic Management				9,000.00
323	EMR - Charter Market Improve				1,000.00
324	EMR - Listed Buildings				120,000.00
325	EMR - Elections				10,000.00
326	EMR - Youth Support				5,000.00
327	EMR- Play/Skate Park				24,500.00
328	EMR - War Memorial				40,000.00
329	EMR - Paths, Bins, Benches				2,500.00
330	EMR - CCTV				10,000.00
331	EMR - Advertising				5,000.00
332	EMR - Climate Change				2,000.00
333	EMR - Perimeter Wall Cemetery				15,000.00
1034	Tourist Information Centre	301	Planning/Economic Development		125.50
1036	Photocopier Printing	235	Office Facilities & Equipment		16.00
1090	Charter Market Income	301	Planning/Economic Development		4,184.33
1100	Cemetery Interment Income	102	Cemetery & Buildings		3,759.00
1105	Exclusive Right of Burial	102	Cemetery & Buildings		1,263.00
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		538.00
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		32.50
1160	Mortuary Rent Income	102	Cemetery & Buildings	246.65	
1161	Chapel Hire	102	Cemetery & Buildings		125.00
1271	Event Sponsorship	127	Services and Events		150.00
1289	War Memorial Refund	118	Minor Infrastructure		1,388.90
1450	Painted Room Sales Income	105	Painted Room		726.20
1451	Painted Room Donations Income	105	Painted Room		2,427.00
1460	Ceremony Room Income	120	Non-Statutory Services		2,335.80
1460	Ceremony Room Income	205	Ceremony Room	1,115.26	
1470	Photocopies Income	235	Office Facilities & Equipment		18.00
1471	Dog Poop Bags	127	Services and Events		233.00
1870	Bank Interest Received Income	220	Finance and General Purposes		3,930.19
1900	Precept Income	220	Finance and General Purposes		320,335.50
1902	Western Power WayLeave	220	Finance and General Purposes		5.95

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4000	Staff Salaries	102	Cemetery & Buildings	13,494.29	
4000	Staff Salaries	103	Grounds Maintenance	7,419.41	
4000	Staff Salaries	105	Painted Room	5,309.41	
4000	Staff Salaries	230	Management and Payroll	72,999.11	
4001	Agency Cover	102	Cemetery & Buildings	2,489.66	
4013	Devolved Services (grass cutti	125	Green Spaces Maintenance	156.24	
4014	Lengthsman Scheme/P3 Scheme	125	Green Spaces Maintenance	528.00	
4016	Town Cleaner	103	Grounds Maintenance	1,340.00	
4018	National Insurance	102	Cemetery & Buildings	1,236.18	
4018	National Insurance	103	Grounds Maintenance	2,349.99	
4018	National Insurance	105	Painted Room	320.09	
4018	National Insurance	230	Management and Payroll	21,854.08	
4019	Pension	102	Cemetery & Buildings	1,236.18	
4019	Pension	103	Grounds Maintenance	1,072.43	
4019	Pension	105	Painted Room	227.76	
4019	Pension	230	Management and Payroll	21,972.97	
4021	Rubbish Collection	202	Town Council Offices	191.04	
4050	Staff Training	230	Management and Payroll	2,811.85	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	1,131.64	
4110	Rates	102	Cemetery & Buildings	1,225.23	
4110	Rates	105	Painted Room	56.00	
4110	Rates	201	Market House	224.96	
4110	Rates	202	Town Council Offices	3,166.27	
4115	Water	102	Cemetery & Buildings	20.63	
4115	Water	201	Market House	24.63	
4115	Water	202	Town Council Offices	305.88	
4116	Confidential Waste - Shredding	202	Town Council Offices	483.22	
4118	Buses4Us	302	Special Projects	24,000.00	
4122	Electricity	102	Cemetery & Buildings	117.52	
4122	Electricity	108	Amenity Areas	639.73	
4122	Electricity	115	Town Centre Decorations	2,289.52	
4122	Electricity	201	Market House	1,227.76	
4122	Electricity	202	Town Council Offices	7,950.17	
4150	Cleaning	202	Town Council Offices	851.00	
4155	Housekeeping	202	Town Council Offices	96.03	
4170	Maintenance	102	Cemetery & Buildings	1,540.70	
4170	Maintenance	108	Amenity Areas	120.00	
4170	Maintenance	202	Town Council Offices	417.40	
4170	Maintenance	235	Office Facilities & Equipment	39.00	
4173	Defibrillator maintenance	108	Amenity Areas	84.95	
4176	CCTV Link to Hereford	118	Minor Infrastructure	2,622.56	
4185	Alarms	202	Town Council Offices	59.10	



## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4200	New Equipment	102	Cemetery & Buildings	226.13	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	673.32	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	3,360.00	
4206	Grounds Maintenance	102	Cemetery & Buildings	13.55	
4206	Grounds Maintenance	110	Recreation Ground	700.83	
4208	Dog Hill Wood Maintenance	108	Amenity Areas	336.66	
4209	Dog Hill Wood Maintenance	108	Amenity Areas	49.97	
4221	War Memorial refurbishment	118	Minor Infrastructure	3,301.15	
4225	Skip Hire	102	Cemetery & Buildings	420.00	
4228	General Tree works	108	Amenity Areas	2,670.00	
4236	Play Equipment Maintenance	110	Recreation Ground	300.00	
4237	Skate Park Maintenance	110	Recreation Ground	160.00	
4276	External power supply -High St	118	Minor Infrastructure	66.97	
4280	Station Telephone Kiosk	118	Minor Infrastructure	440.00	
4300	Vehicle Repair	102	Cemetery & Buildings	26.00	
4330	Fuel	102	Cemetery & Buildings	503.15	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	420.65	
4400	Stationery	230	Management and Payroll	40.39	
4400	Stationery	235	Office Facilities & Equipment	1,917.28	
4400	Stationery	401	Full Council	12.30	
4405	Photocopier Hire	235	Office Facilities & Equipment	540.00	
4410	Photocopier Costs	235	Office Facilities & Equipment	1,080.92	
4415	Office Support & Equipment	202	Town Council Offices	35.50	
4415	Office Support & Equipment	235	Office Facilities & Equipment	1,084.38	
4415	Office Support & Equipment	401	Full Council	1,161.04	
4416	Equipment Maintenance	102	Cemetery & Buildings	1,703.36	
4430	Advertising	105	Painted Room	276.61	
4430	Advertising	220	Finance and General Purposes	83.20	
4433	Card Machine rental	105	Painted Room	150.76	
4433	Card Machine rental	220	Finance and General Purposes	100.00	
4435	Card Machine Transactions	105	Painted Room	61.12	
4435	Card Machine Transactions	220	Finance and General Purposes	59.97	
4444	Petty Cash	235	Office Facilities & Equipment	289.80	
4455	Postage	401	Full Council	61.71	
4460	Subscriptions	220	Finance and General Purposes	798.50	
4481	Telephones	401	Full Council	2,577.77	
4482	Website	401	Full Council	475.00	
4483	ICT Services & Software Lease	220	Finance and General Purposes	25.00	
4483	ICT Services & Software Lease	401	Full Council	3,285.58	
4500	Town Mayors Expenses	225	Councillors/Newsletter	93.15	
4501	Mayor's Hospitality	210	Civic Matters	155.00	
4502	Mayor's Advertising	225	Councillors/Newsletter	20.00	

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4520	Councillors Expenses	225	Councillors/Newsletter	193.78	
4525	Councillors Training	225	Councillors/Newsletter	170.00	
4535	Civic Hospitality	210	Civic Matters	50.00	
4545	Annual & Other Meetings	225	Councillors/Newsletter	434.00	
4550	Bank Charges	102	Cemetery & Buildings	29.01	
4550	Bank Charges	220	Finance and General Purposes	255.66	
4551	Data Protection	220	Finance and General Purposes	108.33	
4553	Tourist Information Centre	301	Planning/Economic Development	732.00	
4579	Audit Internal	220	Finance and General Purposes	365.75	
4590	Professional Services	220	Finance and General Purposes	4,911.04	
4592	PPE/Health & Safety	102	Cemetery & Buildings	601.77	
4594	Cemetery Mapping	102	Cemetery & Buildings	750.00	
4595	Climate Change	127	Services and Events	158.05	
4607	Events	127	Services and Events	4,021.00	
4640	Christmas Lights & Install	115	Town Centre Decorations	20,532.46	
4650	Ledbury In Bloom	115	Town Centre Decorations	2,920.00	
4805	Citizens Advice Worcs	214	Grants with Powers	2,500.00	
4857	Great Places to Visit Funding	214	Grants with Powers	8.61	
4875	Distinguished Citizen Awards	214	Grants with Powers	192.29	
4886	John Masefield Memorial	302	Special Projects	3,073.00	
4890	Unspecified Grants	214	Grants with Powers	33,090.00	
<b>Trial Balance Totals :</b>				<b>698,348.28</b>	<b>698,348.28</b>
<b>Difference</b>				<b>0.00</b>	

## Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 01/08/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<i>Current Assets</i>		
102	Other Debtors	215
120	Vat Due	4,208
150	Stock	1,728
200	Lloyds A/c (235) (Bus Ext)	15,790
202	Premier A/c (736) Comm Call	206,665
203	Public Sector Deposit Fund	157,716
215	Petty Cash	109
<b>Total Current Assets</b>		<b>386,430</b>
<i>Represented by :-</i>		
300	Current Year Fund	29,676
310	General Fund	86,811
320	Earmarked Reserves	113
321	EMR - Recreation Ground Equipm	25,830
322	EMR - Traffic Management	9,000
323	EMR - Charter Market Improve	1,000
324	EMR - Listed Buildings	120,000
325	EMR - Elections	10,000
326	EMR - Youth Support	5,000
327	EMR- Play/Skate Park	24,500
328	EMR - War Memorial	40,000
329	EMR - Paths, Bins, Benches	2,500
330	EMR - CCTV	10,000
331	EMR - Advertising	5,000
332	EMR - Climate Change	2,000
333	EMR - Perimeter Wall Cemetery	15,000
<b>Total Equity</b>		<b>386,430</b>

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
102	Other Debtors			215.00	
120	Vat Due			7,441.95	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			66,246.76	
202	Premier A/c (736) Comm Call			423,441.10	
203	Public Sector Deposit Fund			158,399.11	
215	Petty Cash			40.68	
310	General Fund				86,811.49
320	Earmarked Reserves				112.92
321	EMR - Recreation Ground Equipm				25,830.00
322	EMR - Traffic Management				9,000.00
323	EMR - Charter Market Improveme				1,000.00
324	EMR - Listed Buildings				120,000.00
325	EMR - Elections				10,000.00
326	EMR - Youth Support				5,000.00
327	EMR- Play/Skate Park				24,500.00
328	EMR - War Memorial				40,000.00
329	EMR - Paths, Bins, Benches				2,500.00
330	EMR - CCTV				10,000.00
331	EMR - Advertising				5,000.00
332	EMR - Climate Change				2,000.00
333	EMR - Perimeter Wall Cemetery				15,000.00
1034	Tourist Information Centre	301	Planning/Economic Development		131.50
1036	Photocopier Printing	235	Office Facilities & Equipment		16.00
1090	Charter Market Income	301	Planning/Economic Development		4,298.33
1100	Cemetery Interment Income	102	Cemetery & Buildings		4,988.00
1105	Exclusive Right of Burial	102	Cemetery & Buildings		1,263.00
1122	Electricity Refund	115	Town Centre Decorations		63.84
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		607.00
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		32.50
1160	Mortuary Rent Income	102	Cemetery & Buildings		86.69
1161	Chapel Hire	102	Cemetery & Buildings		150.00
1271	Event Sponsorship	127	Services and Events		250.00
1289	War Memorial Refund	118	Minor Infrastructure		1,666.68
1450	Painted Room Sales Income	105	Painted Room		1,247.30
1451	Painted Room Donations Income	105	Painted Room		2,606.30
1460	Ceremony Room Income	120	Non-Statutory Services		2,865.80
1460	Ceremony Room Income	205	Ceremony Room	1,115.26	
1470	Photocopies Income	235	Office Facilities & Equipment		18.00
1471	Dog Poop Bags	127	Services and Events		238.00
1870	Bank Interest Received Income	220	Finance and General Purposes		4,831.29
1871	Professoinal Serices Refund	220	Finance and General Purposes		755.00

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
1899	Insurance Claim	220	Finance and General Purposes		340.00
1900	Precept Income	220	Finance and General Purposes		640,671.00
1902	Western Power WayLeave	220	Finance and General Purposes		125.95
4000	Staff Salaries	102	Cemetery & Buildings	15,314.51	
4000	Staff Salaries	103	Grounds Maintenance	7,419.41	
4000	Staff Salaries	105	Painted Room	6,334.21	
4000	Staff Salaries	230	Management and Payroll	87,381.17	
4001	Agency Cover	102	Cemetery & Buildings	2,489.66	
4009	Wedding Refunds	120	Non-Statutory Services	190.00	
4013	Devolved Services (grass cutti	125	Green Spaces Maintenance	260.40	
4014	Lengthsman Scheme/P3 Scheme	125	Green Spaces Maintenance	528.00	
4016	Town Cleaner	103	Grounds Maintenance	1,340.00	
4018	National Insurance	102	Cemetery & Buildings	1,236.18	
4018	National Insurance	103	Grounds Maintenance	2,349.99	
4018	National Insurance	105	Painted Room	320.09	
4018	National Insurance	230	Management and Payroll	27,864.92	
4019	Pension	102	Cemetery & Buildings	1,236.18	
4019	Pension	103	Grounds Maintenance	1,072.43	
4019	Pension	105	Painted Room	227.76	
4019	Pension	230	Management and Payroll	28,525.14	
4021	Rubbish Collection	202	Town Council Offices	191.04	
4050	Staff Training	230	Management and Payroll	3,485.85	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	1,191.04	
4110	Rates	102	Cemetery & Buildings	1,471.23	
4110	Rates	105	Painted Room	56.00	
4110	Rates	201	Market House	280.96	
4110	Rates	202	Town Council Offices	3,799.27	
4115	Water	102	Cemetery & Buildings	20.63	
4115	Water	201	Market House	32.84	
4115	Water	202	Town Council Offices	408.27	
4116	Confidential Waste - Shredding	202	Town Council Offices	556.09	
4118	Buses4Us	302	Special Projects	24,000.00	
4122	Electricity	102	Cemetery & Buildings	145.19	
4122	Electricity	108	Amenity Areas	639.73	
4122	Electricity	115	Town Centre Decorations	2,289.52	
4122	Electricity	201	Market House	1,341.34	
4122	Electricity	202	Town Council Offices	8,112.52	
4130	Insurance	220	Finance and General Purposes	61.01	
4150	Cleaning	202	Town Council Offices	1,776.00	
4155	Housekeeping	202	Town Council Offices	134.11	
4170	Maintenance	102	Cemetery & Buildings	1,678.80	
4170	Maintenance	108	Amenity Areas	120.00	

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4170	Maintenance	202	Town Council Offices	572.40	
4170	Maintenance	235	Office Facilities & Equipment	539.00	
4173	Defibrillator maintenance	108	Amenity Areas	84.95	
4176	CCTV Link to Hereford	118	Minor Infrastructure	2,622.56	
4185	Alarms	202	Town Council Offices	59.10	
4200	New Equipment	102	Cemetery & Buildings	226.13	
4201	Equipment Hire	102	Cemetery & Buildings	70.00	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	1,346.64	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	5,600.00	
4206	Grounds Maintenance	102	Cemetery & Buildings	62.15	
4206	Grounds Maintenance	110	Recreation Ground	700.83	
4208	Dog Hill Wood Maintenance	108	Amenity Areas	336.66	
4209	Dog Hill Wood Maintenance	108	Amenity Areas	49.97	
4221	War Memorial refurbishment	118	Minor Infrastructure	11,760.24	
4225	Skip Hire	102	Cemetery & Buildings	635.00	
4228	General Tree works	108	Amenity Areas	2,670.00	
4236	Play Equipment Maintenance	110	Recreation Ground	500.00	
4237	Skate Park Maintenance	110	Recreation Ground	160.00	
4276	External power supply -High St	118	Minor Infrastructure	66.97	
4280	Station Telephone Kiosk	118	Minor Infrastructure	440.00	
4285	Defibrillator Maintenance	118	Minor Infrastructure	94.95	
4300	Vehicle Repair	102	Cemetery & Buildings	26.00	
4330	Fuel	102	Cemetery & Buildings	743.01	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	740.65	
4400	Stationery	225	Councillors/Newsletter	74.59	
4400	Stationery	230	Management and Payroll	40.39	
4400	Stationery	235	Office Facilities & Equipment	2,367.19	
4400	Stationery	401	Full Council	12.30	
4405	Photocopier Hire	235	Office Facilities & Equipment	540.00	
4410	Photocopier Costs	235	Office Facilities & Equipment	1,284.93	
4415	Office Support & Equipment	202	Town Council Offices	35.50	
4415	Office Support & Equipment	235	Office Facilities & Equipment	1,293.95	
4415	Office Support & Equipment	401	Full Council	1,954.44	
4416	Equipment Maintenance	102	Cemetery & Buildings	1,703.36	
4430	Advertising	105	Painted Room	276.61	
4430	Advertising	220	Finance and General Purposes	83.20	
4433	Card Machine rental	105	Painted Room	175.76	
4433	Card Machine rental	220	Finance and General Purposes	125.00	
4435	Card Machine Transactions	105	Painted Room	61.12	
4435	Card Machine Transactions	108	Amenity Areas	15.76	
4435	Card Machine Transactions	220	Finance and General Purposes	78.14	
4444	Petty Cash	235	Office Facilities & Equipment	348.76	

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4455	Postage	401	Full Council	218.75	
4460	Subscriptions	220	Finance and General Purposes	1,284.50	
4481	Telephones	401	Full Council	2,903.92	
4482	Website	401	Full Council	570.00	
4483	ICT Services & Software Lease	220	Finance and General Purposes	25.00	
4483	ICT Services & Software Lease	401	Full Council	4,081.49	
4500	Town Mayors Expenses	225	Councillors/Newsletter	93.15	
4501	Mayor's Hospitality	210	Civic Matters	167.42	
4502	Mayor's Advertising	225	Councillors/Newsletter	20.00	
4520	Councillors Expenses	225	Councillors/Newsletter	193.78	
4525	Councillors Training	225	Councillors/Newsletter	170.00	
4535	Civic Hospitality	210	Civic Matters	50.00	
4545	Annual & Other Meetings	225	Councillors/Newsletter	434.00	
4550	Bank Charges	102	Cemetery & Buildings	29.01	
4550	Bank Charges	220	Finance and General Purposes	318.89	
4551	Data Protection	220	Finance and General Purposes	108.33	
4553	Tourist Information Centre	301	Planning/Economic Development	887.73	
4579	Audit Internal	220	Finance and General Purposes	365.75	
4590	Professional Services	220	Finance and General Purposes	6,706.70	
4592	PPE/Health & Safety	102	Cemetery & Buildings	638.42	
4594	Cemetery Mapping	102	Cemetery & Buildings	750.00	
4595	Climate Change	127	Services and Events	158.05	
4607	Events	127	Services and Events	5,076.14	
4640	Christmas Lights & Install	115	Town Centre Decorations	20,532.46	
4650	Ledbury In Bloom	115	Town Centre Decorations	2,920.00	
4800	Barrett Browning Clock	214	Grants with Powers	359.99	
4805	Citizens Advice Worcs	214	Grants with Powers	2,500.00	
4857	Great Places to Visit Funding	214	Grants with Powers	8.61	
4875	Distinguished Citizen Awards	214	Grants with Powers	192.29	
4886	John Masefield Memorial	302	Special Projects	4,064.96	
4890	Unspecified Grants	214	Grants with Powers	33,090.00	
<b>Trial Balance Totals :</b>				<b>1,024,006.59</b>	<b>1,024,006.59</b>
<b>Difference</b>				<b>0.00</b>	

**Detailed Balance Sheet - Excluding Stock Movement****Month 6 Date 30/09/2023**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<i>Current Assets</i>		
102	Other Debtors	215
120	Vat Due	7,442
150	Stock	1,728
200	Lloyds A/c (235) (Bus Ext)	66,247
202	Premier A/c (736) Comm Call	423,441
203	Public Sector Deposit Fund	158,399
215	Petty Cash	41
<b>Total Current Assets</b>		<b>657,512</b>
<i>Represented by :-</i>		
300	Current Year Fund	300,758
310	General Fund	86,811
320	Earmarked Reserves	113
321	EMR - Recreation Ground Equipm	25,830
322	EMR - Traffic Management	9,000
323	EMR - Charter Market Improveme	1,000
324	EMR - Listed Buildings	120,000
325	EMR - Elections	10,000
326	EMR - Youth Support	5,000
327	EMR- Play/Skate Park	24,500
328	EMR - War Memorial	40,000
329	EMR - Paths, Bins, Benches	2,500
330	EMR - CCTV	10,000
331	EMR - Advertising	5,000
332	EMR - Climate Change	2,000
333	EMR - Perimeter Wall Cemetery	15,000
<b>Total Equity</b>		<b>657,512</b>



Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Closed Churchyard</b>								
4205 Grounds Maintenance (Contract)	0	0	1,500	1,500		1,500	0.0%	
4206 Grounds Maintenance	0	0	1,000	1,000		1,000	0.0%	
4224 Wheely Bins Refuse Collection	0	0	250	250		250	0.0%	
4250 Tree Works/Property Maintenananc	0	0	1,000	1,000		1,000	0.0%	
Closed Churchyard :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>3,750</u>	<u>3,750</u>	<u>0</u>	<u>3,750</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u><b>0</b></u>	<u><b>0</b></u>	<u><b>(3,750)</b></u>	<u><b>(3,750)</b></u>				
<b>102 Cemetery &amp; Buildings</b>								
1100 Cemetery Interment Income	1,229	4,988	11,000	6,012			45.3%	
1105 Exclusive Right of Burial	0	1,263	0	(1,263)			0.0%	
1110 Transfer Of Exclusive Right Of	0	0	360	360			0.0%	
1130 Cemetery Memorial Permit Incom	69	607	2,500	1,893			24.3%	
1131 Cemetery Deed Transfers Income	0	33	0	(33)			0.0%	
1160 Mortuary Rent Income	333	87	2,500	2,413			3.5%	
1161 Chapel Hire	25	150	150	0			100.0%	
Cemetery & Buildings :- Income	<u>1,656</u>	<u>7,127</u>	<u>16,510</u>	<u>9,383</u>			<u>43.2%</u>	<u>0</u>
4000 Staff Salaries	1,820	15,315	30,345	15,030		15,030	50.5%	
4001 Agency Cover	0	2,490	2,000	(490)		(490)	124.5%	
4018 National Insurance	0	1,236	4,021	2,785		2,785	30.7%	
4019 Pension	0	1,236	7,677	6,441		6,441	16.1%	
4110 Rates	246	1,471	2,970	1,499		1,499	49.5%	
4115 Water	0	21	200	179		179	10.3%	
4122 Electricity	28	145	2,000	1,855		1,855	7.3%	
4150 Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	138	1,679	1,100	(579)		(579)	152.6%	
4200 New Equipment	0	226	1,100	874		874	20.6%	
4201 Equipment Hire	70	70	750	680		680	9.3%	
4206 Grounds Maintenance	49	62	2,000	1,938		1,938	3.1%	
4223 Perimeter Wall Repairs	0	0	2,000	2,000		2,000	0.0%	
4225 Skip Hire	215	635	1,650	1,015		1,015	38.5%	
4227 Memorial Testing	0	0	1,000	1,000		1,000	0.0%	
4250 Tree Works/Property Maintenananc	0	0	1,000	1,000		1,000	0.0%	
4300 Vehicle Repair	0	26	1,000	974		974	2.6%	
4330 Fuel	240	743	1,000	257		257	74.3%	
4340 Insurance, Tax & MOT	320	741	1,000	259		259	74.1%	
4416 Equipment Maintenance	0	1,703	1,100	(603)		(603)	154.9%	
4550 Bank Charges	0	29	0	(29)		(29)	0.0%	
4592 PPE/Health & Safety	37	638	500	(138)		(138)	127.7%	

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

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## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4594 Cemetery Mapping	0	750	0	(750)		(750)	0.0%	
Cemetery & Buildings :- Indirect Expenditure	<u>3,162</u>	<u>29,216</u>	<u>64,663</u>	<u>35,447</u>	<u>0</u>	<u>35,447</u>	<u>45.2%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>(1,506)</u></b>	<b><u>(22,089)</u></b>	<b><u>(48,153)</u></b>	<b><u>(26,064)</u></b>				
<b>103 Grounds Maintenance</b>								
4000 Staff Salaries	0	7,419	25,000	17,581		17,581	29.7%	
4016 Town Cleaner	0	1,340	0	(1,340)		(1,340)	0.0%	
4018 National Insurance	0	2,350	0	(2,350)		(2,350)	0.0%	
4019 Pension	0	1,072	0	(1,072)		(1,072)	0.0%	
Grounds Maintenance :- Indirect Expenditure	<u>0</u>	<u>12,182</u>	<u>25,000</u>	<u>12,818</u>	<u>0</u>	<u>12,818</u>	<u>48.7%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>0</u></b>	<b><u>(12,182)</u></b>	<b><u>(25,000)</u></b>	<b><u>(12,818)</u></b>				
<b>105 Painted Room</b>								
1450 Painted Room Sales Income	521	1,247	1,000	(247)			124.7%	
1451 Painted Room Donations Income	179	2,606	3,000	394			86.9%	
Painted Room :- Income	<u>700</u>	<u>3,854</u>	<u>4,000</u>	<u>146</u>			<u>96.3%</u>	<u>0</u>
4000 Staff Salaries	1,025	6,334	8,500	2,166		2,166	74.5%	
4018 National Insurance	0	320	0	(320)		(320)	0.0%	
4019 Pension	0	228	0	(228)		(228)	0.0%	
4110 Rates	0	56	0	(56)		(56)	0.0%	
4170 Maintenance	0	0	1,100	1,100		1,100	0.0%	
4430 Advertising	0	277	800	523		523	34.6%	
4433 Card Machine rental	25	176	600	424		424	29.3%	
4434 Music Licence	0	0	350	350		350	0.0%	
4435 Card Machine Transactions	0	61	0	(61)		(61)	0.0%	
4700 Stock Purchase	0	0	550	550		550	0.0%	
Painted Room :- Indirect Expenditure	<u>1,050</u>	<u>7,452</u>	<u>11,900</u>	<u>4,448</u>	<u>0</u>	<u>4,448</u>	<u>62.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>(349)</u></b>	<b><u>(3,598)</u></b>	<b><u>(7,900)</u></b>	<b><u>(4,302)</u></b>				
<b>107 Town Promotion</b>								
4703 Promotional Material	0	0	3,000	3,000		3,000	0.0%	
4704 Tourism/ Town Plan Projects	0	0	5,000	5,000		5,000	0.0%	
4705 Signage	0	0	3,000	3,000		3,000	0.0%	
Town Promotion :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>11,000</u>	<u>11,000</u>	<u>0</u>	<u>11,000</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>(11,000)</u></b>	<b><u>(11,000)</u></b>				

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Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>108 Amenity Areas</b>								
4122 Electricity	0	640	1,000	360		360	64.0%	
4170 Maintenance	0	120	0	(120)		(120)	0.0%	
4173 Defibrillator maintenance	0	85	0	(85)		(85)	0.0%	
4200 New Equipment	0	0	200	200		200	0.0%	
4204 Dog Hill Wood Management Plan/	0	0	1,000	1,000		1,000	0.0%	
4205 Grounds Maintenance (Contract)	673	1,347	4,040	2,693		2,693	33.3%	
4208 Dog Hill Wood Maintenance	0	337	0	(337)		(337)	0.0%	
4209 Dog Hill Wood Maintenance	0	50	500	450		450	10.0%	
4210 Dog Hill Wood Coppicing	0	0	1,000	1,000		1,000	0.0%	
4228 General Tree works	0	2,670	1,650	(1,020)		(1,020)	161.8%	
4252 General Park Maintenance	0	0	2,000	2,000		2,000	0.0%	
4435 Card Machine Transactions	16	16	0	(16)		(16)	0.0%	
<b>Amenity Areas :- Indirect Expenditure</b>	<b>689</b>	<b>5,264</b>	<b>11,390</b>	<b>6,126</b>	<b>0</b>	<b>6,126</b>	<b>46.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(689)</b>	<b>(5,264)</b>	<b>(11,390)</b>	<b>(6,126)</b>				
<b>110 Recreation Ground</b>								
4175 CCTV Maintenance	0	0	1,000	1,000		1,000	0.0%	
4205 Grounds Maintenance (Contract)	2,240	5,600	7,854	2,254		2,254	71.3%	
4206 Grounds Maintenance	0	701	3,000	2,299		2,299	23.4%	
4224 Wheely Bins Refuse Collection	0	0	8,208	8,208		8,208	0.0%	
4229 Street Light Maintenance	0	0	500	500		500	0.0%	
4230 ROSPA Reports	0	0	71	71		71	0.0%	
4234 Skate Park Equipment	0	0	1,000	1,000		1,000	0.0%	
4235 Play Equipment-New	0	0	10,000	10,000		10,000	0.0%	
4236 Play Equipment Maintenance	200	500	5,000	4,500		4,500	10.0%	
4237 Skate Park Maintenance	0	160	3,000	2,840		2,840	5.3%	
4238 Youth Shelter Maintenance	0	0	1,000	1,000		1,000	0.0%	
<b>Recreation Ground :- Indirect Expenditure</b>	<b>2,440</b>	<b>6,961</b>	<b>40,633</b>	<b>33,672</b>	<b>0</b>	<b>33,672</b>	<b>17.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,440)</b>	<b>(6,961)</b>	<b>(40,633)</b>	<b>(33,672)</b>				
<b>115 Town Centre Decorations</b>								
1122 Electricity Refund	64	64	0	(64)			0.0%	
1270 Christmas Lights Event	0	0	1,000	1,000			0.0%	
<b>Town Centre Decorations :- Income</b>	<b>64</b>	<b>64</b>	<b>1,000</b>	<b>936</b>			<b>6.4%</b>	<b>0</b>
4122 Electricity	0	2,290	0	(2,290)		(2,290)	0.0%	
4640 Christmas Lights & Install	0	20,532	23,000	2,468		2,468	89.3%	
4650 Ledbury In Bloom	0	2,920	4,000	1,080		1,080	73.0%	
<b>Town Centre Decorations :- Indirect Expenditure</b>	<b>0</b>	<b>25,742</b>	<b>27,000</b>	<b>1,258</b>	<b>0</b>	<b>1,258</b>	<b>95.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>64</b>	<b>(25,678)</b>	<b>(26,000)</b>	<b>(322)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>118 Minor Infrastructure</b>								
1289 War Memorial Refund	278	1,667	3,333	1,666			50.0%	
Minor Infrastructure :- Income	<u>278</u>	<u>1,667</u>	<u>3,333</u>	<u>1,666</u>			<u>50.0%</u>	<u>0</u>
4176 CCTV Link to Hereford	0	2,623	9,500	6,877		6,877	27.6%	
4221 War Memorial refurbishment	8,459	11,760	0	(11,760)		(11,760)	0.0%	
4276 External power supply -High St	0	67	120	53		53	55.8%	
4280 Station Telephone Kiosk	0	440	0	(440)		(440)	0.0%	
4285 Defibrillator Maintenance	95	95	350	255		255	27.1%	
Minor Infrastructure :- Indirect Expenditure	<u>8,554</u>	<u>14,985</u>	<u>9,970</u>	<u>(5,015)</u>	<u>0</u>	<u>(5,015)</u>	<u>150.3%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>(8,276)</u></b>	<b><u>(13,318)</u></b>	<b><u>(6,637)</u></b>	<b><u>6,681</u></b>				
<b>120 Non-Statutory Services</b>								
1460 Ceremony Room Income	530	2,866	2,200	(666)			130.3%	
Non-Statutory Services :- Income	<u>530</u>	<u>2,866</u>	<u>2,200</u>	<u>(666)</u>			<u>130.3%</u>	<u>0</u>
4007 Ceremony Room Licence Fee	0	0	500	500		500	0.0%	
4009 Wedding Refunds	190	190	0	(190)		(190)	0.0%	
4020 Cleaning	0	0	500	500		500	0.0%	
4430 Advertising	0	0	500	500		500	0.0%	
Non-Statutory Services :- Indirect Expenditure	<u>190</u>	<u>190</u>	<u>1,500</u>	<u>1,310</u>	<u>0</u>	<u>1,310</u>	<u>12.7%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>340</u></b>	<b><u>2,676</u></b>	<b><u>700</u></b>	<b><u>(1,976)</u></b>				
<b>125 Green Spaces Maintenance</b>								
4013 Devolved Services (grass cutti	104	260	0	(260)		(260)	0.0%	
4014 Lengthsman Scheme/P3 Scheme	0	528	3,000	2,472		2,472	17.6%	
Green Spaces Maintenance :- Indirect Expenditure	<u>104</u>	<u>788</u>	<u>3,000</u>	<u>2,212</u>	<u>0</u>	<u>2,212</u>	<u>26.3%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(104)</u></b>	<b><u>(788)</u></b>	<b><u>(3,000)</u></b>	<b><u>(2,212)</u></b>				
<b>127 Services and Events</b>								
1271 Event Sponsorship	100	250	0	(250)			0.0%	
1471 Dog Poop Bags	5	238	1,000	762			23.8%	
Services and Events :- Income	<u>105</u>	<u>488</u>	<u>1,000</u>	<u>512</u>			<u>48.8%</u>	<u>0</u>
4271 Dog Bags	0	0	700	700		700	0.0%	
4595 Climate Change	0	158	0	(158)		(158)	0.0%	
4600 Town Crier/Fees & Subs	0	0	500	500		500	0.0%	
4601 Town Crier/Uniforms	0	0	500	500		500	0.0%	
4605 Events Barriers	0	0	100	100		100	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4607 Events	1,055	5,076	7,500	2,424		2,424	67.7%	
4850 Poppy Wreath	0	0	20	20		20	0.0%	
Services and Events :- Indirect Expenditure	<b>1,055</b>	<b>5,234</b>	<b>9,320</b>	<b>4,086</b>	<b>0</b>	<b>4,086</b>	<b>56.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(950)</b>	<b>(4,746)</b>	<b>(8,320)</b>	<b>(3,574)</b>				
<b>201 Market House</b>								
1030 Market House Income	0	0	1,100	1,100			0.0%	
Market House :- Income	<b>0</b>	<b>0</b>	<b>1,100</b>	<b>1,100</b>			<b>0.0%</b>	<b>0</b>
4110 Rates	56	281	1,650	1,369		1,369	17.0%	
4115 Water	8	33	100	67		67	32.8%	
4122 Electricity	114	1,341	1,500	159		159	89.4%	
4150 Cleaning	0	0	100	100		100	0.0%	
4170 Maintenance	0	0	5,000	5,000		5,000	0.0%	
Market House :- Indirect Expenditure	<b>178</b>	<b>1,655</b>	<b>8,350</b>	<b>6,695</b>	<b>0</b>	<b>6,695</b>	<b>19.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(178)</b>	<b>(1,655)</b>	<b>(7,250)</b>	<b>(5,595)</b>				
<b>202 Town Council Offices</b>								
4021 Rubbish Collection	0	191	1,000	809		809	19.1%	
4110 Rates	633	3,799	6,820	3,021		3,021	55.7%	
4115 Water	102	408	550	142		142	74.2%	
4116 Confidential Waste - Shredding	73	556	0	(556)		(556)	0.0%	
4122 Electricity	162	8,113	6,000	(2,113)		(2,113)	135.2%	
4150 Cleaning	925	1,776	2,500	724		724	71.0%	
4155 Housekeeping	38	134	500	366		366	26.8%	
4160 Window Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	155	572	3,300	2,728		2,728	17.3%	
4179 Quinquennial Works	0	0	2,000	2,000		2,000	0.0%	
4185 Alarms	0	59	4,620	4,561		4,561	1.3%	
4415 Office Support & Equipment	0	36	0	(36)		(36)	0.0%	
Town Council Offices :- Indirect Expenditure	<b>2,089</b>	<b>15,644</b>	<b>27,540</b>	<b>11,896</b>	<b>0</b>	<b>11,896</b>	<b>56.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,089)</b>	<b>(15,644)</b>	<b>(27,540)</b>	<b>(11,896)</b>				
<b>205 Ceremony Room</b>								
1460 Ceremony Room Income	0	(1,115)	0	1,115			0.0%	
Ceremony Room :- Income	<b>0</b>	<b>(1,115)</b>	<b>0</b>	<b>1,115</b>				<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>(1,115)</b>	<b>0</b>	<b>1,115</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

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## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>210 Civic Matters</b>								
4501 Mayor's Hospitality	12	167	1,100	933		933	15.2%	
4529 Civic Insignia	0	0	400	400		400	0.0%	
4531 Roll of Honour	0	0	50	50		50	0.0%	
4532 Flag Pole	0	0	132	132		132	0.0%	
4535 Civic Hospitality	0	50	1,100	1,050		1,050	4.5%	
<b>Civic Matters :- Indirect Expenditure</b>	<b>12</b>	<b>217</b>	<b>2,782</b>	<b>2,565</b>	<b>0</b>	<b>2,565</b>	<b>7.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(12)</b>	<b>(217)</b>	<b>(2,782)</b>	<b>(2,565)</b>				
<b>214 Grants with Powers</b>								
1718 October Fair Donation Income	0	0	2,250	2,250			0.0%	
<b>Grants with Powers :- Income</b>	<b>0</b>	<b>0</b>	<b>2,250</b>	<b>2,250</b>			<b>0.0%</b>	<b>0</b>
4800 Barrett Browning Clock	360	360	0	(360)		(360)	0.0%	
4805 Citizens Advice Worcs	0	2,500	5,000	2,500		2,500	50.0%	
4826 Malvern Hills AONB Partnership	0	0	500	500		500	0.0%	
4827 Community Action Ledbury	0	0	10,000	10,000		10,000	0.0%	
4857 Great Places to Visit Funding	0	9	0	(9)		(9)	0.0%	
4870 Youth Budget	0	0	5,000	5,000		5,000	0.0%	
4875 Distinguished Citizen Awards	0	192	250	58		58	76.9%	
4876 October Fair Expenditure	0	0	1,000	1,000		1,000	0.0%	
4890 Unspecified Grants	0	33,090	20,000	(13,090)		(13,090)	165.4%	
<b>Grants with Powers :- Indirect Expenditure</b>	<b>360</b>	<b>36,151</b>	<b>41,750</b>	<b>5,599</b>	<b>0</b>	<b>5,599</b>	<b>86.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(360)</b>	<b>(36,151)</b>	<b>(39,500)</b>	<b>(3,349)</b>				
<b>220 Finance and General Purposes</b>								
1870 Bank Interest Received Income	901	4,831	1,000	(3,831)			483.1%	
1871 Professional Services Refund	755	755	0	(755)			0.0%	
1899 Insurance Claim	340	340	0	(340)			0.0%	
1900 Precept Income	320,336	640,671	0	(640,671)			0.0%	
1902 Western Power WayLeave	120	126	120	(6)			105.0%	
<b>Finance and General Purposes :- Income</b>	<b>322,452</b>	<b>646,723</b>	<b>1,120</b>	<b>(645,603)</b>			<b>57743.1</b>	<b>0</b>
4130 Insurance	61	61	17,557	17,496		17,496	0.3%	
4430 Advertising	0	83	1,000	917		917	8.3%	
4433 Card Machine rental	25	125	600	475		475	20.8%	
4435 Card Machine Transactions	18	78	0	(78)		(78)	0.0%	
4460 Subscriptions	486	1,285	5,000	3,716		3,716	25.7%	
4483 ICT Services & Software Lease	0	25	0	(25)		(25)	0.0%	
4550 Bank Charges	63	319	500	181		181	63.8%	

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4551 Data Protection	0	108	500	392		392	21.7%	
4579 Audit Internal	0	366	2,000	1,634		1,634	18.3%	
4580 Audit External	0	0	3,000	3,000		3,000	0.0%	
4590 Professional Services	1,796	6,707	10,000	3,293		3,293	67.1%	
4592 PPE/Health & Safety	0	0	500	500		500	0.0%	
Finance and General Purposes :- Indirect Expenditure	<u>2,449</u>	<u>9,157</u>	<u>40,657</u>	<u>31,500</u>	<u>0</u>	<u>31,500</u>	<u>22.5%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>320,003</u></b>	<b><u>637,567</u></b>	<b><u>(39,537)</u></b>	<b><u>(677,104)</u></b>				
<b>225 Councillors/Newsletter</b>								
4400 Stationery	75	75	0	(75)		(75)	0.0%	
4420 Newsletter	0	0	500	500		500	0.0%	
4500 Town Mayors Expenses	0	93	1,000	907		907	9.3%	
4502 Mayor's Advertising	0	20	500	480		480	4.0%	
4520 Councillors Expenses	0	194	500	306		306	38.8%	
4525 Councillors Training	0	170	1,500	1,330		1,330	11.3%	
4545 Annual & Other Meetings	0	434	1,000	566		566	43.4%	
Councillors/Newsletter :- Indirect Expenditure	<u>75</u>	<u>986</u>	<u>5,000</u>	<u>4,014</u>	<u>0</u>	<u>4,014</u>	<u>19.7%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(75)</u></b>	<b><u>(986)</u></b>	<b><u>(5,000)</u></b>	<b><u>(4,014)</u></b>				
<b>230 Management and Payroll</b>								
4000 Staff Salaries	14,382	87,381	201,642	114,261		114,261	43.3%	
4001 Agency Cover	0	0	8,000	8,000		8,000	0.0%	
4018 National Insurance	6,011	27,865	26,698	(1,167)		(1,167)	104.4%	
4019 Pension	6,552	28,525	50,978	22,453		22,453	56.0%	
4050 Staff Training	674	3,486	3,000	(486)		(486)	116.2%	
4051 Officers Travel/Conference/Sub	59	1,191	1,100	(91)		(91)	108.3%	
4400 Stationery	0	40	0	(40)		(40)	0.0%	
Management and Payroll :- Indirect Expenditure	<u>27,678</u>	<u>148,489</u>	<u>291,418</u>	<u>142,929</u>	<u>0</u>	<u>142,929</u>	<u>51.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(27,678)</u></b>	<b><u>(148,489)</u></b>	<b><u>(291,418)</u></b>	<b><u>(142,929)</u></b>				
<b>235 Office Facilities &amp; Equipment</b>								
1036 Photocopier Printing	0	16	0	(16)			0.0%	
1470 Photocopies Income	0	18	0	(18)			0.0%	
Office Facilities & Equipment :- Income	<u>0</u>	<u>34</u>	<u>0</u>	<u>(34)</u>				<u>0</u>
4170 Maintenance	500	539	1,650	1,111		1,111	32.7%	
4400 Stationery	450	2,367	3,500	1,133		1,133	67.6%	
4405 Photocopier Hire	0	540	780	240		240	69.2%	

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4410 Photocopier Costs	204	1,285	2,500	1,215		1,215	51.4%	
4415 Office Support & Equipment	210	1,294	0	(1,294)		(1,294)	0.0%	
4444 Petty Cash	59	349	1,000	651		651	34.9%	
<b>Office Facilities &amp; Equipment :- Indirect Expenditure</b>	<b>1,422</b>	<b>6,374</b>	<b>9,430</b>	<b>3,056</b>	<b>0</b>	<b>3,056</b>	<b>67.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,422)</b>	<b>(6,340)</b>	<b>(9,430)</b>	<b>(3,090)</b>				
<b>301 Planning/Economic Development</b>								
1034 Tourist Information Centre	6	132	0	(132)			0.0%	
1090 Charter Market Income	114	4,298	5,500	1,202			78.2%	
<b>Planning/Economic Development :- Income</b>	<b>120</b>	<b>4,430</b>	<b>5,500</b>	<b>1,070</b>			<b>80.5%</b>	<b>0</b>
4546 Traffic Management	0	0	2,000	2,000		2,000	0.0%	
4549 Charter Market improvements	0	0	2,000	2,000		2,000	0.0%	
4553 Tourist Information Centre	156	888	1,000	112		112	88.8%	
<b>Planning/Economic Development :- Indirect Expenditure</b>	<b>156</b>	<b>888</b>	<b>5,000</b>	<b>4,112</b>	<b>0</b>	<b>4,112</b>	<b>17.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(36)</b>	<b>3,542</b>	<b>500</b>	<b>(3,042)</b>				
<b>302 Special Projects</b>								
4118 Buses4Us	0	24,000	0	(24,000)		(24,000)	0.0%	
4886 John Masefield Memorial	992	4,065	0	(4,065)		(4,065)	0.0%	
<b>Special Projects :- Indirect Expenditure</b>	<b>992</b>	<b>28,065</b>	<b>0</b>	<b>(28,065)</b>	<b>0</b>	<b>(28,065)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(992)</b>	<b>(28,065)</b>	<b>0</b>	<b>28,065</b>				
<b>401 Full Council</b>								
4400 Stationery	0	12	0	(12)		(12)	0.0%	
4415 Office Support & Equipment	793	1,954	2,000	46		46	97.7%	
4455 Postage	157	219	500	281		281	43.8%	
4480 ICT-Computers	0	0	1,000	1,000		1,000	0.0%	
4481 Telephones	326	2,904	4,950	2,046		2,046	58.7%	
4482 Website	95	570	1,500	930		930	38.0%	
4483 ICT Services & Software Lease	796	4,081	5,000	919		919	81.6%	
<b>Full Council :- Indirect Expenditure</b>	<b>2,168</b>	<b>9,741</b>	<b>14,950</b>	<b>5,209</b>	<b>0</b>	<b>5,209</b>	<b>65.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,168)</b>	<b>(9,741)</b>	<b>(14,950)</b>	<b>(5,209)</b>				



## Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	325,905	666,137	38,013	(628,124)			1752.4%	
Expenditure	54,823	365,379	666,003	300,624	0	300,624	54.9%	
<b>Net Income over Expenditure</b>	<u>271,082</u>	<u>300,758</u>	<u>(627,990)</u>	<u>(928,748)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>271,082</u>	<u>300,758</u>						



BUDGET QUERIES TO DISCUSS WITH SALLY - 06.11.2023

Appendix to Budget Monitoring - Item 9

CC	NC	DETAIL	AGREED BUDGET	ACTUAL TO DATE	QUERY	Comment
101	4205	Grounds maintenance contract	1,000	0	Why no expenditure allocated re DM?	AC Investigating
101	4206	Grounds Maintenance	1,000	0	no expenditure?	AC Investigating
101	4224	Wheely bin refuse Collection	250	0	no expenditure?	AC to check whether invoices received from HC and if so where this has been allocated
101	4250	Tree works/Property Maintenance	1,000	0	no expenditure?	No tree works carried out in Church Yard to date
102	1110	Transfer of EROB	360	0	Amalgamate with 1131 - £33	£33 from 1131 to be moved to 1110 as these are the same item
102	1160	Mortuary Rent income	2,500	87	Why only £87 after six months?	AC checking why monies received have not been allocated here and where they have been allocated to
102	4000	Staff Salaries	30,345	15,315	Amalgamate with 4018 and 4019 - check these are correct totals as appear to be the same - check TD payslips for employer contributions	Salaries, NI and Pension to be amalgamated in 2024/25 onwards
102	4122	Electricity	2,000	146	Check this is correct - consider reducing to £1,000 in 2024/25	AC to review invoices and advise TC
102	4170	Maintenance (Buildings)	1,000	1,679	Is this correct, consider increasing for 24/25	High due to works undertaken to restore floor and provide new carpet in cemetery chapel - consider an increase in 2024/25 for works to pews and lectern
102	4206	Grounds maintenance	2,200	62	Allocated £2,200 in 23/24 budget only £2,000 entered need to amend	AC to amend
102	4300	Vehicle repair	1,000	26	Is this really all we have spent on the van?	AC checking

102	4550	Bank Charges	0	29	Why is this here -should be in 220/4550	AC to do journal movement from 102/4550 to 220/4550
103	4000	Staff Salaries	25,000	7,419	Amalgamate with 4018 and 4019	Salaries, NI and Pension to be amalgamated in 2024/25 onwards
103	4016	Town Cleaner	0	1,340	This should be in 103/4000	AC to do journal movement from 103/4016 to 103/4000
105	4000	Staff Salaries	8,500	6,334	Amalgamate with 4018 and 4019	Salaries, NI and Pension to be amalgamated in 2024/25 onwards
105	4110	Rates	0	56	This should be in 202/4110	AC to do journal movement from 105/4110 to 202/4110
105	4435	Card machine transactions	0	61	amalgamate with 4433	All card machine payments and charges to be in one NC going forward
105	4550	Bank Charges	0	0	Why is this here -should be in 220/4550 - delete in 24/25	AC to do journal from 105/4550 to 220/4550
107	4703	Promotional Material	3,000	0	no expenditure?	AC Checking invoices
108	4170	Maintenance	0	120	No budget allocation - what was this for? Should it be somewhere else?	AC to do journal movement
108	4173	Defibrillator maintenance	0	85	Should be in 118/4285	AC to do journal movement from 108/4173 to 118/4285
108	4208	Dog Hill Wood Maintenance	0	337	Amalgamate with 4209	Two budget lines for same thing to be amalgamated - journal movement from 108/4208 to 4209
108	4228	General tree works	1,000	1,650	why so high, consider increasing for 24/25	Additional tree works carried out in DHW
108	4435	Card machine transactions	0	16	Why is this here? Should be in either 220/4433 or 105/4433	All card machine payments and charges to be in one NC going forward
110	4224	Wheely bin refuse Collection	8,208	0	Reduce to £1,000 in 24/25	Underspend due to this now being done in house by TMO
110	4230	ROSPA Reports	71	0	Has this invoice been received and awaiting payment	On lists for approval at FP & GP meeting 16.11.2023

115	4122	Electricity	0	2,290	What is this for?	Electricity costs for Christmas Lights - no budget entered in previous years - new line to be included 24/25 onwards .
118	4221	War memorial refurbishment	0	11,760	Need to transfer funds from EMR	AC to move funds from EMR to Budget papers
118	4280	Station telephone kiosk	0	440	do we need to include a budget line for future years?	No budget line included in previous years - new line to be included going forward
120	4008	Wedding refunds	0	190	Was this for deposit refunds?	Cancelled wedding
120	4020	Cleaning	500	0	Should we move to 202/4150	AC to move £500 budget allocation to 202/4150
125	4013	Devolved Services (Grass cutting)	1,000	260	Budget allocation in 23/24 of £1,000 nothing entered on system	AC to add £1,000 sum as budget allocation as agreed at budget setting
127	1271	Event Sponsorship	0	250	need to consider line in future budgets	New income - to agree a line for future budgets
127	4271	Dog Bags	700	0	Thought we had ordered supply this year?	AC Checking
127	4595	Climate Change	0	158	£2,000 in EMR need to transfer funds	AC to move funds from EMR to Budget papers
201	4122	Electricity	1,500	1,341	This seems high can we check whether needs to be increased in 24/25	AC checking that all payments allocated to this budget line are correct
202	4116	Confidential waste - shredding	780	556	Budget allocation in 23/24 of £780 nothing entered on system	AC to add £780 sum as budget allocation as agreed at budget setting
202	4122	Electricity	6,000	8,113	can we check this - consider whether to increase in 24/25	AC checking that all payments allocated to this budget line are correct
202	4185	Alarms	4,620	59	Why so low six months in?	AC checking

205	1460	Ceremony room income	0	-1,115	is this because there has been a journal movement?	Yes - income was listed in two separate cost centres - now just in one
210	4531	Roll of Honour	50	0	I thought the board had been updated- have we received and paid invoice?	AC Checking
210	4532	Flag Pole	132	0	When does Lloyd usually submit invoice?	March
214	4800	BBI Clock	0	360	Need to ensure this is included in future budgets	Budget allocation required going forward
214	4857	GPV	0	9	Why £9.00?	Invoice not paid until 2023/24 financial year
214	4890	Unspecified Grants	20,000	33,090	Why so High - please provide list of grants paid from this line - Grant allocation made in 23/24 budget for the following Age UK(£4,000)/Dream Your Future(£1,500)/Ledbury Food Bank (£2,500) and Ledbury Methodist Church	CAL grant included in 4890 in error - journal movement to be done. New budget lines to be included in budget papers for multi-year applications
220	1900	Precept Income	0	640,671	Is this entered in the correct way, should it be included at the end of the budgets? Please discuss with Rialtas	AC investigating
220	4435	Card machine transactions	0	78	Amalgamate with 4433	All card machine payments and charges to be in one NC going forward
220	4483	ICT Services & Software Lease	0	25	What is this for?	AC investigating
220	4551	Data Protection	500	108	What is this for?	AC investigating
220	4580	External Audit	3,000	0	Is this invoice on list of invoices for payment?	Yes
220	4592	PPE/H&S	500	0	no expenditure?	AC Investigating
225	4400	Stationery	0	76	should be in 235/4400	AC to do journal movement
225	4500	Town Mayors expenses	1000	93	move to 210	To be moved in 2024/25 onwards

225	4502	Mayors advertising	500	20	move to 210	To be moved in 2024/25 onwards
225	4540	Election expenses	500	0	£500 allocated in 23/24 budget not entered onto system	AC to add £500 to budget line as agreed at budget setting
230	4000	Staff Salaries	201,493	87,381	£201,493 allocated to office staff salaries - £201,642 entered onto system - please correct - also amalgamate 4018 and 4019 into this line	Wrong amount entered onto system AC to correct
230	4050	staff training	3,000	3,486	Consider increasing in 23/24	Suggest Increase to £4,000
230	4051	Officer travel/conf/subs	1,100	1,191	Consider increasing in 23/24	Suggest increase to £1,500
230	4400	Stationery	0	40	should be in 235/4400	Journal movement required
235	1036	Photocopier printing	0	16	Is this the same as 1470 if so please amalgamate	235/1036 and 1470 to be amalgamated - journal entry required for this year
235	4415	Office support and Equipment	0	1,294	Should be in 401/4415 - can I have a list of both these expenditures please	AC to provide information
301	1034	TIC	0	132	What is this for?	Sale of trail maps
302	4118	Buses4us	0	24,000	agreed to take from general reserve	No budget - taken from general reserves
401	4481	Telephones	4950	2904	Slightly above 50% - watch	monitor monthly





<b>Operating Costs</b>					
<b>EXPENDITURE</b>					
<b>Item No.</b>	<b>Description</b>	<b>2023/24</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
		<b>Budget</b>	<b>Actual</b>	<b>Draft</b>	<b>Draft</b>
			<b>Year to date</b>	<b>Budget</b>	<b>Budget</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
1	Salaries	201,493	87,381	280,231	294,243
2	Employer NI	26,698	27,865	0	-
3	Employer Pension	50,978	28,525	0	-
4	Temporary staff	8,000	-	8,000	8,000
5	Subscriptions	5,000	-	5,000	5,000
6	Staff Training	3,000	3,486	4,000	4,000
7	Councillor Training	1,500	170	1,500	1,500
8	Officers Travel/Conference/Subsistence	1,100	1,191	1,500	1,500
9	Telephone & Broadband services	4,950	2,904	5,280	4,950
10	Postage and Franking machine lease	500	219	300	300
11	Stationery	3,500	2,482	3,500	3,500
12	Photocopier Running costs	2,500	1,285	2,500	2,500
13	Photocopier Lease	780	570	780	780
14	Office Equipment/furniture	2,000	3,249	2,150	2,150
15	Equipment Maintenance	1,650	539	1,650	1,650
16	Petty Cash	1,000	349	1,000	1,000
17	Bank Charges	500	319	500	500
18	Audit Fees (Internal)	2,000	366	2,000	2,000
19	Audit Fees (External)	3,000	1,680	3,000	3,000
20	Insurance	17,557	61	19,000	19,000
21	GDPR	500	108	500	500
22	PAT Testing	-	-	250	-
23	Website	1,500	570	1,500	1,500
24	ICT services & Software Lease	5,000	4,081	5,350	5,350
25	ICT - Including Computer Hardware	1,000	-	1,000	1,000
26	Health & Safety	500	-	500	500
27	Professional Fees	10,000	6,707	10,000	10,000
28	Card Machine Rental	600	125	600	600
29	Card Machine Transactions	-	78	0	-
30	Annual & Other Meetings	1,000	434	1,000	1,000
<b>TOTAL EXPENDITURE</b>		<b>357,806</b>	<b>174,744</b>	<b>362,591</b>	<b>376,023</b>
<b>INCOME</b>					
1	Bank Interest	(1,000)	(1,831)	(4,000)	(1,000)
2	Western power Wayleave	(120)	(126)	(126)	(126)
<b>TOTAL INCOME</b>		<b>(1,120)</b>	<b>(1,957)</b>	<b>(4,126)</b>	<b>(1,126)</b>
<b>NET EXPENDITURE/(INCOME)</b>		<b>356,686</b>	<b>172,787</b>	<b>358,465</b>	<b>374,897</b>
<b>NOTES:</b>					
1. Salaries include employee NI and Pension					
22. PAT Testing will only be carried out every other year					

<b>Services - Community Grants</b>				
<b>EXPENDITURE</b>				
<b>Item   Description</b>	<b>2022/23</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>
	<b>Budget</b>	<b>Out turn</b>	<b>Draft Budget</b>	<b>Draft Budget</b>
		<b>£</b>	<b>£</b>	<b>£</b>
1 Barrett Browning Clock	0	360	500	500
2 Community Action Ledbury	10000	10,000	12,000	12,000
3 Youth Drop-in support	5000	-	0	-
4 Citizens Advice Worcs	5000	2,500	5,000	5,000
5 Malvern Hills AONB	500	-	500	500
6 Awards	250	192	250	250
7 Unspecified Grants (S137)	20000	23,090	20,000	20,000
8 Age UK Hereford localities	4000	-	4,000	4,000
9 Dream your future	1,500	-	1,500	1,500
10 Ledbury Food Bank	2,500	-	2,500	2,500
11 Ledbury Methodist Church	1,350	-	1,350	1,350
12 LEAF	0	-	10,440	10,440
13 Ledbury Carnival	0	3,500	4,000	4,500
14 Promotional material	3000	-	3,000	3,000
15 Signage	3000	-	3,000	3,000
16 External Power Supply High Street	120	67	120	120
17 Events Barriers	100	0	100	100
18 Events	7500	5,076	8,000	8,500
19 Christmas Lights rental and installation	23,000	20,532	23,000	23,000
20 Advertising	1000	83	1,000	1,000
21 Newsletter	500	-	500	500
22 Election Expenses	500	-	500	500
23 Ledbury in Bloom	4000	2,920	4000	4,000
24 Great Place to Visit (CGF)	0	-	0	-
25 Welcome Back Fund (CGF)	0	-	0	-
26 Climate Change	2000	158	2000	2,000
27 Station Telephone Kiosk	0	440	500	500
28 October Fair Expenditure	1000	-	500	500
<b>TOTAL EXPENDITURE</b>	<b>95,820</b>	<b>68,918</b>	<b>108,260</b>	<b>109,260</b>
<b>INCOME</b>				
1 October Fair Rent	(2,250)	(2,250)	(2,250)	(2,250)
2 Christmas Lights Event	(1,000)	(1,390)	(1,000)	(1,000)
3 Great Places to visit (CGF)	0	0	0	0
4 Welcome Back Fund (CGF)	0	(11,154)	0	0
5 Photocopies	0	34	0	0
<b>TOTAL INCOME</b>	<b>(3,250)</b>	<b>(14,760)</b>	<b>(3,250)</b>	<b>(3,250)</b>
<b>NET EXPENDITURE/(INCOME)</b>	<b>92,570</b>	<b>54,158</b>	<b>105,010</b>	<b>106,010</b>
<b>NOTES:</b>				
3. Carried over due to no premises				
18. Consideration to be given to WBD, Christmas Lights Switch on and summer event as event expenditure				
17. Christmas lights increase due to additional lights being agreed during 22/23				



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Email:  
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Date:  
27 September 2023

Our Ref:  
HE0070

SAAA Ref:  
SB05114

**Ledbury Town Council  
Completion of the limited assurance review for the year ended 31 March 2023**

Dear Mrs Price

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Ledbury Town Council for the year ended 31 March 2023. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

**Action you are required to take at the conclusion of the review**

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

## Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

**Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5<sup>th</sup> Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD.** Please include the reference HE0070 or Ledbury Town Council as a reference when paying by BACS.

## Timetable for 2023/24

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Monday 1 July 2024. It is anticipated that the instructions will be sent out during March 2024, subject to arrangements for the 2023/24 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2024, i.e. 1 to 12 July inclusive. In practice this means that public rights may be exercised:
  - at the earliest, between Monday 3 June and Friday 12 July 2024; and
  - at the latest, between Monday 1 July and Friday 9 August 2024.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

We would like to draw your attention to a change within the Practitioners' Guide 2023 which is mandatory for the 2023/24 period. Paragraph 1.26 relates to the requirements in relation to Assertion 3 and states *'Email management - every authority should have an email account that belongs to the council and to which the council has access – this ideally would be a .gov.uk or .org.uk address or could be an address linked to the council website.'* In order to answer yes to Assertion 3 in the 2023/24 Annual Governance Statement the local authority should ensure that it has an email address that complies with this requirement and if it does not already it should do so urgently.

## Feedback on 2022/23

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely

*PKF Littlejohn LV*

PKF Littlejohn LLP

## 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' means that this authority:
	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:

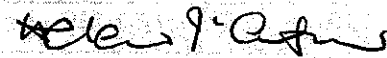
29/06/2023

and recorded as minute reference:

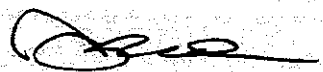
C40(A)

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

Chairman



Clerk



[www.ledburytowncouncil.gov.uk](http://www.ledburytowncouncil.gov.uk)

## Section 2 – Accounting Statements 2022/23 for

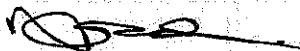
### LEDBURY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	292,378	455,041	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	571,081	605,091	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	125,468	58,521	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	270,191	337,226	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	263,695	424,673	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	455,041	356,754	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	454,257	341,152	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	794,559	824,217	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

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:

29/06/2023

as recorded in minute reference:

C40(3)

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



### Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

**Ledbury Town Council – HE0070**

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

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

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

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

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor’s limited assurance opinion 2022/23

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

The AGAR has not been approved in accordance with the Accounts and Audit Regulations 2015:

- The minute references indicate Section 2 was approved before Section 1

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

The smaller authority has confirmed that it has not complied with the governance Assertions in Section 1, Boxes 3 and 4, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

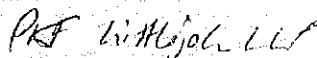
#### 3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature



Date

27/09/2023





<b>FINANCE, POLICY &amp; GENERAL PURPOSES COMMITTEE</b>	<b>16 NOVEMBER 2023</b>	<b>AGENDA ITEM: 12</b>
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Report prepared by Angela Price – Town Clerk

## **CONSIDERATION OF ITEMS FOR 2024/25 BUDGET**

### **Purpose of Report**

The purpose of this report is to ask Members of the Finance, Policy & General Purposes Committee to give consideration to items to be included in the 2024/25 budget in addition to those listed in the attached information.

### **Detailed Information**

Attached are budget monitoring sheets in relation to all budgets managed by the Finance, Policy & General Purposes Committee, which should be taken into account when considering items for inclusion in the 2024/25 budget setting process. The attached provide information on the budget status as 24 October 2023 in order to inform Members where there are overspends and underspends that should be considered when setting the budget.

Currently CPI is at 6.7% and where increases have been made within the attached budget papers this has generally been applied and rounded up or down accordingly.

Officers will review the budget figures ahead of the meeting and provide notes on where they believe the committee need to consider increasing or decreasing the allocation for 2024/25.

Chairs of each Standing Committee are being asked to set up a Working Party to consider their work plan for the next year and how this will inform the budget setting process.

The following items have been discussed at meetings of the Committee for inclusion in the 2024/25 annual budget and should now be considered by the Committee in order of priority and whether they are to be included in 2024/25 or beyond:

- Minute no. F532(2) – Consideration of new website – no costs are available in respect of this and therefore should it be recommended as a budget item consideration will need to be given to potential costs and how this will be funded, i.e. to be included as a budget line or to be considered as a special project and funded from Reserves.

## Items for consideration from other committees

### a. Environment & Leisure Committee – Minute No. E62

#### RECOMMENDATION:

That the following items be recommended to the Finance, Policy & General Purposes Committee for consideration in the 2024/25 budget:

1. That Memorial testing be added to the Closed Churchyard Expenditure in the sum of £2,000.
2. That contingency be considered as part of the earmarked reserves for the purchase and laying out of new cemetery land – that the members agreed that this should be explored further and that a PWLB loan may be the appropriate action.
3. That the Clerk provide a report regarding the Cemetery Fees and Charges, outlining how the fees have increased since her appointment and what an increase of either 3%, 5% or 7% would look like in real terms.
4. That £2,000 be allocated from reserves for the provision of a scatter garden at the Cemetery.
5. That line 10 on page 274 of the budget pages be increased to a sum of £2,100 to allow for the refurbishment of the Pews and Lecterns at the Cemetery Chapel.
6. That £2,000 be allocated to a budget specifically for the use of the Climate Change Working Party.
7. That budget lines 1, 2 and 3 be merged on the Painted Rooms' page and that lines 7 and 8 on the same page be merged.
8. That a Memorial Board be erected to commemorate past Mayors and Councillors who have passed away.

### b. Planning, Economy & Tourism Committee – Minute No. P125

1. Provision of a Business Plan for the Tourist Information Centre
2. Provision and installation of Flags around the town – Members may wish to consider purchasing new flag poles and mounts for some of these due to the current poles not being specialised flag poles - £70/80 per unit (Possible joint project with Civic Society and Ledbury Places)
3. Funding for two further SID units to be located around Ledbury – circa £3,500 per unit

4. That the income budget line which refers to the “Charter Market Fees” be changed to “Market Income”.
5. That market income received be reinvested to support the Market Strategy, and that this income be moved to an Earmarked Reserve at the end of each financial year.

### **Recommendation**

1. That Members review the attached budget monitoring sheets and consider which, if any, budget lines need to be considered for a higher increase than the current CPI.
2. That Members make recommendation on whether the current fees and charges for council services should be increased, and if so by what percentage.
3. That Members review the list of items previously discussed at Standing Committees for inclusion in the 2024/25 budget and provide the Clerk with instructions on which projects are to be included for consideration going forward.
4. That a Working Party be set up as soon as possible to consider the committee’s work plan for the next year and how this will inform the budget setting process.



<b>Exclusive Right of Burial</b>			<b>3'</b>
<b>Residents of Ledbury</b>			
EROB exceeding 18 years of age	462.00		<b>476</b>
EROB of a child not exceeding 18 years of age	0.00		
EROB in Garden of Remembrance	154.00		<b>159</b>
<b>Non-Residents</b>			
EROB exceeding 18 years of age	875.00		<b>901</b>
EROB of a child not exceeding 18 years of age	0.00		
EROB in Garden of Remembrance	308.00		<b>317</b>
Transfer of Excludsive Right of Burial	32.50		<b>33</b>
<b>Interment Fees</b>			
<b>Residents of Ledbury</b>			
	<b>1 depth</b>	<b>2 depth</b>	<b>1 depth  </b>
Interment in an earthen grave exceeding 18 years of age	189.00	214.00	<b>195</b>
Interment in an earthen grave not exceeding 18 years of age	0.00	0.00	
Interment in the Garden of Remembrance	104.00		<b>107</b>
Interment of ashes in grave space	104.00		<b>107</b>
Interment of ashes where no funderal director is instructed	170.00		<b>175</b>
Interment of ashes not exceeding 18 years of age	0.00		
<b>Non Residents</b>			
	<b>1 depth</b>	<b>2 depth</b>	<b>1 depth  </b>
Interment in an earthen grave exceeding 18 years of age	385.50	428.00	<b>398</b>
Interment in an earthen grave not exceeding 18 years of age	0.00	0.00	
Interment in the Garden of Remembrance	207.00		<b>213</b>
Interment of ashes in grave space	207.00		<b>213</b>
Interment of ashes where no funderal director is instructed	341.00		<b>351</b>
Interment of ashes not exceeding 18 years of age	0.00		
<b>Memorial Fees</b>			
Flat Stone (Garden of Remembrance) Permit 1ft x 1ft	69.00		<b>71</b>
Additional inscription (permission required)	47.00		<b>48</b>
Head or foot stones (2'6 high x 2@6 wide x 12" thick)	164.00		<b>169</b>
Headstone for Childrens grave (permit)	0.00		
<b>Other Charges</b>			
Use of Chapel for Funeral service	85.00		<b>88</b>
Search for entry in Burial Records	18.00		<b>19</b>
Certified copy of an entry of burial in the register books	18.00		<b>19</b>
To provide duplicate burial deed	18.00		<b>19</b>

<b>%</b>	<b>5%</b>		<b>7%</b>	
	<b>485</b>		<b>494</b>	
	<b>162</b>		<b>165</b>	
	<b>919</b>		<b>936</b>	
	<b>323</b>		<b>330</b>	
	<b>34</b>		<b>35</b>	
<b> 2 depth</b> <b>221</b>	<b>1 depth</b> <b>198</b>	<b> 2 depth</b> <b>225</b>	<b>1 depth</b> <b>202</b>	<b> 2 depth</b> <b>229</b>
	<b>109</b>		<b>111</b>	
	<b>109</b>		<b>111</b>	
	<b>179</b>		<b>182</b>	
<b> 2 depth</b> <b>441</b>	<b>1 depth</b> <b>405</b>	<b> 2 depth</b> <b>450</b>	<b>1 depth</b> <b>412</b>	<b> 2 depth</b> <b>458</b>
	<b>217</b>		<b>221</b>	
	<b>217</b>		<b>221</b>	
	<b>358</b>		<b>365</b>	
	<b>72</b>		<b>74</b>	
	<b>49</b>		<b>50</b>	
	<b>172</b>		<b>175</b>	
	<b>89</b>		<b>91</b>	
	<b>19</b>		<b>19</b>	
	<b>19</b>		<b>19</b>	
	<b>19</b>		<b>19</b>	

**2023-2024**

<b>Charter Market Fees</b>		<b>3%</b>	<b>5%</b>	<b>7%</b>
<b>Tuesday Market</b>				
1 x stall under Market House	22.00	<b>23</b>	<b>23</b>	<b>24</b>
1 x stall outside	18.50	<b>19</b>	<b>19</b>	<b>20</b>
<b>Saturday Market</b>				
1 x stall under Market House	22.00	<b>23</b>		<b>24</b>
1 x stall outside	18.50	<b>19</b>	<b>19</b>	<b>20</b>

<b>Market House Rental</b>				
Per Hour	9.00	<b>9</b>	<b>9</b>	<b>10</b>
Per day 9am - 5pm	57.00	<b>59</b>	<b>60</b>	<b>61</b>

<b>Jacobean Room - Fees</b>				
<b>Wedding</b>				
Full Fee	240.00	<b>247</b>	<b>252</b>	<b>257</b>
Deposit	50.00	<b>52</b>	<b>52</b>	<b>54</b>
<b>Room Hire</b>				
Per Hour	12.50	<b>13</b>	<b>13</b>	<b>3</b>
Per day	77.50	<b>80</b>	<b>80</b>	<b>83</b>







**Economy and Environment**  
Corporate Director Ross Cook

Angie Price  
Town Clerk  
Ledbury Town Council  
Ledbury Town Council Offices  
Church Street  
Ledbury  
Herefordshire  
HR8 1DH

Your Ref:  
Our Ref: DJT/CCTV/LETTERS  
Please ask for: Debbie Turner  
Direct line / Extension: 01432 261713  
Fax:  
E-mail: Debbie.turner@herefordshire.gov.uk

19 October 2023

Dear Angie

**CCTV REVENUE FUNDING 2024 - 2025**

The requested contribution from Ledbury Town Council towards CCTV in Ledbury for next year, 2024-25, is £10,274.20.

This amount has been calculated using this year's figure with a percentage increase of 8.9% being the RPI rate announced for September 2023.

As always, I would like to extend an invitation to you and your council to visit the CCTV control room, based in Hereford so that I can show you how we operate. The visit can be accommodated as a group or individually.

If you require any further information please do not hesitate to contact me.

Yours sincerely

**DEBBIE TURNER**  
**CCTV COMPLIANCE MANAGER**



<b>FINANCE, POLICY &amp; GENERAL PURPOSES COMMITTEE</b>	<b>16 NOVEMBER 2023</b>	<b>AGENDA ITEM: 14</b>
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Report prepared by Angela Price – Town Clerk

## **ANNUAL GRANTS APPLICATIONS**

### **Purpose of Report**

The purpose of this report is to ask Members of the Finance, Policy & General Purposes Committee to give consideration to grant applications received from local organisations as part of the Council's Annual Grants Giving process and to make a recommendation to Full Council on what, if any, grants should be awarded and via what statute as provided by the Clerk.

### **Detailed Information**

Listed below are the grant applications received from local organisations and the suggested power that Ledbury Town Council can award the grants if they choose to do so:

Under £500

1. Age UK Herefordshire and Worcestershire – To purchase indoor games for the Walk and Talk project - Local Government Act 1972 - S137 financial assistance – Amount requested £210.48
2. Busy Bees, Ledbury – To purchase a Discovery Water Run for the garden, to enhance learning opportunities - Local Government Act 1972 - S137 financial assistance – Amount requested £399.99
3. Ledbury 1<sup>st</sup> Rainbows – To provide one months rent of hall where they meet - Local Government Act 1972 - S137 financial assistance – Amount requested £500

Over £500

1. Ledbury Primary school PTA – To help with costs for a Year 3 Curriculum School trip to the Cotswold Wildlife Park– Local Government Act 1972 -S137 Financial Assistance – Amount requested £1,064 (parents are requested to help with the cost of school trips)
2. Ledbury Primary school PTA – To help with costs for a Year 2 Curriculum School trip to Blist Hill– Local Government Act 1972 -S137 Financial Assistance – Amount requested £1,247 (parents are requested to help with the cost of school trips)

3. Ledbury Places – Provision of Heritage Centre Information Leaflet – Local Government Act 1972 s144 Power to Encourage Tourism – Amount requested £1,050
4. Ledbury Places – Improvements to glass viewing are above the watercourse in the Heritage Centre – Local Government Act 1972 s144 Power to Encourage Tourism – Amount requested £2,900
5. Age UK Hereford & Localities – To support pop-up sessions for the over 50's – Local Government Act Section 137 Financial Assistance – Amount requested £1,000 (Members are reminded that a multi-year grant was awarded to provide support to the over 50's in Herefordshire in the sum of £4,000 per year for three years wef 2023)
6. Red Earth Arts CIC (Community Interest Company) – To provide a series of four free half-day drop-in art workshops primarily tailored for people who may be lonely and lack companionship etc as detailed in the application - S137 Financial Assistance – Amount requested £2,200
7. Ledbury Poetry – Crucial Creators – To provide Holiday Activity Fun – Local Government (Miscellaneous Provisions) Act 1976 s19

Members are reminded that Ledbury Town Council does not have two thirds of Members “elected” and therefore as a result of this does not have General Power of Competence. Subsequently, this Council is unable to award grants via the Localism Act 2011 and are required to identify which powers could be used to award the grants. These Powers have been identified above by the Clerk accordingly.

### **Recommendation**

That Members of the Finance, Policy & General Purposes give consideration to the applications received for grant funding, noting the suggested power to which each application could be awarded.

## Funding Request of £500 or less

### Grant Application Form

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

<b>Contact Name:</b>	Carley Edge
<b>Position:</b>	Social Inclusion and Wellbeing Activities Co-ordinator
<b>Organisation:</b>	Age UK Herefordshire and Worcestershire
<b>Contact Address:</b>	Age UK H&W, Bromwich Road, Worcester, WR2 4BN
<b>Telephone Number:</b>	0800 008 6077 or direct work mobile 07553291525
<b>E-mail:</b>	<a href="mailto:cedge@ageukhw.org.uk">cedge@ageukhw.org.uk</a>
<b>Status of Organisation: (delete as appropriate)</b>	Profit / Not for Profit / <b>Charity</b> / Company Other (specify):
<b>Charity/Company No. (if applicable)</b>	1080545
<b>What does your organisation do?</b>	Age UK Herefordshire & Worcestershire (Age UK H&W) are a local charity and a brand partner of Age UK National with separate published accounts. We campaign on things that matter to older people and provide expertise at a strategic level to influence and inform policy and service provision across the two counties. Age UK H&W support older people, their families, and carers. Our aim is to make Herefordshire and Worcestershire a great place to grow older! We give advice, provide support at home, promote health and wellbeing, provide training and more. We make a difference to older people by promoting connections, enabling seamless access to advice, support, and services and through awareness raising and advocacy.

<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)



	<p>staying social, thus continuing to reduce loneliness and isolation.</p>
<p><b>How will your project be helpful to Ledbury?</b></p>	<p>The Ledbury Walk &amp; Talk group is helpful to Ledbury by providing a consistent meeting place with a purpose. It acts as a community focused, active, social group for people to go to and rely on every week. It is helping people to stay active, be more active, there are options to walk at their own pace, and to walk a length that is suited to them individually, thus making the group as inclusive and as accessible as possible.</p> <p>Ledbury Walk &amp; Talk have been a group for over a year now and are continuing to gain new members. They are having regular talks from local organisations. This is a good way of including and accessing the local community and getting to learn about what other services are available to them in Ledbury, also helping to promote what is available in Ledbury.</p> <p>Being able to have games will benefit the Ledbury community furthermore by having the consistency and reliability that Ledbury Walk &amp; Talk will remain open for the group to meet, even if a walk is not viable. As mentioned previously the group would like to become a known community focused, reliable meeting group for people, 2 hours a week. This will allow people to continue to meet socially, boosting people's health and wellbeing by tackling loneliness and isolation and helping to keep people's minds active and continuing to access local organisations.</p>
<p><b>How will your organisation acknowledge the Town Council's funding support?</b></p>	<p>If we were successful in the funding to purchase these games, we would be able to acknowledge the Town Council's support and say thank you in several ways including sharing through our social media platforms and website, invite local Councillors to visit with photo opportunities. We will also have a press release to highlight the support from the local council.</p>

### 3. Tell us how you plan to fund your project

<b>What is the total cost of the project?</b>	<b>£210.48</b>
<b>Amount requested from Ledbury Town Council.</b>	<b>£220.00</b> <i>(To allow for un-foreseen delivery charges, if there are any funds left over this will go back into the group.)</i>
<b>Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and what for?</b>	No, we have not received any funding from the Ledbury Town Council before.

### 4. Further information provided in support of your application

<b>Information</b>	<b>Enclosed</b> (please tick)	<b>Office Use Only</b> (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement <b>(required)</b>	✓ - Attached in the email.	
Copies of any letters of support for your project	✓ - An itemised list of games we wish to purchase with the funding requested.	



**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>C Edge</b>
<b>Name (s):</b>	<b>Carley Edge</b>
<b>Date:</b>	<b>6/10/2023</b>

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)

Game	Link to Purchase	Price
Giant Jenga	<a href="#">ApudArmis Giant Tumble Tower, 54 PCS Pine Wooden Stacking Timber Game with 1 Dice Set - Classic Block Board Game for Kids Adults Family (2Ft to Over 4.2Ft) : Amazon.co.uk: Toys &amp; Games</a>	£39.99
Shuffleboard	<a href="#">Engelhart - Giant Curling and Shuffleboard Game 180CM - Easy assembling with magnetic strips : Amazon.co.uk: Toys &amp; Games</a>	£44.90
Mexican Dominoes	<a href="#">Engelhart - Domino The Mexican train D12 - 250150 : Amazon.co.uk: Toys &amp; Games</a>	£32.90
Upwords	<a href="#">Upwords, Fun and Challenging Family Word Game with Stackable Letter Tiles, for Ages 8 and Up : Amazon.co.uk: Toys &amp; Games</a>	£25.99
Beetle Drive	<a href="#">Brimtoy Beetle Drive - traditional dice game : Amazon.co.uk: Toys &amp; Games</a>	£6.99
6 dice	<a href="#">Storm&amp;Lighthouse Pack of 10 Six-Sided Dice Coloured Dice Game D6 Dice Set Smoother Rolling Dice 1.4cm : Amazon.co.uk: Toys &amp; Games</a>	£2.75
Playing cards	<a href="#">SOL 2pk Plastic Playing Cards   Deck of Cards   Classic Cards for Adults   Pack of Cards Playing Cards Plastic   Standard Playing Card Decks   Pokers Cards Card Deck   Play Cards : Amazon.co.uk: Toys &amp; Games</a>	£3.99
Rummikub	<a href="#">SOL 2pk Plastic Playing Cards   Deck of Cards   Classic Cards for Adults   Pack of Cards Playing Cards Plastic   Standard Playing Card Decks   Pokers Cards Card Deck   Play Cards : Amazon.co.uk: Toys &amp; Games</a>	£19.99
Dobble	<a href="#">Asmodee   Dobble   Card Game   Ages 6+   2-8 Players   15 Minutes Playing Time : AA.VV.: Amazon.co.uk: Toys &amp; Games</a>	£9.99
Qwirkle	<a href="#">Mindware   Qwirkle UK Edition (NEW)   Board Game   Ages 5+   2-4 Players   45 Minutes Playing Time : Amazon.co.uk: Toys &amp; Games</a>	£22.99
		<b>Total: £210.48</b> <b>Asking for £220.00</b> which will cover any unforeseen additional costs such as delivery charges, but if there is some left over then this will go back into the group.

## Funding Request of £500 or less

### Grant Application Form

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

<b>Contact Name:</b>	Elle Crossland
<b>Position:</b>	Manager
<b>Organisation:</b>	Busy Bees Ledbury
<b>Contact Address:</b>	<b>The Hive, Bye Street, HR8 2AG</b>
<b>Telephone Number:</b>	01531634556
<b>E-mail:</b>	admin@busybeesledbury.com
<b>Status of Organisation: (delete as appropriate)</b>	Profit / Not for Profit / <b>Charity</b> / Company Other (specify):
<b>Charity/Company No. (if applicable)</b>	<b>1139070</b>
<b>What does your organisation do?</b>	Provide early years care for ages 2-5 years

#### 2. Tell us what support you need

<b>Project title:</b>	Garden enhancement
<b>Project duration (mm/yy):</b>	Start: November 2023    End: November 2023
<b>Which one of the following five areas <u>best</u> fits your group's area of interest?</b>	Sport <input type="checkbox"/> Arts <input type="checkbox"/> Health <input type="checkbox"/> Environment <input checked="" type="checkbox"/>

<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)

<p><b>What do you want to do, and why?</b></p>	<p>We are always looking to enhance the learning opportunities that we provide to the children and always try to consider the home environments and opportunities they may not otherwise have outside of our setting.</p> <p>As we entered the new term it was clear that many of our families had limited outdoor space accessible, so this emphasised the importance of providing the children in our care with a stimulating, inviting, rich learning environment.</p> <p>Many of our children love to use their senses when exploring and investigating here so we would love to purchase a discovery water run for our garden. This will allow the children to investigate and experiment with the water flow, taking control and using their imagination to create different routes. They can also explore with different herbs to add to the water and create many potions.</p> <p>It is important that we allow the children to extend their critical thinking minds and provide opportunities that they will not get to experience outside of our learning environment.</p>
<p><b>How will your project be helpful to Ledbury?</b></p>	<p>This will support the continued learning and creative thinking of the local children, we have began to organise stay and play sessions for all families to attend from the local area each term.</p>
<p><b>How will your organisation acknowledge the Town Council's funding support?</b></p>	<p>We would promote the council's support using our social media platform. We would also be very happy to arrange an open day where council members could present the resources purchased with the support, this could be advertised in the local paper. We also actively share other local organisations events that will benefit our families to our social media platform as well.</p>

**3. Tell us how you plan to fund your project**

<b>What is the total cost of the project?</b>	<b>£ 399.99</b>
<b>Amount requested from Ledbury Town Council.</b>	<b>£ 399.99</b>
<b>Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and what for?</b>	<b>No</b>

**4. Further information provided in support of your application**

<b>Information</b>	<b>Enclosed</b> (please tick)	<b>Office Use Only</b> (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>ECrossland</b>
<b>Name (s):</b>	<b>Elle Crossland</b>
<b>Date:</b>	<b>27/09/23</b>

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)

## Funding Request of £500 or less

### Grant Application Form

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

<b>Contact Name:</b>	Laura Warner
<b>Position:</b>	Treasurer
<b>Organisation:</b>	Ledbury 1 <sup>st</sup> Rainbows
<b>Contact Address:</b>	
<b>Telephone Number:</b>	
<b>E-mail:</b>	
<b>Status of Organisation: (delete as appropriate)</b>	<del>Profit / Not for Profit / Charity / Company</del> Other (specify):
<b>Charity/Company No. (if applicable)</b>	The Guide Association 306016 – Our main body
<b>What does your organisation do?</b>	Open to girls between 5-7 a safe space to learn and play.

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[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

<b>Project title:</b>	Rent
<b>Project duration (mm/yy):</b>	Start: January 2023..... End: December 2023 .....
<b>Which one of the following five areas <u>best</u> fits your group's area of interest?</b>	Sport <input type="checkbox"/> Arts <input type="checkbox"/> Health <input type="checkbox"/> Environment <input type="checkbox"/> Youth <input checked="" type="checkbox"/>
<b>What do you want to do, and why?</b>	A grant of £500 would cover our hire of the hall for the month. We meet once a month for 3 hours. We are open to all. We do collect subs from our girls but due to increasing costs it is getting harder and harder to make ends meet. Help towards covering our rent would free up funds to spend on more activities to really engage with the girls.
<b>How will your project be helpful to Ledbury?</b>	These are all local girls getting together. The Rainbows have a presence at all the local events and we want to ensure the remain in operation
<b>How will your organisation acknowledge the Town Council's funding support?</b>	A special thank you via our social media channels



**3. Tell us how you plan to fund your project**

<b>What is the total cost of the project?</b>	<b>£500</b>
<b>Amount requested from Ledbury Town Council.</b>	<b>£500</b>
<b>Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and what for?</b>	<b>None</b>

**4. Further information provided in support of your application**

<b>Information</b>	<b>Enclosed</b> (please tick)	<b>Office Use Only</b> (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement <b>(required)</b>	Attached	
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>L Warner</b>
<b>Name (s):</b>	<b>Laura Warner</b>
<b>Date:</b>	<b>02/10/2023</b>

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)

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29 SEP 2023

**Funding Request of more than £500****Grant Application Form****1. Tell us about your organisation<sup>2</sup>**

Contact Name:	HILARY WARR	
Position:	TREASURER OF P.T.A	
Organisation:	LEDBURY PRIMARY SCHOOL P.T.A	
Contact Address:	LONG ACRES, LEDBURY HR8 2BE	
Telephone Number:	01531 632940	
E-mail:	hwarr@ledbury.hereford.sch.uk	
Status of Organisation: (delete as appropriate)	Profit / Not for Profit (Charity) / Company Other (specify):	
Charity/Company No. (if applicable)	1031226	
How long has your organisation been in existence? (please <input checked="" type="checkbox"/> )	Less than 1 year	
	1-5 years	
	More than 5 years	✓
What does your organisation do?	Raise funds to support our pupils their families and school.	

<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:	Year 3 curriculum school trip (Cotswold wild life park)
Project duration (mm/yy):	Start: 16/4/24..... End: 16/4/24.....
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 type="checkbox"/> Environment <input type="checkbox"/> Youth <input checked="" type="checkbox"/>
Who will benefit from the project? <small>(please tell us what groups will benefit and approximately how many people will benefit in total)</small>	Year 3 children attending the trip and their families with financial support.
What evidence do you have of local need/demand for the proposed project/activity? <small>(This might be survey work or statistical evidence)</small>	We believe trips like this add to the children's experiences and for some pupils, their only chance to access such a site. We also believe it's a valuable part of their learning.
What support have you received for this project? <small>(Please tell us about any expressions of support you have received from outside your organisation)</small>	The parents of our pupils and the governors are supporting of the trip to enhance learning and experiences.
How will the project be managed and how will you measure its success?	Children and families will be given details of the trip and follow up lessons after to show knowledge.
Please give key milestones for your project, including approximate dates.	The trip is booked for the 16/4/24. Families are aware so they can plan.
How will your organisation acknowledge the Town Council's funding support?	We would inform families, governors, headbury reporter and wider community of town council support.
Do you work with other Ledbury groups or would you be open to doing so in future?	We strongly believe in developing relationships within the local community.

3. Tell us how you plan to fund your project

What is the total cost of the project?	£ 1064.00
Amount requested from Ledbury Town Council.	£ 1064.00
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	No

Please list any applications you have made for funding from other organisations.

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)

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>	<input checked="" type="checkbox"/>	
A copy of your constitution and list of appointed officers (or similar document showing the organisation's status)	<input type="checkbox"/>	
A copy of your organisation's latest set of accounting statements (if any exist)	<input type="checkbox"/>	
Copies of any letters of support for your project	<input type="checkbox"/>	




**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 report for the project 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.

Signed:	
Name (s):	HILARY WARR
Date:	26/9/23.

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)

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29 SEP 2023

## Funding Request of more than £500

### Grant Application Form

#### 1. Tell us about your organisation<sup>2</sup>

Contact Name:	HILARY WARR	
Position:	TREASURER P.T.A	
Organisation:	LEDBURY PRIMARY SCHOOL P.T.A	
Contact Address:	LONG ACRES, LEDBURY HR8 2BE	
Telephone Number:	01531 632940	
E-mail:	hwarr@ledbury.hereford.sch.uk	
Status of Organisation: (delete as appropriate)	Profit / Not for Profit / <u>Charity</u> / Company Other (specify):	
Charity/Company No. (if applicable)	1031226	
How long has your organisation been in existence? (please <input checked="" type="checkbox"/> )	Less than 1 year	
	1-5 years	
	More than 5 years	<input checked="" type="checkbox"/>
What does your organisation do?	Raise funds to support school & our families & children	

<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)



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2. Tell us what support you need

<b>Project title:</b>	Year 2 curriculum school trip. (Blisf Hill)
<b>Project duration (mm/yy):</b>	Start: 17/11/23 ..... End: 17/11/23 .....
<b>Which one of the following five areas best fits your group's area of interest?</b>	Sport <input type="checkbox"/> Arts <input type="checkbox"/> Health <input type="checkbox"/> Environment <input type="checkbox"/> Youth <input checked="" type="checkbox"/>
<b>Who will benefit from the project?</b> <small>(please tell us what groups will benefit and approximately how many people will benefit in total)</small>	Year 2 children attending this trip and families with financial support.
<b>What evidence do you have of local need/demand for the proposed project/activity?</b> <small>(This might be survey work or statistical evidence)</small>	We believe visits to sites such as Blisf Hill add to the children's experiences and a valuable part of their learning.
<b>What support have you received for this project?</b> <small>(Please tell us about any expressions of support you have received from outside your organisation)</small>	The school as a whole are supportive of the trip to enhance learning for all pupils including the governors.
<b>How will the project be managed and how will you measure its success?</b>	Children and families will be given details of trip and follow up lessons after to embed knowledge.
<b>Please give key milestones for your project, including approximate dates.</b>	The trip is booked for the 17/11/23.
<b>How will your organisation acknowledge the Town Council's funding support?</b>	We would inform families, governors, Leobury Reporter and wider community of town council support.
<b>Do you work with other Leobury groups or would you be open to doing so in future?</b>	We strongly believe in developing relationships within the local community.



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3. Tell us how you plan to fund your project

What is the total cost of the project?	£ 1247.00
Amount requested from Ledbury Town Council.	£ 1247.00
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	No.

Please list any applications you have made for funding from other organisations.

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)

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>	✓	
A copy of your constitution and list of appointed officers (or similar document showing the organisation's status)		
A copy of your organisation's latest set of accounting statements (if any exist)		
Copies of any letters of support for your project		

RECEIVED  
29 SEP 2023


**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 report for the project 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>	HILARY WARR
<b>Date:</b>	26/9/23.

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)

## Funding Request of more than £500

### Grant Application Form

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

<b>Contact Name:</b>	Alison Braithwaite	
<b>Position:</b>	Trustee	
<b>Organisation:</b>	Ledbury Places	
<b>Contact Address:</b>	<b>Kilbury House, Westhill, Ledbury, HR8 1JF</b>	
<b>Telephone Number:</b>		
<b>E-mail:</b>		
<b>Status of Organisation: (delete as appropriate)</b>	Charity /Company	
<b>Charity/Company No. (if applicable)</b>	9079970/1162108	
<b>How long has your organisation been in existence? (please <input checked="" type="checkbox"/>)</b>	Less than 1 year	
	1-5 years	
	More than 5 years	X
<b>What does your organisation do?</b>	Responsible for the maintenance and creative use, for residents and visitors, of 3 heritage buildings within the town. – BBI, Burgage Hall and The Old Grammar School – housing the Heritage Centre and the Upper Floor.	

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<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

<b>Project title:</b>	Heritage Centre Leaflets
<b>Project duration (mm/yy):</b>	Start: November 2023. End: April 2024.
<b>Which one of the following five areas <u>best</u> fits your group's area of interest?</b>	Sport <input type="checkbox"/> Arts X Health <input type="checkbox"/> Environment <input type="checkbox"/> Youth <input type="checkbox"/>
<b>Who will benefit from the project?</b> (please tell us what groups will benefit and approximately how many people will benefit in total)	Our visitors currently have the opportunity to collect a Z-leaflet which provides limited information about the Heritage Centre, whilst also providing a brief history about other key heritage sites in the town. Refreshing this leaflet to make it Heritage Centre specific will provide greater context of the history of our building and its several uses through its 500 year+ life. There will be an opportunity to take it away with them or receive a copy prior to their visit, when it is distributed around local accommodation .
<b>What evidence do you have of local need/demand for the proposed project/activity?</b> (This might be survey work or statistical evidence)	The HODS held in 2023 provided an excellent insight into what our visitors valued from their visits. The booklet produced for HODS was an excellent example of drawing together heritage sites across the town. However, visitors coming in to the Heritage Centre are enchanted by the building and it's history and want more details that are not available in our current leaflet or the HODS- style leaflet. Our current leaflet has been reprinted but extensive research by one of our volunteers has provided a more comprehensive picture of the building through it's lifetime.
<b>What support have you received for this project?</b> (Please tell us about any expressions of support you have received from outside your organisation)	The Traders Association have expressed their support copies of detailed leaflet which they can share with visitors to their businesses.
<b>How will the project be managed and how will you measure its success?</b>	The project will be managed by a volunteer working with a local designer and templating the leaflet as well as with the printers.
<b>Please give key milestones for your project, including approximate dates.</b>	Review of updated content for leaflet – Jan 2024 Design and proof the leaflet – Feb/March 2024

	Printing – March 2024 (in readiness for new season)
<b>How will your organisation acknowledge the Town Council's funding support?</b>	Ledbury Places will ensure that the Town Council logo is referenced on our website/on the leaflets as supporting Ledbury Places.
<b>Do you work with other Ledbury groups or would you be open to doing so in future?</b>	Ledbury Places currently works with a range of other local groups including for example; Civic Society, Traders and Business Association and Ledbury Poetry.

**3. Tell us how you plan to fund your project**

<b>What is the total cost of the project?</b>	<b>£1,050</b>
<b>Amount requested from Ledbury Town Council.</b>	<b>£1,050</b>
<b>Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?</b>	<b>2022 = £3,750 2023= £750</b>

*Please list any applications you have made for funding from other organisations.*

<b>Organisation</b>	<b>Contribution Sought (£)</b>	<b>Applied</b> (please tick as appropriate)	<b>Granted</b> (please tick as appropriate)

**4. Further information provided in support of your application**

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

A copy of your constitution and list of appointed officers (or similar document showing the organisation's status)	X	
A copy of your organisation's latest set of accounting statements (if any exist)	X	
Copies of any letters of support for your project	n/a	

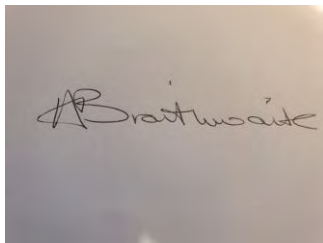
## 5. Declaration by the applicant

**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 report for the project 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>	<b>Alison Braithwaite</b>
<b>Date:</b>	<b>2310/23</b>

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)

## Funding Request of more than £500

### Grant Application Form

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

<b>Contact Name:</b>	Alison Braithwaite	
<b>Position:</b>	Trustee	
<b>Organisation:</b>	Ledbury Places	
<b>Contact Address:</b>	Kilbury House, Westhill, Ledbury, HR8 1JF	
<b>Telephone Number:</b>		
<b>E-mail:</b>		
<b>Status of Organisation: (delete as appropriate)</b>	Charity /Company	
<b>Charity/Company No. (if applicable)</b>	9079970/1162108	
<b>How long has your organisation been in existence? (please <input checked="" type="checkbox"/>)</b>	Less than 1 year	
	1-5 years	
	More than 5 years	X
<b>What does your organisation do?</b>	Responsible for the maintenance and creative use, for residents and visitors, of 3 heritage buildings within the town. – BBI, Burgage Hall and The Old Grammar School – housing the Heritage Centre and the Upper Floor.	

<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

<b>Project title:</b>	Improving our Watercourse viewing area
<b>Project duration (mm/yy):</b>	Start: November 2023. End: March 2024.
<b>Which one of the following five areas <u>best</u> fits your group's area of interest?</b>	Sport <input type="checkbox"/> Arts X Health <input type="checkbox"/> Environment <input type="checkbox"/> Youth <input type="checkbox"/>
<b>Who will benefit from the project?</b> (please tell us what groups will benefit and approximately how many people will benefit in total)	<p>Improving the glass viewing area above the watercourse in the Heritage Centre will provide a safer and clearer area to view part of the historic watercourse of the town.</p> <p>We have over 10,000 visits per year (post pandemic) and currently it is not possible for more than one person to get a clear view down into the course as the glass cover is protected by an iron surround. Improving the cover would allow visitors to get closer to the hole and see down deeper.</p> <p>We have also identified an organisation who maybe able to help us to learn more about the watercourse through scanning, which will give us images to create a small exhibition adjacent to the watercourse area. It is hoped that this will further enhance the experience for our visitors.</p>
<b>What evidence do you have of local need/demand for the proposed project/activity?</b> (This might be survey work or statistical evidence)	<p>The watercourse is a key focus for all our visitors and where they start their journey around the Heritage Centre. It is a feature that local people who visit take great interest in. Currently it regularly has condensation in it, which obviously affects the visibility into the watercourse. The new glass cover would address the problem whilst allowing visitors to stand closer to the viewing area than they currently can.</p>
<b>What support have you received for this project?</b> (Please tell us about any expressions of support you have received from outside your organisation)	<p>In some of the feedback we receive the watercourse is often referenced as area of great interest and something people like and remember from their visit.</p>
<b>How will the project be managed and how will you measure its success?</b>	<p>The project will be managed by a Trustee working with the suppliers of the relevant parts that will make-up the new glass cover. Another Trustee will work with the sub-surface contractor to create the images.</p>



<b>Please give key milestones for your project, including approximate dates.</b>	Commission of sub-contractor – Dec 23 Commission & installation of Glass - Feb 24 Development of images to form exhibition – March 24
<b>How will your organisation acknowledge the Town Council's funding support?</b>	Ledbury Places will ensure that the Town Council is referenced on our website as supporting Ledbury Places.
<b>Do you work with other Ledbury groups or would you be open to doing so in future?</b>	Ledbury Places currently works with a range of other local groups including for example; Civic Society, Traders and Business Association and Ledbury Poetry.

### 3. Tell us how you plan to fund your project

<b>What is the total cost of the project?</b>	<b>£3,800</b>
<b>Amount requested from Ledbury Town Council.</b>	<b>£2,900</b>
<b>Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?</b>	<b>2022 = £3,750</b> <b>2023= £750</b>

*Please list any applications you have made for funding from other organisations.*

<b>Organisation</b>	<b>Contribution Sought (£)</b>	<b>Applied</b> (please tick as appropriate)	<b>Granted</b> (please tick as appropriate)

### 4. Further information provided in support of your application

<b>Information</b>	<b>Enclosed</b> (please tick)	<b>Office Use Only</b> (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement	X	

<b>(required)</b>		
A copy of your constitution and list of appointed officers (or similar document showing the organisation's status)	X	
A copy of your organisation's latest set of accounting statements (if any exist)	X	
Copies of any letters of support for your project	n/a	

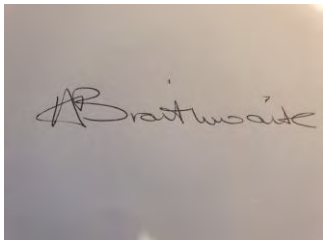
## 5. Declaration by the applicant

**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 report for the project 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>	<b>Alison Braithwaite</b>
<b>Date:</b>	<b>23/10/23</b>

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)

## Funding Request of more than £500

### Grant Application Form

#### 1. Tell us about your organisation<sup>2</sup>

<b>Contact Name:</b>	Sue Mosley	
<b>Position:</b>	CEO	
<b>Organisation:</b>	Age UK Hereford and Localities	
<b>Contact Address:</b>	<b>Unit 10, Northern Lights Business Park, Leominster, Herefordshire, HR6 0SW</b>	
<b>Telephone Number:</b>	07714581624	
<b>E-mail:</b>	Sue.mosley@ageukhl.org	
<b>Status of Organisation: (delete as appropriate)</b>	Charity	
<b>Charity/Company No. (if applicable)</b>	<b>1093512</b>	
<b>How long has your organisation been in existence? (please <input checked="" type="checkbox"/>)</b>	Less than 1 year	
	1-5 years	
	More than 5 years	√
<b>What does your organisation do?</b>	Supports those over 50 living in Herefordshire to improve and sustain their financial, physical and mental wellbeing by offering an holistic service to address the needs of those who need our support and their families and carers.	

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<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

<b>Project title:</b>	Sheds Together Ledbury
<b>Project duration (mm/yy):</b>	Start: Ongoing                      End: N/A
<b>Which one of the following five areas <u>best</u> fits your group's area of interest?</b>	Sport <input type="checkbox"/> Arts <input type="checkbox"/> Health <input checked="" type="checkbox"/> Environment <input type="checkbox"/> Youth <input type="checkbox"/>
<b>Who will benefit from the project?</b> (please tell us what groups will benefit and approximately how many people will benefit in total)	<p>Those over 50 living in Ledbury and surrounding area who may be feeling isolated and lonely and wish to take part in a group activity to learn/share practical skills, providing the opportunity to meet and socialise and build support networks.</p> <p>We have some pop up sessions planned (4-6 participants) and once we have established a permanent venue for our project, regular groups of up to 10 participants.</p>
<b>What evidence do you have of local need/demand for the proposed project/activity?</b> (This might be survey work or statistical evidence)	<p>Referrals from Social Prescribers, family members/carers and other organisations we work with are reporting that many over 50s living in the county are struggling to re-engage post-Covid or are finding it difficult to manage with the increase in the cost of living. Of the calls we received last month, 18% were referrals for older people who were struggling with their mental health due to loneliness.</p>
<b>What support have you received for this project?</b> (Please tell us about any expressions of support you have received from outside your organisation)	<p>The Sheds Together Herefordshire project has been funded by The Royal Countryside Fund, Talk Community and Herefordshire Community Foundation for the past two years. We have regular sessions in Bromyard and Leominster, with outreach/pop up delivery in Kington and Ledbury until we establish a permanent location for the project.</p> <p>Ledbury Town Council have been very supportive of the work we do in the town, and we have plans to increase our offer from 2024 in order to meet the demand for services from those over 50 in the town and surrounding area.</p> <p>Ledbury Rugby Club are working with us to investigate the possibility of running a regular session from their grounds, and Platform Housing are working with us to deliver pop up sessions throughout the winter months (bird box making/light woodworking)</p>

<b>How will the project be managed and how will you measure its success?</b>	<p>The project has been running for two years, delivered by two co-ordinators who work in Leominster, Bromyard, Ledbury and Kington.</p> <p>We are keen that the project isn't numbers focussed, but concentrates on the positive impact on those attending. Feedback from our Bromyard sessions has seen significant improvement in mental wellbeing since our participant first attended the sessions, with friendships made and new skills learned.</p> <p>Our sessions are recorded on our CRM, which includes regular feedback from session participants.</p>
<b>Please give key milestones for your project, including approximate dates.</b>	<p>Pop up sessions have been planned for late October and will run regularly from now on. We continue to look for space from which to set up a more permanent project, but the grant would enable us to purchase enough equipment and materials to carry on with the pop up sessions until we find a more permanent venue.</p>
<b>How will your organisation acknowledge the Town Council's funding support?</b>	<p>We will use their logo on all social media and acknowledge their support with all press releases.</p>
<b>Do you work with other Ledbury groups or would you be open to doing so in future?</b>	<p>We attend the Ledbury Community Network meetings facilitated by Talk Community which regularly has 20-30 community organisations in attendance. We also work closely with the Foodbank, Platform Housing and the Methodist Church.</p>

### 3. Tell us how you plan to fund your project

<b>What is the total cost of the project?</b>	<b>£17400 annually</b>
<b>Amount requested from Ledbury Town Council.</b>	<b>£1000</b>
<b>Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?</b>	<b>Yes, 3 year grant for the delivery of Information and Advice services to Ledbury residents (2023-2026)</b>

*Please list any applications you have made for funding from other organisations.*

<b>Organisation</b>	<b>Contribution Sought (£)</b>	<b>Applied</b> (please tick as appropriate)	<b>Granted</b> (please tick as appropriate)
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**4. Further information provided in support of your application**

<b>Information</b>	<b>Enclosed</b> (please tick)	<b>Office Use Only</b> (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement <b>(required)</b>	√	
A copy of your constitution and list of appointed officers (or similar document showing the organisation's status)	<a href="https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/3993428">https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/3993428</a>	
A copy of your organisation's latest set of accounting statements (if any exist)	<a href="https://register-of-charities.charitycommission.gov.uk/charity-search?p_p_id=uk_gov_ccew_onereg_charitydetails_web_portlet_CharityDetailsPortlet&amp;p_p_lifecycle=2&amp;p_p_state=maximized&amp;p_p_mode=view&amp;p_p_resource_id=%2Faccounts-resource&amp;p_p_cacheability=cacheLevelPage&amp;uk_gov_ccew_onereg_charitydetails_web_portlet_CharityDetailsPortlet_objectiveId=A12695566&amp;uk_gov_ccew_onereg_charitydetails_web_portlet_CharityDetailsPortlet_priv_r_p_mvcRenderCommandName=%2Faccounts-and-annual-returns&amp;uk_gov_ccew_onereg_charitydetails_web_portlet_CharityDetailsPortlet_priv_r_p_organisationNumber=3993428">https://register-of-charities.charitycommission.gov.uk/charity-search?p_p_id=uk_gov_ccew_onereg_charitydetails_web_portlet_CharityDetailsPortlet&amp;p_p_lifecycle=2&amp;p_p_state=maximized&amp;p_p_mode=view&amp;p_p_resource_id=%2Faccounts-resource&amp;p_p_cacheability=cacheLevelPage&amp;uk_gov_ccew_onereg_charitydetails_web_portlet_CharityDetailsPortlet_objectiveId=A12695566&amp;uk_gov_ccew_onereg_charitydetails_web_portlet_CharityDetailsPortlet_priv_r_p_mvcRenderCommandName=%2Faccounts-and-annual-returns&amp;uk_gov_ccew_onereg_charitydetails_web_portlet_CharityDetailsPortlet_priv_r_p_organisationNumber=3993428</a>	
Copies of any letters of		

support for your project		
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**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 report for the project 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>	<b>Sue Mosley</b>
<b>Date:</b>	<b>23/10/23</b>

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)

## Funding Request of £500 or less

### Grant Application Form

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

<b>Contact Name:</b>	
<b>Position:</b>	
<b>Organisation:</b>	
<b>Contact Address:</b>	
<b>Telephone Number:</b>	
<b>E-mail:</b>	
<b>Status of Organisation: (delete as appropriate)</b>	Profit / Not for Profit / Charity / Company Other (specify):
<b>Charity/Company No. (if applicable)</b>	
<b>What does your organisation do?</b>	

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[https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy\\_V0.1.pdf](https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf)



26 OCT 2023

## **Funding Request of more than £500**

### **Grant Application Form**

#### **1. Tell us about your organisation<sup>2</sup>**

<b>Contact Name:</b>	Sara-Jane Arbury	
<b>Position:</b>	Director	
<b>Organisation:</b>	Red Earth Arts C.I.C.	
<b>Contact Address:</b>		
<b>Telephone Number:</b>		
<b>E-mail:</b>		
<b>Status of Organisation: (delete as appropriate)</b>	Not for Profit Other (specify): Community Interest Company	
<b>Charity/Company No. (if applicable)</b>	11798828	
<b>How long has your organisation been in existence? (please <input type="checkbox"/>)</b>	Less than 1 year	
	1-5 years	✓
	More than 5 years	

<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)

<p><b>What does your organisation do?</b></p>	<p>Red Earth Arts C.I.C. is a collaboration between visual artist and illustrator Jeanette McCulloch and writer and performer Sara-Jane Arbury. We offer creative opportunities through art and writing workshops, courses and activities to local residents, community groups, children and young people, older people and staff and residents in care settings and healthcare organisations. We are able to facilitate in-person and online workshops.</p> <p>Our approach seeks to enhance and increase wellbeing with creative projects. We work in a variety of different locations with individuals and groups, many with complex needs and/or experiencing physical, mental and emotional issues. Over the years, we have established a solid track record and excellent reputation for delivering high-quality, interesting and inspiring creative ways and methods for self-expression and artistic exploration.</p> <p>We welcome opportunities to collaborate with other organisations and have introduced Red Earth Arts C.I.C. to groups such as Ledbury Carers, the Alzheimers Society, Ledbury Healthcare Partnership, Talk Community, Ledbury Refugee Support Group, Ledbury Library Development Group, Herefordshire Mind and Ledbury Poetry.</p> <p>We hold current Disclosure &amp; Barring Service (Enhanced) Certificates and Public Liability Insurance.</p>
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**2. Tell us what support you need**

<b>Project title:</b>	Capturing Conversations	
<b>Project duration (mm/yy):</b>	Start: March 2024	End: June 2024
<b>Which one of the following five areas <u>best</u> fits your group's area of interest?</b>	Sport	<input type="checkbox"/>
	Arts	<input checked="" type="checkbox"/>
	Health	<input type="checkbox"/>
	Environment	<input type="checkbox"/>
	Youth	<input type="checkbox"/>

**Who will benefit from the project?**

(please tell us what groups will benefit and approximately how many people will benefit in total)

Over the course of three months, we will run a series of four free half-day drop-in art workshops primarily tailored for people who may be lonely and lack companionship, socially isolated, experiencing mental health issues, living in sheltered accommodation, families on low incomes, people living with dementia, and their carers. We will also deliver two sessions with specific groups in their meeting places. This will make a total of six sessions.

Each workshop will be entirely different, appealing to mixed gender and age groups, and introducing a range of skills, dexterity, processes and opportunities for people to be individually and creatively engaged.

A key part of these workshops will be to inspire and stimulate conversations between people, facilitate and build relationships and friendships, and enable people to connect with others in a safe and supportive space.

The workshops will provide a focal point for participants and an interesting and creative way of establishing an important support system. The activities will be relaxing and holistic, encouraging lots of conversation, sharing of stories, life histories, humour and bonding between participants which will spread to their wider network of family, friends and carers.

We know from our previous projects that people enjoy making and having items to keep. We have made it our practice to publish a book at the end of our projects to celebrate and commemorate the work people have done with us. These high-quality books, containing photographs of their artwork and pieces of writing, are extremely popular with participants who love having their own copies to keep or give to family and friends.

The books act as a communication tool and a bridge between participants and their families and friends. Conversations can be opened up which lead to renewed and revitalised talking points and stimuli. They act as a self-revelation, a legacy, and make people feel valued. We are able to provide copies of our publications on request.

In this project, we'll write down ('capture') conversations / comments from participants as they arise and publish them with images of their artwork in a *Capturing Conversations* book. Participants will keep their artworks and the books will be available to pick up at collection points in the town. Copies also held in Ledbury Library.

In summary, groups who will benefit from the project are:

People who are isolated and lonely

People experiencing mental health issues

People living in sheltered accommodation

Families on low income

People living with dementia, and their carers

People recommended by Ledbury's social prescriber (Alayne Child) through Ledbury Health Partnership

Total number of participants in the sessions is 120 approx. Taking in the wider reach of indirect engagement (family, friends, social networks), the number benefitting is 250+

**What evidence do you have of local need/demand for the proposed project/activity?**

(This might be survey work or statistical evidence)

"1.4 million older people in the UK are often lonely. Loneliness is a major issue that is now widely recognised in society today." (Age UK, 2023) This takes in the lasting effects of Covid-19, lockdown and the cost of living crisis.

Art creativity is a recognised means of breaking down barriers, increasing confidence and self-esteem and opening up relationships. We specialise in this type of approach and understand how to engage and inspire people through our practice. Workshop models we have created are simple and effective, and come from years of experience of working with people who have complex neurological illnesses, mental health issues and/or live in sheltered accommodation.

We know the success of our projects is down to how you communicate effectively and gently with people, and pitch arts activities at an appropriate level, which are engaging, stimulating, challenging and achievable. Our art and writing workshops always initiate conversations between participants on a variety of subjects. These practical creative sessions help people to relax, talk to each other and share stories in a safe environment. We seek to build on these conversations as the inspiration for art and writing and forge lasting friendships through creativity.

It is evident through our extensive and direct experience of working with different groups of vulnerable people that there is a need for sustained, accessible, friendly and creative opportunities to further people's wellbeing in our community. We know this from comments and feedback we have received in our previous projects, as well as numerous requests for us to run more workshops and activities that focus on wellbeing. This is especially true since Covid-19 and lockdown in 2020.

Past projects include *Things With Wings* (2020); *Ledbury Book of Delights* (2020); *Art & Poetry* at St Michael's Hospice (2020-23); *Art & Cake* dementia project (2023).

In past project reports we have captured comments / feedback from participants and staff where applicable. Participant numbers have always been high at 90-100% attendance for our courses and workshops. Excellent given the issues and fluidity of groups we work with.

Organisations and past project participants have consistently asked us to run more creative projects, eg: after the success of our Art and Cake project for people living with dementia and their carers, participants asked us to provide more creative sessions for them and they have recommended our work to others.

Residents at Harling Court, Leadon Bank and The Evergreens group for older people have requested more activities from us.

Ledbury Refugee Group have approached us to provide art activities to welcome Afghan families to our community.

Ledbury Library Development Group have consistently supported our work for the community - they have funded our free family activities for World Book Day.

Ledbury Poetry is a keen supporter of our work, and we have collaborated with them on many projects, workshops and events over the years.

## What support have you received for this project?

(Please tell us about any expressions of support you have received from outside your organisation)

As previously stated, we regularly capture comments and feedback from participants and staff involved in our past projects. *Capturing Conversations* is built on the success and impact of these past projects, where we have noticed that conversation is a vital component.

Given the level of encouragement and support we have consistently received from individuals and community organisations, we are confident that *Capturing Conversations* will be a successful, enjoyable and popular project amongst the groups we are seeking to work with. Our organisation has a reputation for the careful, considered, empathic and useful approach to our work.

Examples of feedback from Stanley House, Art & Cake participants, Talk Community, Leadon Bank, The Evergreens, St Michael's Hospice:

The manager of Stanley House, a care home in Bosbury specialising in caring for people who have neurodegenerative conditions, was so supportive of our 'Delights' project that she recommended it to Elysium Healthcare's marketing development manager to introduce the practice in all their other care homes.

A participant in our recent Art & Cake dementia project left us a donation in her will because she loved the sessions so much. Many people recommend our workshops to their friends and family, and other community groups. These individual personal tokens of support indicate the depth of feeling people have about our projects, and how accessible they are.

"This is a nice quiet space and you can go at your own pace. From my point of view I can sit and relax, do arts and crafts, it's the only activity we do together each week, outside of the house."

"I look forward to this, it's really helping me to relax."

"Mum has always been creative, but she lost her confidence because of dementia, but she loves coming each week to this art club."

There is nothing else like this happening in Ledbury for people with dementia. This is the only place me and my husband go to together."

"This is the best working day I've ever had." (a representative from Talk Community)

"This project gave our members a chance to distract them from sitting watching television all the time. It has been a talking point to family and friends on the telephone. It's given them a sense of purpose. It's positive because it's about good moments and memories.

"I like this project, it's about enabling people."

"They get such a lot out of these sessions." (staff nurse at St Michael's Hospice)

"They need this so much, this stimulation."

"What you've brought out in me is the way I've looked back on my life and thought about what I've done."

"They absolutely loved it." (staff nurse)

"That workshop made my day."

**How will the project be managed and how will you measure its success?**

The project will work in the following way:

We will compile a robust publicity drive and spread the word amongst our network of contacts to advertise these sessions, including Talk Community, Ledbury Carers, Ledbury Town Council, Ledbury Poetry, Ledbury Primary School, John Masefield High School, Age Concern UK, Ledbury Health Partnership, Ledbury Refugee Group, Ledbury Community Hub, Ledbury Library Development Group, the churches in Ledbury, Ledbury Food Bank, Community Action Ledbury and LEAF. Advertising will be via social media, posters and flyers, online, word of mouth. We recognise the need to have a long lead-up to fully publicise the project - this is key to the success of the project.

Four free half-day drop-in sessions in different venues in Ledbury, eg: The Poetry House, The Methodist Church, Ledbury Community Hub at Pot & Page, Ledbury Library

Two sessions with targeted groups in their meeting places (eg: Leadon Bank, The Evergreens - final groups to be decided in consultation)

All sessions will take place from March - May 2024. They will be practical arts sessions designed to encourage conversations, eg: travel, previous employment, family, hobbies, pets...

We will work as a team to run the practical art activity, initiate conversation and scribe comments. All arts materials will be provided, allowing for a relaxed flow into making and talking.

We will keep careful records of all financial transactions. We will adhere to GDPR rules when gathering people's names and contact details.

In June 2024, at the end of the project, a book of the created artworks and pieces from conversations we have all had with each other will be published by Digital Print (an online company we have previously used). Books will be available for participants and the public to pick up from collection points in the town. A copy will also be held in Ledbury Library. We will deliver copies to the groups we have worked with.

Evaluation of the project will be through the collection of feedback and comments from participants and their families, carers and companions, and the organisations involved. We will compile records of the numbers and demographic of people attending. We will write a comprehensive and accurate report detailing the process and outcome of the whole project.

<p><b>Please give key milestones for your project, including approximate dates.</b></p>	<p>Step 1: Compiling publicity materials and contacting organisations, groups and individuals about the project. We will ensure we give ourselves proper lead-up time to tell people about the project and publicise it. Pre-March 2024</p> <p>Step 2: Sessions begin March 2024</p> <p>Step 3: Sessions finish May 2024</p> <p>Step 4: <i>Capturing Conversations</i> book compiled and published June 2024</p> <p>Step 5: Evaluation of the project June 2024</p>
<p><b>How will your organisation acknowledge the Town Council's funding support?</b></p>	<p>We will acknowledge the Town Council's funding support with their logo on all our publicity materials, on social media, online at Jeanette McCulloch's website which hosts Red Earth Arts, on the cover and in the frontispiece of the books, by word of mouth, and in each workshop.</p>
<p><b>Do you work with other Ledbury groups or would you be open to doing so in future?</b></p>	<p>We have worked with the following groups:</p> <ul style="list-style-type: none"> <li>Ledbury Carers Group</li> <li>Ledbury Friendship Group</li> <li>Ledbury Health Partnership</li> <li>Harling Court</li> <li>Born Court</li> <li>Leadon Bank</li> <li>Community Action Ledbury</li> <li>The Evergreens</li> <li>Age Concern UK</li> <li>Community Action Ledbury</li> <li>Ledbury Poetry - Creative Pathways</li> <li>Ledbury Library Development Group</li> <li>Friends of the Master's House</li> <li>Stanley House, Bosbury, Herefordshire</li> <li>Ledbury Primary School</li> <li>John Masefield High School</li> <li>Walsingham Support</li> <li>St Michael's Hospice</li> <li>Herefordshire Mind</li> </ul> <p>Groups we would seek to work with:</p> <ul style="list-style-type: none"> <li>Ledbury's social prescriber (Alayne Child) through Ledbury Health Partnership</li> <li>Churches, eg: St Michael's Church; The Methodist Church</li> <li>Ledbury Refugee Support Group</li> <li>Ledbury Food Bank</li> <li>Ledbury Community Hub at Pot &amp; Page</li> <li>LEAF</li> </ul>

**3. Tell us how you plan to fund your project**

<b>What is the total cost of the project?</b>	<b>£2,200</b>
<b>Amount requested from Ledbury Town Council.</b>	<b>£2,200</b>
<b>Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?</b>	<b>No</b>

*Please list any applications you have made for funding from other organisations.*

<b>Organisation</b>	<b>Contribution Sought (£)</b>	<b>Applied</b> (please tick as appropriate)	<b>Granted</b> (please tick as appropriate)
<i>Ledbury Poetry - Creative Pathways</i>	<i>Volunteer support Venue - in kind</i>		
<i>Ledbury Community Hub</i>	<i>Venue - in kind</i>		

**4. Further information provided in support of your application**

<b>Information</b>	<b>Enclosed</b> (please tick)	<b>Office Use Only</b> (Initial to confirm documentation complies with the requirement)



A copy of your organisation's most recent bank statement <b>(required)</b>	✓	
A copy of your constitution and list of appointed officers (or similar document showing the organisation's status)	✓	
A copy of your organisation's latest set of accounting statements (if any exist)	✓	
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 report for the project 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>	SARA-JANE ARBURY
<b>Date:</b>	26/10/23

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)



## Funding Request of more than £500

### Grant Application Form

#### 1. Tell us about your organisation<sup>2</sup>

<b>Contact Name:</b>	Chloe Garner	
<b>Position:</b>	Director	
<b>Organisation:</b>	Ledbury Poetry	
<b>Contact Address:</b>	Ledbury Poetry House The Barrett Browning Institute Homend Ledbury HR8 2AA	
<b>Telephone Number:</b>	01531 634156	
<b>E-mail:</b>	director@ledburypoetry.org.uk	
<b>Status of Organisation: (delete as appropriate)</b>	Charity	
<b>Charity/Company No. (if applicable)</b>	Charity Number 1059465	
<b>How long has your organisation been in existence? (please <input checked="" type="checkbox"/>)</b>	Less than 1 year	
	1-5 years	
	More than 5 years	✓
<b>What does your organisation do?</b>	Ledbury Poetry is an arts-based charity situated in our beautiful, historic Herefordshire town of Ledbury – a place with a long and deep association with poets and poetry. Our home at the centre of Ledbury – The Poetry House – gifts a venue that benefits many communities, especially our local Ledbury neighbourhood. For 27 years, our annual flagship festival and a well-established schools & community outreach programme has encouraged the exploration of language and imagination in all its artistic forms. We actively aim to curate an inspiring, broad, and all-embracing programme of events. We aspire to	

<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)

	<p>embolden the communities and individuals we engage with to express themselves - distinctively, culturally, and artistically. We value the dynamic role that creativity, and especially poetry, can make in everyone's lives. We encourage others to recognise, welcome and strengthen it too.</p>
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	<p>that undertaken by Ledbury Food Bank and Talk Community that there is growing demand for support. This means that there is an increasing need for charities like Ledbury Poetry to seek funding to provide additional enjoyment for children and families, as well as basis requirements like meals and snacks, which is included in this project's delivery. We will work creatively with organisations like Ledbury Food Bank, and local businesses to provide this.</p> <p>Recent studies have also demonstrated that engagement in arts activity encourages young people to flourish, as well as supporting their overall physical and mental health. (University College London, The Impact of Arts and Cultural Engagement on Population Health 2017-2022).</p> <p>Our recent youth consultation activity demonstrated Ledbury's young people (of all ages) want more culturally related, age-appropriate activities.</p> <p>Importantly, Ledbury Poetry's own previous school holiday activity work has shown that young people and families have enjoyed and benefitted from it. Feedback included:</p> <ul style="list-style-type: none"> <li>• "Thank you for a special moment in our holiday."</li> <li>• "I liked telling stories from my imagination."</li> <li>• "I enjoyed this workshop because of how many claps we got for our performance."</li> <li>• "It was fun and exciting."</li> <li>• "You captured children of different ages and confidence levels."</li> <li>• "It's great to see different things."</li> <li>• "I'm really glad I came. I really enjoyed it!"</li> <li>• "More art and creativity please."</li> <li>• "Thank you for making this experience available."</li> <li>• "I would love it if there were more workshops."</li> </ul>
<p><b>What support have you received for this project?</b></p> <p>(Please tell us about any expressions of support you have received from outside your organisation)</p>	<p>Our Engagement Officer has recently requested specific support for this Crucial Creators – School Holiday Fun project and we will share as soon as we have received it. This includes support from schools, parents, and young people.</p>

<p><b>How will the project be managed and how will you measure its success?</b></p>	<p>Ledbury Poetry’s Engagement Officer will manage the project delivery, with support from Ledbury Poetry team, which includes The Poetry House Manager, Marketing and Communications, Volunteer Co-ordinator, Fundraiser, and Ledbury Poetry Director.</p> <p>Attendees will be asked to register and provide key data, like their age and postcode.</p> <p>In addition, a comments book will be provided at each event. Young people will especially be asked to feedback in a more innovative way, for example button jars and a poster board.</p> <p>Attendees will also be invited to fill in a simple smiley face evaluation, using the iPad, reflecting our sustainability principles.</p> <p>Social media impact engagement will be measured.</p> <p>Attendees will be invited to express an interest in follow-up events.</p> <p>A final showcase event will be held to celebrate all the activity.</p> <p>A short in-house evaluation report will be compiled, pooling the above information, and including learnings for future events. This will be shared with funders and other interested stakeholders.</p>
<p><b>Please give key milestones for your project, including approximate dates.</b></p>	<ul style="list-style-type: none"> <li>• Project Preparation: January 2024</li> <li>• Delivery Dates: <ul style="list-style-type: none"> <li>○ February Half Term 2024: 17 -21 February: 1 day</li> <li>○ Easter Holidays 2024: 2 March – 8 April: 2 days</li> <li>○ May Half Term 2024: 25 – 29 May: 1 day</li> <li>○ Summer Holidays 2024: 22 July – 1 September: 2 days</li> </ul> </li> <li>• Showcase Event: Early September 2024</li> <li>• Final Evaluation &amp; Feedback Report: September 2024</li> </ul>
<p><b>How will your organisation acknowledge the Town Council’s funding support?</b></p>	<p>Ledbury Town Council will be acknowledged and thanked on all marketing materials associated with the project, including social media and unique publicity materials.</p> <p>Ledbury Town Council acknowledgment and thanks on website.</p>

	<p>Space will be provided at all the events for Ledbury Town Council to display their own pop-up banners and marketing materials.</p> <p>Ledbury Town Council will be invited to our final showcase event, We would also like to offer Ledbury Town Council the option to be included more actively in that event, and can discuss ways how to do this.</p>
<p><b>Do you work with other Ledbury groups or would you be open to doing so in future?</b></p>	<p>Yes, we work with several local groups, including but not exclusively local schools, Ledbury Places, Ledbury Food Bank, Age UK and LEAF.</p> <p>We are also very open to working with more local groups and are actively working to make this happen. Any suggestions from Ledbury Town Council how we can do this are welcomed.</p>

### 3. Tell us how you plan to fund your project

<p><b>What is the total cost of the project?</b></p>	<p><b>£5500 (NB A breakdown budget is available)</b></p>
<p><b>Amount requested from Ledbury Town Council.</b></p>	<p><b>£5000</b> <i>(Given the timescales, we are requesting 90% of total budget in this grant cycle).</i></p>
<p><b>Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?</b></p>	<p>Yes:</p> <p>£8000 was received for cross-arts activity in The Poetry House in Summer 2022</p> <p>£5000 was received for marketing materials in Summer 2022 to support flagship Ledbury Poetry Festival (July 2022)</p>

*Please list any applications you have made for funding from other organisations.*

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
<p><b>Please note that we have not made requests to any other funders to support this specific project. We are in the process of maintaining and expanding our community engagement provision. This is funded and will be funded by several</b></p>			



**organisations and individuals. We would be grateful if Ledbury Town Council would help support this project in its entirety at this stage.**


#### 4. Further information provided in support of your application

<b>Information</b>	<b>Enclosed</b> (please tick)	<b>Office Use Only</b> (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement <b>(required)</b>	✓ A copy of the bank statement header is attached. Please advise if you require further details.	
A copy of your constitution and list of appointed officers (or similar document showing the organisation's status)	✓	
A copy of your organisation's latest set of accounting statements (if any exist)	✓	
Copies of any letters of support for your project	To follow	

#### 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 report for the project 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>Emma Jackson on behalf of Chloe Garner, Director of Ledbury Poetry</b>
<b>Name (s):</b>	<b>Emma Jackson</b>
<b>Date:</b>	<b>30 October 2023</b>

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)

Report prepared by Angela Price – Town Clerk

## **REQUEST FROM TALK COMMUNITY IN RESPECT OF WINTER OF WELLBEING EVENTS FUNDING**

### **Purpose of Report**

The purpose of this report is to ask Members of the Finance, Policy & General Purposes Committee to give consideration to a request from Talk Communities that Ledbury Town Council work with Pot & Page, who are now a Community Hub, in applying for funding and co-designing the events to be delivered at the Hub.

### **Detailed Information**

Aimee Williams, Ledbury Talk Community Co-ordinator, contacted the Clerk to advise that “Winter of Wellbeing” (WOW) Grants are available and to ask whether Ledbury Town Council would be willing to partner up with the Community Hub, which is now set up in Pot & Page, to provide activities and hot meals to children and families who might be having a difficult time.

The suggestion is that the Town Council would apply for the funding and that the CDO would work with Holly Godwin-Sims to co-design the events and deliver them.

Information about the WOW funding can be found at the following link:

<https://www.talkcommunitydirectory.org/wowgrant/>

The Clerk has asked the Community Development Officer to meet with both Aimee Williams and Holly Godwin-Sims to discuss how a partnership could work.

### **Financial/Resource Implications**

The funding being offered via the WOW covers staff and other costs, and therefore the cost to Ledbury Town Council would be restricted to time spent by the CDO to help deliver the project.

The CDO is aware of this funding and is happy to meet with Aimee and Holly to discuss how this could progressed further and establish whether she has sufficient time in her work schedule to offer a partnership.

### **Recommendation**

That the Finance, Policy & General Purposes agree in principle to the Town Council working in partnership with the Pot & Page Community Hub, subject to the CDO establishing what would be required and whether she would have time in her work schedule to do so.



Report prepared by Angeal Price – Town Clerk

## **FIRE RISK ASSESSMENT REPORT**

### **Purpose of Report**

The purpose of this report is to provide Members with sight of the Fire Risk Assessment carried out by Chubb on behalf of Ledbury Town Council in September 2023.

### **Detailed Information**

Members will recall that it was agreed that Chubb would be asked to undertake a Fire Risk Assessment on behalf of Ledbury Town Council to ensure that the Council are meeting their statutory requirements.

Members attention is drawn to Section 19 – Observation Report and Action Plan and note that officers are now required to review the recommendations within this section and take action accordingly.

Members will note that points 2.8 and 13.2 of the Action Plan recommended immediate action, to prepare an evacuation procedure, and to undertake a full compartmentation survey on the means of escape routes and basement so that openings and penetrations can be fire stopped.

A copy of the Evacuation Procedure is attached for information, and the Deputy Clerk is working with Chubb in respect of the full compartmentation survey and further details on this will be provided once officers have more information.

### **Financial/Resource Implications**

There is a definite resource implication in respect of what is now required as a result of this assessment and the Clerk will review the recommendations and prepare a work schedule in respect of urgency for each of the recommendations within the action plan.

There will also be a financial implication in respect of some of the actions required, however, until the work schedule has been drawn up and consideration given to each action, the exact cost of this is unknown. Again, once more information is available officers will report this accordingly.

### **Recommendation**

Members are requested to give consideration to the information within the attached Fire Risk Assessment, noting that officers are working to create a work schedule of priorities and will provide further details in respect of possible resource and financial implications as and when available.



# FIRE RISK ASSESSMENT (FRA)



## Ledbury Town Council - HR8 1DH

Church Street  
Hereford  
HR8 1DH

### Overall Risk Rating: Moderate



**Name of the Competent Person undertaking this Fire Risk Assessment**

Pete Hince MIFSM SIIRSM EngTech MIFireE

*I certify that to the best of my knowledge, the information contained in this fire risk assessment is correct, based on information provided at the time the assessment was undertaken. This risk assessment should be reviewed by a competent person by the date indicated or at an earlier time if there is reason to suspect that it is no longer valid or there have been significant changes.*

**Signature of Assessor:** (Competent Person as defined by Article 18 Regulatory Reform (Fire Safety) Order 2005)

**Assessment Date:** 28 Sep 2023

Chubb reference number: 32688368

**Recommended date for next fire risk assessment:** 12 months

*The Regulatory Reform (Fire Safety) Order Article 9 requires the risk assessment to be reviewed earlier if there is reason to suspect that it is no longer valid or there has been a significant change in the risk assessed area i.e., building layout, staffing, change of use etc.*

**Use of assessment area**

Offices

**Scope of the risk assessment**

*Document what the risk assessment does & does not include.*

This risk assessment will cover all of the areas occupied & managed by Ledbury Town Council and their escape routes from these areas. Ledbury Town Council occupy the all floors floor of a 3 storey building with basement.

***The risk assessment will focus on these areas only unless it specifically mentions the whole building.***

Index			
Section	Heading	Section	Heading
1	<a href="#">General Information</a>	11	<a href="#">Means of Escape</a>
2	<a href="#">Identify people at risk and control measures in place</a>	12	<a href="#">Fire Doors</a>
3	<a href="#">Firefighter facilities</a>	13	<a href="#">Compartmentation</a>
4	<a href="#">Contractors and Construction Work</a>	14	<a href="#">Controls in place: Emergency and Escape Lighting</a>
5	<a href="#">Sources of Heat: Cooking</a>	15	<a href="#">Controls in place: Fire alarm system</a>
6	<a href="#">Sources of Ignition</a>	16	<a href="#">Controls in place: Fixed &amp; Portable Fire Extinguishing Equipment</a>
7	<a href="#">Sources of Fuel</a>	17	<a href="#">Management Issues</a>
8	<a href="#">Sources of Oxygen</a>	18	<a href="#">Risk Matrix</a>
9	<a href="#">Arson Prevention</a>	19	<a href="#">Action plan</a>
10	<a href="#">Industrial Processes</a>	20	<a href="#">About the fire risk assessment</a>



1	General Information	See also Section 19: Action Plan	
1.1	<b>Responsible Person</b> <i>As defined by Regulatory Reform (Fire Safety) Order 2005 Article 3            There can be more than one person responsible for premises.            For example: The Employer, The Occupier the person who has control of the premises, The Owner.</i>	Ledbury Town Council	
1.2	<b>Name and position of the person providing the information</b>	Sophie Jarvis, Receptionist and Mayors secretary	
1.3	<b>Contact telephone number</b>	01531632306	
1.4	<b>Owner</b>	Ledbury Town Council own the building.	
1.5	<b>Are these premises subject of an action plan or enforcement notice from the enforcing authority?</b>	No	There is no action plan or enforcement notice from the Fire & Rescue Service in place for the risk assessed area
1.6	<b>General description of building &amp; on visual inspection what is the construction of the external walls?</b>	The premises is a 16th century timber framed building, with some brick and lathe and plaster and solid walls. The roof is tile on timber which is pitched	
1.7	<b>Date of construction</b>	The date of construction is around 1500s.	
1.8	<b>Number of floors in the building</b>	3	

1.9	<b>Number of basements in the building</b>	1	
1.10	<b>Is the building occupied by more than one service or company?</b>	No	Ledbury Town Council are the sole occupier of the building
1.11	<b>Date of the last risk assessment?</b>	There was no evidence of a previous risk assessment	
1.12	<b>When is the building occupied?</b> <i>Is there a shift system in operation?</i>	Monday to Friday 0800hrs-1800hrs and occasional Saturdays.	
1.13	<b>Were any roof voids inspected during the assessment?</b> <i>This fire risk assessment is non-invasive &amp; was limited to areas that can be observed without the use tools or access equipment.</i>	No	Roofs voids are present but were not able to be accessed during the assessment. There is a void in the Christmas room.
1.14	<b>Were there any inaccessible areas or rooms?</b> <i>Please state reasons if areas were not accessed.</i>	No	All areas were accessed during the fire risk assessment
1.15	<b>Approximate footprint of building M<sup>2</sup></b>	240 M <sup>2</sup>	
1.16	<b>Approximate floor area M<sup>2</sup></b>	800 M <sup>2</sup>	

1.17	<b>What was the original design guidance (if known) or what was the guidance at the last building upgrade?</b> <i>Were there any variations or deviations to the design guidance?</i>	Guidance used for this risk assessment: Regulatory Reform (Fire Safety) Order 2005, Approved Document B & relevant British Standards	
1.18	<b>Are there any additional comments required?</b>	No	There are no additional comments required
1.19	<b>Has an urgent fire safety notice been issued?</b>	No	There was no requirement to issue an urgent fire safety notice

<b>2</b>	<b>Identify people at risk and control measures in place</b>	<a href="#">See also Section 19: Action Plan</a>	
2.1	<b>Are staff based in the risk assessed area?</b>	Yes	There are staff based in the risk assessed area
2.1a	<b>How many people are working at any one time?</b> <i>(maximum &amp; minimum: Include the owners, self-employed, regular contractors, agency staff, volunteers and part-time workers.)</i>	8	
2.1b	<b>Are the people who work in the risk assessed area accounted for in the event of an evacuation?</b> <i>Regulatory Reform (Fire Safety) Order 2005 Article 15</i>	Yes	Head count at assembly point.
2.2	<b>What is the approximate number of other occupants at any one time?</b>	15	
2.2a	<b>Do any occupants sleep in the risk assessed area?</b>	No	No one sleeps in the risk assessed area

2.3	<p><b>Are other occupants in the risk assessed area accounted for in the event of an evacuation?</b>  <i>Regulatory Reform (Fire Safety) Order 2005 Article 15</i></p>	Yes	Contractors would meet at the assembly point, members of the public would likely disperse
2.4	<p><b>Are there any vulnerable people or people with additional needs working or visiting?</b>  <i>People with mobility, hearing, visual &amp; cognitive impairments must be considered  Fire safety risk assessment: Means of Escape for Disabled People published by HM Government. Under the Equality Act 2010, if disabled persons could realistically expect to use the service which you provide, then you must anticipate any reasonable adjustments that could make it easier for that right to be exercised. Is an Equality Impact Assessment required?  Babies, young children &amp; the elderly should be considered.</i></p>	Yes	There are no staff with additional needs in the risk assessed area. However, there may be vulnerable visitors with additional needs, staff would assist them during any evacuation.
2.5	<p><b>Are PEEPs required?</b>  <i>Personal Emergency Evacuation Plans.</i></p>	No	Staff report that PEEPS are not currently required.
2.6	<p><b>Are under 18s employed?</b>  <i>Have young people been given special consideration, due to their immaturity &amp; inexperience, the nature &amp; duration of work, the physical properties of materials used &amp; the training they require.  Regulatory Reform (Fire Safety) Order 2005 Article 19.</i></p>	No	No people under the age of 18 are employed in the risk assessed area.
2.7	<p><b>Is anyone working in a remote area or lone working?</b></p>	No	There are no lone workers or persons working in a remote area in the risk assessed area.
2.8	<p><b>Is there a documented evacuation procedure or emergency plan, that includes provision for ensuring everyone has been evacuated?<sup>1</sup></b>  <i>Does this include a phased evacuation or a staged alarm?  It is advisable to have a separate procedure highlighting fire warden responsibilities  It is also advisable to have a plan showing the location of the fire alarm call points and fire alarm panels, location of the fire extinguishers and any other firefighting equipment, final exit doors, evacuation equipment &amp; isolation switches for any machinery &amp; power supplies.</i></p>	No	There is no documented fire evacuation procedure
2.9	<p><b>Are all employees fully aware of the evacuation procedures, including their own responsibilities in the event of an evacuation?</b>  <i>Regulatory Reform (Fire Safety) Order 2005 Article 19.</i></p>	Yes	Staff are aware of actions to take in the event of a fire.

2.10	<p><b>If disabled refuge areas are provided, are communications provided and tested?</b></p> <p><i>A disabled refuge is an area that is both separated from the risk areas by fire-resisting construction and where there is a safe route to a final exit door. It provides a temporary safe place for someone with additional needs to await assistance by the building for their evacuation. Refuges should be a minimum of 900mm x 1400mm. Signage: BS 5499 &amp; BS ISO 7010.</i></p>	N/A	There are no defined refuge areas
2.11	<p><b>Are there signed fire assembly areas in safe locations?</b></p>	Yes	Assembly point is identified by fire action notices.
2.12	<p><b>Have members of staff taken part in a fire drill to test that the evacuation procedures are understood?</b></p> <p><i>Document the date of the last fire drill</i>  <i>Regulatory Reform (Fire Safety) Order 2005 Articles 15 &amp; 19</i>  <i>A fire drill should be carried out at least once a year simulating conditions in which, where appropriate, one of the escape routes from the building would be unavailable. Fire drills should be carried out at different times to cover the service hours.</i></p>	No	Fire evacuation drills are a legal requirement of Article 15 of The Regulatory Reform (Fire Safety) Order 2005.
2.13	<p><b>Is the fire strategy in place &amp; complete?</b></p> <p><i>Approved Document B Volume 2: 2019</i>  <i>Means of warning, means of escape, internal fire spread/passive fire protection, external fire spread, access/facilities for the FRS, other factors such as sprinklers or other suppression systems, smoke control and ventilation systems, evacuation strategy, fire safety training, company policy and procedures to be implemented, such as maintaining compliance with fire risk assessments, maintenance and testing of internal systems, arranging planned preventative maintenance (PPM) schedules for the fire protection systems, management of contractors.</i></p>	No	There is no Fire Strategy in place.
2.14	<p><b>What is the Purpose Group?</b></p> <p><i>Approved Document B Volume 2: 2019.</i></p>		Office: Purpose Group 3
2.15	<p><b>Are there any special evacuation aids present?</b></p> <p><i>People with mobility, hearing, visual &amp; cognitive impairments must be considered.</i></p>	No	There are no evacuation aids in place or required at the current time

3	<b>Firefighter facilities</b>		See also Section 19: Action Plan
3.1	<p><b>Have any firefighter facilities been checked by a competent person? Detail the specific facilities</b></p> <p><i>Including firefighter switches, dry/wet risers, firefighting stairs &amp; lifts</i>  <i>Regulatory Reform (Fire Safety) Order 2005 Article 38.</i></p>	N/A	There are no specific facilities for fire fighters on site

	<p>BS 5306-0: 2020 Fire protection installations and equipment on premises: Guide for selection, use and application of fixed firefighting systems and other types of fire equipment.</p> <p>BS EN 81-72-2020: Safety rules for the construction and installation of lifts - Particular applications for passenger and goods passenger lifts Part 72: Firefighters lifts.</p> <p>BS 9990: 2015 Non-automatic fire-fighting systems in buildings. This covers the testing and maintenance of wet and dry rising fire mains, foam inlets.</p>		
3.2	<p><b>Are there specific risks that might affect firefighter safety?</b></p> <p>BS 7671:2018+A1:2020: Requirements for Electrical Installations. New wiring systems must use metal, rather than plastic, to support cables in escape routes, to prevent their premature collapse in the event of a fire. Open pits, Smoke Angel security installations, parts of the building that are structurally unsound.</p>	Yes	Then layout of the building is complex.
3.3	<p><b>Have the Fire &amp; Rescue Service carried out site familiarisation visits?</b></p>	No	The Fire & Rescue Service have not carried out any site familiarisation visits.
3.4	<p><b>Is there adequate access to the site to enable fire &amp; rescue service vehicles &amp; personnel to get close enough for firefighting &amp; rescue purposes?</b></p>	Yes	There is adequate access to the site.
3.5	<p><b>Are solar panels installed in the risk assessed area? If they are installed, are they signed for firefighters?</b></p> <p>MCS installation guide requires that a firefighter's label be affixed in a prominent place close to the electrical shut-off point. Potentially very high DC voltages. Inverters and DC isolation switches are often installed on the top floor or on/under the roof. This is not likely to be accessible to firefighters tackling a fire. If the building structure is metal, or steel frame, then an accidental short may result in parts of the building being "live".</p> <p>There is the risk of electric shock if cables are cut or become damaged by fire. If the roof is affected by fire, then the weight of PV panels may cause early collapse of the roof. There is the risk that panels, or glass from the panels, may break and fall onto personnel below. Panels on a roof will limit the opportunities for venting smoke and fire, should it be required.</p>	No	There are no solar panels fitted on the risk assessed area.
<b>4</b>	<b>Contractors and Construction Work</b>		See also Section 19: Action Plan
4.1	<p><b>Are appropriate fire safety conditions imposed on contractors &amp; in-house maintenance staff &amp; is their activity monitored?</b></p>	Yes	Contractors must produce risk assessments and method statements.

4.2	<b>At the time of the assessment was any building work being carried out?</b>	No	At the time of the assessment there were no building works being carried out
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<b>5</b>	<b>Sources of Heat: Cooking</b>		<b>See also Section 19: Action Plan</b>
5.1	<b>Are kitchen facilities provided, document the locations &amp; types of equipment?</b>	Yes	There is domestic type low use kitchen equipment provided.
5.2	<b>Are catering facilities used for a commercial purpose?</b>	No	The catering facilities are for the occupants of the risk assessed area & are not used commercially

<b>6</b>	<b>Sources of Ignition</b>		<b>See also Section 19: Action Plan</b>
6.1	<b>Is smoking managed in an appropriate &amp; safe manner?</b> <i>Smoke Free Law 2007. Smoke Free (Exemptions &amp; Vehicles) Regulations 2007. Smoke Free Premises (Wales) Regulations 2007.</i>	Yes	Smoking is not permitted in any part of the risk assessed area
6.2	<b>Is no smoking signage displayed?</b> <i>The Smoke Free (Signs) Regulations 2012 require one prominently placed sign to be displayed.</i>	Yes	No smoking signage is displayed.
6.3	<b>If an Electrical Installation Condition Report (EICR) has taken place have any remedial works been completed?</b> <i>An Electrical Installation Condition Report (EICR) is not a legal requirement, but The Health &amp; Safety at Work Act (1974) and The Electricity at Work Regulations (1989) contain enough legislation regarding precautionary responsibilities to indicate maintaining EICR certification is advisable if you wish to fulfil your legal obligations.</i>	No	There is no evidence that a fixed wiring test has been carried out recently, i was informed one is programmed to take place.
6.4	<b>Are there emergency or back-up generators used in the risk assessed area?</b>	No	There are no generators or back up electrical systems in place in the risk assessed area.

6.5	<p><b>Are plastic socket inserts fitted in the electric sockets?</b></p> <p><i>The use of these negates existing safety measures in the form of protective shutters, exposing the live electrical contacts. Covers can come loose or be easily removed, resulting in risk of electrocution. Covers can also damage the socket, which may lead to overheating and risk of fire.</i></p>	No	No plastic socket inserts were observed during the fire risk assessment
6.6	<p><b>Is electrical equipment used and maintained correctly?</b></p> <p><i>The Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition. If a piece of electrical equipment is plugged into a power source and runs off mains electricity, it requires an 'In-service Inspection and Testing of Electrical Equipment' as required by the 5th Edition of the IET Code of Practice for In-Service Inspection and Testing of Electrical Equipment (Sept 2020)</i></p>	Yes	The last PAT test was September 2023
6.7	<p><b>Is there managerial control of personal electrical items?</b></p>	Yes	Items are not brought into work.,
6.8	<p><b>Are extension leads, cable extension reels or socket adapters used?</b></p>	Yes	Extension leads were observed during the inspection.
6.8a	<p><b>Are extension leads or socket adapters overloaded?</b></p> <p><i>The overload calculator at <a href="http://www.electricalsafetyfirst.org.uk/guides-and-advice/electrical-items/overloading-sockets/">http://www.electricalsafetyfirst.org.uk/guides-and-advice/electrical-items/overloading-sockets/</a> can be used to check the loading of an extension lead.</i></p>	No	On visual inspection it appears that the extension leads aren't overloaded in the risk assessed area
6.8b	<p><b>Are extension leads daisy chained (one extension lead plugged into another extension lead)?</b></p>	No	On visual inspection it appears that no extension leads were daisy chained.
6.9	<p><b>Are electrical cables routed to avoid damage?</b></p>	Yes	On visual inspection electrical cables are not located in areas where furniture or equipment could damage them
6.10	<p><b>Where charging stations are utilised for equipment or vehicles, are they used correctly?</b></p> <p><i>Battery chargers, electric vehicle chargers, e-cigarette charging cabinets etc RC59: Recommendations for fire safety when charging electric vehicles Electricity at Work Regulations 1989.</i></p>	N/A	There are no charging stations in the risk assessed area



6.11	<b>Are there light bulbs, heaters, electrical sockets or other ignition sources near flammable or combustible materials?</b>	No	There were no heat sources near any flammable or combustible materials at the time of the risk assessment.
6.12	<b>Where lightning protection is fitted, is it maintained?</b> <i>BS EN 62305:2006 Protection against lightning.</i>	N/A	There is no lightning protection fitted to the building
6.13	<b>Are there any heat generating processes or naked flames used?</b> <i>For example, furnaces, welding soldering, shrink wrap heat sealing, open fires, decorative candles, Bunsen burners.</i>	No	There are no heat generating processes or naked flames used in the risk assessed area
6.14	<b>Detail how the building is heated. Are all fixed heating installations maintained correctly?</b> <i>Gas Safety (Installation and Use) Regulations 1998: Regulation 35 It is recommended by HVAC manufacturers to have system inspected at least once a year The Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition Are any natural gas shut off switches for the heating identifiable and suitably located?</i>	Yes	The heating is by storage radiators which is part of the fixed wiring check.
6.15	<b>Were portable heaters observed during the risk assessment? Document the locations &amp; types of heaters</b>	Yes	Portable electric convector heaters were located in various rooms.
6.15a	<b>Are portable heaters unobstructed and placed on a flat firm surface and kept away from any combustible materials?</b>	Yes	The heaters observed were placed on a firm surface & were unobstructed
6.15b	<b>Are any portable heaters plugged into extension leads?</b> <i>It is recommended that portable heaters are plugged directly in to a wall socket to ensure that extension leads are not overloaded.</i>	No	None seen

7	Sources of Fuel	See also Section 19: Action Plan	
7.1	<p><b>Are excessive quantities of combustible materials used, stored, or allowed to accumulate?</b></p> <p><i>The amount of combustible material in a building or confined space and the amount of heat this can generate. The more flammable materials there are present in a space, the higher the fire load and therefore the faster a fire will spread, increasing the potential impact of the fire.</i></p>	No	At the time of this assessment general storage within the premises was well managed. The fire loading is considered normal for the buildings use and storage arrangements are adequate in the circumstances.
7.2	<p><b>Is general housekeeping satisfactory?</b></p>	Yes	Housekeeping is to a good standard so there is no easy access to combustible materials
7.3	<p><b>Are there stacked goods and high stacked storage?</b></p> <p><i>High density pallet racking, and other methods of warehouse storage can be a substantial fire risk, depending on the storage container, the contents of the racking, its placement and how closely the products are packed.</i></p>	No	There is no high stacked storage in the risk assessed area
7.4	<p><b>Is the storage of any flammable liquids, chemicals or solvents satisfactory? Detail the types &amp; locations</b></p> <p><i>Eliminate ignition sources (sparks, smoking, flames, hot surfaces) when working with flammable and combustible liquids. Use the smallest amount of flammable liquid necessary in the work area required for use during ½ day or one shift. Keep storage areas cool and dry. Store flammable and combustible liquids away from sources of ignition, incompatible materials such as oxidisers (See section 8.1) and combustible items. Up to 50 litres of flammable liquids may be stored in any one flammable liquid storage cabinet which needs to be at least 2m from sources of ignition and combustible storage. Nothing should be stored in the spill tray which should be able to contain a spill of the largest container in storage + 10%. A spill kit should be provided.</i></p>	N/A	No aerosols, flammable liquids or alcohol gel were observed during this risk assessment
7.5	<p><b>Is the storage of any compressed gas cylinders or LPG (cylinders and bulk storage tanks) satisfactory? Detail the types &amp; locations</b></p> <p><i>See also Section 8 Oxygen</i></p> <p><i>Site plans to be available for the emergency services, to show the locations of the storage areas, the type, quantity and location of cylinders in each area and the location of installations using the cylinders.</i></p>	N/A	There are no compressed gas cylinders or LPG in the risk assessed area
7.6	<p><b>Are there any fireworks or explosives used or stored?</b></p> <p><i>Has a DSEAR assessment been completed? Explosives Regulations 2014.</i></p>	No	There are no fireworks or explosives stored in the risk assessed area

7.7	<p><b>Is a DSEAR assessment required? Has this been completed?</b>  <i>Dangerous Substances and Explosive Atmospheres Regulations 2002 (amended 2015).          These Regulations require the elimination or reduction of risk of fire and explosion from substances connected with work activities. They apply to places where a mixture of flammable gas, vapour, or a suspension of fine dust, in the air forms an explosive atmosphere.</i></p>	No	A DSEAR assessment is not required in the risk assessed area
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<b>8 Sources of Oxygen</b>		See also Section 19: Action Plan	
8.1	<p><b>Is supplemental oxygen used in these premises?</b>  <i>Detail the locations and size of oxygen cylinders, bulk liquid oxygen storage tanks and whether oxygen is piped into the building.          Although oxygen is not a flammable gas, it supports combustion to such an extent that any fire is violently intensified and substances that are normally not combustible may be ignited. For these reasons it is regarded as a hazardous substance under the Dangerous Substances and Explosive Atmospheres Regulations 2002.</i></p>	No	There is no supplemental oxygen used or stored in the risk assessed area
8.2	<p><b>Is the storage of any other oxidising materials in accordance with legislation? Detail the types &amp; locations</b>  <i>Common oxidizers include Hydrogen Peroxide, Chlorine, Fluorine, Nitrous Oxide, Nitric Acid, Nitrate and Nitrite compounds, Perchloric Acid and Perchlorate compounds, and Hypochlorite compounds, such as household bleach.          Control of Substances Hazardous to Health Regulations 2002.</i></p>	N/A	Oxidising materials are not used or stored in the risk assessed area

<b>9 Arson Prevention</b>		See also Section 19: Action Plan	
9.1	<p><b>Are there measures in place to prevent arson? Detail what these are</b>  <i>For example: How is access gained to the premises? Is there a secure perimeter fence and gate for the site? Is an intruder alarm fitted &amp; monitored? Is there security on site? Internal/external CCTV?</i></p>	Yes	All buildings could be subject to wilful fire raising but the premises position and external features of this property makes the risk less likely. These include a fire resistant letterbox. CCTV is installed at various locations around and in the site.
9.2	<p><b>Are there any arson incidents recorded or reported?</b></p>	No	There have been no arson incidents reported.
9.3	<p><b>Is there any evidence of fly tipping, graffiti or vandalism in the vicinity of the building?</b></p>	No	There was no vandalism, fly tipping or graffiti observed

9.4	<p><b>Is external waste stored and managed appropriately?</b>  <i>Safety distance between waste containers &amp; buildings CFWA-E Guideline No 7:2011 F Section 5. The minimum horizontal distance between combustible objects &amp; buildings is 2.5m.</i>  <i>However, these objects should be located at least:</i>  <i>4m away from buildings: 1x single 600l waste container made of glass fibre or plastic, a waste container made of steel, other combustible objects, structures and piles which are less than 1.5m high &amp; wide.</i>  <i>6m away from buildings: a group of waste containers made of glass fibre or plastic; a trolley for paper/card packages, other combustible objects, structures &amp; piles which are less than 4m high and wide.</i>  <i>8m away from buildings: skips, rubbish shelter; pallet piles, other combustible objects, structures and piles which are less than 6m high and wide</i>  <i>If it is not possible to achieve any of the safety distances cited, then it is necessary that the adjacent structure is fire resistant.</i></p>	Yes	Waste is stored in lockable skips at the side of the premises.
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<b>10 Industrial Processes</b>		See also Section 19: Action Plan	
10.1	<p><b>Is there a documented planned preventative maintenance schedule for any plant, machinery or vehicles?</b></p>	N/A	There is no plant, machinery or vehicles that require a PPM schedule.
10.2	<p><b>Are industrial processes taking place on site?</b>  <i>Detail the type &amp; location of any of the industrial processes.</i></p>	No	There are no industrial processes in the risk assessed area

<b>11 Means of Escape</b>		See also Section 19: Action Plan	
11.1	<p><b>Detail the Means of Escape. Is there an alternative direction of escape?</b> <i>Include the access to the premises and alternative means of escape including the number of final exit doors, staircases. State whether the staircases are protected, unprotected, external or accommodation stairs.</i></p>	Yes	There are 5 final exits and 2 internal staircases with 1 short staircase to 1 <sup>st</sup> floor landing.
11.1a	<p><b>Is there an adequate number of final exit doors from all areas for the intended occupancy of the building?</b>  <i>When assessing the safe capacity of a building at least one exit from a room or storey and one staircase must be discounted. This is assuming that in the event of fire, one exit route will be unavailable because of the fire. Assume that the largest exit width and staircase with the greatest capacity would be affected &amp; must be discounted. There are 2 exceptions. When there is only 1 exit route or staircase. If all staircases are protected by fire-resisting lobbies or fire-resisting corridors on all floors except the top floor (or if the staircases are pressurised), all the staircases can be counted, but the exit with the greatest capacity must still be discounted on each floor. In any floor with only one exit the occupancy is limited to 60 people.</i></p>	Yes	There is an adequate number of final exit doors from all areas for the intended occupancy of the building

11.2	<b>If vertical evacuation is necessary are stairways suitable in number, size &amp; width?</b> <i>Approved Document B Volume 2: 2019 (England: Section 3, Wales: Section 5)</i>	Yes	The stairs are nonstandard but appear adequate for their occupancy.
11.3	<b>Are there two directions of travel from all areas?</b> <i>Approved Document B Volume 2: 2019 (England: 2.28, Wales 4.27)</i>	Yes	There are no designated fire doors in the risk assessed area. Solid oak bespoke doors have been installed on to vertical escape routes to protect the means of escape which appear to be sound condition. A perko self closing device is provided on the kitchen door, this type is unsuitable for this application. Some doors on the ground floor are held open by wedges which is not permitted on a means of escape
11.4	<b>Is the travel distance acceptable in all areas?</b> <i>Approved Document B Volume 2: 2019 (England: Table 2.1, Wales: Table 2) Maintenance areas must also be considered.</i>	Yes	Travel distance is within accepted guidelines of Approved Document B
11.5	<b>Do all doors on escape routes open in the direction of travel?</b> <i>Approved Document B Volume 2: 2019 (England: 5.11, Wales 6.14) Will the door be used by more than 60 people? Is it in a high fire risk area?</i>	No	Some final exits do not open in direction of travel which is acceptable due to the low occupancy.
11.6	<b>Are all internal, external &amp; final exit routes accessible &amp; free from obstruction, combustible materials, tripping or slipping hazards and not used for storage?</b> <i>Do all final exits lead to a place of total safety?</i>	No	The floors are uneven with steps and different levels which are unavoidable due to the age and construction of the building.
11.7	<b>Are floor surfaces, stairs, and handrails free from damage &amp; safe?</b>	Yes	The floor surfaces, stairs and handrails were well maintained and free from damage
11.8	<b>Are permanent &amp; temporary internal wall &amp; ceiling finishes to appropriate standards on escape routes?</b> <i>Approved Document B Volume 2: 2019. BS 476-7: 1997 Fire tests on building materials and structures.</i>	Yes	The walls & ceilings in the escape routes have a paint finish in the risk assessed area

11.9	<p><b>Are final exits &amp; escape routes clearly indicated with correct signage?</b></p> <p><i>Escape route signage must display a person in motion pictogram, the words Fire Exit and an arrow showing the direction of travel. Signage must be consistent to avoid confusion. Signs should be positioned so that a person escaping will always have the next sign in sight. Signs should not be fixed to doors or sited where they could be obscured by opening doors. This is a requirement of BS 5499-4: 2013.</i></p>	Yes	The final exits and escape routes are clearly indicated with the correct signage
11.10	<p><b>Is there any door hardware fitted to the final exit doors? Is signage fitted to detail the opening operation?</b></p> <p><i>Final exit doors in public areas must be fitted with escape hardware to BS EN 1125: 2008. These are Panic exit devices. Final exit doors that are only used by trained personnel may be fitted with Emergency exit devices. BS EN 179: 2008 Panic and emergency exit devices</i></p>	Yes	The operation of final exits is readily apparent.
11.10a	<p><b>Do final exit doors open easily with one movement?</b></p>	Yes	Final exits are easily operable.
11.11	<p><b>Are electronic security devices fitted to the doors?</b></p> <p><i>Is this appropriate for the location?</i></p>	No	There are no electronically locked doors
11.12	<p><b>Are hold open devices fitted to the doors?</b></p>	No	There were no hold open devices observed.
11.13	<p><b>Are sliding, revolving doors, turnstiles or roller shutters used as part of an emergency exit route?</b></p> <p><i>Approved Document B Volume 2: 2019 (England: 5.15, Wales: 6.18)</i></p>	No	There are no sliding doors, revolving doors, turnstiles or roller shutters on the escape route from the risk assessed area.
11.14	<p><b>Do external ground floor escape routes have any steps?</b></p>	Yes	previously noted
11.15	<p><b>Are all inner rooms, provided with detection/vision panels?</b></p> <p><i>Approved Document B Volume 2: 2019 (England: 2.11, 2.16, Diagram 2.3, Wales: 4.10, Diagram 12) An inner room is a room from which escape is possible only by passing through another room (the access room).</i></p>	N/A	There are no inner rooms in the risk assessed area

11.16	Is there an external escape staircase or gangway?	No	There is no external escape staircase or gangway in the risk assessed area
12	<b>Fire Doors</b>		See also Section 19: Action Plan
12.1	Are any new or additional fire doors recommended?	No	At the time of assessment, no new or additional fire doors are required
12.2	Are there any fire doors?	No	There are no designated fire doors in the risk assessed area. Solid oak bespoke doors have been installed on to vertical escape routes to protect the means of escape which appear to be sound condition. A perko self closing device is provided on the kitchen door, this type is unsuitable for this application. Some doors on the ground floor are held open by wedges which is not permitted on a means of escape
13	<b>Compartmentation</b>		See also Section 19: Action Plan
13.1	Do the areas have suspended ceilings?	No	Non noted.
13.2	Is compartmentation integrity in any compartment walls & ceilings adequately maintained? <sup>2</sup>	No	There are various penetrations in compartmentation on the mean of escape and in the basement. The basement has xtratherm insulation panels which having a class O surface spread of flame may be combustible and has gaps around the fitting points.
13.3	Where glazing is part of a compartment wall is the glazing fire rated? <i>Document the location</i>	No	Glazing panels are installed in a possibel fire door but do not appear to be fire rated and are not displaying a fire rated mark.
13.4	Are suitable protected lobbies & corridors in place? <i>Approved Document B Volume 2: 2019 (England: 3.34, Wales: 5.34) Protected lobbies or protected corridors should be provided at all storeys above ground, except the top storey, in the following situations If the stair is the only one serving a building or part of a building that has more than one storey above or below the ground storey.</i>	N/A	N/A

	<i>If the stair serves any storey at a height of 18m or more above ground level. If the building is designed for phased evacuation. If the stair is a firefighting stair.</i>		
13.5	<b>Are there service risers or shafts?</b>	No	On visual inspection there are no service or riser shafts in the risk assessed area
13.6	<b>Where sun tubes are installed are they fire rated?</b>	N/A	Sun tubes are not fitted in the risk assessed area.
13.7	<b>Is there a risk of fire spread to or from adjoining or adjacent buildings?</b>	Yes	The likelihood of fire spreading to the adjoining premises is possible but with a compartment wall of brick between the adjoining premises this is considered low risk.
13.8	<b>Where fire dampers are fitted are they adequately maintained, tested and the results of the tests recorded?<sup>3</sup></b> <i>Fire dampers are used in heating, ventilation, and air conditioning (HVAC) ducts to prevent the spread of fire inside the ductwork through fire rated walls and floors</i>	N/A	It is reported that there are no fire dampers or air handling extract systems in the risk assessed area.
13.9	<b>Do any hazard rooms have the appropriate protection? Detail the type &amp; location of any hazard rooms.</b> <i>Approved Document B Volume 2: 2019 (England: Appendix A, Wales: Appendix E) Oil-filled transformer room, switch gear room, boiler room, storage space for fuel or other highly flammable substances, room that houses a fixed internal combustion engine.</i>	N/A	There are no hazard rooms in the risk assessed area

<b>Remove or reduce the risks to people from fire</b>			
<b>14</b>	<b>Controls in place: Emergency and Escape Lighting</b>		<a href="#">See also Section 19: Action Plan</a>
14.1	<b>Are internal &amp; external escape routes adequately illuminated for the times the building is occupied?</b> <i>Adequate and functional normal electric lighting.</i>	Yes	The internal & external escape routes are adequately lit.



14.2	<b>Is emergency lighting provided?</b>	Yes	Suitable emergency lighting is installed within the risk assessed area.
14.2a	<b>Is emergency lighting tested monthly &amp; annually and the test results recorded?</b> <i>BS EN 50172:2004 Emergency escape lighting systems. Regulatory Reform (Fire Safety) Order 2005: Article 15.</i>	No	The emergency lights are serviced but not tested monthly.
14.2b	<b>Is the emergency lighting maintained or non-maintained?</b> <i>Non-maintained emergency lights will come on in an emergency situation but will display a small LED light at all times. Maintained emergency exit signs should be installed in entertainment venues.</i>		Non-maintained emergency lights are installed.
14.2c	<b>Is the provision of emergency lighting adequate?<sup>4</sup></b> <i>BS 5266-1:2016 Code of practice for the emergency lighting of premises Emergency light locations: all internal &amp; external escape routes, including all changes of direction, on stairs &amp; ramps, by all fire extinguishers, both sides of final exit doors, by escalators, by the lifts, toilets, public areas that are larger than 60m<sup>2</sup> &amp; open areas with an escape route running through them, high risk areas such as plant rooms.</i>	No	Due to the varying levels steps and floor surface changes the level of emergency lighting may not be adequate.

### Remove or reduce the risks to people from fire

15	<b>Controls in place: Fire alarm system</b>		See also Section 19: Action Plan
15.1	<b>Have there been any fires or fire alarm activations in the building/area in the last 2 years? Provide details</b>	No	There have been no fire alarm activations or fires reported in the risk assessed area in the last two years.
15.2	<b>Is a fire alarm system installed?</b> <i>BS 5839-1: 2017 Fire detection and fire alarm systems for buildings - Code of practice for design, installation, commissioning, and maintenance of systems in non-domestic premises. BS 5839-6:2019 Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and maintenance of fire detection and fire alarm systems in domestic premises.</i>	Yes	There is a fire alarm system installed.
15.2a	<b>Is the Automatic Fire Detection system tested weekly, serviced bi-annually, and maintained? Is this recorded?</b> <i>BS 5839-1: 2017 Fire detection and fire alarm systems for buildings - Code of practice for design, installation, commissioning, and maintenance of systems in non-domestic premises.</i>	No	There is no evidence of servicing of the fire alarm system.

15.2b	<b>Is automatic fire detection fitted on the escape routes?</b>	Yes	Detection is fitted to the escape routes in the risk assessed area.
15.2c	<b>Is any additional automatic fire detection required?</b>	Yes	I would recommend additional detection is fitted to the basement, because there is a CCTV server unit and main electrical intake located there.
15.2d	<b>Are there sufficient manual call points located near to the exit from each floor &amp; at the building final exits?</b> <i>BS5839-1 recommends that a manual call point should be provided adjacent to each final exit door and each exit door from upper and lower stories to a staircase. A person should not have to travel more than 30 metres to a manual call point.</i>	Yes	
15.2e	<b>Are manual call points clear and unobstructed? Can they be operated without the need for any additional equipment?</b>	No	A manual call point located in the "Painted room" entrance has been installed upside down and is obstructed.
15.2f	<b>Are appropriate fire action notices provided and correctly sited?</b> <i>Adjacent to each fire alarm call point where provided. Otherwise, adjacent to each final exit door. In sleeping accommodation, adjacent to each bedroom door with a graphical escape plan and in languages other than English as necessary. BS 5499 Safety Signs Regulatory Reform (Fire Safety) Order 2005 Article 19 It is a legal requirement, under the Regulatory Reform (Fire Safety) Order 2005, that all occupants of a building must be informed of fire safety instructions, a good solution to this is fitting fire action notices.</i>	No	The fire alarm system is not interfaced with other building systems.
15.2g	<b>Are the detectors unobstructed so the detection of fire would not be delayed?</b>	Yes	There was no equipment stored too near smoke or heat detectors at the time of the risk assessment.
15.2h	<b>What is the assumed category of the fire alarm?</b>	There is no documentation to confirm but it is assumed that a L2 (life protection) fire alarm system installed, which means that automatic and manual fire detection is installed in rooms that form part of the escape route, including corridors and all high-risk rooms (i.e. kitchens)	

15.2i	<p><b>Is the fire alarm system networked or interfaced with other building systems?</b>  <i>HVAC system, gas supply, automatic fire suppression system, sprinkler system, fire ventilation system, etc.</i></p>	No	The fire alarm system is not interfaced with other building systems.
15.2j	<p><b>Is the fire alarm system linked to a monitoring station?</b></p>	Yes	Linked to a collector centre, Chubb Interfire.
15.2k	<p><b>Is the fire panel suitably located?</b>  <i>The panel should normally be sited by the entrance used by the Fire and Rescue Service and preferably viewable from outside of the building.</i></p>	Yes	Located at the entrance to the Painted rooms entrance.
15.2l	<p><b>Is the fire alarm panel fault free?</b></p>	Yes	There are no faults displayed on the fire panel.
15.2m	<p><b>Are there compliant zone plans in place at the fire alarm panel?</b>  <i>BS 5839-1: 2013 Fire detection and fire alarm systems for Buildings Part 1: Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises. Vertical structures such as stairs, lifts &amp; risers etc should be in separate zones.</i></p>	No	There are no zone plans displayed at the panel.
15.2n	<p><b>Can everyone working in the risk assessed area hear the fire alarm?<sup>5</sup></b>  <i>If there is shift system do all people know what the alarm sounds like? Confirm audibility in showers. Only a single type of sounder (bells or sirens) and distinct from other alarms.</i></p>	Yes	It is reported that all staff can hear the fire alarm.
15.2o	<p><b>Are visual or other non-audible fire alarm signals installed or required?</b>  <i>BS EN 54-23:2010 Fire detection and fire alarm systems. Fire alarm devices. Visual alarm devices? Noisy areas in industrial premises, tactile alarms for persons with hearing difficulties in sleeping risks.</i></p>	N/A	Non required.

Remove or reduce the risks to people from fire			
16	Controls in place: Fixed & Portable Fire Extinguishing Equipment	See also Section 19: Action Plan	
16.1	Are there any fire extinguishers?	Yes	Fire Extinguishers are in place in the risk assessed area
16.1a	<p><b>Is the fire extinguisher provision adequate for the current risk? Detail what fire extinguishers are provided.</b></p> <p><i>Class A: Fires involving solid materials such as wood, paper or textiles: Water, Foam, Dry Powder, Wet Chemical</i>  <i>Class B: Fires involving flammable liquids such as petrol, diesel or oils: Foam, Dry Powder, CO2</i>  <i>Class C: Fires involving gases: Dry Powder</i>  <i>Class D: Fires involving metals: Specialist Dry Powder</i>  <i>Class F - Fires involving cooking oils: Wet Chemical</i>  <i>Fires involving live electrical apparatus: CO2, Dry Powder</i>  <i>The discharge of a Dry Powder extinguisher within buildings can cause a sudden reduction of visibility and can impair breathing, which could jeopardise escape, rescue or other emergency action. For this reason, powder extinguishers should generally not be specified for use indoors, unless mitigated by a health and safety risk assessment.</i></p>	Yes	Provision appears adequate
16.1b	<p><b>Are fire extinguishers fixed in position? Detail how</b></p> <p><i>BS 5306-8:2012: Fire extinguishing installations and equipment on premises - Selection and positioning of portable fire extinguishers.</i>  <i>Extinguishers should be in conspicuous positions on brackets, on floor stands or within cabinets. If wall mounted extinguishers up to 4 kg should be mounted so the handle approx. 1.5 m from the floor. Extinguishers over 4kg should be mounted so the handle is approx. 1 m from the floor.</i></p>	No	Fire extinguishers in reception are not all fixed in position.
16.1c	<p><b>Are fire extinguishers provided with the correct signage?</b></p> <p><i>BS 5306-8:2012: Fire extinguishing installations and equipment on premises - Selection and positioning of portable fire extinguishers.</i></p>	Yes	Suitable signage is in place at each extinguisher.
16.1d	Are the fire extinguishers accessible?	Yes	All extinguishers were accessible.
16.1e	<p><b>Are fire extinguishers suitably located?</b></p> <p><i>BS 5306-8:2012: Fire extinguishing installations and equipment on premises - Selection and positioning of portable fire extinguishers. Code of practice</i>  <i>Extinguishers should be sited in such a way that it is not necessary to travel from the site of any fire to reach an extinguisher further than the following maximum distances: Class A: 30 metres; Class B: 10 metres; Class C: 30 metres; Class D:</i></p>	Yes	The quantity & type of fire extinguishers in the area are adequate & the travel distance to retrieve a fire extinguisher in an emergency is in accordance with the British Standard.

	<i>case-by-case basis, by expert advice; Class F: 10 metres. Fires involving electrical equipment: 10 metres.</i>		
16.1f	<b>Have fire extinguishers been serviced within the last 12 months?</b>	Yes	Last service date was November 2022
16.1g	<b>Are staff trained to use fire extinguishers?</b> <i>Regulatory Reform (Fire Safety) Order 2005 Article 13 Include catering staff and staff using high risk processes such as welding.</i>	No	It was reported that no staff members have received fire extinguisher training.
16.1	<b>Are there any fire suppression systems present?</b>	No	A suppression system is not fitted to this building.

### Management Issues

17	<b>Fire Safety Arrangements</b>		<a href="#">See also Section 19: Action Plan</a>
17.1	<b>Is there a documented routine check of the fire precautions?</b> <i>Regulatory Reform (Fire Safety) Order 2005 Article 11.</i>	No	There are no records that there is a suitable monitoring of the fire safety measures in the risk assessed area.
17.2	<b>Is all upholstery and foam-filled furniture in good condition?</b>	Yes	Upholstered furniture is all in good condition.
17.3	<b>Are rooms used for their stated purpose?</b>	Yes	All rooms are used for their stated purpose.

17.4	<p><b>Is the fire manual suitably located? Please specify its location or state how electronic records can be accessed</b></p> <p><i>It is recommended that the fire manual contains the following relevant information: Fire risk assessment, fire alarm plans &amp; testing records, emergency lighting plans &amp; testing records, firefighting equipment plans &amp; service records, records of regular fire safety checks, plans &amp; testing records of any electronically controlled doors, electrical wiring periodic test certificates, electrical appliance test certificates, fire evacuation procedures, records of staff fire training and fire warden training records of fire drills, heating systems service records, mechanical ventilation systems service records, inspection records for any external staircases or gangways.</i></p>	Yes	There is a logbook at reception.
17.5	<p><b>Is any additional fire safety signage required?</b></p> <p><i>Signs such as 'Fire Exit Keep Clear', 'Not A Fire Exit', 'No Combustible Storage' globally harmonised hazard signage, fire hydrants, etc.</i></p>	No	No additional fire safety signage is required.
17.5a	<p><b>Have all staff received all appropriate fire safety training in the last 12 months?</b></p> <p><i>Regulatory Reform (Fire Safety) Order 2005 Article 21.</i></p>	No	Staff have not received any fire safety training.
17.5b	<p><b>Are all new staff given a fire safety induction on their first day in the workplace?</b></p> <p><i>Regulatory Reform (Fire Safety) Order 2005 Article 21.</i></p>	Yes	Recorded in staff records.
17.5c	<p><b>Is there a sufficient number of trained fire wardens/fire marshals to cover business hours and staff absences?</b></p> <p><i>Regulatory Reform (Fire Safety) Order 2005 Article 18.</i></p>	No	Due to the low numbers of staff on site it is recommended that all staff are trained to the same level
17.5d	<p><b>Are all employees fully aware of the fire risk assessment action plan?</b></p> <p><i>Regulatory Reform (Fire Safety) Order 2005 Article 19.</i></p>	N/A	Staff should be informed of the significant findings.

		Severity of the potential injury/damage				
		Insignificant	Minor	Moderate	Major	Catastrophic
Negligible Risk: No foreseeable risk						
Minor Risk: Acceptable risk						
Moderate Risk						
Major Risk						
Catastrophic Risk: Extremely high, unacceptable risk		Insignificant damage to property, equipment or minor injury	Non-reportable injury, first aid treatment, minor loss of process, slight damage to property	Reportable injury, medical treatment, moderate loss of process, limited damage to property	Major injury, permanent disability, critical loss of process, critical damage to property	Fatality, catastrophic loss of business
Likelihood of hazard happening	<b>Extremely likely</b> Expected to occur frequently	Moderate	Major	Major	Catastrophic	Catastrophic
	<b>Likely</b> Expected to occur regularly	Moderate	Moderate	Major	Catastrophic	Catastrophic
	<b>Possible</b> Expected to occur occasionally	Minor	Moderate	Major	Major	Catastrophic
	<b>Unlikely</b> Could occur occasionally	Minor	Minor	Moderate	Moderate	Major
	<b>Rare</b> May occur in exceptional circumstances	Negligible	Minor	Moderate	Moderate	Major

Ledbury Town Council - HR8 1DH

Observation Report Action Plan


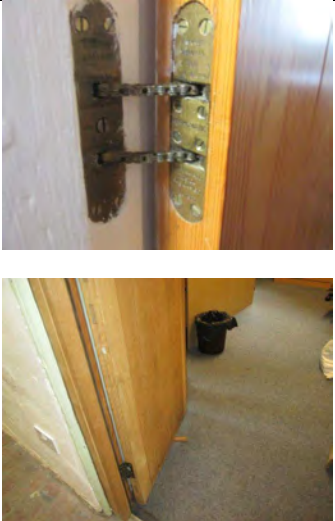
Date: 28 Sep 2023


Ref	Finding	Photograph	Risk Rating	Action Required	Timescale	Responsible Person Comments
1.13	Roofs voids are present but were not able to be accessed during the assessment. There is a void in the Christmas room.		Major	It is recommended that a full fire survey is undertaken of this area to ensure there is no combustible storage in this area.	3: Undertake action within 1 month	
2.8	There is no documented fire evacuation procedure		Major	<p>An evacuation procedure should include:</p> <ul style="list-style-type: none"> <li>- What to do on discovering a fire or hearing an alarm</li> <li>- How to warn others if there is a fire.</li> <li>- Who will call the fire brigade.</li> <li>- The evacuation of the premises including those particularly at risk.</li> <li>- The location of the assembly area &amp; who will carry out the roll call.</li> <li>- Who will meet the emergency services.</li> <li>- Any specific responsibilities</li> </ul> <p>It can be accompanied by a plan of the area showing:</p> <ul style="list-style-type: none"> <li>- The escape routes.</li> <li>- The location &amp; type of firefighting equipment</li> <li>- Staff specific responsibilities in the event of a fire.</li> <li>- If there is anything interfaced with the fire alarm</li> <li>- Any specific risks to firefighters</li> </ul>	1: Immediate action required within 24 hours	
2.12	Fire evacuation drills are a legal requirement of Article 15 of The Regulatory Reform (Fire Safety) Order 2005.		Major	Carry out regular drills at different times to ensure all staff participate, this should be recorded.	3: Undertake action within 1 month	






2.13	There is no Fire Strategy in place.			<p>It is recommended that a building fire strategy is developed.</p> <p>A fire strategy should contain information on the following:</p> <ul style="list-style-type: none"> <li>- Means of warning</li> <li>- Means of escape</li> </ul> <p>- Internal fire spread/passive fire protection</p> <ul style="list-style-type: none"> <li>- External fire spread</li> </ul> <p>- Access/facilities for the Fire &amp; Rescue Service</p> <ul style="list-style-type: none"> <li>- Sprinklers or other suppression systems,</li> <li>- Smoke control and ventilation systems</li> <li>- Evacuation strategy</li> <li>- Fire safety training requirements and frequency</li> <li>- Company policy and procedures to be implemented in relation to fire safety</li> <li>- Planned preventative maintenance (PPM) schedules for the fire protection systems</li> <li>- Management of contractors.</li> </ul>	3: Undertake action within 1 month	
2.15	There are no evacuation aids in place or required at the current time		Minor	Require assurance that staff, service users and visitors can evacuate independently using all available exits without the need for any evacuation aids.	5: Review as part of business plan	
3.2	Then layout of the building is complex.		Moderate	The local fire authority should be approached to carry out a familiarisation visit for operational intelligence.	4: Action within 3 months or agree plan within 6 months	
3.3	The Fire & Rescue Service have not carried out any site familiarisation visits.		Moderate	It is recommended that the Fire & Rescue Service should be invited in writing to visit the site due to the unusual layout.	3: Undertake action within 1 month	


6.3	There is no evidence that a fixed wiring test has been carried out recently, i was informed one is programmed to take place.		Major	Provide assurance that an EICR has been completed and any C1 or C2 issues have been rectified. It is recommended that the test records are kept in the fire manual.	3: Undertake action within 1 month	
6.4	There are no generators or back up electrical systems in place in the risk assessed area.		Negligible	Generators are not required.	5: Review as part of business plan	
6.8	Extension leads were observed during the inspection.		Major	Consideration should be given to the installation of additional sockets	4: Action within 3 months or agree plan within 6 months	
6.15	Portable electric convector heaters were located in various rooms.		Moderate	Monitor the use of heaters so they are used safely and kept away from combustible materials	5: Review as part of business plan	
9.1	All buildings could be subject to wilful fire raising but the premises position and external features of this property makes the risk less likely. These include a fire resistant letterbox. CCTV is installed at various locations around and in the site.		Minor	Maintain current precautions.	5: Review as part of business plan	

11.5	Some final exits do not open in direction of travel which is acceptable due to the low occupancy.		Negligible	No action required.	5: Review as part of business plan	
11.6	The floors are uneven with steps and different levels which are unavoidable due to the age and construction of the building.		Moderate	Staff and visitors should be vigilant and be made aware of the premises layout. External steps should be highlighted with painted nosings.	5: Review as part of business plan	
12.2	<p>There are no designated fire doors in the risk assessed area. Solid oak bespoke doors have been installed on to vertical escape routes to protect the means of escape which appear to be sound condition.</p> <p>A perko self closing device is provided on the kitchen door, this type is unsuitable for this application. Some doors on the ground floor are held open by wedges which is not permitted on a means of escape</p>		Major	<p>It is recommended that a fire door survey be carried out to inform the client of the effectiveness of these doors and the glazing provided. They should provide a minimum of 30 minutes fire resistance and be fitted with cold smoke seals and intumescent strips. The doors which are fire rated should have blue fire door discs placed either side of the door.</p> <p>Self closing devices should be of the approved British standard type.</p> <p>It is recommended that where a door on a means of escape is required to be held open, this may be facilitated by the use of a door hold open device such as a Dorgard.</p>	2: Short-term actions required within 1 week	

<p>13.2</p>	<p>There are various penetrations in compartmentation on the mean of escape and in the basement. The basement has xtratherm insulation panels which having a class O surface spread of flame may be combustible and has gaps around the fitting points.</p>		<p>Major</p>	<p>I would recommend that a full compartmentation survey be carried out on the means of escape routes and basement so that the openings and penetrations can be fire stopped, this must be carried out by a competent person with approved materials. It is recommended that the ceiling be boarded with a fire rated material to provide a minimum of 30 minutes fire resistance. This must be installed by a competent person.</p>	<p>1: Immediate action required within 24 hours</p>	
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13.3	Glazing panels are installed in a possible fire door but do not appear to be fire rated and are not displaying a fire rated mark.		Major	Provide assurance that glazing panels are fire rated	3: Undertake action within 1 month	
13.7	The likelihood of fire spreading to the adjoining premises is possible but with a compartment wall of brick between the adjoining premises this is considered low risk.		Moderate	Maintain the wall in its current condition.	5: Review as part of business plan	
14.2a	The emergency lights are serviced but not tested monthly.		Major	Monthly flick Test: Testing should be carried out as set out in BS 5266 Part 1. The test is a short functional test which is sufficient to ensure that all emergency lights are present, clean and functioning correctly.  The result of the monthly test must be recorded and, if failures are detected, these must be remedied as soon as possible.	3: Undertake action within 1 month	
14.2c	Due to the varying levels steps and floor surface changes the level of emergency lighting may not be adequate.		Major	A survey during the hours of darkness should be carried out by a competent person and where the emergency lighting is found to be inadequate then additional units should be installed.	3: Undertake action within 1 month	
15.2a	There is no evidence of servicing of the fire alarm system.		Major	Recommendations for 6 monthly Inspection & Servicing - It is recommended that a servicing contract should be established with a competent contractor who will maintain and test the fire alarm system in accordance with the recommendations of BS 5839-1 and be available for repairs to the system.  The period between successive inspection	3: Undertake action within 1 month	

				and servicing visits should not exceed 6 months All servicing should be recorded in the fire manual		
15.2c	I would recommend additional detection is fitted to the basement, because there is a CCTV server unit and main electrical intake located there.		Major	Install detection.	3: Undertake action within 1 month	
15.2e	A manual call point located in the "Painted room" entrance has been installed upside down and is obstructed.		Major	The call point should be installed the right way up and be unobstructed.	3: Undertake action within 1 month	
15.2m	There are no zone plans displayed at the panel.		Major	The current British Standard states it is essential that all buildings with a fire alarm system have an up to date, accurate zone plan. It should be clear, showing at least the building entrances, the main circulation areas and the zones. Vertical structures such as stairs, lifts & risers etc should be in separate zones.	3: Undertake action within 1 month	
16.1	Fire Extinguishers are in place in the risk assessed area			It was noted that some fire extinguishers are due for replacement, this should be confirmed to have been carried out at the next service.	5: Review as part of business plan	

16.1b	Fire extinguishers in reception are not fixed in position.		Major	Fire extinguishers should be wall mounted or placed in an extinguisher base.	3: Undertake action within 1 month
16.1g	It was reported that no staff members have received fire extinguisher training.		Major	Article 13 of The Regulatory Reform (Fire Safety) Order 2005 requires that some appropriate members of staff should be trained to use the fire extinguishers.	4: Action within 3 months or agree plan within 6 months
16.2	A suppression system is not fitted to this building.			None are required.	5: Review as part of business plan
17.1	There are no records that there is a suitable monitoring of the fire safety measures in the risk assessed area.		Major	<p>It is recommended that regular checks are undertaken &amp; documented to ensure the provided fire precautions are readily available. This should include</p> <p>Check escape routes for any obstructions or hazards</p> <p>Visually check firefighting equipment each week for any obvious signs of use or damage.</p> <p>Can all final exit doors be opened easily and immediately if there is an emergency? Are any fire doors wedged open? Is there any obvious damage on any fire doors?</p> <p>Weekly checks to ensure that lighting is in good working order.</p> <p>Does any signage need replacing? Are there any holes or gaps in walls, ceilings and floors e.g., where services such electrical cables pass through them? Check all high-risk areas (e.g., kitchens,</p>	3: Undertake action within 1 month

				plant rooms, electrical intakes, server rooms, boiler rooms) to ensure no combustible materials have built up		
17.5a	Staff have not received any fire safety training.		Major	<p>This is a requirement of the Regulatory Reform (Fire Safety) Order 2005 Article 21, which states that the responsible person must ensure that his employees are provided with adequate safety training</p> <ul style="list-style-type: none"> <li>- If there are new or increased risks</li> <li>- New or a change in work equipment</li> </ul> <p>The training must</p> <ul style="list-style-type: none"> <li>- Include suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by the employee in order to safeguard themselves and other relevant persons on the premises</li> <li>- Be repeated periodically where appropriate</li> <li>- Take place during working hours</li> </ul>	3: Undertake action within 1 month	
17.5c	Due to the low numbers of staff on site it is recommended that all staff are trained to the same level		Major	<p>Ensure that staff are trained</p> <ul style="list-style-type: none"> <li>- So they know the actions to take on discovering a fire or on fire alarm activation</li> <li>- Help management to implement the necessary fire safety arrangements to prevent a fire from endangering the health and safety of occupants.</li> </ul>	3: Undertake action within 1 month	



<b>20</b>	<b>Endnotes</b>
<b>1</b>	Based on brief review of procedures at the time of this fire risk assessment. In-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated.
<b>2</b>	This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you may wish to consider arranging for an invasive survey by a competent specialist.
<b>3</b>	A full investigation of the design of heating, ventilation and air conditioning systems is outside the scope of this fire risk assessment.
<b>4</b>	Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.
<b>5</b>	Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.
<b>About the fire risk assessment</b>	
This report constitutes a fire risk assessment as required under the relevant legislation below <ul style="list-style-type: none"> <li>The Regulatory Reform (Fire Safety) Order 2005</li> </ul>	
The risk assessment should be available for inspection by the relevant enforcing bodies.	
This risk assessment is carried out to enable the Employer or other Responsible Person to comply with the legal requirements summarised in section 1 above.	
This report is addressed to the Employer (or if applicable other Responsible Person in relation to the premises) for its sole benefit and may not be relied upon by any other person, firm or company.	
We undertake fire risk assessments on actual and foreseeable eventualities as evident or likely. All assessments are valid and applicable at the time of the assessment. We cannot be held liable for any subsequent changes to legislation, applicable guidance documents, the premises or their use which may alter the assessments.	
We have agreed with you that this assessment should be conducted by us in accordance with and on the assumptions set out in this scope. The assessment covers all parts of the premises which are under the control of the client, where these were accessible.	
The assessment is non-invasive & is limited to that which could be observed without the aid of access equipment or tools.	
Any areas of the risk assessed area that were not checked by the assessor are set out in this risk assessment with an explanation of why they were not accessed.	
The hazards and/or risks identified (if any) in each section of this document increase the risk to life and/or property safety in and around the areas assessed.	
It is the duty of the Responsible Person to action any significant findings and failure to do so may result in enforcement action by the enforcing authorities	

This fire risk assessment should be reviewed by the responsible person regularly to keep it up to date and, in any event by the date indicated on the front page of this report or at such earlier time if any of the following apply.

- a. There is reason to suspect that it is no longer valid.
- b. There has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions.
- c. There has been significant changes to work practices or procedures.
- d. A significant change in the number of people present or the characteristics of the occupants including the presence of people with some form of disability.
- e. Any significant structural or material changes to the premises (including the internal layout) or to the processes or activities conducted at the premises, including the introduction of new equipment.
- f. There has been significant changes to furniture and fixings and/or to displays or quantities of stock.
- g. The introduction or increase in the storage of hazardous substances.
- h. There has been any change in the fire precautions in the premises.
- i. There has been a near miss or fire incident.

And in any event, at recommended intervals of no more than twelve months.

The Regulatory Reform (Fire Safety) Order 2005 imposes various other obligations in relation to fire safety on responsible persons. We would be pleased to provide further guidance on these obligations but would like to draw your particular attention to the following:

Responsible persons must, amongst other things, provide their employees and parents of employed children with comprehensive and relevant information on the risks to them identified by the risk assessment, the preventative and protective measures taken and the procedures and measures in place in the event of serious and imminent danger to them.

In this report:

- a. Where relevant facts in relation to the premises were not visually apparent on the date of our inspection, we have relied on the information and/or responses provided by or on behalf of the Employer or other responsible person.
- b. We have assumed that all relevant building regulations were complied with in the construction of the premises, including any extension(s), conversion(s), renovation(s) and refurbishment(s).
- c. We have assumed that information and documentation supplied to us by or on behalf of the Employer or other responsible person who has a bearing on this fire risk assessment is current, true, accurate and not misleading.
- d. The term "responsible person" has the meaning given to it in The Regulatory Reform (Fire Safety) Order 2005



### **Fire Evacuation Plan**

Premises address and contact number Ledbury Town Council Offices, Church Lane, Ledbury, HR8 1DS 01531 632306

Plan date 09/11/2023

Review date 09/11/2024

### **Sound of the alarm**

The sound of the alarm will be:

A continuously ringing bell

### **Raising the alarm**

In the event of a fire:

If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by: activation of the nearest call point or commencing manual warning (whistle, shout etc.)

If fire is detected by automatic detectors, this will trigger the fire alarm

The fire alarm will automatically trigger a call to the fire brigade.

### **Action staff should take on hearing the alarm**

The following actions will be taken upon the fire alarm being sounded/raised:

- Receptionist and Administrator will take charge and lead in the fire evacuation
- Raise the Alarm via the nearest call point, the alarm system will alert the Fire Brigade
- Receptionist will pick up staff and visitors signing in books from reception desk
- Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating
- Separate ‘Personal emergency evacuation plans (PEEPs)’ are in place for staff and known visitors with additional needs as well as ‘General emergency evacuation plans (GEEPs)’ for members of public who may visit the building. Both these will be implemented as appropriate (i.e. depending on whether any person subject to a plan is present on site)
- Staff to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out
- If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below
- Administrator to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- Meet at assembly point and check all contractors and staff members are accounted for
- Clerk to liaise with Fire Service upon their arrival

### **Escape routes**

The escape routes from the building are:

1. Front Door – onto Church Lane
2. Back Door – onto Church Street
3. Back Door – into yard leading to Church Lane

### **Fire assembly point**

The assembly point is: The Market House

### **Fighting fires – Extinguisher use**

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small

**Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire**

#### **Location of key safety hazards or other fire related equipment**

- Gas supply shut off: n/a Mains fuse box: between admin office and
- admin bathroom
- Mains water inlet: Kitchen, under sink
- Location of fire alarm panel: Tour Guide Office

#### **Number of staff needed to carry out evacuation plan**

- To implement the evacuation plan, 1 trained staff is needed on duty

#### **Equipment needed to effect the emergency plan**

Detail those for your site: 2 x hi-vis tabards for Fire Marshalls – mobile phones as appropriate

#### **Variations to plan**

In the event that a staff member is working alone in the building, they should immediately evacuate via the nearest fire exit and await the fire brigade by standing by the Market House.

The staff member should alert their line manager as soon as it is safe to do so.

#### **Back up arrangements**

In the event of a fire alarm failure a staff member will phone 999 to alert the fire brigade and all staff will be manually warned by a staff member at which point evacuation will take place as detailed above.

<b>Responsibilities</b>	
For ensuring plan is up to date	Town Clerk
For ensuring adequate staff are on duty to carry out the evacuation plan	As above
For training staff on the evacuation plan and in their roles and responsibilities	As above

## LEDBURY TOWN COUNCIL

### RISK REGISTER -May 2023

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

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

Subject	Possible Risks	Actual			Management & Controls	Review/Assess/ Revise	Residual		
		Likelihood	Severity	Risk			Likelihood	Severity	Risk
<b>1) FINANCIAL</b>									
Business Continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	1	5	5	Daily back-ups of council files made and stored to cloud storage - <b>Disaster Management Plan required to reduce risk level</b>		1	5	5
	Loss of Clerk	1	4	4	In the event the Clerk is unable to work Deputy Clerk to act up <b>or employ a Locum Clerk/RFO (Flow diagram to be prepared)</b>	Appropriate back up measures in place.	1	3	3
Precept	Adequacy of precept	2	2	4	Regular budget updates provided throughout the year to check the adequacy of the precept which is fixed by council. Council to ensure that maintain adequate reserves	Existing procedures adequate	2	1	2
	Council budget overspend	1	4	4	Regular budget monitoring to take place at Finance meetings and budget monitoring meetings (percentage spend considered on a monthly basis)	Appropriate back up measures in place.	1	3	3

	Failure to set a precept by HC deadline	1	3	3	Set a project plan for the budget development plan and agree this at the first meeting of the Finance, Policy & General Purposes Committee after September. Clerk ensures decision made before HC deadline. If not made on time HC would impose precept based on previous year	Review process regularly	1	3	3
Bank & Banking	Inadequate Checks	2	3	6	The Council has adopted the model Financial Regulations which set out the requirements for financial reporting to the council.	Review financial regulations annually	1	1	1
Bank & Banking	Bank error/failure/fraud	2	4	8	Council use a major clearing bank and a portfolio approach to reserves - Bank accounts reconciled monthly by RFO and chair of Finance - Expenditure reports provided at all finance committee meetings and scrutinised by members and reports made to full council	Review banking arrangements regularly	1	1	1
	Internal Fraud	2	4	8	Cheques require 3 signatories (2 x Cllr and either TC or DTC), internal audit, Cllr reconciliations, Committee approval of payments - Expenditure reports provided at all finance committee meetings and scrutinised by members and reports made to full council	Review and update processes regularly	2	1	2
Year End	Council does not adhere to its own financial regulations	2	2	4	Bank reconciliations are signed monthly and prior to approval of the Annual Accounting Statements by cash custodian	To be signed monthly by Chair of Finance Committee & RFO and reported to council	1	1	2



Cash/Cheques	Cheque book or cash theft or dishonesty	2	3	6	Cheque books kept in locked safe and the office is locked at night. Financial Regulations provide limit on cash withdrawal value and minimum cash on premises. Cash held in locked tin and kept in locked safe at all times. Cash balances held to be supported with a cash statement stating the denomination and value of cash held. this should be signed and dated by the cash custodian, and an independent person. the balance held should be agreed to the balance stated in the Council's accounting system. Appropriate controls in place when receiving money from Mayor in the form of a cash handling policy. All cheques must be signed by two appointed cllrs plus either the Town Clerk or Deputy Clerk	Review financial regulations annually	1	2	2
VAT	Re-claiming/charging	3	3	9	The Council's Financial Regulations sets out the required processes and is checked annually by the Internal Auditor	Review financial regulations annually	2	2	4
Payroll	Failure to pay staff on time	3	3	9	The payroll is managed by DTBC of Holme Lacy - details to be provided by dates set by them, with email confirmation once prepared - Diarise monthly dates for sending details of hours worked and expected date of confirmation from DTBC (Request notification from banking provider that payroll has been received and confirmed via email)	Review process regularly	2	3	6

	Inland revenue returns and regulations - no inland revenue returns within regulations	2	3	6	Required information (P32) generated by DTBC as part of the payroll process - RFO makes payment monthly upon payment of salaries - salaries reported to FP & GP Committee as part of income and expenditure	Review process regularly	1	3	3
Election Costs	Financial risk to the council of election - inadequate funds available	2	2	4	Risk is higher in an election year. An earmarked reserve is held to cover anticipated as well as unanticipated election costs	Review earmarked reserve annually and increase/decrease input accordingly	1	2	2
Reporting & Auditing	No monitoring information provided to council	2	3	6	Monthly budget reports provided to FP & GP Committee which includes Bank reconciliations, breakdown or receipts and payments, balance sheet, and trial balance.	Review processes Regularly	1	3	3
	No compliance with Accounts and Audit Regulations 2015	2	4	8	Annual Internal and External audits undertaken in line with Accounts and Audit Regulations 2015	Ensure Clerk/RFO aware of amendments to Accounts and Audit Regulations	1	4	4
Annual Return	No Submission within time limits	2	4	8	Annual Return is completed and approved by Council and submitted to the External Auditor on time - Internal auditor completes relevant paperwork following year end close down Diarise annual end of year close down and internal audit visit	Review process regularly	1	4	4

Direct Costs	Goods and services billed and paid for but not supplied	3	3	9	Council has financial regulations that set out underlying requirements - No advance payments to be made in respect of major projects without confirmation from council	Review Financial Regulations annually	3	2	6
Orders and Invoices	Incorrect Invoicing	3	3	9	Council to ensure that invoices are approved in accordance with Financial Regulations. (This could be either through signature on each individual invoice, or by signature on each batch of invoices). Invoice for payment provided to either Finance or Full Council meetings for Cllr consideration and approval	Review Financial Regulations annually	2	3	6
Debts	Loss of Stock	2	2	4	The council carries minimal stocks which are checked and monitored regularly by the Clerk	Review Financial Regulations annually	1	2	2
	Unpaid invoices	3	2	6	Unpaid invoices to the council are pursued and where possible payment is obtained in advance	Review Financial Regulations annually	2	2	4
	Committee budget/line item overspend	3	3	9	Financial Regulations provide procedures to be followed - finance committee to review committee budgets quarterly	Review Financial Regulations annually	2	3	6
Petty Cash	Petty Cash not replenished to an agreed amount	3	3	9	Petty cash to be replenished on a top up basis to a limit of £250. Reimbursements to be supported by receipts of cash payments made.		2	3	6

Risk Matrix		Severity				
		Insignificant	Minor	Moderate	Major	Severe+K10:P21
Likelihood	Almost Certain	Medium	High	Very High	Very High	Very High
	Likely	Medium	High	High	Very High	Very High
	Possible	Low	Medium	High	High	Very High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Low	Medium