



# LEDBURY TOWN COUNCIL

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12 January 2024

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, 18 January 2024 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** [\(Link\)](#)
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 an extraordinary meeting of the Finance, Policy & General Purposes Committee held on 6 December 2023 (Pages 786-795)
6. To review the action sheet (Page 796-805)

### **FINANCIAL MATTERS**

7. Invoices for payment (Pages 806-807)
8. To receive the record of Receipts and Payments for November 2023 (Pages 808-821)
9. To receive the Balance Sheet and Trial Balance for month 9 (Pages 822-827)
10. Budget Monitoring Reports 1 April – 30 November 2023 (Pages 828-837)
11. To confirm verification of bank statements and reconciliations for November 2023
12. Audit Reports (If any )
13. Grant Feedback Reports (Pages 838-851)

### **GOVERNANCE**

14. Risk Register (Pages 852-869)

### **POLICIES**

15. Draft Policies (Pages 870-909)
  - i. Draft Anti-Harassment & Bullying Policy
  - ii. Draft Unpaid Leave Policy/Procedure
  - iii. Training & Development Policy/Succession Plan/Risk & Action Log
  - iv. Draft Disaster Recovery/Business Continuity Plan

## **GENERAL**

16. **Crawler Software** (Pages 910-911)
17. **Notification of Merger of Age UK Worcester & Malvern Hills and Age UK Hereford Localities** (Pages 912-913)
18. **Date of next meeting**

To note that the next meeting of the Finance, Policy & General Purposes Committee is scheduled 21 March 2024

**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 AN EXTRAORDINARY MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 6 DECEMBER 2023

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**PRESENT:** Councillors Hughes, l'Anson, and Sinclair

**ALSO PRESENT:** Angela Price – Town Clerk  
Julia Lawrence – Deputy Town Clerk  
2 Members of Public

#### **F99. APOLOGIES FOR ABSENCE**

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

#### **F100. DECLARATIONS OF INTEREST**

Councillor Hughes declared a personal interest in agenda item 13 in relation to the grant applications from Ledbury Places and Ledbury Carnival.

#### **F101. NOLAN PRINCIPLES**

##### **RESOLVED:**

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

#### **F102. PUBLIC PARTICIPATION**

Mr Colwell was present to speak in support of the two grant applications submitted by Ledbury Primary School PTA. He referred to the minutes of the Budget Monitoring/Grants meeting held on 4 December and noted the decision to decline these applications.

The Chair advised that at this stage this was a recommendation from that Working Party and that it was now for the Finance, Policy & General Purposes Committee to discuss the applications further, with a further recommendation being made to Full Council on 7 December 2023. He advised that the reason for declining the applications was that the applications had stated that this had been styled to fund two curriculum trips that the Parish Council cannot provide grants to support this, as this is paid for by the tax payer through general taxation and if this Council was to support curricula matters this then becomes double taxation (general and local taxation).

Councillor Sinclair advised that he had had a discussion with Mr Colwell prior to the meeting and that he felt that Ledbury Primary School PTA may not have represented properly what this grant was for. He considered this to be a hardship fund to help parents pay for what is a curricula activity, but they are

required to pay for. He felt that it was wrong for Ledbury Town Council to not support this grant.

Councillor l'Anson pointed out that parents are asked to help fund the trips, noting that this was not something that was being imposed on parents.

Mr Colwell was given the opportunity to speak further. He advised that there were different pots of funding that comes from the County Council, one of which was for curriculum trips. One of the reasons the school asks parents to help toward the costs of these trips is that the costs have spiralled over past years, and they are no longer sustainable with the funds provided by the LEA, hence the PTA trying to raise money for these trips. He advised that this was the first year that the PTA had approached local business for financial support towards the costs of school trips. He stated that if they do not get enough money these trips will have to be called off, and he noted that a lot of parents had been helping the PTA raise funds, but there is a limit on how much spare money families have and they still need more help.

Councillor l'Anson asked whether it would be possible to give a grant to the PTA, but that she had been advised that it was not in the remit of this Council due to the issue of double taxation.

Councillor Hughes the Council could support such a request via a hardship fund, but that when considering the application at the meeting on 4 December the wording "curriculum" had been the reason for the recommendation from that committee. However, he advised that this matter would be debated later in the meeting, and he thanked Mr Colwell for attending the meeting.

Mr Colwell asked for clarification on the process going forward, the chair advised that the applications would be debated further at this meeting, with a recommendation to be made to Council who would make the final decision on the grants. Mr Colwell asked where the funds for the grants originate from, to which the Chair explained that they are monies set aside from the Council's annual precept to support activities in the community that benefit the community.

Councillors reassured Mr Colwell that they would debate the PTA applications at the relevant point in the meeting.

**F103. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 16 NOVEMBER 2023**

**RESOLVED:**

**That the minutes of the meeting of the Finance, Policy & General Purposes Committee meeting held on 16 November 2023 be approved and signed as a correct record, subject to the following amendment:**

**Minute no. F92(2)(iv) – that the minute be amended to read “.... Committee to appoint Company no. 7 to undertake the repairs to the inclusive roundabout.....\*.**

**F104. TO REVIEW THE ACTION SHEET**

Councillor Sinclair asked if there had been any progress in respect of the stairlift, minute F92.2(a) refers.

The Deputy Clerk advised that she was still waiting for a response from Caroe in respect of their costs to take this forward and confirmed that she was hoping to be able to bring those costs back to the Environment & Leisure Committee in January.

**RESOLVED:**

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

**F105. TO APPROVE INVOICES FOR PAYMENT DECEMBER (Interim)**

**RESOLVED:**

**That the invoices for payment be approved for payment in the sum of £6,766.00 plus VAT.**

**F106. TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR OCTOBER 2023**

Councillor Hughes noted the cost of storing the Christmas Lights that the Council rent from Blachere Illuminations, and it was recognised that there are lessons to be learnt from the current Christmas Lights contract for future years.

**RESOLVED:**

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

**F107. TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTH 7**

**RESOVLED:**

**That the balance sheet and trial balance for month 7 be received and noted.**

**F108. BUDGET MONITORING REPORTS 1 APRIL – 31 OCTOBER 2023**

The Chair noted that the budget should be at approximately 58% of its income and expenditure at the current time and he advised that the Budget Monitoring Working Party held on 4 December 2023 had considered the reports and noted a number of budget lines that exceed the 58%. He asked the Clerk to provide

the explanations for those overspends as had been given at that meeting on 4 December, and which were included in the notes of that meeting which had been provided to Members at agenda item 13.

The Clerk provided additional information in respect of the following:

CC 108, NC 4228 – Dog Hill Wood General Tree Works the Clerk advised that funds need to be drawn down from the Earmarked Reserves in respect of this budget line.

CC 401, NC 4415 – Full Council Office support & Equipment – the overspend was encountered following full DSE checks for all office staff, and the need to purchase new chairs and other equipment.

**RESOLVED:**

**That the budget monitoring reports for the period 1 April to 31 October 2023 be received and noted.**

**F109. DRAFT BUDGET 2024/25**

Members noted that the Budget Monitoring Working Party had met on 4 December 2023 and had reviewed the draft budget page by page, following which some amendments had been made, as detailed in the notes of the meeting held on 4 December and reflected in the draft budget papers provided as part of the agenda.

Members considered the draft budget page by page during which the following observations/amendments were made:

- i. That the sum of £1,000 for the electricity to the Community Hall be moved to the budget line for Hereford CCTV, in light of the potential new CCTV system planned for the recreation ground, which will be provided by Herefordshire CCTV suite.
- ii. It was noted that during the periods of close down of the Painted Room, administration staff will take visitors to view the Painted Room, subject to staff availability.
- iii. The Clerk advised that the cost for the wedding licence fee had increased from £500 to £1,500 and therefore would have an effect on the outturn of the Jacobean Room costs in the 2023/24 budget. She advised that she was trying to arrange a meeting with the Registrars Department. Councillor Sinclair suggested that a breakdown of costs be requested from Herefordshire Council.
- iv. A concern was raised in respect of the £7,000 that had been placed in the budget for Smart Water and after some discussion it was agreed that this should be removed.



- v. Concerns were raised in respect of the cost of Christmas Lights and following considerable discussion it was proposed that a sum of £25,000 be put in the 2024/25 draft budget for Christmas Lights.

**RECOMMENDATION:**

1. That the Environment & Leisure Committee be asked to review the CCTV contract between Hereford and Ledbury Town Council.
2. That thanks be extended to administrative staff for their efforts with the Painted Room during periods when it is officially closed, whereby resources permitting they take visitors to view the Painted Room.
3. That the Clerk made a formal representation to Herefordshire Council as to why such a large increase in fees, and also that a breakdown of costs be requested from Herefordshire Council in respect of the costs of the Wedding Licence.
4. That the £7,000 in the new budget line in respect of Smart Water be removed.
5. That the budget amount for Christmas Lights be reduced to £25,000, noting that the Council will be considering a new contract for the Christmas Lights in 2024/25 and that the Environment & Leisure Committee be asked to work with Christmas Light providers to provide Christmas Lights within this budget.
6. That the Draft Budget 2024/25 be recommended to the extraordinary meeting of Council, scheduled for 7 December 2023 for approval, noting that the Precept request for Ledbury Town Council in 2024/25 is £693,900 which is a percentage increase per Band D equivalent property of 6.56%, which equates to an increase of £11.81 per year (£0.98 per Band D equivalent property per month).
7. That once the 2024/25 budget has been agreed and approved the Clerk be instructed to issue a press release providing information on the percentage increase of the 2024/25 precept request, in particular the percentage increase relevant to the £16,000 for the provision of the Daffodil Line and why.

**F110. TO RECEIVE NOTIFICATION OF CCTV REVENUE FUNDING 2024/26**

**RESOLVED:**

That the notification of cost of CCTV revenue funding in the sum of £10,274.20 for 2024/25 be received and noted, noting that the Environment & Leisure Committee will be asked to review this contract at their meeting in January 2024.

## **F111. ANNUAL GRANTS APPLICATIONS**

Members were requested to give consideration to the notes from the Budget Monitoring/Grants Working Party which had taken place on 4 December 2023.

There was considerable discussion in respect of the two grants from Ledbury Primary School PTA and it was proposed that the Clerk should write to them and ask them to clarify what percentage of the cost of the trips they are asking for funding towards. It was also suggested that in principle the Council would welcome a response from the PTA advising that they run a "Hardship Fund" for families and children who cannot afford additional access to the school experience.

Emma Jackson was given the opportunity to speak on the Ledbury Poetry application. She advised that if the Council required further information in respect of this application then she would be happy to revisit this and provide more detailed information in support of the application.

### **RECOMMENDATION:**

- 1. That a recommendation be submitted to the extraordinary meeting of Council that the following grants be awarded from the 2024/25 budget in respect of grant applications received:**
  - i. Age UK Herefordshire & Worcestershire – To purchase indoor games for the Walk and Talk project - £210.48 –Local Government Act 1972 – S137 Financial Assistance**
  - ii. Ledbury Places – Improvements to glass viewing area above the water watercourse in the Heritage Centre - £1,900 (50% of overall project costs) – Local Government Act 1974 - S144 Power to Encourage Tourism**
  - iii. Age UK Hereford & Localities – To support pop-up sessions for the over 50's – £1,000 - Local Government Act 1972 – S137 Financial Assistance.**
  - iv. Ledbury Food Group – Ledbury Celebration Day - £1,500 - Local Government Act 1974 - S144 Power to Encourage Tourism**
  - v. Buses 4Us CIC – Supporting in operating the Daffodil Line £16,000 in 2024/25 and £8,000 in 2025/26 – Local Government and Rating Act 1997 S27 (Stand-alone grant – not to be taken from unspecified grants).**

**Total Unspecified grants - £4,610.48 (of which £1,210.40 is to be allocated to S137).**

- 2. Busy Bees, Ledbury – To purchase a Discovery Water Run for the garden, to enhance learning opportunities - £399.99 – that the Clerk be instructed to write to Busy Bees to advise that Ledbury Town Council’s 2023/24 grants are overspent, but that the Council would be minded to support this application as a request for funding in 2024/25, which would be paid in April 2024 from the 2024/25 grants budget.**
- 3. Ledbury Primary School PTA – To help with costs for a Year 3 Curriculum School trip to the Cotswold Wildlife Park - £1,064 – that an in-principle decision be taken by Council to support this application subject to the Clerk contacting Ledbury Primary School PTA to advise that Council would be willing to receive an application from monies towards a Bursary Fund run by the PTA for the benefit of children where families cannot afford to access fully the activities of the school.**
- 4. Ledbury Primary School PTA – To help with costs for a Year 2 Curriculum School trip to Blist Hill - £1,247 - that an in-principle decision be taken by Council to support this application subject to the Clerk contacting Ledbury Primary School PTA to advise that Council would be willing to receive an application from monies towards a Bursary Fund run by the PTA for the benefit of children where families cannot afford to access fully the activities of the school.**
- 5. Ledbury Poetry – Crucial Creators – To provide Holiday Activity Fun - £5,000 – that this application be deferred to allow Ledbury Poetry to provide clarity on why this amount of money is be requested, exactly what it would provide, and in what ways the money would be used to benefit the residents of the town and information on how this project overlaps with other holiday provision already in place within Ledbury, such as the project at the Rugby Club.**
- 6. That the following grant applications be declined:**
  - i. Ledbury 1<sup>st</sup> Rainbows – To provide rent of hall where they meet - £500 – on the grounds that it is a retrospective application and the Council’s grants criteria not permitting the payment of retrospective grants.**
  - ii. Red Earth Arts CIC – To provide a series of four free half-day drop-in art workshops primarily tailored for people who may be lonely and lack companionship - £2,200 – but that it be suggested that Red Earth contact Herefordshire Talk Communities to establish whether there are any grant opportunities available to them through this.**

- iii. **Ledbury Carnival Association – Support for the annual carnival – £1,000 - That this application be declined on the grounds that the Carnival Association are currently in receipt of a three-year annual grant in the sum of £4,000 for 2024/25 and 25/26**
  
- 7. **That the Ledbury Places application for Provision of Heritage Centre Information Leaflet in the sum of £1,050 be referred to the Planning, Economy & Tourism for consideration as part of the Working Party looking at a strategy for Tourism in Ledbury for ways in which Ledbury Town Council, the Heritage Centre and other Tourist Groups in Ledbury can work together and pool funds with the aim of producing more cohesive advertising for the town.**
  
- 8. **That when awarding multi-year grants, recipients be asked to consider offering support to other town events such as Carnival and Community Day, by way of volunteers etc.**

**F112. REQUEST FROM TALK COMMUNITY IN RESPECT OF WINTER OF WELLBEING EVENTS**

The Clerk advised that the Community Development Officer had met with Aimee Williams to discuss the wellbeing events and provided an update on that meeting.

**RESOLVED:**

**That the Town Council agree in principal to working in partnership with Pot & Page Community Hub.**

**F113. RISK REGISTER**

The Chairman advised Members that he and the Clerk had met to review part one of the register (Finance) which was being presented to Members at the meeting. He advised that they would be arranging a further meeting to review further sections of the Risk Register which would be reported back to the committee in due course.

**RESOLVED:**

**That the Part 1 of the Risk Register be received and noted.**

**F114. DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the next meeting of the Finance, Policy & General Purposes Committee is scheduled for 18 January 2024.**

**F115. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

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

**F116. OUTCOME OF WARRANT OF CONTROL APPLICATION**

Members were provided with details of the outcome of the recent Warrant of Control application.

**RESOLVED:**

**That no further action be taken in respect of this matter.**

The meeting closed at 21:23.

Signed ..... Date .....



**FINANCE, POLICY & GENERAL PURPOSES COMMITTEE**

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
26-Jan-23					
F564)1)	That the Council's Disaster Recovery Plan be reviewed at the earliest convenience	TC	Early 2024		Draft copy of BCP & DRP on agenda for consideration
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	Sections 2 and 3 now completed and on agenda for consideration - further meeting to be arranged for February 2024
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 - outcome of data sheets to be submitted to resources committee for consideration.
16-Nov-23					
F82.1	That officers continue to review the website pages and work with the website provider to create improved pages and enhanced navigation.	TC	On-going	Finance pages to be considered as a priority	On-going
F82.2	That officers investigate "crawler software" to be used on the council website.	TC	Jan-24	Email sent to Advansys for recommendations	Links provided in report on agenda
F88.2	That the details of donations given to the local organisations from the council be published in the newsletter.	TC/Admin	Dec-23	Information included in newsletter	Completed

F88.4	That organisations that have received grant funding be asked to provide a report on how the grant funds have been spent.	TC	Dec-23	Letters to be sent to all recipients and to be included in all future letters as standard following approval at FC	Some responses received and included on agenda.
F88.5	That when reviewing the Terms of Reference of Standing Committees, consideration be given to where the council buildings should sit.	TC	By May 2024	To be considered by Committee Structure T & F Group	In progress
F88.6	The matter of cemetery fees and charges be referred back to the Environment & Leisure Committee, and the Clerk be asked to provide information to support a potential increase in cemetery costs for consideration in respect of the 2024/25 cemetery income for inclusion in the budget.	TC/DTC	04.01.2023	Report to be submitted to E & L Meeting 04.01.2023	Considered by E & L on 04.01.2024 - recommendation to be submitted to Full Council.
F88.8	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.	TC/MH	14.12.2023	Meeting arranged for 14.12.2023	Completed - to be reported back to next meeting of FP & GP and Committee Structure T & F Group



F92.1a	RESOLVED: 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 Hereford Council that these can be sited in three positions previously used for SID's, noting that the cost to purchase the above would be circa £4,000.	TC	Early 2024	Clerk to investigate current infrastructure provision and once identified submit Commissioning Application to BBLP	In progress - waiting for information from BBLP/HC on location of previous infrastructure
F92.2a	RESOLVED: Minute No. E57 (2) - That members agreed 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.	DTC	TBC	Awaiting update from Caroe	Recommendation to be submitted to full council 25.01.2024
F92.b.i	RESOLVED: Minute No. E61. That the Timber Climber be replaced as a matter of urgency and that the funds are taken from the 2023/24 budget. (110/4235).	DTC	Nov-23	Successful company notified and awaiting delivery/install date	Installation in Jan 2024 - Completed
F92.b.ii	RESOLVED: Minute No. E61. That company number 7 is engaged to undertake the replacement of the Timber Climber at a cost of £9,500.	DTC	Nov-23	Successful company notified and awaiting delivery/install date	Installation in Jan 2024 Completed

F92.b.iii	RESOLVED: Minute No. E61. That the inclusive roundabout be repaired using funds from the 2023/24 Play Equipment Budget (110/4236).	DTC	Nov-23	Successful company notified and awaiting delivery/install date	Completed
F92.b.iv	RESOLVED: That members agreed to appoint company to undertake the repairs to the inclusive roundabout at a cost of £1,550 (+VAT).	DTC	Nov-23	Successful company notified and awaiting delivery/install date	Completed
F94.2	That a work schedule be provided by officers in respect of the required improvement from the Fire Risk Assessment Report.	TC/DTC	Jan-24	Officers undertaking review of report	In progress
06-Dec-23					
F103	That the minutes of the meeting of the Finance, Policy & General Purposes Committee meeting held on 16 November 2023 be approved and signed as a correct record, subject to the following amendment: Minute no. F92(2)(iv) – that the minute be amended to read “.... Committee to appoint Company no. 7 to undertake the repairs to the inclusive roundabout.....*.	TC	14.12.2023	Amendment made	Completed
F109.1	That the Environment & Leisure Committee be asked to review the CCTV contract between Hereford and Ledbury Town Council.	DTC/E & L Committee	04.01.2024	To be included as an item on January agenda	completed
F109.2	That thanks be extended to administrative staff for their efforts with the Painted Room during periods when it is officially closed, whereby resources permitting they take visitors to view the Painted Room.	TC	07.12.2023	Admin staff advised accordingly	Completed

F109.3	That the Clerk make a formal representation to Herefordshire Council as to why such a large increase in fees, and also that a breakdown of costs be requested from Herefordshire Council in respect of the costs of the Wedding Licence.	TC	14.12.2023	Email sent to registrars office for explanation	Awaiting response
F109.4	That the £7,000 in the new budget line in respect of Smart Water be removed.	TC	07.12.2023	Recommendation to FC - 07.12.2023	Agreed as part of budget setting process - Completed
F109.5	That the budget amount for Christmas Lights be reduced to £25,000, noting that the Council will be considering a new contract for the Christmas Lights in 2024/25 and that the Environment & Leisure Committee be asked to work with Christmas Light providers to provide Christmas Lights within this budget.	TC	07.12.2023	Recommendation to FC - 07.12.2023	FC agreed to reduce further to £15,000 as part of budget setting process - Completed
F109.6	That the Draft Budget 2024/25 be recommended to the extraordinary meeting of Council, scheduled for 7 December 2023 for approval, noting that the Precept request for Ledbury Town Council in 2024/25 is £693,900 which is a percentage increase per Band D equivalent property of 6.56%, which equates to an increase of £11.81 per year (£0.98 per Band D equivalent property per month).	TC	07.12.2023	Recommendation to FC - 07.12.2023	Due to the above amendment and agreement on which insurance company to enter into three contract with - budget figure reduced further.
F109.7	That once the 2024/25 budget has been agreed and approved the Clerk be instructed to issue a press release providing information on the percentage increase of the 2024/25 precept request, in particular the percentage increase relevant to the £16,000 for the provision of the Daffodil Line and why	TC	14.12.2023	Email published	Completed

F110	That the notification of cost of CCTV revenue funding in the sum of £10,274.20 for 2024/25 be received and noted, noting that the Environment & Leisure Committee will be asked to review this contract at their meeting in January 2024	DTC/E & L Committee	03.01.2024	To be included as an item on January agenda of E & L	Completed
F111.1	That a recommendation be submitted to the extraordinary meeting of Council that the following grants be awarded from the 2024/25 budget in respect of grant applications received:	FC	07.12.2023	Recommendations submitted to FC meeting 07.12.2023	Completed
F111.1.i	i. Age UK Herefordshire & Worcestershire – To purchase indoor games for the Walk and Talk project - £210.48 –Local Government Act 1972 – S137 Financial Assistance	FC	07.12.2023	Recommendations submitted to FC meeting 07.12.2023	Completed
F111.1.ii	ii. Ledbury Places – Improvements to glass viewing area above the water watercourse in the Heritage Centre - £1,900 (50% of overall project costs) – Local Government Act 1974 - S144 Power to Encourage Tourism	FC	07.12.2023	Recommendations submitted to FC meeting 07.12.2023	Completed
F111.1.iii	iii. Age UK Hereford & Localities – To support pop-up sessions for the over 50’s – £1,000 - Local Government Act 1972 – S137 Financial Assistance.	FC	07.12.2023	Recommendations submitted to FC meeting 07.12.2023	Completed
F111.1.iv	iv. Ledbury Food Group – Ledbury Celebration Day - £1,500 - Local Government Act 1974 - S144 Power to Encourage Tourism	FC	07.12.2023	Recommendations submitted to FC meeting 07.12.2023	Completed
F111.1.v	v. Buses 4Us CIC – Supporting in operating the Daffodil Line £16,000 in 2024/25 and £8,000 in 2025/26 – Local Government and Rating Act 1997 S27 (Stand-alone grant – not to be taken from unspecified grants).	FC	07.12.2023	Recommendations submitted to FC meeting 07.12.2023	Completed

F111.2	2. Busy Bees, Ledbury – To purchase a Discovery Water Run for the garden, to enhance learning opportunities - £399.99 – that the Clerk be instructed to write to Busy Bees to advise that Ledbury Town Council’s 2023/24 grants are overspent, but that the Council would be minded to support this application as a request for funding in 2024/25, which would be paid in April 2024 from the 2024/25 grants budget.	FC	07.12.2023	Recommendations submitted to FC meeting 07.12.2023	Completed
F111.3	3. Ledbury Primary School PTA – To help with costs for a Year 3 Curriculum School trip to the Cotswold Wildlife Park - £1,064 – that an in-principle decision be taken by Council to support this application subject to the Clerk contacting Ledbury Primary School PTA to advise that Council would be willing to receive an application from monies towards a Bursary Fund run by the PTA for the benefit of children where families cannot afford to access fully the activities of the school.	FC	07.12.2023	Recommendations submitted to FC meeting 07.12.2023	Completed
F111.4	4. Ledbury Primary School PTA – To help with costs for a Year 2 Curriculum School trip to Blist Hill - £1,247 - that an in-principle decision be taken by Council to support this application subject to the Clerk contacting Ledbury Primary School PTA to advise that Council would be willing to receive an application from monies towards a Bursary Fund run by the PTA for the benefit of children where families cannot afford to access fully the activities of the school.	FC	07.12.2023	Recommendations submitted to FC meeting 07.12.2023	Completed

F111.5	5. Ledbury Poetry – Crucial Creators – To provide Holiday Activity Fun - £5,000 – that this application be deferred to allow Ledbury Poetry to provide clarity on why this amount of money is requested, exactly what it would provide, and in what ways the money would be used to benefit the residents of the town and information on how this project overlaps with other holiday provision already in place within Ledbury, such as the project at the Rugby Club.	FC	07.12.2023	Recommendations submitted to FC meeting 07.12.2023	Completed
F111.6	That the following grant applications be declined:	FC	07.12.2023	Recommendations submitted to FC meeting 07.12.2023	Completed
F111.6.i	Ledbury 1st Rainbows – To provide rent of hall where they meet - £500 – on the grounds that it is a retrospective application and the Council’s grants criteria not permitting the payment of retrospective grants	FC	07.12.2023	Recommendations submitted to FC meeting 07.12.2023	Completed
F111.6.ii	Red Earth Arts CIC – To provide a series of four free half-day drop-in art workshops primarily tailored for people who may be lonely and lack companionship - £2,200 – but that it be suggested that Red Earth contact Herefordshire Talk Communities to establish whether there are any grant opportunities available to them through this	FC	07.12.2023	Recommendations submitted to FC meeting 07.12.2023	Completed
F111.6.iii	Ledbury Carnival Association – Support for the annual carnival – £1,000 - That this application be declined on the grounds that the Carnival Association are currently in receipt of a three-year annual grant in the sum of £4,000 for 2024/25 and 25/26	FC	07.12.2023	Recommendations submitted to FC meeting 07.12.2023	Completed

F111.7	7. That the Ledbury Places application for Provision of Heritage Centre Information Leaflet in the sum of £1,050 be referred to the Planning, Economy & Tourism for consideration as part of the Working Party looking at a strategy for Tourism in Ledbury for ways in which Ledbury Town Council, the Heritage Centre and other Tourist Groups in Ledbury can work together and pool funds with the aim of producing more cohesive advertising for the town.	FC	07.12.2023	Recommendations submitted to FC meeting 07.12.2023	Completed
F111.8	8. That when awarding multi-year grants, recipients be asked to consider offering support to other town events such as Carnival and Community Day, by way of volunteers etc.	TC	Annually	To be included in letter to all recipients of multi-year grants	On-going
F112	That the Town Council agree in principal to working in partnership with Pot & Page Community Hub.	TC/CDO	Dec-23	All parties advised waiting on next steps	Completed
F116	Outcome of the recent Warrant of Control application - That no further action be taken in respect of this matter	TC	Dec-23	Information to be filed accordingly	Completed





**INVOICES FOR PAYMENT January 2024**

**Agenda Item: 7**

<b>INVOICE DATE</b>	<b>INVOICE NO</b>	<b>BAC's/Chq</b>	<b>COMPANY</b>	<b>DESCRIPTION</b>	<b>NET AMOUNT</b>	<b>VAT AMOUNT</b>	<b>GROSS AMOUNT</b>
30.11.2023	83	BACS	Ledbury Hardware Ltd	DIY Goods for LTC and Cemetery	34.06	6.81	40.87
01.12.2023	10176227	BACS	Chubb	2 x new replacement extinguishers	225.46	45.10	270.56
27.11.2023		BACS	Jane Dee	Train Fair - meeting JMMS (JM)	81.75	0.00	81.75
12.12.2023	63244	BACS	HMS	To fit timer on christmas tree lights	135.00	27.00	162.00
03.12.2023	4064253	BACS	Waterplus	Water drainage LTC Offices	21.18	0.00	21.18
30.11.2023	280085	BACS	Radbournes	Play Bark for play area at recreation ground	460.00	92.00	552.00
07.12.2023	50685	BACS	Shredall	Confidential Waste Collection	72.88	14.57	87.45
12.12.2023	1445240939	BACS	Screwfix	PPE and DIY Goods	90.01	12.40	102.41
07.12.2023	9171855	BACS	npower	Market Stall electricity	66.67	3.32	69.99
15.12.2023	12340	BACS	BeSecure	CCTV installation - cemetery	2645.00	529.00	3174.00
11.12.2023	91596396	BACS	Herefordshire Council	Recycling	112.84	0.00	112.84
11.12.2023	91593695	BACS	Herefordshire Council	Contribution to Hereford CCTV	2358.63	0.00	2358.63
11.12.2023	91593691	BACS	Herefordshire Council	Waste Collection	78.20	0.00	78.20
20.12.2023	1	BACS	Three Counties Bookshop	Books for Christmas Gifts (From Donations)	71.99	0.00	71.99
14.12.2023	LC003093	BACS	Clear Councils	Insurance Policy - Contents	3160.98	0.00	3160.98
18.12.2023	529417052	BACS	Clear Insurance	Ecclesiastical Insurance LTC - Listed Buildings	15316.32	0.00	15316.32
28.12.2023	154158	BACS	Balfour Beatty	October Fair Road Closure	250.00	0.00	250.00
28.12.2023	154144	BACS	Balfour Beatty	Christmas Lights Road Closure	125.00	0.00	125.00
28.12.2023	66843515	BACS	Hoople	Agency Cover Admin	663.30	132.66	795.96
31.12.2023	87	BACS	Ledbury Hardware Ltd	Goods fo painting of phone box	18.78	3.76	22.54
31.12.2023	Q4/311233	BACS	Ledbury Community Association	Electricity for CCTV	314.77	14.99	379.77
22.12.2023	22061	BACS	Chapel Tree Services Ltd	Emergency Tree Work at Cemetery	400.00	80.00	480.00

22.12.2023	16883	BACS	Dolphn Tec	Photo copier - Copy readings	37.09	7.41	44.50
03.01.2024	2571585	BACS	T Dold Re-imburement	long sleeve polo shirts	30.05	6.06	36.06
03.01.2024		BACS	Olivia Truman - Reimbursement	Goods for Christmas Event	27.89	0.00	27.89
05.01.2024	BK214045-1	BACS	SLCC	Themed Summit - A Price	65.00	13.00	78.00
05.01.2024	BK214047-1	BACS	SLCC	Themed Summit - A Price	60.00	12.00	72.00
05.01.2024	BK214045-1	BACS	SLCC	Themed Summit - O Trueman	65.00	13.00	78.00
19.12.2023	123716	BACS	Sentinel	Provision of 12 month Maintenance contract - cctv Recreation ground	489.25	97.85	587.10
02.01.2024	717771	BACS	Printerbase	Ink Cartridges	268.96	53.79	322.75
08.01.2024	KI-DA9D9877	BACS	e.on	LTC Electricity	175.51	8.78	184.29
10.01.2024	Mileage Claim	BACS	A Price	Mileage	26.10	0.00	26.10
04/01/2024	1450827675	BACS	Screwfix	PPE	58.30	11.66	69.96
04.01.2024	16784	BACS	Spadwick Motors	Repair Tailgate on van	153.00	30.60	183.60
03.01.2024	4342670	BACS	Waterplus	Drainage of water for LTC offices	24.81	0.00	24.81
09.01.2024	63679	BACS	HMS	Reset Circuit in offices	45.00	9.00	54.00
08.01.2024	179948	BACS	NOVA DATA Ltd	Daily Defect Report Book - cemetery van	15.85	3.17	19.02
08.01.2024	PPX-125223	BACS	Public Policy Exchange	Staff and Councillor Training	387.00	77.40	464.40
06.01.2024	IN09406738	BACS	npower	Market Stall electricity	67.86	3.39	71.25
16.11.2023	VSM372	BACS	The Acro-chaps	Christmas event	1200.00	60.00	1260.00
08.01.2024	154739	BACS	Paperstation	Stationery	81.77	16.35	98.12
30.12.2023	Dec-23	BACS	D M Property Maintenance	Grounds maintenance Contract Works	608.74	0.00	1608.74
<b>TOTAL</b>					<b>30590.00</b>	<b>1385.07</b>	<b>33024.73</b>

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

Receipts received between 01/11/2023 and 30/11/2023

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
608371	Banked: 01/11/2023	277.78						
608371	The Stone WWorkshop	277.78			1289	118	277.78	War Memorial Refund
2065	Banked: 01/11/2023	22.00						
2065	V Brandt	22.00			1090	301	22.00	Charter Market
2065	Banked: 01/11/2023	-22.00						
2065	Vivien Brandt	-22.00			1090	301	-22.00	Charter Market
Pitch 4	Banked: 01/11/2023	-22.00						
Pitch 4	Williams	-22.00			1090	301	-22.00	Charter Market
2067	Banked: 01/11/2023	-22.00						
2067	Knapton	-22.00			1090	301	-22.00	Charter Market
Pitch 4	Banked: 02/11/2023	22.00						
Pitch 4	Williams	22.00			1090	301	22.00	Charter Market
2067	Banked: 02/11/2023	22.00						
2067	James Knapton	22.00			1090	301	22.00	Charter Market
2069	Banked: 02/11/2023	135.00						
2069	Ledbury Funeral Services	135.00			1100	102	135.00	Interment
2070	Banked: 02/11/2023	189.00						
2070	Ledbury Funeral Services	189.00			1100	102	189.00	Interment
Linda	Banked: 02/11/2023	32.50						
Linda	Henry Linda	32.50			1110	102	32.50	Deed Transfer
2069	Banked: 02/11/2023	-135.00						
2069	Ledbury Funeral Services	-135.00			1100	102	-135.00	Interment
2070	Banked: 02/11/2023	-189.00						
2070	Ledbury Funeral Services	-189.00			1100	102	-189.00	Interment
TRANS	Banked: 02/11/2023	-32.50						
TRANS	Linda Henry	-32.50			1110	102	-32.50	Deed Transfer
2018	Banked: 03/11/2023	15.00						
2018	J Child	15.00			1270	115	15.00	Christmas Light Event
TAYN	Banked: 03/11/2023	80.00						
TAYN	Taynton Farm Sales	80.00			1090	301	80.00	Charter Market
2018	Banked: 03/11/2023	-15.00						
2018	J Child	-15.00			1270	115	-15.00	Christmas Lights
TAYN	Banked: 03/11/2023	-80.00						
TAYN	Taynton Farm Sales	-80.00			1090	301	-80.00	Charter Market
DEL	Banked: 06/11/2023	74.00						
DEL	Le Delice	74.00			1090	301	74.00	Charter Market
<b>Subtotal Carried Forward:</b>		351.78	0.00	0.00			351.78	

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

Receipts received between 01/11/2023 and 30/11/2023

## 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>
BCARD	Barclaycard	18.50			1090	301	18.50	Charter Market
BCARD	Banked: 30/11/2023	<b>14.00</b>						
BCARD	Barclaycard	14.00			1471	127	14.00	Dog Bags
BCARD	Banked: 30/11/2023	<b>2.40</b>						
BCARD	Barclaycard	2.40			1034	301	2.40	Tourist Information
BCARD	Banked: 30/11/2023	<b>32.00</b>						
BCARD	Barclaycard	32.00			1110	102	32.00	Deed exchange
BCARD	Banked: 30/11/2023	<b>50.00</b>						
BCARD	Barclay Card	50.00			1460	120	50.00	Wedding Deposit
<b>Total Receipts:</b>		75,030.31	0.00	12.36			75,017.95	

## Premier A/c (736) Comm Call

Receipts received between 01/11/2023 and 30/11/2023

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2065	Banked: 01/11/2023	22.00						
2065	Vivien Brandt	22.00			1090	301	22.00	Charter Market
Pitch 4	Banked: 01/11/2023	22.00						
Pitch 4	Williams	22.00			1090	301	22.00	Charter Market
2067	Banked: 02/11/2023	22.00						
2067	James Knapton	22.00			1090	301	22.00	Charter Market
2069	Banked: 02/11/2023	135.00						
2069	Ledbury Funeral Services	135.00			1100	102	135.00	Interments
2070	Banked: 02/11/2023	189.00						
2070	Ledbury Funeral Services	189.00			1100	102	189.00	Interment
Deed	Banked: 02/11/2023	32.50						
Deed	Linda Henry	32.50			1110	102	32.50	Deed transfer
2018	Banked: 02/11/2023	15.00						
2018	J Child	15.00			4607	127	15.00	Christmas Market
TAYN	Banked: 03/11/2023	80.00						
TAYN	Taynton Farm Sales	80.00			1090	301	80.00	Charter Market
DELICE	Banked: 06/11/2023	74.00						
DELICE	Le Delice	74.00			1090	301	74.00	Charter Market
2061	Banked: 08/11/2023	92.50						
2061	S Alexakis	92.50			1090	301	92.50	Charter Market
2075	Banked: 09/11/2023	20.00						
2075	K Dilley	20.00			1090	301	20.00	Charter Market
CHRISTMAS	Banked: 09/11/2023	15.00						
CHRISTMAS	Mr M Lace	15.00			4607	127	15.00	Mr M Lace
2043	Banked: 09/11/2023	45.00						
2043	Flames	45.00			1090	301	45.00	Charter Market
INT	Banked: 09/11/2023	454.04						
INT	Lloyds Bank	454.04			1870	220	454.04	Interest
2073	Banked: 10/11/2023	15.00						
2073	Janet Lee Buxton	15.00			4607	127	15.00	Christmas
2077	Banked: 13/11/2023	50.00						
2077	A Mitchell	50.00			1460	120	50.00	Wedding Deposit
Events	Banked: 13/11/2023	50.00						
Events	A B E	50.00			1271	127	50.00	Christmas Event
ACE	Banked: 16/11/2023	15.00						
ACE	Mr & Mrs Ace	15.00			1270	115	15.00	Christmas Market
<b>Subtotal Carried Forward:</b>		1,348.04	0.00	0.00			1,348.04	

## Premier A/c (736) Comm Call

Receipts received between 01/11/2023 and 30/11/2023

		Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
BBB Unit	Banked: 16/11/2023	85.00					
BBB Unit	Beefy Boys	85.00			1270	115	85.00 Christmas Market
2089	Banked: 22/11/2023	44.00					
2089	David Grindrod	44.00			1090	301	44.00 Charter Market
Seq	Banked: 23/11/2023	500.00					
Seq	Sequani Ltd	500.00			4642	115	500.00 Christmas Event
2023	Banked: 23/11/2023	150.00					
2023	Redkite	150.00			1271	127	150.00 Christmas Sponsorship
2087	Banked: 24/11/2023	22.00					
2087	Vivien Brandt	22.00			1090	301	22.00 Charter Market
2068	Banked: 24/11/2023	22.00					
2068	Handley Organics	22.00			1090	301	22.00 Charter Market
AP	Banked: 24/11/2023	300.00					
AP	A Price	300.00			1871	220	300.00 Re-imburement
2082	Banked: 27/11/2023	100.00					
2082	Grant & Co	100.00			1271	127	100.00 Christmas event
2090	Banked: 27/11/2023	55.50					
2090	Handley Organics	55.50			1090	301	55.50 Charter Market
2071	Banked: 27/11/2023	676.00					
2071	Jackcon Funeral Directors	676.00			1100	102	676.00 EROB & Interment
Britten	Banked: 29/11/2023	15.00					
Britten	Britten Woodworks	15.00			1270	115	15.00 Christmas Event
Market	Banked: 29/11/2023	22.00					
Market	K Phillips	22.00			1090	301	22.00 Charter Market
2097	Banked: 30/11/2023	15.00					
2097	Flames to	15.00			1270	115	15.00 Christmas Event
TAYN	Banked: 30/11/2023	160.00					
TAYN	Taynton Farm Sales	160.00			1090	301	160.00 Charter Market
<b>Total Receipts:</b>		<b>3,514.54</b>	<b>0.00</b>	<b>0.00</b>			<b>3,514.54</b>

## Petty Cash

Receipts received between 01/11/2023 and 30/11/2023

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
PCASH	Banked: 30/11/2023	209.32						
PCASH	CASH	209.32			4444	235	209.32	Petty Cash
<b>Total Receipts:</b>		209.32	0.00	0.00			209.32	

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

Payments made between 01/11/2023 and 30/11/2023

Nominal Ledger Analysis								
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount Transaction Details
01/11/2023	O2	DD	49.20		8.20	4481	401	41.00 Mobile phones
01/11/2023	Advansys Ltd	DD	114.00		19.00	4482	401	95.00 Web Hosting
02/11/2023	Take Payments	DD	30.00		5.00	4433	105	25.00 Card Machine PR
02/11/2023	Take Payments	DD	30.00		5.00	4433	220	25.00 Credit Card Machine
03/11/2023	EE Limited	DD	17.99		3.00	4481	401	14.99 Wedding Coord phone
07/11/2023	Office Boffins	BACS	161.94		26.99	4415	401	134.95 Office Chair Painted Room
07/11/2023	Vikng Signs	BACS	180.42		30.07	4605	127	150.35 Signs for Christmas Event
07/11/2023	Citation Limited	BDD	0.04		0.01	4415	235	0.03 Employee Assistance
07/11/2023	Barclaycard	DD	10.48			4433	220	10.48 Card Machine LTC
07/11/2023	Lloyds Bank	DD	7.50			4550	220	7.50 Service Charges
07/11/2023	Citation Limited	DD	265.41		44.24	4415	235	221.17 Employee Assistance
08/11/2023	Welsh Water	DD	27.32			4115	202	27.32 Water LTC
08/11/2023	Welsh Water	DD	17.75			4115	202	17.75 Water LTC
09/11/2023	Chubb Electronic Security	BACS	726.00		121.00	4590	220	605.00 Recurring Agreement
09/11/2023	David McCutcheon	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
10/11/2023	edbury Town Council	CHQ	209.32			4444	235	209.32 Petty Cash
10/11/2023	Barclaycard	DD	15.76		2.63	4433	105	13.13 Card Machine
10/11/2023	Water Plus	DD	8.21			4115	201	8.21 Drainage Market House
10/11/2023	Water Plus	DD	10.74			4115	202	10.74 Drainage LTC
10/11/2023	Octopus Energy	DD	29.96		1.43	4122	102	28.53 Electricity Cemetery
10/11/2023	Barclaycard	DD	-0.06			4433	220	-0.06 Card Machine LTC
14/11/2023	Octopus Energy	DD	138.33		6.59	4122	202	131.74 Electricity LTC
17/11/2023	OMS UK Ltd	DD	915.06		152.51	4483	401	762.55 Managed IT Service
22/11/2023	Defib Warehouse	BACS	346.80		57.80	4285	118	289.00 New Battery for Defib
22/11/2023	Transpennine Express	BACS	94.75			4886	302	94.75 Jane Mee
22/11/2023	R E People Ltd	BACS	297.70		49.62	4001	102	248.08 Cemetery Agency Cover
22/11/2023	R E People Ltd	BACS	786.77		131.13	4001	102	655.64 Cemetery Agency Cover
22/11/2023	Paperstation Ltd.	BACS	129.26		21.54	4400	235	107.72 Stationery
22/11/2023	Viking Raja	BACS	82.13		13.69	4415	401	68.44 Office Equipment
22/11/2023	Viking Raja	BACS	105.90		17.65	4400	235	88.25 Stationery
22/11/2023	Dolphin Tec	BACS	44.31		7.38	4410	235	36.93 Photocopier Reading
22/11/2023	Shredall Ltd	BACS	87.45		14.58	4116	202	72.87 Confidential Waste
<b>Subtotal Carried Forward:</b>			6,549.18	0.00	739.06			5,810.12



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

Payments made between 01/11/2023 and 30/11/2023

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									Electricity
22/11/2023	Price, Mrs A	BACS	21.10		3.52	4155	202	17.58	Costco
22/11/2023	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
22/11/2023	Bliss Cleaning Services	BACS	355.20		59.20	4020	202	296.00	LTC Office Cleaning
22/11/2023	Shed Sounds Invoice	BACS	230.00		38.33	4607	127	191.67	Audio Services
22/11/2023	PPL PPR	BACS	541.63		90.27	4434	105	451.36	Royalties for Music Licence
22/11/2023	R E People Ltd	BACS	595.18		99.20	4001	102	495.98	Agency Cover Cemetery
22/11/2023	R E People Ltd	BACS	372.12		62.02	4001	102	310.10	Agency Cover Cemetery
22/11/2023	Malvern Hills AONB	BACS	500.00			4826	214	500.00	Grant
22/11/2023	Fire Safety Uk	BACS	14.84		2.47	4592	220	12.37	Anti Tamper Seals
22/11/2023	Price, Mrs A	BACS	40.06		6.68	4607	127	33.38	Wood for Xmas signage
22/11/2023	Sentinel Security Systems	BACS	339.00		56.50	4175	110	282.50	CCTV Camera repaired
22/11/2023	P J Nichols	BACS	134.11		22.35	4330	102	111.76	Fuel for Van and mower
22/11/2023	Shredall Ltd	BACS	87.45		14.58	4116	202	72.87	Confidential Waste
22/11/2023	Citizens Advice Bureau	BACS	2,500.00			4805	214	2,500.00	Contribution Worcester Office
22/11/2023	RE People Ltd	BACS	659.18		109.86	4001	102	549.32	Agency Cover Cemetery
22/11/2023	Amazon	BACS	15.19		2.53	4400	235	12.66	Business Card Holder
22/11/2023	R E Recruitment	BACS	-595.18		-99.20	4001	102	-495.98	Agency Cover Cemetery
22/11/2023	Viking Raja	BACS	0.04		0.01	4400	235	0.03	Stationery
22/11/2023	Price, Mrs A	BACS	174.00			4460	220	174.00	Re-imburement
24/11/2023	Staff Salaries	BACS	11,825.26			4000	230	11,825.26	Staff Salaries
24/11/2023	Staff Salaries	BACS	6,000.00			4000	230	6,000.00	Staff Salaries
24/11/2023	Staff Salaries	BACS	2,232.11			4000	103	2,232.11	Staff Salaries
24/11/2023	Staff Salaries	BACS	1,392.38			4000	105	1,392.38	Staff Salaries
24/11/2023	Staff Salaries	BACS	2,630.45			4000	102	2,630.45	Staff Salaries
24/11/2023	Worcester County Council	BACS	8,811.67			4019	230	8,811.67	Pensions
24/11/2023	H M Revenue & Customs	BACS	11,534.70			4019	230	11,534.70	PAYE
27/11/2023	o'brien & price	BACS	323.40		53.90	4221	118	269.50	Professional Fees
27/11/2023	Herefordshire Council	DD	91.00			4110	102	91.00	Rates Mortuary
27/11/2023	Herefordshire Council	DD	155.00			4110	102	155.00	Cemetery Rates
27/11/2023	Herefordshire Council	DD	633.00			4110	202	633.00	Rates LTC Offices
<b>Subtotal Carried Forward:</b>			70,788.11	0.00	2,963.65			67,824.46	

Date: 09/01/2024

Ledbury Town Council Current Year

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Time: 16:10

Cashbook 1

User: SAE

Lloyds A/c (235) (Bus Ext)

Payments made between 01/11/2023 and 30/11/2023

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>
			<b>Total Payments:</b>	74,787.83	0.00	3,504.48		71,283.35	

## Premier A/c (736) Comm Call

Payments made between 01/11/2023 and 30/11/2023

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>
23/11/2023	Lloyds A/c (235) (Bus Ext)	736-235	50,000.00			200		50,000.00	Transfer from 736-235
28/11/2023	Lloyds A/c (235) (Bus Ext)	736-235	20,000.00			200		20,000.00	Transfer 736-235
28/11/2023	Lloyds Bank	PAY	7.03			4550	220	7.03	Service Charge
<b>Total Payments:</b>			<b>70,007.03</b>	<b>0.00</b>	<b>0.00</b>			<b>70,007.03</b>	

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

## List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2023	O2	DD	49.20	26507371	Mobile phones
01/11/2023	Advansys Ltd	DD	114.00	44450	Web Hosting
02/11/2023	Take Payments	DD	30.00	13728516	Card Machine PR
02/11/2023	Take Payments	DD	30.00	13728515	Credit Card Machine
03/11/2023	EE Limited	DD	17.99	Mobile	Wedding Coord phone
07/11/2023	Office Boffins	BACS	161.94	7363524	Office Chair Painted Room
07/11/2023	Vikng Signs	BACS	180.42	192137	Signs for Christmas Event
07/11/2023	Barclaycard	DD	10.48	016436891023	Card Machine LTC
07/11/2023	Lloyds Bank	DD	7.50	SC Mth 8	Service Charges
07/11/2023	Citation Limited	DD	265.41	CT0041037	Employee Assisance
07/11/2023	Citation Limited	BDD	0.04	CT00004	Employee Assistance
08/11/2023	Welsh Water	DD	27.32	Water Mth 8	Water LTC
08/11/2023	Welsh Water	DD	17.75	LTC Water Mth 8	Water LTC
09/11/2023	Chubb Electronic Security	BACS	726.00	Fire Risk Ag	Recurring Agreement
09/11/2023	David McCutcheon	BACS	1,608.74	September 23	Contract Works
10/11/2023	Barclaycard	DD	15.76	016436881023	Card Machine
10/11/2023	Water Plus	DD	8.21	Drainage Mth 8 MH	Drainage Market House
10/11/2023	Water Plus	DD	10.74	LTC Drainage Mth 8	Drainage LTC
10/11/2023	Octopus Energy	DD	29.96	Elec Cemetery Mth 8	Electricity Cemetery
10/11/2023	edbury Town Council	CHQ	209.32	Petty Cash	Petty Cash
10/11/2023	Barclaycard	DD	-0.06	Card Mth 8	Card Machine LTC
14/11/2023	Octopus Energy	DD	138.33	Elec LTC Mth 8	Electricity LTC
17/11/2023	OMS UK Ltd	DD	915.06	123425	Managed IT Service
22/11/2023	Defib Warehouse	BACS	346.80	DEFIB	New Battery for Defib
22/11/2023	Transpennine Express	BACS	94.75	JMMS meeting	Jane Mee
22/11/2023	R E People Ltd	BACS	297.70	56481	Cemetery Agency Cover
22/11/2023	R E People Ltd	BACS	786.77	56581	Cemetery Agency Cover
22/11/2023	Paperstation Ltd.	BACS	129.26	152948	Stationery
22/11/2023	Viking Raja	BACS	82.13	PO009334/SJ	Office Equipment
22/11/2023	Viking Raja	BACS	105.90	009332/SJ	Stationery
22/11/2023	Dolphin Tec	BACS	44.31	015764	Photocopier Reading
22/11/2023	Shredall Ltd	BACS	87.45	45436	Confidential Waste
22/11/2023	Chubb Electronic Security	BACS	1,936.41	10101864	Intruder Alarm Charges
22/11/2023	PJ Nicholls Ltd	BACS	194.40	202309000004	Fuel for van and mowers
22/11/2023	Ledbury Hardware Limited	BACS	43.77	76	DIY goods
22/11/2023	Radbournes	BACS	197.82	256141	Sand bags for road signage
22/11/2023	RBL	BACS	25.00	3114	Poppy Wreath
22/11/2023	GR COnsultancy	BACS	150.00	18A	Councillor Training
22/11/2023	Bliss Cleaning Services	BACS	399.60	8047	LTC Office cleaning
22/11/2023	Screwfix	BACS	37.99	1419133195	Hammerite for cemetery
22/11/2023	Printerbase	BACS	322.33	730421	Ink Cartridges
22/11/2023	Ledbury & District Society Tr.	BACS	75.00	LTC01/10/23	Hire of Burgage Hall
22/11/2023	Ledbury Community Association	BACS	346.00	LTC/Q3/300923	Electricity to CCTV
22/11/2023	Water Plus	BACS	24.81	03483308	Drainage for LTC Offices
22/11/2023	E.on	BACS	66.59	H1502223	LTC Electricity

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

## List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/11/2023	HMS	BACS	598.80	61857	Christmas light timer
22/11/2023	IAC	BACS	1,659.00	14697	Process Review
22/11/2023	Amazon	BACS	15.19	GB36D3QE2AEUI	Stationery
22/11/2023	RE Recruitment	BACS	712.34	56683	Cemetery Agency Cover
22/11/2023	Julia Lawrence	BACS	36.90	Expenses	Mileage
22/11/2023	Julia Lawrence	BACS	120.00	Optometry	Eye Test
22/11/2023	HCR	BACS	2,520.00	Fair services agreem	Professional fees
22/11/2023	Advansys Ltd	BACS	738.00	44257	Development work on website
22/11/2023	Dolphin Tec	BACS	44.47	016025	Photocopier Reading
22/11/2023	Quickskip Hereford Ltd	BACS	258.00	226033	Skip exchange
22/11/2023	Nisbets	BACS	42.46	Proforma Inv	Teapot and Teaspoons
22/11/2023	Fran White	BACS	62.50	00623	Play equipment Inspections
22/11/2023	Printerbase	BACS	234.58	733311	Ink Cartridges
22/11/2023	Clerks & Councils	BACS	15.50	LTC Clerks & Council	Subscription
22/11/2023	E.on	BACS	47.02	08828979	LTC electricity
22/11/2023	E.on	BACS	-47.02	08828979	LTC electricity
22/11/2023	E.on	BACS	47.02	08828979	Market Stall Electricity
22/11/2023	E.on	BACS	47.10	8811292	Market Stall Electricity
22/11/2023	E.on	BACS	45.72	8829007	Market Stall Electricity
22/11/2023	Price, Mrs A	BSCS	174.00	Institute Workplace	Re-imbusement
22/11/2023	Price, Mrs A	BACS	21.10	Housekeeping	Costco
22/11/2023	D M Property Maintenance	BACS	1,608.74	October 23	Contract Works
22/11/2023	Bliss Cleaning Services	BACS	355.20	8273	LTC Office Cleaning
22/11/2023	Shed Sounds Invoice	BACS	230.00	Remembrance Sunday	Audio Services
22/11/2023	PPL PPR	BACS	541.63	2556395	Royalties for Music Licence
22/11/2023	R E People Ltd	BACS	595.18	56778	Agency Cover Cemetery
22/11/2023	R E People Ltd	BACS	372.12	56970	Agency Cover Cemetery
22/11/2023	Malvern Hills AONB	BACS	500.00	Grant AONB	Grant
22/11/2023	Fire Safety Uk	BACS	14.84	4018719	Anti Tamper Seals
22/11/2023	Price, Mrs A	BACS	40.06	Christmas Lights	Wood for Xmas signage
22/11/2023	Sentinel Security Systems	BACS	339.00	122914	CCTV Camera repaired
22/11/2023	P J Nichols	BACS	134.11	20231000005	Fuel for Van and mower
22/11/2023	Shredall Ltd	BACS	87.45	48093	Confidential Waste
22/11/2023	Citizens Advice Bureau	BACS	2,500.00	1050	Contribution Worcester Office
22/11/2023	RE People Ltd	BACS	659.18	56778	Agency Cover Cemetery
22/11/2023	Amazon	BACS	15.19	GB36D3QE2AEUI	Business Card Holder
22/11/2023	R E Recruitment	BACS	-595.18	56683	Agency Cover Cemetery
22/11/2023	Viking Raja	BACS	0.04	3089159	Stationery
24/11/2023	Staff Salaries	BACS	11,825.26	Payroll Mth 8	Staff Salaries
24/11/2023	Staff Salaries	BACS	6,000.00	Payroll Mth 8	Staff Salaries
24/11/2023	Staff Salaries	BACS	2,232.11	Payroll Mth 8	Staff Salaries
24/11/2023	Staff Salaries	BACS	1,392.38	Payroll Mth 8	Staff Salaries
24/11/2023	Staff Salaries	BACS	2,630.45	Payroll Mth 8	Staff Salaries
24/11/2023	Worcester County Council	BACS	8,811.67	Payroll Mth 8	Pensions

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

## List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/11/2023	H M Revenue & Customs	BACS	11,534.70	Payroll Mth 8	PAYE
27/11/2023	o'brien & price	BACS	323.40	War Memorial	Professional Fees
27/11/2023	Herefordshire Council	DD	91.00	Rates Mort Mth 8	Rates Mortuary
27/11/2023	Herefordshire Council	DD	155.00	Rates Cem Mth 8	Cemetery Rates
27/11/2023	Herefordshire Council	DD	633.00	LTC rates Mth 8	Rates LTC Offices
28/11/2023	R E People Ltd	BACS	520.97	56869	Agency Cover cemetery
28/11/2023	Quickskip Hereford Ltd	BACS	258.00	227184	Cemetery Skip
28/11/2023	Gallagher	BACS	142.60	528496610	Ecclesiastical Insurance
28/11/2023	Amazon	BACS	10.96	Christmas Lights	Christmas Decorations
28/11/2023	Amazon	BACS	53.85	Christmas Grotto	Tablecloths
28/11/2023	Amazon	BACS	12.89	Christmas Event	Chocolate Chips
28/11/2023	Amazon	BACS	12.90	Christmas Event	Sweet Cone Bags
28/11/2023	Amazon	BACS	23.97	Christmas Event	Christmas Pom Poms
28/11/2023	Amazon	BACS	17.72	Christmas Event	Hot Chocolate
28/11/2023	Amazon	BACS	12.99	Christmas Grotto	Tinsel Curtains
28/11/2023	Amazon	BACS	73.56	Christmas Grotto	Winterwonderland
28/11/2023	Amazon	BACS	12.89	Christmas Grotto	Chocolate Chips
28/11/2023	Amazon	BACS	23.98	Christmas Grotto	Artificial Snow
28/11/2023	Amazon	BACS	26.99	Christmas Grotto	Christmas Decorations
28/11/2023	Amazon	BACS	19.98	Christmas Lights	Mini Mallows
28/11/2023	Amazon	BACS	20.93	Christmas events	Paper cups for hot drinks
28/11/2023	Ledbury Hardware Limited	BACS	167.19	78	DIY Goods
28/11/2023	Newsquest Media (Southern) Ltd	BACS	735.60	43928201	Job Advertisement
28/11/2023	Viking Signs	BACS	180.42	Christmas Lights	Signage for Christmas Events
28/11/2023	Viking Raja	BACS	128.17	3335247	Stationary & Housekeeping
28/11/2023	Viking Raja	BACS	565.78	525777517	Insurance
28/11/2023	Gallagher	BACS	-565.75	525777517	Van Insurance
28/11/2023	Viking Raja	BACS	565.78	525777517	Stationary
28/11/2023	SLCC Enterprises Ltd	BACS	473.00	247110-1	Membership Fee A Price
28/11/2023	Lloyds Bank	DD	44.72	Bank Charges Mth 8	Service Charge
28/11/2023	Viking Raja	BACS	-0.03	525777517	Stationary
28/11/2023	Lloyds Bank	SC	7.03	Bank	Service Charge
28/11/2023	Lloyds Bank	PAY	-7.03	BANK	Service Charge
30/11/2023	Vision Office Tech Services Lt	DD	30.00	PC Reading Mth 8	Photocopier costs
30/11/2023	Thompson & Co	DD	55.20	Payroll Mth 8	Payroll Mth 8
30/11/2023	Onecom Limited	DD	374.46	IT Support	IT Support Mth 8

<b>Total Payments</b>	<u>74,787.83</u>
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## List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/11/2023	Lloyds A/c (235) (Bus Ext)	736-235	50,000.00		Transfer from 736-235
28/11/2023	Lloyds A/c (235) (Bus Ext)	736-235	20,000.00		Transfer 736-235
28/11/2023	Lloyds Bank	PAY	7.03	BANK	Service Charge
<b>Total Payments</b>			<u>70,007.03</u>		

Time: 10:30

## Petty Cash

## List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/11/2023	CPost Office	PCASH	3.29	Petty Cash	Postage returns
21/11/2023	Well Worthit	PCASH	10.98	Petty Cash event	Frame for certificate
21/11/2023	Well Worth It	PCASH	5.96	Petty Cassh	Christmas wrapping paper
30/11/2023	Ledbury News	PCASH	2.20	Petty Cash	Milk for Mayors coffee morning
30/11/2023	Ledbury News	PCASH	9.60	Petty Cash	Weekly paper
<b>Total Payments</b>			<u>32.03</u>		



A/c Code	Account Name	Centre	Centre Name	Debit	Credit
102	Other Debtors			215.00	
120	Vat Due			10,795.14	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			24,190.85	
202	Premier A/c (736) Comm Call			333,602.41	
203	Public Sector Deposit Fund			159,774.93	
215	Petty Cash			188.15	
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				17,798.32
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		182.90
1036	Photocopier Printing	235	Office Facilities & Equipment		34.00
1090	Charter Market Income	301	Planning/Economic Development		6,589.93
1100	Cemetery Interment Income	102	Cemetery & Buildings		8,925.05
1105	Exclusive Right of Burial	102	Cemetery & Buildings	0.50	
1110	Transfer Of Exclusive Right Of	102	Cemetery & Buildings		1,210.50
1122	Electricity Refund	115	Town Centre Decorations		170.80
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		701.00
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings	0.50	
1160	Mortuary Rent Income	102	Cemetery & Buildings	826.64	
1161	Chapel Hire	102	Cemetery & Buildings		150.00
1270	Christmas Lights Event	115	Town Centre Decorations	19.00	
1271	Event Sponsorship	127	Services and Events		850.00
1289	War Memorial Refund	118	Minor Infrastructure		2,222.24
1450	Painted Room Sales Income	105	Painted Room		1,686.50
1451	Painted Room Donations Income	105	Painted Room		3,626.00
1460	Ceremony Room Income	120	Non-Statutory Services		3,785.80
1460	Ceremony Room Income	205	Ceremony Room	1,115.26	
1471	Dog Poop Bags	127	Services and Events		295.00
1718	October Fair Donation Income	214	Grants with Powers		2,250.00

## 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>
1870	Bank Interest Received Income	220	Finance and General Purposes		7,074.44
1871	Professional Services Refund	220	Finance and General Purposes		1,055.00
1876	Alarms	202	Town Council Offices	1,613.68	
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	23,473.36	
4000	Staff Salaries	103	Grounds Maintenance	16,835.84	
4000	Staff Salaries	105	Painted Room	9,582.47	
4000	Staff Salaries	230	Management and Payroll	185,057.62	
4001	Agency Cover	102	Cemetery & Buildings	10,313.04	
4009	Wedding Refunds	120	Non-Statutory Services	190.00	
4013	Devolved Services (grass cutti	125	Green Spaces Maintenance	364.56	
4014	Lengthsman Scheme/P3 Scheme	125	Green Spaces Maintenance	528.00	
4018	National Insurance	102	Cemetery & Buildings	0.18	
4018	National Insurance	103	Grounds Maintenance	0.99	
4019	Pension	102	Cemetery & Buildings	0.18	
4019	Pension	103	Grounds Maintenance	0.01	
4019	Pension	230	Management and Payroll	20,346.37	
4020	Cleaning	202	Town Council Offices	296.00	
4021	Rubbish Collection	202	Town Council Offices	382.08	
4050	Staff Training	230	Management and Payroll	3,725.85	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	1,350.44	
4051	Officers Travel/Conference/Sub	235	Office Facilities & Equipment	36.90	
4110	Rates	102	Cemetery & Buildings	1,963.23	
4110	Rates	201	Market House	336.96	
4110	Rates	202	Town Council Offices	5,121.27	
4115	Water	102	Cemetery & Buildings	20.63	
4115	Water	201	Market House	49.26	
4115	Water	202	Town Council Offices	544.70	
4116	Confidential Waste - Shredding	202	Town Council Offices	774.70	
4118	Buses4Us	302	Special Projects	24,000.00	
4122	Electricity	102	Cemetery & Buildings	201.70	
4122	Electricity	108	Amenity Areas	972.38	
4122	Electricity	115	Town Centre Decorations	2,199.88	
4122	Electricity	201	Market House	1,492.13	
4122	Electricity	202	Town Council Offices	8,469.97	
4130	Insurance	220	Finance and General Purposes	203.61	
4150	Cleaning	202	Town Council Offices	2,109.00	
4155	Housekeeping	202	Town Council Offices	243.70	
4170	Maintenance	102	Cemetery & Buildings	1,699.53	
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	201	Market House	71.99	
4170	Maintenance	202	Town Council Offices	433.97	
4170	Maintenance	235	Office Facilities & Equipment	539.00	
4173	Defibrillator maintenance	108	Amenity Areas		0.05
4175	CCTV Maintenance	110	Recreation Ground	282.50	
4176	CCTV Link to Hereford	118	Minor Infrastructure	4,981.19	
4185	Alarms	202	Town Council Offices	915.81	
4200	New Equipment	102	Cemetery & Buildings	653.63	
4201	Equipment Hire	102	Cemetery & Buildings	64.00	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	2,019.96	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	7,840.00	
4206	Grounds Maintenance	102	Cemetery & Buildings	512.86	
4206	Grounds Maintenance	110	Recreation Ground	700.83	
4209	Dog Hill Wood Maintenance	108	Amenity Areas	386.63	
4221	War Memorial refurbishment	118	Minor Infrastructure	22,471.18	
4225	Skip Hire	102	Cemetery & Buildings	1,280.00	
4228	General Tree works	108	Amenity Areas	2,860.48	
4230	ROSPA Reports	110	Recreation Ground	62.50	
4232	Gazebos	118	Minor Infrastructure	260.00	
4236	Play Equipment Maintenance	110	Recreation Ground	1,080.00	
4237	Skate Park Maintenance	110	Recreation Ground	160.00	
4276	External power supply -High St	118	Minor Infrastructure	200.15	
4280	Station Telephone Kiosk	118	Minor Infrastructure	440.00	
4285	Defibrillator Maintenance	118	Minor Infrastructure	468.95	
4300	Vehicle Repair	102	Cemetery & Buildings	26.00	
4330	Fuel	102	Cemetery & Buildings	1,073.52	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	740.68	
4400	Stationery	225	Councillors/Newsletter		0.41
4400	Stationery	230	Management and Payroll	0.39	
4400	Stationery	235	Office Facilities & Equipment	3,934.89	
4400	Stationery	401	Full Council	12.30	
4405	Photocopier Hire	235	Office Facilities & Equipment	735.00	
4410	Photocopier Costs	235	Office Facilities & Equipment	1,586.92	
4415	Office Support & Equipment	202	Town Council Offices	35.50	
4415	Office Support & Equipment	235	Office Facilities & Equipment	221.36	
4415	Office Support & Equipment	401	Full Council	3,723.42	
4416	Equipment Maintenance	102	Cemetery & Buildings	1,703.36	
4430	Advertising	105	Painted Room	276.61	
4430	Advertising	220	Finance and General Purposes	883.20	
4433	Card Machine rental	105	Painted Room	331.77	
4433	Card Machine rental	220	Finance and General Purposes	298.42	
4434	Music Licence	105	Painted Room	451.36	

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4435	Card Machine Transactions	108	Amenity Areas		0.24
4435	Card Machine Transactions	220	Finance and General Purposes	0.14	
4444	Petty Cash	235	Office Facilities & Equipment	407.79	
4455	Postage	401	Full Council	248.75	
4460	Subscriptions	220	Finance and General Purposes	2,101.33	
4481	Telephones	401	Full Council	3,856.16	
4482	Website	401	Full Council	1,375.00	
4483	ICT Services & Software Lease	401	Full Council	5,600.67	
4500	Town Mayors Expenses	225	Councillors/Newsletter	93.15	
4501	Mayor's Hospitality	210	Civic Matters	223.42	
4502	Mayor's Advertising	225	Councillors/Newsletter		30.00
4520	Councillors Expenses	225	Councillors/Newsletter	193.78	
4525	Councillors Training	225	Councillors/Newsletter	440.00	
4531	Roll of Honour	210	Civic Matters	50.00	
4535	Civic Hospitality	210	Civic Matters	560.71	
4545	Annual & Other Meetings	225	Councillors/Newsletter	554.00	
4550	Bank Charges	220	Finance and General Purposes	490.22	
4551	Data Protection	220	Finance and General Purposes	50.00	
4553	Tourist Information Centre	301	Planning/Economic Development	887.73	
4579	Audit Internal	220	Finance and General Purposes	1,748.25	
4580	Audit External	220	Finance and General Purposes	1,680.00	
4590	Professional Services	220	Finance and General Purposes	9,236.76	
4592	PPE/Health & Safety	102	Cemetery & Buildings	313.59	
4592	PPE/Health & Safety	220	Finance and General Purposes	337.20	
4594	Cemetery Mapping	102	Cemetery & Buildings	750.00	
4595	Climate Change	127	Services and Events	158.05	
4605	Events Barriers	127	Services and Events	150.35	
4607	Events	127	Services and Events	6,399.65	
4640	Christmas Lights & Install	115	Town Centre Decorations	31,929.51	
4642	Christmas Lights Event	115	Town Centre Decorations		500.00
4650	Ledbury In Bloom	115	Town Centre Decorations	2,920.00	
4705	Signage	107	Town Promotion	164.85	
4800	Barrett Browning Clock	214	Grants with Powers	359.99	
4805	Citizens Advice Worcs	214	Grants with Powers	5,000.00	
4826	Malvern Hills AONB Partnership	214	Grants with Powers	500.00	
4827	Community Action Ledbury	214	Grants with Powers	10,000.00	
4850	Poppy Wreath	127	Services and Events	25.00	
4857	Great Places to Visit Funding	214	Grants with Powers	8.61	
4875	Distinguished Citizen Awards	214	Grants with Powers	192.29	
4876	October Fair Expenditure	214	Grants with Powers	901.32	
4881	Building Reserves	401	Full Council	76.62	
4886	John Masefield Memorial	302	Special Projects	4,159.71	

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>
4890	Unspecified Grants	214	Grants with Powers	17,790.00	
4891	Age Uk Hereford Localities	214	Grants with Powers	4,000.00	
4892	Dream Your Future	214	Grants with Powers	1,500.00	
6000	Transfers from EMR	118	Minor Infrastructure		22,201.68
<b>Trial Balance Totals :</b>				<b>1,039,231.22</b>	<b>1,039,231.22</b>
<b>Difference</b>				<b>0.00</b>	



## Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

Month No: 8

## 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	2,500	2,500		2,500	0.0%	
4224 Wheely Bins Refuse Collection	0	0	250	250		250	0.0%	
4250 Tree Works/Property Maintenanc	0	0	1,000	1,000		1,000	0.0%	
<b>Closed Churchyard :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>3,750</b>	<b>3,750</b>	<b>0</b>	<b>3,750</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(3,750)</b>	<b>(3,750)</b>				
<b>102 Cemetery &amp; Buildings</b>								
1100 Cemetery Interment Income	1,418	8,925	11,000	2,075			81.1%	
1105 Exclusive Right of Burial	0	(1)	0	1			0.0%	
1110 Transfer Of Exclusive Right Of	65	1,211	360	(851)			336.3%	
1130 Cemetery Memorial Permit Incom	94	701	2,500	1,799			28.0%	
1131 Cemetery Deed Transfers Income	0	(1)	0	1			0.0%	
1160 Mortuary Rent Income	0	(827)	2,500	3,327			(33.1%)	
1161 Chapel Hire	0	150	150	0			100.0%	
<b>Cemetery &amp; Buildings :- Income</b>	<b>1,577</b>	<b>10,159</b>	<b>16,510</b>	<b>6,351</b>			<b>61.5%</b>	<b>0</b>
4000 Staff Salaries	2,630	23,473	42,043	18,570		18,570	55.8%	
4001 Agency Cover	2,791	10,313	2,000	(8,313)		(8,313)	515.7%	
4018 National Insurance	0	0	0	(0)		(0)	0.0%	
4019 Pension	0	0	0	(0)		(0)	0.0%	
4110 Rates	246	1,963	2,970	1,007		1,007	66.1%	
4115 Water	0	21	200	179		179	10.3%	
4122 Electricity	29	202	2,000	1,798		1,798	10.1%	
4150 Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	21	1,700	1,100	(600)		(600)	154.5%	
4200 New Equipment	0	654	1,100	446		446	59.4%	
4201 Equipment Hire	0	64	750	686		686	8.5%	
4206 Grounds Maintenance	11	513	2,200	1,687		1,687	23.3%	
4223 Perimeter Wall Repairs	0	0	2,000	2,000		2,000	0.0%	
4225 Skip Hire	430	1,280	1,650	370		370	77.6%	
4227 Memorial Testing	0	0	1,000	1,000		1,000	0.0%	
4250 Tree Works/Property Maintenanc	0	0	1,000	1,000		1,000	0.0%	
4300 Vehicle Repair	0	26	1,000	974		974	2.6%	
4330 Fuel	274	1,074	1,000	(74)		(74)	107.4%	
4340 Insurance, Tax & MOT	0	741	1,000	259		259	74.1%	
4416 Equipment Maintenance	0	1,703	1,100	(603)		(603)	154.9%	
4592 PPE/Health & Safety	0	314	500	186		186	62.7%	
4594 Cemetery Mapping	0	750	0	(750)		(750)	0.0%	
<b>Cemetery &amp; Buildings :- Indirect Expenditure</b>	<b>6,431</b>	<b>44,789</b>	<b>64,863</b>	<b>20,074</b>	<b>0</b>	<b>20,074</b>	<b>69.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(4,855)</b>	<b>(34,631)</b>	<b>(48,353)</b>	<b>(13,722)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

Month No: 8

## 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>103 Grounds Maintenance</b>								
4000 Staff Salaries	2,232	16,836	25,000	8,164		8,164	67.3%	
4018 National Insurance	0	1	0	(1)		(1)	0.0%	
4019 Pension	0	0	0	(0)		(0)	0.0%	
Grounds Maintenance :- Indirect Expenditure	<b>2,232</b>	<b>16,837</b>	<b>25,000</b>	<b>8,163</b>	<b>0</b>	<b>8,163</b>	<b>67.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,232)</b>	<b>(16,837)</b>	<b>(25,000)</b>	<b>(8,163)</b>				
<b>105 Painted Room</b>								
1450 Painted Room Sales Income	279	1,687	1,000	(687)			168.7%	
1451 Painted Room Donations Income	998	3,626	3,000	(626)			120.9%	
Painted Room :- Income	<b>1,277</b>	<b>5,313</b>	<b>4,000</b>	<b>(1,313)</b>			<b>132.8%</b>	<b>0</b>
4000 Staff Salaries	1,392	9,582	8,500	(1,082)		(1,082)	112.7%	
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	38	332	600	268		268	55.3%	
4434 Music Licence	451	451	350	(101)		(101)	129.0%	
4700 Stock Purchase	0	0	550	550		550	0.0%	
Painted Room :- Indirect Expenditure	<b>1,882</b>	<b>10,642</b>	<b>11,900</b>	<b>1,258</b>	<b>0</b>	<b>1,258</b>	<b>89.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(605)</b>	<b>(5,330)</b>	<b>(7,900)</b>	<b>(2,570)</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	165	165	3,000	2,835		2,835	5.5%	
Town Promotion :- Indirect Expenditure	<b>165</b>	<b>165</b>	<b>11,000</b>	<b>10,835</b>	<b>0</b>	<b>10,835</b>	<b>1.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(165)</b>	<b>(165)</b>	<b>(11,000)</b>	<b>(10,835)</b>				
<b>108 Amenity Areas</b>								
4122 Electricity	333	972	1,000	28		28	97.2%	
4170 Maintenance	0	120	0	(120)		(120)	0.0%	
4173 Defibrillator maintenance	0	(0)	0	0		0	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	2,020	4,040	2,020		2,020	50.0%	
4209 Dog Hill Wood Maintenance	0	387	500	113		113	77.3%	
4210 Dog Hill Wood Coppicing	0	0	1,000	1,000		1,000	0.0%	
4228 General Tree works	(10)	2,860	1,650	(1,210)		(1,210)	173.4%	



## Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

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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
4252 General Park Maintenance	0	0	2,000	2,000		2,000	0.0%	
4435 Card Machine Transactions	0	(0)	0	0		0	0.0%	
Amenity Areas :- Indirect Expenditure	<b>996</b>	<b>6,359</b>	<b>11,390</b>	<b>5,031</b>	<b>0</b>	<b>5,031</b>	<b>55.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(996)</b>	<b>(6,359)</b>	<b>(11,390)</b>	<b>(5,031)</b>				
<u>110 Recreation Ground</u>								
4175 CCTV Maintenance	283	283	1,000	718		718	28.3%	
4205 Grounds Maintenance (Contract)	2,240	7,840	7,854	14		14	99.8%	
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	63	63	71	9		9	88.0%	
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	1,080	5,000	3,920		3,920	21.6%	
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%	
Recreation Ground :- Indirect Expenditure	<b>2,785</b>	<b>10,126</b>	<b>40,633</b>	<b>30,507</b>	<b>0</b>	<b>30,507</b>	<b>24.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,785)</b>	<b>(10,126)</b>	<b>(40,633)</b>	<b>(30,507)</b>				
<u>115 Town Centre Decorations</u>								
1122 Electricity Refund	107	171	0	(171)			0.0%	
1270 Christmas Lights Event	158	(19)	1,000	1,019			(1.9%)	
Town Centre Decorations :- Income	<b>265</b>	<b>152</b>	<b>1,000</b>	<b>848</b>			<b>15.2%</b>	<b>0</b>
4122 Electricity	(90)	2,200	0	(2,200)		(2,200)	0.0%	
4640 Christmas Lights & Install	0	31,930	23,000	(8,930)		(8,930)	138.8%	
4642 Christmas Lights Event	(500)	(500)	0	500		500	0.0%	
4650 Ledbury In Bloom	0	2,920	4,000	1,080		1,080	73.0%	
Town Centre Decorations :- Indirect Expenditure	<b>(590)</b>	<b>36,549</b>	<b>27,000</b>	<b>(9,549)</b>	<b>0</b>	<b>(9,549)</b>	<b>135.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>855</b>	<b>(36,398)</b>	<b>(26,000)</b>	<b>10,398</b>				
<u>118 Minor Infrastructure</u>								
1289 War Memorial Refund	278	2,222	3,333	1,111			66.7%	
4232 Gazebos	0	(260)	0	260			0.0%	
Minor Infrastructure :- Income	<b>278</b>	<b>1,962</b>	<b>3,333</b>	<b>1,371</b>			<b>58.9%</b>	<b>0</b>
4176 CCTV Link to Hereford	0	4,981	9,500	4,519		4,519	52.4%	
4221 War Memorial refurbishment	270	22,471	0	(22,471)		(22,471)	0.0%	22,202

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

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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
4276 External power supply -High St	133	200	120	(80)		(80)	166.8%	
4280 Station Telephone Kiosk	0	440	0	(440)		(440)	0.0%	
4285 Defibrillator Maintenance	289	469	350	(119)		(119)	134.0%	
Minor Infrastructure :- Indirect Expenditure	<b>692</b>	<b>28,561</b>	<b>9,970</b>	<b>(18,591)</b>	<b>0</b>	<b>(18,591)</b>	<b>286.5%</b>	<b>22,202</b>
<b>Net Income over Expenditure</b>	<b>(414)</b>	<b>(26,599)</b>	<b>(6,637)</b>	<b>19,962</b>				
6000 plus Transfers from EMR	0	22,202						
<b>Movement to/(from) Gen Reserve</b>	<b>(414)</b>	<b>(4,398)</b>						
<u>120 Non-Statutory Services</u>								
1460 Ceremony Room Income	150	3,786	2,200	(1,586)			172.1%	
Non-Statutory Services :- Income	<b>150</b>	<b>3,786</b>	<b>2,200</b>	<b>(1,586)</b>			<b>172.1%</b>	<b>0</b>
4007 Ceremony Room Licence Fee	0	0	500	500		500	0.0%	
4009 Wedding Refunds	0	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	<b>0</b>	<b>190</b>	<b>1,500</b>	<b>1,310</b>	<b>0</b>	<b>1,310</b>	<b>12.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>150</b>	<b>3,596</b>	<b>700</b>	<b>(2,896)</b>				
<u>125 Green Spaces Maintenance</u>								
4013 Devolved Services (grass cutti	104	365	1,000	635		635	36.5%	
4014 Lengthsman Scheme/P3 Scheme	0	528	3,000	2,472		2,472	17.6%	
Green Spaces Maintenance :- Indirect Expenditure	<b>104</b>	<b>893</b>	<b>4,000</b>	<b>3,107</b>	<b>0</b>	<b>3,107</b>	<b>22.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(104)</b>	<b>(893)</b>	<b>(4,000)</b>	<b>(3,107)</b>				
<u>127 Services and Events</u>								
1271 Event Sponsorship	300	850	0	(850)			0.0%	
1471 Dog Poop Bags	14	295	1,000	705			29.5%	
Services and Events :- Income	<b>314</b>	<b>1,145</b>	<b>1,000</b>	<b>(145)</b>			<b>114.5%</b>	<b>0</b>
4271 Dog Bags	0	0	700	700		700	0.0%	
4595 Climate Change	0	158	2,000	1,842		1,842	7.9%	
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	150	150	100	(50)		(50)	150.3%	
4607 Events	1,102	6,400	7,500	1,100		1,100	85.3%	
4850 Poppy Wreath	25	25	20	(5)		(5)	125.0%	
Services and Events :- Indirect Expenditure	<b>1,278</b>	<b>6,733</b>	<b>11,320</b>	<b>4,587</b>	<b>0</b>	<b>4,587</b>	<b>59.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(964)</b>	<b>(5,588)</b>	<b>(10,320)</b>	<b>(4,732)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

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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>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	0	337	1,650	1,313		1,313	20.4%	
4115 Water	8	49	100	51		51	49.3%	
4122 Electricity	0	1,492	1,500	8		8	99.5%	
4150 Cleaning	0	0	100	100		100	0.0%	
4170 Maintenance	72	72	5,000	4,928		4,928	1.4%	
Market House :- Indirect Expenditure	<b>80</b>	<b>1,950</b>	<b>8,350</b>	<b>6,400</b>	<b>0</b>	<b>6,400</b>	<b>23.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(80)</b>	<b>(1,950)</b>	<b>(7,250)</b>	<b>(5,300)</b>				
<b>202 Town Council Offices</b>								
1876 Alarms	(1,614)	(1,614)	0	1,614			0.0%	
Town Council Offices :- Income	<b>(1,614)</b>	<b>(1,614)</b>	<b>0</b>	<b>1,614</b>				<b>0</b>
4020 Cleaning	296	296	0	(296)		(296)	0.0%	
4021 Rubbish Collection	0	382	1,000	618		618	38.2%	
4110 Rates	633	5,121	6,820	1,699		1,699	75.1%	
4115 Water	81	545	550	5		5	99.0%	
4116 Confidential Waste - Shredding	146	775	780	5		5	99.3%	
4122 Electricity	195	8,470	6,000	(2,470)		(2,470)	141.2%	
4150 Cleaning	333	2,109	2,500	391		391	84.4%	
4155 Housekeeping	110	244	500	256		256	48.7%	
4160 Window Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	67	434	3,300	2,866		2,866	13.2%	
4179 Quinquennial Works	0	0	2,000	2,000		2,000	0.0%	
4185 Alarms	0	916	4,620	3,704		3,704	19.8%	
4415 Office Support & Equipment	0	36	0	(36)		(36)	0.0%	
Town Council Offices :- Indirect Expenditure	<b>1,860</b>	<b>19,327</b>	<b>28,320</b>	<b>8,993</b>	<b>0</b>	<b>8,993</b>	<b>68.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,474)</b>	<b>(20,940)</b>	<b>(28,320)</b>	<b>(7,380)</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 30/11/2023

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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	0	223	1,100	877		877	20.3%	
4529 Civic Insignia	0	0	400	400		400	0.0%	
4531 Roll of Honour	0	50	50	0		0	100.0%	
4532 Flag Pole	0	0	132	132		132	0.0%	
4535 Civic Hospitality	57	561	1,100	539		539	51.0%	
<b>Civic Matters :- Indirect Expenditure</b>	<b>57</b>	<b>834</b>	<b>2,782</b>	<b>1,948</b>	<b>0</b>	<b>1,948</b>	<b>30.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(57)</b>	<b>(834)</b>	<b>(2,782)</b>	<b>(1,948)</b>				
<b>214 Grants with Powers</b>								
1718 October Fair Donation Income	2,250	2,250	2,250	0			100.0%	
<b>Grants with Powers :- Income</b>	<b>2,250</b>	<b>2,250</b>	<b>2,250</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
4800 Barrett Browning Clock	0	360	0	(360)		(360)	0.0%	
4805 Citizens Advice Worcs	2,500	5,000	5,000	0		0	100.0%	
4826 Malvern Hills AONB Partnership	500	500	500	0		0	100.0%	
4827 Community Action Ledbury	0	10,000	10,000	0		0	100.0%	
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	901	1,000	99		99	90.1%	
4890 Unspecified Grants	0	17,790	20,000	2,210		2,210	89.0%	
4891 Age Uk Hereford Localities	0	4,000	4,000	0		0	100.0%	
4892 Dream Your Future	0	1,500	1,500	0		0	100.0%	
4893 Ledbury Food Bank	0	0	2,500	2,500		2,500	0.0%	
4894 Ledbury Methodist Church	0	0	1,350	1,350		1,350	0.0%	
<b>Grants with Powers :- Indirect Expenditure</b>	<b>3,000</b>	<b>40,252</b>	<b>51,100</b>	<b>10,848</b>	<b>0</b>	<b>10,848</b>	<b>78.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(750)</b>	<b>(38,002)</b>	<b>(48,850)</b>	<b>(10,848)</b>				
<b>220 Finance and General Purposes</b>								
1870 Bank Interest Received Income	1,207	7,074	1,000	(6,074)			707.4%	
1871 Professional Services Refund	300	1,055	0	(1,055)			0.0%	
1899 Insurance Claim	0	340	0	(340)			0.0%	
1900 Precept Income	0	640,671	0	(640,671)			0.0%	
1902 Western Power WayLeave	0	126	120	(6)			105.0%	
<b>Finance and General Purposes :- Income</b>	<b>1,507</b>	<b>649,266</b>	<b>1,120</b>	<b>(648,146)</b>			<b>57970.2</b>	<b>0</b>
4130 Insurance	143	204	17,557	17,353		17,353	1.2%	
4430 Advertising	613	883	1,000	117		117	88.3%	
4433 Card Machine rental	35	298	600	302		302	49.7%	

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

Month No: 8

## 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
4435 Card Machine Transactions	0	0	0	(0)		(0)	0.0%	
4460 Subscriptions	663	2,101	5,000	2,899		2,899	42.0%	
4550 Bank Charges	63	490	500	10		10	98.0%	
4551 Data Protection	0	50	500	450		450	10.0%	
4579 Audit Internal	1,383	1,748	2,000	252		252	87.4%	
4580 Audit External	0	1,680	3,000	1,320		1,320	56.0%	
4590 Professional Services	2,705	9,237	10,000	763		763	92.4%	
4592 PPE/Health & Safety	12	337	500	163		163	67.4%	
Finance and General Purposes :- Indirect Expenditure	<b>5,616</b>	<b>17,029</b>	<b>40,657</b>	<b>23,628</b>	<b>0</b>	<b>23,628</b>	<b>41.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(4,109)</b>	<b>632,237</b>	<b>(39,537)</b>	<b>(671,774)</b>				
<u>225 Councillors/Newsletter</u>								
4400 Stationery	0	(0)	0	0		0	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	(30)	500	530		530	(6.0%)	
4520 Councillors Expenses	0	194	500	306		306	38.8%	
4525 Councillors Training	150	440	1,500	1,060		1,060	29.3%	
4540 Election Expenses	0	0	500	500		500	0.0%	
4545 Annual & Other Meetings	0	554	1,000	446		446	55.4%	
Councillors/Newsletter :- Indirect Expenditure	<b>150</b>	<b>1,251</b>	<b>5,500</b>	<b>4,249</b>	<b>0</b>	<b>4,249</b>	<b>22.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(150)</b>	<b>(1,251)</b>	<b>(5,500)</b>	<b>(4,249)</b>				
<u>230 Management and Payroll</u>								
4000 Staff Salaries	17,871	185,058	279,169	94,111		94,111	66.3%	
4001 Agency Cover	0	0	8,000	8,000		8,000	0.0%	
4019 Pension	20,346	20,346	0	(20,346)		(20,346)	0.0%	
4050 Staff Training	0	3,726	3,000	(726)		(726)	124.2%	
4051 Officers Travel/Conference/Sub	100	1,350	1,100	(250)		(250)	122.8%	
4400 Stationery	0	0	0	(0)		(0)	0.0%	
Management and Payroll :- Indirect Expenditure	<b>38,318</b>	<b>210,481</b>	<b>291,269</b>	<b>80,788</b>	<b>0</b>	<b>80,788</b>	<b>72.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(38,318)</b>	<b>(210,481)</b>	<b>(291,269)</b>	<b>(80,788)</b>				
<u>235 Office Facilities &amp; Equipment</u>								
1036 Photocopier Printing	0	34	0	(34)			0.0%	
Office Facilities & Equipment :- Income	<b>0</b>	<b>34</b>	<b>0</b>	<b>(34)</b>				<b>0</b>
4051 Officers Travel/Conference/Sub	37	37	0	(37)		(37)	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

Month No: 8

## 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
4170 Maintenance	0	539	1,650	1,111		1,111	32.7%	
4400 Stationery	1,223	3,935	3,500	(435)		(435)	112.4%	
4405 Photocopier Hire	0	735	780	45		45	94.2%	
4410 Photocopier Costs	99	1,587	2,500	913		913	63.5%	
4415 Office Support & Equipment	221	221	0	(221)		(221)	0.0%	
4444 Petty Cash	29	408	1,000	592		592	40.8%	
<b>Office Facilities &amp; Equipment :- Indirect Expenditure</b>	<b>1,609</b>	<b>7,462</b>	<b>9,430</b>	<b>1,968</b>	<b>0</b>	<b>1,968</b>	<b>79.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,609)</b>	<b>(7,428)</b>	<b>(9,430)</b>	<b>(2,002)</b>				
<b>301 Planning/Economic Development</b>								
1034 Tourist Information Centre	25	183	0	(183)			0.0%	
1090 Charter Market Income	970	6,590	5,500	(1,090)			119.8%	
<b>Planning/Economic Development :- Income</b>	<b>995</b>	<b>6,773</b>	<b>5,500</b>	<b>(1,273)</b>			<b>123.1%</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	0	888	1,000	112		112	88.8%	
<b>Planning/Economic Development :- Indirect Expenditure</b>	<b>0</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>995</b>	<b>5,885</b>	<b>500</b>	<b>(5,385)</b>				
<b>302 Special Projects</b>								
4118 Buses4Us	0	24,000	0	(24,000)		(24,000)	0.0%	
4886 John Masefield Memorial	95	4,160	0	(4,160)		(4,160)	0.0%	
<b>Special Projects :- Indirect Expenditure</b>	<b>95</b>	<b>28,160</b>	<b>0</b>	<b>(28,160)</b>	<b>0</b>	<b>(28,160)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(95)</b>	<b>(28,160)</b>	<b>0</b>	<b>28,160</b>				
<b>401 Full Council</b>								
4400 Stationery	0	12	0	(12)		(12)	0.0%	
4415 Office Support & Equipment	203	3,723	2,000	(1,723)		(1,723)	186.2%	
4455 Postage	0	249	500	251		251	49.8%	
4480 ICT-Computers	0	0	1,000	1,000		1,000	0.0%	
4481 Telephones	368	3,856	4,950	1,094		1,094	77.9%	
4482 Website	710	1,375	1,500	125		125	91.7%	
4483 ICT Services & Software Lease	763	5,601	5,000	(601)		(601)	112.0%	
4881 Building Reserves	0	77	0	(77)		(77)	0.0%	
<b>Full Council :- Indirect Expenditure</b>	<b>2,044</b>	<b>14,893</b>	<b>14,950</b>	<b>57</b>	<b>0</b>	<b>57</b>	<b>99.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,044)</b>	<b>(14,893)</b>	<b>(14,950)</b>	<b>(57)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	6,999	678,111	38,013	(640,098)			1783.9%	
Expenditure	68,805	504,371	679,684	175,313	0	175,313	74.2%	
<b>Net Income over Expenditure</b>	<b>(61,806)</b>	<b>173,740</b>	<b>(641,671)</b>	<b>(815,411)</b>				
plus Transfers from EMR	0	22,202						
<b>Movement to/(from) Gen Reserve</b>	<b>(61,806)</b>	<b>195,941</b>						





<b>FINANCE, POLICY &amp; GENERAL PURPOSES COMMMITEE</b>	<b>18 JANUARY 2023</b>	<b>AGENDA ITEM: 13</b>
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Report prepared by Angela Price – Town Clerk

## **GRANT FEEDBACK REPORTS**

### **Purpose of Report**

The purpose of this report is to provide Members with feedback reports from organisations that have received grant funding from Ledbury Town Council, in particular those who are in receipt of multi-year grants.

### **Detailed Information**

As part of the annual grants giving exercise all organisations are asked to provide a report to show how the grant funding has been spent. A letter was sent to all recipients of grants in 2023/24 reminding them that they are required to provide feedback on the funding received, following which the attached reports have been received.

- Ledbury Food Bank
- Three Counties Home Educators
- John Masefield High School
- LEAF
- Ledbury Maritime Cadets
- Ledbury Places
- Age UK Hereford & Localities

Further reports will be reported to committee upon receipt.

### **Recommendation**

That Members receive and note the attached Grant Feedback Reports.



Unit 1 Homend Industrial Estate, Ledbury HR8 1AR

Tel: 07581 283092 Email: [food@ledburyfoodbank.org](mailto:food@ledburyfoodbank.org)

Charity Number: 1159727

2<sup>nd</sup> January 2024

Dear Mrs Price

Thank you for your letter of 14<sup>th</sup> December regarding the use of the grant funding awarded to the food bank in the financial year 2023/2024.

The grant was used to part fund one of the two Citizens Advice advisors employed through South Worcestershire Citizens Advice. The advisors provide benefits advice to clients at the food bank. They are also able to refer clients for other advice from South Worcestershire Citizens Advice. Anyone in need of advice can make an appointment, it is not limited to existing food bank users.

Since April 2023 the advisors have assisted 65 clients, approximately 50% male and 50% female. Over 50% of those helped are either disabled or managing a long term health issue.

Prior to the grant from the council the cost of the advisors was being borne entirely by Ledbury Food Bank from its own funds.

We are extremely grateful for the council's assistance and support during the current cost of living crisis during which we have experienced unprecedented demand for our services.

Please let me know if you require any further information.

Yours sincerely

Mark Lister

Mark Lister

Chair, Lead Team

2nd January 2024

Angela Price (PSLCC, MIWFM, AICCM, CiLCA)

Ledbury Town Council, Town Council Offices, Church Street, Ledbury

### **Re: Grant Funding 2023 for Three Counties Home Educators**

After applying and successfully being awarded a grant from LTC, a local artist Jeanette McCulloch was engaged to deliver 4 workshops for the group to produce 6 signs for the Wildlife Garden area off Bye St, Ledbury.

The previously neglected 'garden' has been developed, voluntarily, by home-educated families since 2014, with a hope to make it a more wildlife-friendly area by increasing biodiversity as well as making it an area of interest for local people.

All of the children originally involved have grown up, moved on/away etc which has had an impact on the numbers who join in and help.

In recent times though, numbers have grown with a core group of families now involved with new 'caretakers'. The old sign that was originally painted in 2014, by one of the young people was looking tired and coming to the end of its life.

As the group has no funding for any of the work that they do at the garden, when they heard that a grant through the council might be available they jumped at the chance to apply to help them create a new sign and more; new signage would help explain a little of what the garden is about and that it's very much child-focused and community-based.

So with guidance from Jeanette, 4 workshops were set up.

The ages of the children attending these sessions ranged from 5-16yrs, with adults supporting them where necessary. In all, 15 children and 6 adults took

part and has helped them feel a sense of community within the group and the wider town; taking pride in what they do.

Many thanks from Three Countie Home Educators.

Amanda Lambourne (NCHort, BSc Hons, PgCert)



The JMHS Grant went to produce our Sustainable Garden sign which was made by a local company in Ledbury. We had a competition and the student photographed was the winner and her picture was made into a metal sign with a special coating to protect from the elements. There was a little money left over which went into purchasing a wildlife pond for the school which is currently in the process of being made. One of the mayor's last duties was to come and officially open the garden, which was in the Ledbury reporter.

Linda Davies  
JMHS





## REPORT TO LEDBURY TOWN COUNCIL ON OUTCOMES FROM THE MULTI YEAR GRANT FUNDED BY LEDBURY TOWN COUNCIL. (APRIL 2023 to DECEMBER 2023.)

### INTRODUCTION TO LEAF

LEAF is a Charity established to develop a range of projects aimed at improving the 'well-being' of people within Ledbury. 'LEAF' stands for 'Locally Encouraging All to Flourish', and our focus is on supporting people to flourish individually and as members of their communities. It has several strands of work designed to improve well-being at an emotional, spiritual, and physical level. LEAF offers services to people of all ages.

LEAF is funded on an ongoing basis by donations from the local churches and from individuals who live in Ledbury. It has also been awarded grants from Herefordshire County Council and Ledbury Town Council for individual projects. As the level and number of services it offers grows, it is hoped that the grant funding will continue to be available.

The services that LEAF offer, in addition to those discussed in this report include:

Offering two mentors to children in Ledbury Primary School who need additional support

A family support worker, based in Ledbury Primary School, who is working with the school supporting families. This has included a 'Mums and toddlers' group for targeted families.

Free family activity days at various locations in Ledbury, including the recreation ground and the community hall. Parents and children are given free refreshments and the children have lots of craft activities and games to play.

LEAF works with Christians Against Poverty (CAP) in Malvern, employing a Debt Counsellor one day per week in Ledbury. She is supported by LEAF volunteers who befriend clients needing advice.

A knit and crochet group to combat loneliness and generate community across young and older women who may be new to the town.

A full roast turkey Christmas Lunch and fun for those who would otherwise have been on their own.

## SERVICES FUNDED BY LEDBURY TOWN COUNCIL

From April 2023, Ledbury Town Council awarded LEAF £10,440 for each of three years. The funding was divided

Listening and Guidance Service at Ledbury Health Partnership	£5,000
Individual one on One Counselling	£5,040
Kintsugi Emotional Well-being Courses	£ 400.

£5,000 for the Listening and Guidance service pays for one Chaplain to work one day per week and to cover the insurance costs of the service.

£5,040 pays for 3 hours per week of individual one on one counselling for 48 weeks of the year.

£400 is a contribution to the journals for the people enrolled on the Kintsugi emotional well-being courses

## THE LISTENING AND GUIDANCE SERVICE

There is a significant body of evidence, both nationally and locally, that demonstrates the adverse impact the coronavirus pandemic has had on the mental health of the population. People often go to see their GP with non-medical issues such as bereavement, distress, anxiety or loneliness. Often what is needed is someone to listen, but GP appointments are inappropriate for this. GP Chaplains can fill this need. The service is appropriate for everyone, whether or not they perceive religion or spirituality to be of personal relevance, and is appropriate for people of all faiths and beliefs. GP Chaplains provide appointments that usually last about 50 minutes and on average someone would see the chaplain for 5 sessions. The GP surgery is very supportive of the service as it frees up the GPs to see more patients with acute medical needs.

Each client is assessed at the start of their treatment using the Warwick and Edinburgh Mental Wellbeing Scores (WEMWS) and then at the end of their last session. The maximum score that can be achieved is 70. An increase in score of 6 points is considered both statistically and practically significant in people's life experience.

When LEAF established the Listening and guidance service in early 2022 the demand was so great that a waiting list had to be established. In September 2022 the service was expanded and in June 2023 another LEAF volunteer has been added to the service. LEAF is currently offering 20 appointments per week to individuals. Ledbury Town Council is funding one quarter of these. The remaining sessions are funded by LEAF donations or by volunteer chaplains.

## Outcomes

Between April 2023 and December 2023 the Listening and Guidance Service had 90 new referrals. 17 people withdrew from the service when their names came to the top of the waiting list. The Warwick and Edinburgh Mental Well-Being scores went from 35.5 to 50.9 over this time. A significant improvement in score, 15.4, and a real improvement in people's lives.

Many patients do not need further input after their series of appointments to the service, but a number are thought to benefit from further support. LEAF offers individual one to one counselling and twice a year runs an emotional well-being course called Kintsugi and the Chaplains refer people to these services. 8 people were referred for counselling and 10 to 12 people have taken up places on the Kintsugi Course.

## LEAF COUNSELLING SERVICE AND KINTSUGI COURSES

Counselling services locally are also overstretched and either have closed lists or maintain long waits. By LEAF offering a counselling service to those referred on by the Chaplains, the improvement in people's mental health can be maintained. This means that individuals who are struggling with anxiety, depression, unable to cope, and often unable to work during this period, can turn their lives around and begin to play a full part in society.

LEAF employs 1 counsellor for children and purchases counselling sessions from two other counsellors. Both are accredited practitioners with BACP.

### **Outcomes**

In the period from April 2023 to December 2023, LEAF counselling services supported 19 adults with a total of 298 counselling sessions. 108 of these sessions would have been paid for by the Town Council Grant. The remaining sessions were funded by Donations.

LEAF also provided 97 counselling sessions to 10 children

Kintsugi emotional well-being courses run for 12 weeks. LEAF runs two per year, commencing in the Spring and the Autumn. One completed in April 2023 and another ran from September through November 2023. Another course will start in February 2024. The courses usually have 12 participants and the Council funding has been used to provide each of them with their own journals.

Those receiving Counselling and attending the Kintsugi Course are asked to complete feedback forms. The output from these is very positive.

## CONCLUSION

The Ledbury Town Council grant funding is contributing to life improving services provided by LEAF. It has made a big difference to have the funding donated by individuals supplemented with grant funding, especially with the stability offered with three-year funding. LEAF hopes to continue to grow the services it provides to the population of Ledbury and will be seeking further grant money from other sources.



The Ledbury Maritime Cadet Unit have purchased a 5.4 Searider boat which is a rigid inflatable, which means it has a Fibreglass Hull and two inflatable tubes which allow it to float. The boat was bought for £400 but with the tubes which were perished, We consulted a specialist firm Henshaw's who gave us a price of £8400 for replacing the old tubes with new. To cover the cost of this work we were kindly given a grant of £2000 from Ledbury Town Council, and a donation for £10,000 from a member of staff. As well as the tubes the boat needed the consul and other work done to it, and so we bought another Sea Rider in a poor condition for £500 to cannibalise for spares to finish the work being cheaper than buying new.

Cost of boat and repairs

£400.00 Purchase of boat

£8.400.00 Having two new tubes fitted

£500.00 Purchase of second boat to use as spares.

£400.00 Delivering boat and collecting second boat.

£500.00 Cost of boat insurance

Having this boat seaworthy will give us much more scope for training in allowing more cadets and staff to train and gain nationally recognised qualifications. The Unit has also introduced diving into it's activities and the Sea Rider will make an excellent dive boat. This boat will be ready to enter the water on the 1<sup>st</sup> April, when the new boating season starts.

Richard Tyrrell

Captain (Maritime Cadets)

## **LEDBURY PLACES - CLOTHES RACK GRANT 2023/24**

Before the pandemic we had a small selection of dressing up clothes which provided children with hands-on experience to aid their learning about the type of clothes worn in Tudor and Victorian times. This was well received by parents and children alike. Due to pandemic restrictions these had to be withdrawn for 3 years. Now that these restrictions are over, costume will form a more significant contribution to our children's play and learning, alongside old workman's tools which children can handle and guess the use of, quizzes about the building and a jigsaw of the building's gable end.

The extent of dressing up clothes was confined to a small corner of the Heritage Centre.



Now we have an easily accessible stand for children and adults, which can be moved around the Heritage Centre.



The oak rack was designed by one of the trustees and built by a local carpenter using traditional methods.



Since the initial installation, additional clothes have been made by volunteers and there is now a range of clothes for the children to choose from.



The clothes form a key part of our education programme visits as well as being available for visitors throughout the season. In 2023, a total of 1056 children visited the Heritage Centre and though no record is kept of how many put the clothes on, feedback from volunteers indicated that several families dressed up. Indeed, a group of foreign visitors were taken with the Tudor style headwear that all dressed up in them and took photos of each other! That could not have happened before.

## Grant Report 23/24

Following the merger on 1<sup>st</sup> Jan 2024 (information attached) Age UK Worcester, Malvern Hills and Hereford Localities will be developing our offer for older people as a result of work with Talk Community and other stakeholders, with the aim of increasing services in response to the needs of those over 50 living in Ledbury and the surrounding area.

With a successful track record in retail, Ledbury will be one of the locations for a charity shop, which not only enables us to generate much needed unrestricted income, but provides a shop front for our other services.

The grant from Ledbury Town Council has contributed to the delivery of the following services:

### Information and Advice

Our Information and Advice service continues to support those most in need from the office at The Master's House on a Monday, Tuesday, Thursday and Friday. In 2023, we supported 90 clients living in the Ledbury area with benefits checks, support with form filling and information and advice on a range of issues. A total of 825 interactions were recorded with clients seeking support from the I&A team.



Photo: Sue Mosley, CEO and Sonia Allcock, I&A Advisor at the Cost of Living Event at The Rugby Club in March 2023

### Foot Care

New in 2023 to Ledbury, we are now delivering foot care sessions from Harling Court and have 21 clients who access our service there. 2024 will see us increase our sessions to meet the rise in demand.

### **Sheds Together**

Our Sheds Together Coordinator has been working hard to establish a location from which to deliver sessions in Ledbury. We are currently reviewing two options which will enable us to deliver regular practical sessions, offering a safe, welcoming environment to those who may be feeling lonely/isolated and in need of social interaction and support.

### **Household Support Fund**

#### Home Energy Checks

In 2023, we delivered 19 free home energy checks and installation of simple cost saving measures, which often include referrals to our other services and/or other organisations.

#### Living Well Roadshows

We launched our Living Well Roadshows from Ledbury in July, with support from Talk Community and the Mayor. These will continue to run until the end of March, with the next Ledbury session on 25<sup>th</sup> January at The Nest.



Photo: Martin Steer, Dementia Matters Here, Sue Mosley, CEO Age UK H&L, Helen I'Anson, Mayor of Ledbury, Kath Austin-Bailey, Talk Community

#### Grocery Vouchers

To date, we have given out grocery vouchers to the value of £700 as part of the grant from Talk Community via DWP for low income pensioners



<b>FINANCE, POLICY &amp; GENERAL PURPOSES COMMITTEE</b>	<b>18 JANUARY 2024</b>	<b>AGENDA ITEM: 14</b>
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Report prepared by Angela Price – Town Clerk

## **RISK REGISTER**

### **Purpose of Report**

The purpose of this report is to provide Members with a copy of the Risk Register, noting the review carried out to date by the Chair or the Finance, Policy & General Purposes Committee and the Town Clerk.

### **Detailed Information**

Members will recall that at a previous meeting of the Finance, Policy & General Purposes Committee it was agreed that the Chair of the Committee and the Town Clerk would review the various sections of the Risk Register.

At the meeting of the committee in December 2023, the Chair reported that he had met with the Clerk to review Section 1 – Financial and that further sections would be reviewed. and the outcome provided to the committee accordingly.

The Chair and Clerk met in December 2023 at which time they reviewed Sections 1 and 2 (Employer’s Liabilities and Other Liabilities) and these are included in the attached documents for Members consideration.

It is anticipated that the remaining sections will be reviewed in February 2024, with these being reported to the meeting of the Finance, Policy & General Purposes Committee in March 2024.

### **Recommendation**

Members are requested to give consideration to Sections 2 and 3 of the attached Risk Register and make recommendations on any amendments accordingly.





**LEDBURY TOWN COUNCIL**

**RISK REGISTER - January 2024**

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 of 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	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
Procurement	Council governing process not followed	4	5	20	Procurement "tool box" to be put in place providing clarification on roles within procurement process and responsibilities from staff to councillors	Review financial regulations regular and provide councillor and staff training - review sheet to be included in tool box documentation for review by FP & GP Committee	3	5	15

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.	Monthly	2	3	6
Acting outside of regulatory/statutory framework	Receiving inadequate advice - staff and councillors unaware and/or not working within the statutory framework of council and uninformed decisions taking, and lack of scrutiny full council	3	5	15	Ensure staff and councillors are able to access expert advice before and during decision making process i.e NALC, SLCC, or Internal Auditor	Following any issue that arises review and assess adequacies of procedures and revise accordingly	2	5	10
Lease agreements	Lease agreements not renewed or reviewed at specified times	4	4	16	Register of renewal dates to be kept updated and electronic calendar alerts set. Council to review and update lease agreements regularly - solicitors to be engaged accordingly to assist with preparation of lease agreements	Review annually	2	2	4

Subject	Possible Risks	Actual			Management & Controls	Review/Assess/ Revise	Residual		
		Likelihood	Severity	Risk			Likelihood	Severity	Risk
<b>2) EMPLOYER'S LIABILITIES</b>									
Employment Law	Failure to comply with employment law	3	5	15	Advice from will be sought from Professional bodies where required, support and regular review. Staff/councillors are encouraged to identify and attend appropriate training within annual budgets. Council policies and procedures are in place, or in progress with copies provided to staff who are requested to confirm receipt and reading of said policies and procedures.	Review procedures regularly and provide updates when changes to legislation	2	5	10
Long term unavailability of Clerk or loss of Clerk without a period of notice	Council business is not able to proceed	2	5	10	The appointment of a Deputy Clerk ameliorates this situation in the short term and backfill with longer term replacement if necessary. The Deputy Clerk will be supported in their studies to become CiLCA qualified. Contingency to be considered in the annual budget to cover any associated costs to employ a locum clerk		2	3	6
Long term unavailability of staff other than the Clerk		2	3	6	The Council will employ short term contract or agency staff.		2	2	4
Health & Safety	Failure to maintain a safe working environment	3	4	12	Health and Safety Policy - adopt and practice. Regular reviews from fire safety, DSE assessments. Appoint H & S Officer. All staff to be aware that they are responsible for their health & safety and of others	Review regularly - provide H & S training for all staff	2	4	8
Staff Safety from Members of Public	Protection of office based staff from visitors	3	4	12	When Council offices are open, two staff (staff can include a Councillor) must be on the premises. When closed, an electronic door lock and speaker system is fitted (and must be used). Lone working policy in place; staff receive appropriate training. CCTV installed.	Review regularly and ensure cameras are repaired with minimal delay.	2	4	8

Subject	Possible Risks	Actual			Management & Controls	Review/Assess/ Revise	Residual		
		Likelihood	Severity	Risk			Likelihood	Severity	Risk
<b>3. OTHER LIABILITIES</b>									
The Town Council expends funds on an activity outside its legal powers	Council is acting with ultra vires	3	5	15	Clerk checks the legal position with professional bodies prior to any action. Internal auditor reviews expenditure regularly. Financial Regulations are adhered to.	Regular review of the application of financial regulations and statutory process	2	5	10
Document Control	Failure to maintain full document control	4	3	12	Primary copies of unsigned documents are held electronically on site and secured to backup media within one day of creation or amendment. Electronic back up of all files undertaken each night and stored off-site. Third party check that daily back ups have been instigated. A file retention protocol is in place..	Review policies regularly and ensure back up completed daily	2	3	6
Employee contracts	Contracts do not reflect employee roles and salaries correctly	3	3	12	Employee contracts to be reviewed regularly. New contracts or letter to be issued when job role or rates of pay change due.	Annually at appraisals and when job role or rates of pay change	2	3	6
General Data Protection Regulations	Failure to keep records in accordance with the GDPR	4	4	16	A Council policy is in place to ensure compliance with GDPR or FOI, as appropriate. The Policy is administered by the Clerk, as the appointed DPO, who will report failings to Councillors on operation of the record keeping of the Council as soon as possible.	Reviewed if there is a change in law or every three years, whichever is the sooner. Clerk and Deputy Clerk attends appropriate training.	2	4	8

	Failure to respond to Data Protection/FOI disclosure requests as required by law	3	4	12	A Council policy is in place to ensure compliance with the DPA or FOIA, as appropriate. The Policy is administered by the Clerk, who will report failings to Councillors on operation of the record keeping of the Council as soon as possible. Ensure all rule changes are reported to Council at the earliest opportunity and that staff and councillors receive appropriate training.		1	3	3
Insurance Cover	Insufficient insurance cover for any aspect of Council responsibilities	3	5	15	All appropriate insurances are in place. List is maintained in the Council offices covering policies, types and amounts. Public Liability certificate on display in council offices, cemetery. Insurance reviewed annually by Finance Committee. On purchase of new equipment notice given to insurers.	Annual review in FP&GP. Up to date valuations to be sought regularly	2	5	10
Register of Interests for Councillors	Failure to maintain accurate Register of Interests - risk to individual councillors if not declaring interests which will impact on reputation of council as a whole	3	3	9	Register of Interest forms are provided to Councillors by the Clerk upon appointment to the Council and these are included in councillor profiles on the website with the link provided to Herefordshire Council. Responsibility remains with Cllrs to update forms where/when appropriate and provide updated copies to the clerk for appropriate. Declarations of interests made in meetings to be recorded in register and minutes accordingly.	Councillors reminded annually by the Clerk of the duty of Councillors to update their register if any changes. It is a criminal offence with the a potential reputational impact on both Councillor and t Council.	2	3	6
Slander (Councillors)	Slander and/or libel by a Councillor	3	1	3	Councillors are personally responsible for their own actions and are covered by Code of Conduct and Nolan Principles		3	1	3



Slander (Staff)	Slander and/or libel by a member of staff	2	3	6	Staff covered by TC's liability insurance and employment conditions. Staff to be provided with relevant training and to read Council policies including the media and ICT policy. Only designated staff will have access to social media accounts and LTC website. All publications on social media and press release to be approved by Clerk or Deputy Clerk in their absence prior to publication		1	2	2
<b>4. COUNCIL PROPERTY</b>									
Weather conditions affecting Council Offices	Impact of flooding or other similar occurrences	2	3	6	Adequate insurance cover in place. Disaster recovery plan in place.		1	2	2
Weather conditions affecting Parish	Impact of flooding within Parish	2	3	6	Sandbags/HC weather alerts/processes and personnel in place	Regular monitoring of weather conditions	1	2	2
	Impact of snow/ice within Parish	2	3	6	HC gritting routes, LTC grit bins and adequate supplies of salt		2	2	4
Cemetery	Backlog of bodies to be buried	1	4	4	Bodies would be stored by local undertakers. In the event of a more significant backlog, undertakers from further afield could be approached and in the event of major epidemic, National Government would assist		1	2	2
	Collapse of grave memorial or boundary wall at the closed churchyard and cemetery.	2	3	6	Memorial testing programme is enacted every 10 years. Visual inspection by Grounds officer to identify risks as part of general duties. Programme of inspection and repair in place for boundary walls. Grave Digger to use shoring when excavating		1	3	3

General Building Safety	Health and safety in buildings	2	4	8	All appropriate H&S legislation is complied with and a record of any events which compromise building safety of all Town Council buildings are kept and acted on by Town Clerk in conjunction with Town Councillors. This includes regular fire inspections and any action that is necessary. Appropriate liability insurance is in place.		2	2	4
Asbestos	Contractors working in areas with asbestos	2	2	4	Clerk to check Contractors are approved to work with asbestos and all safety precautions are adhered to. Asbestos survey reviewed prior to any works being undertaken		1	1	1
Play Equipment	Damaged play equipment	3	4	12	It is a key task for our Groundsman to monitor the condition of all Council play equipment on a weekly basis. Play equipment insured.	All Council play equipment has an annual inspection by appropriately qualified person	2	2	4
Trees	Falling tree or branch hits person	2	3	6	Groundsman/Contractor to monitor the state of trees in all Council grounds for any signs of damage or other weakness particularly in the event of any storm or other extreme weather conditions. Reports received by residents are acted upon where applicable.	Regular tree surveys are undertaken by tree warden and regular maintenance performed.	1	2	2
Street furniture	Damage caused to street furniture	1	2	2	All signs of damage/safety issues to be reported immediately to the Clerk. Intentional damage is reported to the Police and an incident number obtained.		1	2	2
Forced entry to Council property	Theft and damage	2	2	4	The buildings rather than the contents are the main assets. Doors are kept locked when not in use and intruder alarms fitted and set when buildings unoccupied. Council data is stored offsite; only paper copies are stored onsite. Security alarms managed by CHUBB		1	2	2

Foamstream Weeding Machine	Theft and damage	3	2	6	Security measures put in place - machine to be padlocked to trailer during and covered with a tarpaulin in summer months when stored outside - to be stored inside during winter months when not in use	Annually	2	2	4
Trailer for use by cemetery groundsman	Theft and damage	3	2	6	Security measures put in place - hitchlock fitted, wheel clamp/lock, and tracker to be fitted	Annually	1	1	2
<b>5. OTHER ASSETS</b>									
Asset register	Failure to maintain a full and accurate Asset Register	4	3	12	The Asset Register is administered by the Clerk.	Register revised annually and Clerk prepares a report to FP&GP and FC.	1	1	1
<b>6. CONTRACTUAL</b>									
Tender rules	Incorrect application of tender rules	3	3	9	The Clerk checks the legal position with professional bodies, either when requested by Councillors or in his/her judgement if there is a risk to Council.		1	3	3
Teder Threshold	Incorrect tender threshold set	2	2	4	Council to review its Financial Regulations annually and set tender threshold in line with the limit set out in the Public Contracts Regulations.		1	2	3
CIC Confidentiality	Failure to maintain privacy of CIC information	4	3	12	The Clerk checks the legal position with professional bodies, either when requested by Councillors or in his/her judgement if there is a risk to Council.		1	4	4

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

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

	Tenderer does not understand the nature of the requirement	2	4	8	Development of a requirement document and measurement of each tender against that document		1	1	1
Budget	Website not delivered to budget.	3	4	12	LTC will favour a fixed price contract which places risk on the contractor and not on LTC.		1	1	1
Timescales	Website not delivered to time	2	2	4	Prince 2 Project Management principles will be followed by LTC in its dealings with the contractors. Relevant staff to be trained in PRINCE accordingly.	Regular project reviews will take place to ensure that there are no over-runs which can be prevented by LTC.	1	2	2
Selection Process	Tendering rules not followed correctly	3	3	9	Consultation with clerk/deputy clerk and consultation with suitably qualified legal professionals		1	2	2
Appointment of website provider	Unsuitable tenderer chosen	3	4	12	Evaluation of the tenderer against the requirements document. Evaluation of the tenderer's project plan and contract requirements.		1	2	2
Lack of suitable bids	No contractor produces a suitable bid	2	2	4	LTC reserves the right not to aware the tender at all.		1	1	1

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





# LEDBURY TOWN COUNCIL

## ANTI-HARASSMENT AND BULLYING POLICY

### Introduction

Our aim is to provide a working environment that respects the rights of each employee and where colleagues treat each other with respect. Any behaviour that undermines this aim is unacceptable.

Ledbury Town Council does not tolerate any form of harassment or bullying under any circumstances. While implementing and upholding the policy is the duty of all our managers and supervisors, all employees have a responsibility to ensure that harassment does not occur in Ledbury Town Council.

### Principles and procedures

The following procedure has been designed to inform employees about the type of behaviour that is unacceptable and provides employees who are the victims of harassment and bullying with a means of redress. Ledbury Town Council will not tolerate harassment or bullying of:

- Job applicants
- Employees
- Contractors
- Agency workers
- The self-employed
- Ex-employees.

This policy also applies to work related functions which are held outside of normal working hours, either on or off Ledbury Town Council premises, such as Christmas parties, leaving celebrations, working lunches, etc.

### Harassment

Harassment is normally characterised by more than one incident of unacceptable behaviour, particularly if it reoccurs, once it has been made clear by the victim that they consider it offensive. One incident may constitute harassment however if it is sufficiently serious. Harassment on any grounds, including the above, will not be tolerated.

Harassment at work is unlawful under the Equality Act 2010.

Harassment is repetitive unwanted conduct related to a relevant protected characteristic (an area covered by discrimination legislation) which has the purpose of effect of violating an individual's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive working environment for them.

Harassment will also occur where a colleague is repeatedly treated less favourably because they have rejected or refused to submit to sex-based harassment, sexual harassment, or gender reassignment harassment.

Where it cannot be established that there was an intention to offend, conduct will only be regarded as violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment if, taking all the circumstances into account it would be reasonable to come to that conclusion.

People can be subjected to harassment on a wide variety of grounds. Some examples are:

- sex-based (purely because of gender) or sexual (sexual in nature)
- sexual orientation
- trans-sexualism (gender reassignment)
- being married or a civil partner
- race, nationality, ethnic origin, national origin, or skin colour
- disability itself or a reason relating to it.
- age
- employment status, e.g., part-time, fixed term.
- membership or non-membership of a trade union
- carrying out health and safety duties
- religion or religious beliefs or lack of either
- deeply held personal beliefs or lack of them
- political beliefs
- criminal record
- health, e.g., aids/HIV sufferers
- physical characteristics
- social class
- willingness to challenge harassment – being ridiculed or victimised for raising a complaint

Ledbury Town Council together with any managers or supervisors who fail to take steps to prevent harassment or investigate complaints may be held liable for their unlawful actions and be required to pay damages to the victim, as will the individual who has committed the act of harassment. There is no limit to the compensation that can be awarded in employment tribunals for acts of harassment.

Ledbury Town Council will also be liable for harassment that comes from a third party (e.g., a customer or supplier) if that harassment occurs on at least two occasions, the organisation is aware that it has happened and does nothing to stop it happening.

Harassment on any grounds is also a criminal offence, primarily under the Protection from Harassment Act 1997. This means that colleagues who suffer harassment may contact the police, in the case of harassment from fellow employees or harassment by third parties. Those found guilty face fines or periods of imprisonment of up to two years.

Additionally, an employee harassed by a colleague may sue that colleague personally for the damage and distress caused. Ledbury Town Council may be held vicariously liable under the Protection from Harassment Act for any harassment perpetrated by an employee whenever the behaviour in question is closely connected to the employment relationship.

### **Examples of harassment**

Employees must recognise that what is acceptable to one employee may not be acceptable to another.

Examples of harassment include:

- Verbal – crude language, open hostility, offensive jokes, suggestive remarks, innuendoes, rude or vulgar comments, malicious gossip, and offensive songs.
- Non-verbal – wolf-whistles, obscene gestures, sexually suggestive posters/calendars, pornographic material (both paper-based and generated on a computer, including offensive screensavers), graffiti, offensive letters, offensive emails, text messages on mobile phones and offensive objects.
- Physical – unnecessary touching, patting, pinching, or brushing against another employee's body, intimidating behaviour, assault, and physical coercion.
- Coercion – pressure for sexual favours (e.g., to get a job or be promoted) and pressure to participate in political, religious or trade union groups, etc.
- Isolation or non-cooperation and exclusion from social activities.
- Intrusion – following, pestering, spying, etc.

### **Bullying**

Bullying is a gradual wearing down process comprising a sustained form of psychological abuse that makes victims feel demeaned and inadequate. Bullying is defined as offensive, intimidating, malicious or insulting behaviour, or an abuse or misuse of power, which has the purpose, or effect of intimidating, belittling, and humiliating the recipient, leading to loss of self-esteem for the victim and self-questioning their worth in the workplace and society as a whole.

### **Examples of bullying**

Workplace bullying can range from extreme forms such as violence and intimidation to less obvious actions, like deliberately ignoring someone at work. These can be split into two categories:

The obvious:

- shouting or swearing at people in public and private
- persistent criticism
- ignoring or deliberately excluding people
- persecution through threats and instilling fear
- spreading malicious rumours
- constantly undervaluing effort

- dispensing disciplinary action that is unjustified
- spontaneous rages, often over trivial matters

The less obvious:

- withholding information or supplying incorrect information
- deliberately sabotaging or impeding work performance
- constantly changing targets
- setting individuals up to fail by imposing impossible deadlines.
- levelling unfair criticism about performance the night before an employee goes on holiday.
- removing areas of responsibility and imposing menial tasks
- blocking applications for holiday, promotion, or training.

The actions listed must be viewed in terms of the distress they cause the individual. It is the perceptions of the recipient that determine whether any action or statement can be viewed as bullying.

### **The impact of harassment and bullying**

Harassment and bullying can lead to illness, absenteeism, an apparent lack of commitment, poor performance and resignation.

The damage, tension, and conflict that harassment and bullying create should not be underestimated. The result is not just poor morale, but higher labour turnover, reduced productivity, divided teams, poor service, and poor product quality.

Public image can be severely damaged when incidents of harassment and bullying occur, particularly when they attract media attention. This can result in a loss of customers.

### **Enforcement**

Any harassment or bullying will be classed as gross misconduct, for which employees may be summarily dismissed.

All employees will be informed of Ledbury Town Council policy towards harassment and bullying at induction training and through communication and awareness programmes. It will be stressed that all complaints of harassment will be treated seriously.

Ledbury Town Council expects all managers and supervisors to ensure that this policy and procedure is adhered to at all times and expects all employees to respect the dignity of their colleagues. The policy will be regularly monitored by the Personnel Committee to ensure that it is achieving its aims, and that managers and employees are confident about its application.

## **Training, communication, and awareness**

Ledbury Town Council recognises that a written policy is not sufficient to eliminate harassment and bullying. Prominent and regular communication, training and awareness sessions are important to ensure that all employees:

- understand our commitment to prevent harassment and bullying
- understand their responsibilities and role in the process.
- know how to seek advice and guidance.
- know how to make complaints and are confident they will be handled effectively.
- Ledbury Town Council is committed to communicating the policy effectively through:
  - training and awareness programmes for all staff at all levels
  - briefings for employee and trade union representatives
  - posters / notices on staff notice boards.
  - a section in the staff handbook
  - line manager support to guide employees through the policy and procedures.
  - inclusion in Team meetings
  - induction

**Date adopted by the Council – XXXX**  
**Date for Review – XXXX**

## **ANTI-HARASSMENT AND BULLYING PROCEDURES**

### **Advice**

Ledbury Town Council recognises the sensitive nature of harassment and bullying. Employees who believe they are being harassed or bullied may wish to discuss their situation before deciding what action to take. Ledbury Town Council operates an open-door policy to discuss workplace problems and employees can discuss the matter with their manager on an informal basis.

Ledbury Town Council recognises that this may not always be appropriate in the circumstances, however. If this is the case, employees can discuss the situation with the next higher level of management or with the Town Clerk.

Advisers / line managers will:

- ensure the conversation remains confidential as far as possible.
- listen sympathetically.
- help individuals consider objectively what has happened.
- discuss what outcome the individual would wish to see
- draw attention to available procedures and options.
- inform the individual of the legal liabilities involved.
- help weigh up the alternatives, but without pressure to adopt any particular course.
- Assist the individual in dealing with the situation if they ask for help.

Confidentiality will be maintained as far as possible. If an employee decides not to take any action to deal with the problem and the circumstances described are very serious, however, Ledbury Town Council reserves the right to investigate the situation. It has an overall duty of care to ensure the safety of all employees who may be adversely affected by the alleged harasser's/ bully's behaviour.

### **Solutions**

It is for the individual to decide which route to take in solving any problem that has occurred. There are two types of solution available – informal and formal.

#### **Informal**

Employees can choose to solve the matter themselves by approaching the harasser or bully, telling him or her that their behaviour is unwelcome and that it must stop. Otherwise, a formal complaint will be made using the procedure outlined below.

If victims would find it difficult or embarrassing to raise the issue directly with the person creating the problem, support can be sought from a work colleague or a union representative who can support the victim when speaking to the harasser or bully.

A third option, is that the victim can put his or her views in writing to the harasser or bully, telling him or her that their behaviour is unacceptable and that it must stop.

## **Formal**

Where informal solutions fail, or serious harassment or bullying occurs, employees can bring a formal complaint in the form of a grievance, with the procedure adapted to take account of the sensitivities of such situations. Each step and action under the formal complaint's procedure will be taken without unreasonable delay.

Complaints will be investigated swiftly and confidentially while ensuring that the rights of both the alleged victim and the alleged harasser or bully are protected. Employees and witnesses can be assured that they will not be ridiculed or victimised for making, or assisting a colleague in making, a complaint, even if it is not upheld, as long as it is made in good faith. Everyone involved in the investigation, including witnesses, will be required to maintain confidentiality – a failure to do so will be a disciplinary matter. The procedure is as follows:

### **Step 1: Lodging a statement of grievance and conducting an investigation:**

- The complaint should be put in writing, outlining the alleged incidents, when they occurred, the harm caused, the names of any witnesses and the name of the alleged harasser or bully.
- If the victim would find it distressing to set out their complaint in writing, then he or she should contact the Town Clerk who will provide assistance
- The written complaint should initially be lodged with the employee's manager. If this would not be appropriate in the circumstances, it should be lodged with the relevant member of the Personnel Committee.
- An independent investigator will be appointed who has had no previous involvement with the situation and who will conduct investigatory interviews with the complainant, the individual against whom the complaint has been lodged and any relevant witnesses. the right to accompaniment will be provided to all those interviewed.
- The investigator will submit a full report to the Town Clerk, or if not appropriate, the Chair of the Personnel Committee

### **Step 2: Grievance meeting:**

- The employee will be invited to a meeting with the Town Clerk, or if not appropriate, the Chair of the Personnel Committee to discuss the grievance and the result of the independent investigator's report.
- The employee will be provided with the right to accompaniment.
- The timing and location of the meeting must be reasonable.
- The meeting will not take place until the Town Clerk, or if not appropriate, the Chair of the Personnel Committee has had a reasonable opportunity to consider the information contained in the employee's grievance letter and the independent investigator's report.
- The employee must take all reasonable steps to attend the meeting.

- The meeting must be conducted in a manner that enables the employee to explain his or her case and the Town Clerk, or if not appropriate, the Chair of the Personnel Committee to set out the results of the investigation.
- After the meeting, the employee will be informed of the decision as to the grievance and notify the employee of the right to appeal against that decision if the employee is not satisfied with it.

### **Step 3: Hearing the appeal:**

- If the employee wishes to appeal, s/he must inform the Leader of the Council.
- The employee will be invited to attend a further meeting.
- The employee will be provided with the right to accompaniment.
- The timing and location of the meeting will be reasonable.
- The employee must take all reasonable steps to attend the meeting.
- The meeting will be conducted in a manner that enables both sides to explain their cases.
- After the appeal meeting the Leader of the Council will inform the employee of the final decision, within five working days.

Full records will be kept of the grievance proceedings and copies of meeting records given to the complainant.

If, at the end of Step 1, the complaint is upheld the matter will be passed to the appropriate line manager to conduct a disciplinary hearing with the person who perpetrated the harassment or bullying.

### **Continuing to Work Together**

Whether a complaint is upheld or not, Ledbury Town Council recognises that it may be difficult for the employees concerned to continue to work in close proximity to one another during the investigation or following the outcome of the proceedings. If this is the case Ledbury Town Council will consider a voluntary request from either party to transfer to another job or work location. A transfer cannot always be guaranteed, however.

### **Monitoring**

Where harassment or bullying has been found to have occurred and the perpetrator remains in employment, regular checks will be made to ensure that harassment has stopped and that there has been no victimisation or retaliation against the victim.

Ledbury Town Council will also ensure that the employee who committed the act of harassment or bullying is not victimised in any way.

### **Malicious complaints**

Where a complaint is blatantly untrue and has been brought out of spite, or for some other unacceptable motive, the complainant will be subject to Ledbury Town Council's disciplinary procedure, as will any witnesses who have deliberately misled Ledbury



Town Council during its investigations.

### **Complaints to an employment tribunal**

While Ledbury Town Council trusts that employees will use the internal procedure to resolve any concerns they have about harassment, claims can be lodged with an employment tribunal where harassment is on the grounds of:

- sex
- gender reassignment
- race
- disability
- sexual orientation
- religion
- belief
- age
- marriage and civil partnership.
- pregnancy and maternity

DRAFT



## LEDBURY TOWN COUNCIL

### DRAFT UNPAID LEAVE POLICY/PROCEDURE

#### Introduction

Ledbury Town Council understands that occasionally, situations may arise in which an employee needs to take time off for personal matters. Accordingly, the Council allow employees to take a personal leave of absence, provided that certain conditions are satisfied. However, employees should note that unpaid leave is not a right and may not be approved. Any approval will be given on a discretionary basis subject to conditions including but not limited to the following:

- The employer's ability to manage the planned absence and/or to backfill the position
- An acceptable period of notice is to be provided by the employee, in writing.
- All other appropriate leave balances and options have been exhausted or are not available to the employee i.e. annual paid leave, maternity or paternity leave. **Unpaid leave is not an alternative to using other forms of statutory or non-statutory leave where relevant.**
- Unpaid and paid leave are not combined to extend the planned absence to an unreasonable or unacceptable level.
- The employee fully understands and accepts the impact on salary and pension payments etc.
- Individuals must have been employed by Ledbury Town Council for a minimum of 1-year to be eligible to apply for an unpaid personal leave of absence

#### Application Process

All applications for unpaid leave must be made in writing to your line manager in the first instance. The request must include the following information:

- Planned dates of absence
- Reason for absence
- Employee's contact details during the period of absence
- Statement explaining why other forms of leave are not appropriate

#### Decision Process

The decision of whether Unpaid Leave is granted sits with the Line Manager for periods of less than two-weeks, and the Resources Committee for any periods which extend beyond two-weeks.

The Line Manager or Resources Committee shall review and act upon a request for unpaid personal leave in consideration of the following factors:

- The purpose for which the leave is requested
- The length of time the employee will be away
- The effect the leave will have on the ability of the Council to carry out its business

- The quality of the employee's performance prior to the submission of the request

Following approval the employee must ensure procedures are in process for all aspects of their role, to ensure anyone covering the role is able to carry out the tasks required.

If the absence extends beyond two-weeks consideration should be given to back filling the role for the period of absence.

The decision of the Line Manager or Resources Committee is final and there is no option to appeal.

Adopted:  
Review Date:



**LEDBURY**  
TOWN COUNCIL  
**TRAINING AND DEVELOPMENT POLICY**

*This Policy is to be read in conjunction with the following policies:*

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

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

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

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

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

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

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

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

### **Equality**

In putting this procedure into practice, no aspect of this procedure will discriminate on the grounds of race, sex, sexual orientation, gender reassignment, age, religion, politics, marital status, disability and/or union membership or any other grounds likely to place anyone at a disadvantage, in accordance with the Equality Act 2010.

## PROCEDURE

### Training Categories

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

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

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

### Training Facilities

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

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

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

### Training Budgets

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

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

## Costs

The Council will meet the cost of reasonable expenses for:

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

## Study Material

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

## Examinations

Staff will be given suitable study leave ahead of examinations.

## Requesting Training

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

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

## Appeals

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

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

## Repayment of Training Costs

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

Failure to complete statutory training may result in disciplinary action being taken.

## **Evaluation**

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

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

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

Adopted:  
Review Date:



## **SUCCESSION PLAN - GUIDANCE ON COMPLETION**

### **Creating your Succession Plan (see next tab)**

The succession planning template can be completed once all relevant review and career conversations have taken place. These can be done on the basis of teams or specific roles, dependent on the organisation's needs. Roles, current incumbents and leaving dates (if known) can be added - the level of readiness of potential successors is then indicated by entering the names of the individuals who have been assessed in relation to fulfilling roles in the short or longer-term. This provides for discussions on everybody within teams, not just those who are deemed ready now. It also provides for discussions on succession for lateral moves and/or beyond those in traditional hierarchies. Individuals' interest/readiness for roles outside of their current service/professional area/specialty can also be reviewed.

### **Risk and Action Log (see end tab)**

The Succession Planning template also provides opportunity to highlight risks and identifying mitigating actions. Common risks include:

- Succession decisions being made on assumptions about the individual's aspirations and readiness
- Selective plans – only including those who are favoured/deemed ready now rather than including/discussing the potential, aspirations and readiness of everyone
- Lack of diversity in the talent profile of the organisation following succession decisions.
- Only looking at the short or long-term picture, rather than both may preclude some individuals from taking up immediate/temporary or future opportunities
- Individuals appearing as successors to multiple roles when they can only fill one
- Over or under supply in the pipeline – having too many individuals who are ready with no roles to fill, or a lack of appetite/preparedness for certain roles

It is suggested that this is completed following completion of the succession plan and reviewed regularly to ensure actions are implemented.

**SUCCESSION PLAN**

**POST**

**DATE OF COMPLETION:**

**DATE OF NEXT REVIEW:**

<b>POSITION</b>						
<b>CURRENT INCUMBENT</b>						
<b>LEAVING DATE (if applicable)</b>						
<b>Number of Direct Reports</b>						
<b>TEMPORARY/SHORT-TERM COVER</b>						
<b>READY NOW</b>						
<b>READY IN 6 - 12 MONTHS</b>						
<b>READY IN 1 - 2 YEARS</b>						
<b>READY IN 2+ YEARS</b>						
<b>CONTENT IN CURRENT ROLE OR NOT APPLICABLE</b>						

**Other comments/succession disc:**



**SUCCESSION PLAN RISK & ACTION LOG**

<b>Position Title</b>	<b>Description of Risk</b>	<b>Mitigating Actions</b>	<b>Action Owner</b>	<b>Date action to be taken by</b>

**Additional notes/comments:**

<b>FINANCE, POLICY &amp; GENERAL PURPOSES COMMITTEE</b>	<b>18 JANUARY 2024</b>	<b>AGENDA ITEM: 15(iv)</b>
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Report prepared by Angela Price – Town Clerk

## **DRAFT DISASTER RECOVERY & BUSINESS CONTINUITY PLAN**

### **Purpose of Report**

The purpose of this report is to provide Members of the Finance, Policy & General Purposes Committee with a draft BCP/DRP to ensure continued functioning of the Council in the event of a major interruption of service provision.

### **Detailed Information**

Members will recall that at a meeting of the Finance, Policy & General Purposes Committee held in January 2023 it was Resolved that the Clerk would review the Council's Disaster Recovery Plan at the earliest convenience (minute no. F564(1) refers).

Attached is a draft Disaster Recovery/Business Continuity Plan for Members consideration.

A Business Continuity Plan (BCP) is a plan that will enable a business to continue functioning or resume its functions as quickly as possible in the event of a major interruption of services.

The attributes of a Disaster Recovery Plan (DRP) are a documented and structured approach to the resumption of business in an organisation following an unplanned/unexpected incident that has a detrimental effect of the operations of a business.

The DRP should be prepared in conjunction with the BCP and will assist Ledbury Town Council in identifying and assessing potential disasters, the probability of these happening, and the potential loss to the business operations and how this will impact on the business and its operations. It should provide clear instructions for every employee to ensure their safety, detailing how the business will continue to operate should an unplanned interruption to their services occur.

Upon investigation officers were unable to locate any current Disaster Plan document and therefore the attached document is a new Draft DRP/BCP.

In March 2020, a Pandemic Contingency Plan was drawn up, and this should be considered in conjunction with the Draft DRP/BCP document, a copy of which is attached for Members consideration.

## **Recommendation**

That Members give consideration to the attached Draft DRP/BCP and make recommendations for amendments etc. prior to submission to Full Council for final approval.



## **LEDBURY TOWN COUNCIL**

# **DISASTER RECOVERY & BUSINESS CONTINUITY PLAN**

# DISASTER RECOVERY PLAN

## Introduction

This plan outlines the procedures to follow to recover and restore critical systems, operations, and data after a disaster.

## Contents

1. Purpose and Scope
2. System Outages
3. Expectations
4. Priorities
5. Backup and retention
6. Alternate Communication
7. Testing
8. Disaster Recovery Stages
9. Exceptions
10. Responsibility, Review and Audit



## **1. Purpose and Scope**

This Disaster Plan provides a guide to Ledbury Town Council in the event of a significant business disaster that causes disruption to normal service. Ledbury Town Council must respond to business disasters by safeguarding employees' lives and council assets, making a financial and operational assessment, securing data, and quickly recovering operations.

This plan applies to all Ledbury Town Council assets utilised by employees and contractors acting on behalf of Ledbury Town Council, or accessing its applications, infrastructure, systems, or data.

### **1.1 Scope for Mission/Business Critical Services**

Mission/Business Critical Services and Systems are those required for the functioning of Ledbury Town Council. Mission Critical Systems are any factors that are essential to the operation of Ledbury Town Council, failure or disruption of mission critical systems will result in serious impact on the operations of the council.

The difference between Mission Critical and Business Critical lies in the major adverse impact and the very real possibilities of loss of life, serious injury and/or financial loss.

Business Critical Services of Ledbury Town Council are:

- On-line banking systems
- Electric power systems
- IT systems

All essential data is typically stored remotely using commercial cloud providers with proper backup and redundancy processes in place. This approach is subject to change and designed to minimise any disruption from physical incidents or disasters.

## **2. SYSTEM OUTAGES**

### **2.1 Planned Outage**

From time to time, Ledbury Town Council may distribute a service update to all affected users prior to planned downtime.

### **2.2 Unplanned Outage**

All unplanned outages should be treated as an incident, and the Clerk (Deputy Clerk in their absence) should be immediately notified of any unplanned outages.

### **3. EXPECTATIONS**

#### **3.1 Alternate Physical Location(s) of Employees**

In the event of an internal disaster that affects a Ledbury Town Council location, all team members will be moved from such affected location to an alternative location to work remotely, usually from their respective homes.

#### **3.2 Reliance on Third-Party Services**

Ledbury Town Council utilises and relies on mission critical third-party cloud services. In the event of a significant business disaster, Ledbury Town Council will quickly work to establish alternative arrangements if a mission critical provider can no longer provide the necessary services.

Mission critical third-party providers include:

Advansys Ltd  
Rialtas  
One-com

This plan depends on the likelihood that remote work can continue to take place in the event of a disaster; and Mission Critical provider services, and essential Ledbury Town Council services, systems, and data can still be made available or alternative solutions can be implemented (including backups and services provided by such third-party providers).

### **4. PRIORITIES**

In the event of a disaster affecting Ledbury Town Council essential systems or employees, the Clerk (or Deputy Clerk in their absence) will oversee and respond in accordance with this Plan and will initiate specific actions for recovery.

The priorities during a business disaster are to:

1. Secure the safety of team members and visitors;
2. Mitigate threats or limit the damage that threats can cause to Ledbury Town Council, its employees, its customers and
3. Ensure that essential business functions can continue or determine what is required to restart essential business functions.

## **5. BACKUP AND RETENTION**

### **5.1 All vital data that would be affected by disruption are maintained and controlled by Advansys.**

In the event of a facility disruption, critical records located in such a facility may be destroyed or inaccessible. The number of critical records, which would have to be reconstructed, will depend on when the last transfer of critical records to the cloud storage location occurred.

### **5.2 Backup Requirements**

1. Database backups must be performed daily.
2. Backups are periodically tested to ensure that backups are sufficient and reliable in accordance with this plan.
3. Backup systems and media protect the availability of stored data.

## **6. ALTERNATE COMMUNICATION**

The organisation may communicate using telephone, video conferencing tools, messaging tools, email, physical mail and in person.

In the event of a significant business disaster, an assessment will be conducted to determine which means of communication are still available. These means of communication will then be utilised to communicate with personnel, customers, partners and other third-parties.

## **7. TESTING**

### **7.1 Plan Testing**

Testing the plan is critical to ensuring the plan is effective and practical. Any gaps in the plan that are discovered during the testing phase will be addressed by the Town Clerk. All tests must be thoroughly documented.

Testing of this plan may be performed using the following methods noted in the subsections below.

#### **7.1.1 Walk-throughs**

Employees must walk through the steps documented in this plan to confirm effectiveness, identify gaps, bottlenecks or other weaknesses. This walk-through provides the opportunity to review the plan with all relevant stakeholders and familiarise them with procedures, equipment, offsite facilities, and recovery efforts in preparation of a business disaster or disruption.

### **7.1.2 Tabletop Exercises**

Hardware, software, personnel, communications, procedures, supplies and forms, documentation, transportation, utilities, and alternate site processing should be thoroughly tested.

## **8. DISASTER RECOVERY STAGES**

### **8.1 Declaring a Disaster**

Declaring a disaster is the responsibility of senior management. Since it is almost impossible to predict when and how a disaster might occur, Ledbury Town Council and its employees must be prepared to monitor and signal a disaster to management from:

- First hand observation
- Security applications
- Network monitoring and logging tools
- Environmental and security alarms
- Team members
- Customers
- Partners
- Providers
- Media

### **8.2 Disaster Stage**

If a disaster has been declared, this Plan and any related responses would go into effect.

The disaster stage may include the following processes:

1. Senior management declares the disaster, and
2. Notifies management and appropriate team members to create appropriate Disaster Recovery Team (DRT)
3. DRT initiates internal and external communication lines, and communicate to the following parties as appropriate:
  - Council Members
  - Authorities
  - Personnel
  - Customers
  - Providers, third parties, and other applicable stakeholders
4. DRT determines appropriate emergency response measures

### **8.3 Response Stage**

In this phase, the team determines what team members, facilities and customer deployments are affected by the disaster scenario and in what way they are affected by performing an impact assessment.

This stage continues until an alternate facility location and/or essential business and service functions have been established and restored. If non-essential functions are affected, essential functions may be prioritised during a disaster event.

The response stage may include the following processes:

1. Execution of a business impact assessment
2. Relocation to an alternative facility or establish work from home requirements
3. Verification and/or backing up of affected data and systems, and
4. Restoration of essential Ledbury Town Council services.

#### **8.4 Recovery Stage**

Recovery begins with the activities necessary to return to business as usual, including re-establishing the primary facility. Recovery time objectives (RTO's) and recovery point objectives (RPO's) are to be defined when relevant for applicable systems.

#### **8.5 Key Learning Stage**

As soon as possible Ledbury Town Council senior management must meet with the DRT and other stakeholders for a post-mortem review to better understand the disaster event that took place and how it and others may be prevented in the future.

### **9. EXPECTATIONS**

Ledbury Town Council business needs, local situations, laws and regulations may occasionally call for an exception to this policy or any other Ledbury Town Council policy. If an exception is required, Ledbury Town Council will determine an acceptable alternative approach.

### **10. RESPONSIBITLY, REVIEW AND AUDIT**

This Disaster Recovery Plan will be reviewed and tested annually. Ensuring that the plan reflects ongoing changes to resources is crucial. This task includes updating the plan, testing the updates with walkthroughs, tabletop exercises, and training necessary personnel. The results will be shared with the Resources Committee and findings will be tracked to resolution. Any changes will be communicated across the Council.

# **BUSINESS CONTINUTITY PLAN**

## **Introduction**

This plan should be read in conjunction with the Ledbury Town Council Disaster Recovery Plan document.

Both documents will be retained on the Councils electronic filing system and a hard copy will be retained in the disaster recovery box provided by Herefordshire Council, which is held in the Council offices, Church Lane, Ledbury.

## **Contents**

- 1. Scope of the Business Continuity Plan (BCP)**
- 2. Introduction: Description of Business**
- 3. Recommended Maintenance**
- 4. Business Continuity Overview**
- 5. Staff Welfare**
- 6. Communications**
- 7. Possible incident scenarios**
- 9. Recovery Phase**

## **1. Scope of the Business Continuity Plan**

The Civil Contingencies Act 2004 places a duty on a principal authority i.e. Herefordshire Council that it is prepared, as far as reasonably practicable, to continue to provide critical functions/assistance in the event of a disruption. Whilst this is not a statutory duty for a Town or Parish Council, it is the intention of Ledbury Town Council (the Council) to recognise the importance of producing a Business Continuity Plan (BCP) for implementation in the event of disruption to the day to day running of the Council.

This plan provides a framework for the Council to mobilise its response and undertake work to prevent or mitigate the severity of potential disruptions. This plan identifies the first reactions, recovery objectives, structure for implementation, monitoring, follow-up procedures, and communication process to keep everyone informed of necessary changes to service delivery.

## **2. Introduction**

### **2.1 Description of Business**

The Parish Council is the body that represents local opinions. It is consulted on all planning proposals including the Local Plan, licensing applications and has a Neighbourhood Plan in place. They also have regular requests for opinions on a variety of matters such as footpaths, road safety and trees. In addition, it is responsible for a burial ground a closed churchyard, recreation ground which includes a skate park, two play areas and a shelter, War Memorial, two listed buildings (Council Offices and Market House), and various small parcels of land within the Parish. It also gives grants to local organisations, provides Christmas Lights, holds several events throughout the year and provides support to other town events.

### **2.2 Our Customers**

The residents of Ledbury Parish, visitors and any other individual who qualifies to use the services the Council provide.

## **3. Recommended Maintenance**

This sets out how often this document should be updated. Some information will change frequently, some less so. Items which may need to be updated regularly include:

- Team Members
- Managers' responsibilities
- Applications (new or significant changes to existing)
- Insurance provider and contact details
- Internet/telephone provider and contact details
- IT and Website providers and contact details
- Staff contact details

- Councillor contact details

## **4. Business Continuity Overview**

### 4.1 Purpose

The purpose of this plan is to prepare the Council in the event of extended service outages caused by factors beyond the control of Council and to restore services to the widest extent possible in a minimum timeframe.

### 4.2 Outcome

The outcome of this plan is to ensure that the Council can maintain a good level of service for residents and stakeholders.

### 4.3 Plan Objectives

- Serve as a guide for those implementing our business continuity plan
- Assist in avoiding confusion experienced during a crisis by documenting, testing and reviewing recovery procedures
- References and points to the location of critical data
- Provides procedures and resources needed to assist in recovery

### 4.4 Key Staff

If a disaster occurs the members of the Council team tasked with enacting this plan are:

- Town Clerk
- Mayor
- Deputy Mayor
- Deputy Town Clerk

## **5. Staff Welfare**

It must be recognised that an incident that results in the enacting of this plan may also cause additional pressures for staff. Employees need to be given clear direction about the priorities of the Council. Managers must ensure that they monitor staff more closely to ensure that their welfare is maintained.

Employees should be aware of what their role is when a major disruption occurs. Clear and concise communication with staff is pivotal to having an organised response. They must be made aware what communication methods are going to be used so they can find out the latest information, if they are going to be working from a different location than normal.



Managers who suspect that employees have suffered undue stress or even trauma from the business disruption must consider helping those employees who have been affected.

## **6. Communication**

### **6.1 Staff**

The Clerk (or Deputy Clerk in their absence) will communicate with employees on all updates and news regarding any emergency incident.

### **6.2 Councillors**

The Clerk shall, in the first instance, notify all Councillors of any updates and news regarding an emergency incident.

### **6.3 Press and media**

All communications with the press and media will go through the Clerk (Deputy Clerk in their absence).

### **6.4 Public**

Communications with the public should be via the Council website, social media, local news outlets and notice boards, and will be issued by the Clerk (Deputy Clerk in their absence).

## 7. Possible incident scenarios

### Scenario 1

A premises incident can include flood, fire, or any other disaster that renders the office facility inaccessible.

#### Step 1: Evacuation of premises & Safeguarding of staff and visitors

In office hours:

<b>Action</b>	<b>Details</b>	<b>Responsible Person</b>
Evacuate the building	Follow normal drill procedures	Fire Wardens: Receptionist/Administrator
Check evacuation is complete	Staff and visitors' safety is the priority. Check everyone on-site has been evacuated. All staff, Councillors and visitors are required to sign on arrival at offices. Following evacuation fire wardens required to check all those listed are present	Fire Wardens: Receptionist/Administrator
Verify if incident is real	If false alarm, resume business as normal	Clerk or Deputy Clerk in absence
Call emergency services	Ring 999	Clerk
Alert staff	Alert anyone due to arrive on-site of the incident and tell them to await further instructions	Clerk or Deputy Clerk in absence
Assess impact	Senior team meet to assess the scale of the incident and decide next steps	Clerk Mayor Deputy Mayor Deputy Clerk

Outside office hours:

<b>Action</b>	<b>Details</b>	<b>Responsible Person</b>
First person on-site to notify Clerk	Do not enter building	All Staff
Call emergency Services	999	All staff
Alert Staff	Alert staff due to arrive on-site of the incident, and tell them to await further instructions	All staff
Assess impact	Senior Team to meet to assess the scale of the incident & decide next steps	Clerk Mayor Deputy Mayor Deputy Clerk

## Step Two: Business continuity

Critical Activity	Details	Responsible Person(s)
Telephones	Use issued mobile phones where provided, otherwise use personal mobile phones. Contact telephone provider – Onecom 03300888999, A/c No. 2091825 and request office lines be redirected to mobile phones in the short term	Clerk
Internet	All office staff are provided with laptops which are ready to use at home. Staff to make use of home internet connections to access shared drive, website, outlook and Rialtas (Town Clerk and Accounts Clerk only)	Clerk/OMS
Inform Insurance Company	The Clear Group David List Tel: 01162819125 Email: <a href="mailto:david.list@thecleargroup.com">david.list@thecleargroup.com</a>	Clerk (Deputy Clerk)
Post redirection	<b>All Mail to be forwarded to ??</b>	Clerk
Inform Suppliers/customers/residents	If disruption is expected, inform customers/suppliers via email/Facebook/Twitter/Instagram and Website	All staff
Temporary premises for council and committee meetings	Bookings administrators of Burgage Hall, Methodist Church and Community Hall to be contacted to establish availability for meetings	Clerk

## Scenario Two – Infrastructure Incident

Infrastructure	Details	Responsible Person(s)
Telephones	Contact provider to ascertain extent of outage Contact details: Contact telephone provider – Onecom Tel: 0330088899 A/c No. 2091825	Clerk
Internet	Contact internet provider to ascertain extent of outage.	Clerk

	Contact details: OMS Tel: 01865882504 Email: OMSUK Managed Support Team <a href="mailto:managed@omsuk.com">managed@omsuk.com</a>	
Mains Power	Contact power provider to ascertain extent of outage. Contact details: National Grid 0800 096 3080	Clerk

If the output is temporary, inform staff to stay put and await further instructions. If the outage is ongoing:

#### Step 2: Business Continuity

<b>Critical Activity</b>	<b>Details</b>	<b>Responsible Person(s)</b>
Telephones	Use issued mobile phones where provided, otherwise use personal mobile phones. Contact telephone provider – Onecom 03300888999, A/c No. 2091825 and request office lines be redirected to mobile phones in the short term	All staff
Internet	All office staff are provided with laptops which are ready to use at home. Staff to make use of home internet connections to access shared drive, website, outlook and Rialtas (Town Clerk and Accounts Clerk only)	Clerk/OMS
Mains Power	Staff to work from home until power is restored	Clerk
No access to council offices	Bookings administrators of Burgage Hall, Methodist Church and Community Hall to be contacted to establish availability for meetings	Clerk

### Scenario 3

#### Staff/Councillor Incident/Epidemic

<b>Critical Activity</b>	<b>Details</b>	<b>Responsible Person(s)</b>
Identify interchangeable staff	All members of staff able to interchange roles. Even if it is in a reduced capacity. Identify the relevant person and support them in carrying out business-critical activities	All staff
Assess extent of loss of Clerk or Deputy Clerk	Identify whether the affected staff member's absence is likely to be temporary, longer-term, or permanent. Keep in mind this may be a difficult period for the staff member and/or their family. Locum Clerk to provide cover in short term. Resources Committee to decide on temporary cover strategy, in line with Council's succession plan	Clerk Deputy Clerk Mayor Resources Committee
Loss of Councillors due to multiple resignations (causing Council to be inquorate)	Clerk to inform Herefordshire Council to instigate by-election/co-option procedures	Clerk
Work from home edict from Government due to pandemic	All staff to work from home. LTC Pandemic Contingency Plan to be instigated	Clerk

If the loss is temporary, support the member of staff who will be filling the gap until the absent member of staff returns. If the absence is long-term or permanent.

## Step2: Business Continuity

Critical Activity	Details	Responsible Person(s)
Recruit temporary replacement	Follow the standard recruitment procedure to find a temporary or fixed contract replacement	Clerk Mayor
Appoint new Councillors	Clerk to inform Herefordshire Council to instigate by-election/co-option procedures	Clerk

## 9. Recovery Phase

Action	Details	Responsible Person(s)
Agree and plan actions required to enable recover of normal working practices	Agreed actions will be detailed in an action plan and set against time scales with responsibility for completion clearly indicated.	Clerk Resources Committee
Respond to any long-term support needs of staff	Depending on the nature of the incident, staff to be reminded of how to access Employee Assistance Programme (EAP)	Clerk
Publicise that there is now "business as usual"	Inform customers, suppliers etc. through normal channels that business is operating as normal	Clerk
Carry out a debrief of the incident and complete report to document opportunities for improvement and any lessons identified	This should be reviewed to ensure key actions resulting from the incident are implemented within designated time scales.	All Staff Full Council
Review this BCP in light of lessons learned from incident and the response to it	Implement recommendations for improvement and update this plan. Ensure a revised edition of the plan is read by all members of staff	Clerk Full Council

Date Adopted:

Review Date:



## **Ledbury Town Council**

### **PANDEMIC CONTINGENCY PLAN**

This applies to parish, town and community councils in England and Wales.

In addition to the Council's disaster contingency policy, the Council recognises the need to have a separate pandemic recovery plan and procedure. The reason for this is that a general continuity recovery plan focuses on a short-term recovery programme whereas, for example, in circumstances where a public health emergency is confirmed such as the Coronavirus, the effects of the pandemic could last many months.

The following procedure sets out the contingency measures that the Council will bring into effect in the event of a pandemic.

The procedure aims to ensure that the Council will be able to operate its business to the best of its abilities in such an event while protecting, as far as is reasonably possible, its employees.

#### **Procedure#**

The Clerk and Councillors are responsible for ensuring that employees understand the Council's pandemic recovery plan policy and procedure. Employees are responsible for familiarising themselves with the procedure and should speak to the Clerk should they have any questions.

The Council will identify a Pandemic Crisis Management Team. The team will consist of the Clerk, Chairman/Leader of Council and other appropriate councillors and staff.

Members of the Pandemic Crisis Management Team will be trained in how to respond to a pandemic. In the event of a pandemic, members of the team will be expected to exercise leadership and make operational and business decisions in accordance with delegated authority.

As a contingency measure, employees will be trained in various functions to ensure that adequate cover is provided in different roles.

A pandemic communications strategy will be developed to ensure that employees are provided with up-to-date and accurate information on the status of the pandemic.

Information will be provided to employees via e-mail and through team meetings. As well as other important information, employees will be briefed on the symptoms of the virus and who to contact should they believe they, or a colleague, has the virus. Employees will also be provided with instructions regarding personal hygiene to avoid spread of the virus.

The Council's leave and absence policies will be reviewed as the status of the pandemic changes. This includes the Council's policies on sickness absence, time off for dependants and bereavement leave.

Employees may be required to observe several measures put in place by us to keep the risk of infection to an absolute minimum. Whilst advice will be published at the time in question to ensure it is specific to the pandemic, it is likely that rules will include:

- social distancing at work such as maintaining at least one metre distance between participants in essential meetings, avoiding unnecessary travel, cancellation of face-to-face meetings and working from home.
- increased levels of hygiene management including keeping hands clean and coughing and sneezing into tissues which are immediately disposed of.
- a requirement for employees to adhere to Government guidance on management of symptoms and self-isolation where recommended.

The above policy and procedure will be continuously reviewed and updated to take account of the changing status of a pandemic.



<b>FINANCE, POLICY &amp; GENERAL PURPOSES COMMITTEE</b>	<b>18 JANUARY 2024</b>	<b>AGENDA ITEM: 16</b>
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Report prepared by Angela Price

## **CRAWLER SOFTWARE RECOMMENDATIONS**

### **Purpose of Report**

The purpose of this report is to provide Members with recommendations in respect of crawler software for use on the Council's website to help identify page errors so that they can be rectified at the earliest opportunity.

### **Detailed Information**

Members will recall that at a meeting held on 16 November 2023, discussion were held in respect of Crawler Software being used to help identify page errors on the council website.

Following the meeting the Clerk contacted the Council's website provider to ask whether they were familiar with Crawler Software and whether they could recommend any suitable ones for the Council website.

Advansys have provided three recommendations, two of which are free sites and the third being a paid site.

#### **Google Search Console - <https://search.google.com/search-console/about>**

Google Search Console offers a variety of services including alerts on issues on your website via emails. It will identify which URLs are affected by the issues and will tell Google when you've fixed them. Advansys have advised that this software is probably the most used and easiest to use.

#### **Screaming Frog - <https://www.screamingfrog.co.uk/seo-spider/>**

As with the Google Search Console, Screaming Frog software can detect 404 pages and invalid URLs and is also free. They do offer a paid version and the difference between the two can be found at the above link along with more information.

#### **Raven Tools - <https://raventools.com/>**

Advansys have advised that their Digital Team use a paid bot/crawler which shows the problem in more detail. Having reviewed their website, the prices are in US dollars and therefore Members should consider this if they choose to sign up to this site.

## **Recommendation**

Members are requested to review the information provided at the above links ahead of the meeting and share their feedback with members of the Finance, Policy & General Purposes Committee on which type of Crawler Software would best suit Ledbury Town Council.



To stakeholders of Age UK WMH & Age UK H&L

Dear colleagues

## **Merger of Age UK Worcester and Malvern Hills (Age UK WMH) and Age UK Hereford and Localities (Age UK H&L)**

Over the last few months Age UK WMH and Age UK H&L have been working together to expand our service delivery to clients. We have also been working together to develop a retail offer in Herefordshire.

Subsequently, the trustees of both organisations agreed at a joint Board meeting on 10<sup>th</sup> August 2023 to proceed with the merger of the charities and that Age UK Worcester and Malvern Hills and Age UK Hereford and Localities plan to become one organisation known as:

### **Age UK WMH & HL – Age UK Worcester, Malvern Hills & Hereford Localities**

The new name was chosen to reflect our existing charities, their individual presence in the community and the continuity of our services as we move forward together to form the new organisation.

Both charities are very well matched, and equally well resourced with quality staff and volunteers, strong governance, and the ability to attract the support from external stakeholders.

It is the belief of both individual boards of Trustees that this is not in any way a takeover by either organisation, but will be the creation of a strong united charity going forward.

The head office of the new merged organisation will be at Bank House, Worcester, and we will retain the offices in Great Malvern, Leominster and Ledbury as well as all the other locations from which we deliver services or retail.

Age UK National has given its approval of these plans.

Therefore, the new organisation will come into effect on from 1st January 2024

It is our vision that the merger will enhance the delivery of current and additional services across a wider geographical area more cost effectively through economies of scale and the spread of best practices across the new organisation.

We would be delighted to answer any questions that you may have.

The Trustees of: Age UK Worcester and Malvern Hills and Age UK Hereford and Localities  
For more information, please contact Clare Thomas [clare@ageukwmh.org](mailto:clare@ageukwmh.org) OR Sue Mosley: [sue.mosley@ageukhl.org](mailto:sue.mosley@ageukhl.org)

