



# LEDBURY TOWN COUNCIL

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30 November 2023

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

Dear Member

You are hereby summoned to attend an extraordinary meeting of the **Finance, Policy & General Purposes Committee** which will be held in the **Committee Room, Church Lane, Ledbury on Wednesday, 6 December 2023 at 7.30 pm** for the purpose of transacting the business set out below.

Yours faithfully

Angela Price PSLCC  
Town Clerk

## AGENDA

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

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

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

3. **Nolan Principles** (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 a meeting of Finance, Policy & General Purposes Committee held on 16 November 2023 (Pages 586-595)
6. To review the action sheet (Page 596-601)

### **FINANCIAL MATTERS**

7. Invoices for Approval December (Interim) (Pages 602-603)
8. To receive the record of Receipts and Payments for October 2023 (Pages 604-625)
9. To receive the Balance Sheet and Trial Balance for month 7 (Pages 626-629)
10. Budget Monitoring Reports October 2023 (Pages 630-655)
11. Draft Budget 2024/25 (To follow)
12. To receive notification of CCTV Revenue Funding 2024-2026 (Pages 656-657)
13. Annual Grant Applications (To Follow)
14. Request from Talk Community in respect of Winter of Wellbeing Events Funding (Pages 658-659)

### **GOVERNANCE**

15. Risk Register (Pages 660-667)
16. Date of next meeting

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

**17. Exclusion of Press and Public**

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

**18. Outcome of Warrant of Control Application (Pages 668-669)**

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

Agenda excluding confidential papers to:  
The Press  
Library

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



## LEDBURY TOWN COUNCIL

### MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

HELD ON 16 NOVEMBER 2023

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**PRESENT:** Councillors Bradford, Furlonger, Harvey, Hughes (Chair), l'Anson and Newsham

**ALSO PRESENT:** Angela Price – Town Clerk  
Julia Lawrence – Deputy Town Clerk  
Sophie Jarvis – Minute Taker  
1 member of the public – Emma Jackson

#### **F77. APOLOGIES FOR ABSENCE**

**Apologies for absence were received from Councillors Eakin & Howells.**

#### **F78. DECLARATIONS OF INTERESTS**

**Councillor Hughes declared an interest in the Grant Application from Ledbury Places due to his personal friendship with the Treasurer. He informed members that he would remain in the meeting as Chair for this item but would not take part in the discussions or vote in respect of this application.**

#### **F79. NOLAN PRINCIPLES**

The Chair reiterated the importance of the Nolan Principles Stating that it was his personal belief that as Councillors, they should all act as Councillors according to the Nolan Principles with all friends and neighbours, even though it may not always be considered to be council business. The public view is as councillors we should be seen to behave as Councillors at all times, as a corporate body and not to seek to undermine other Councillors.

Councillor Harvey pointed out that having had to tread this line quite finely at times, it is important to acknowledge that the Nolan Principles are a good framework for living and general behaviour in life, however it is an important principle that people who are Councillors are entitled to be private individuals, noting that it is not inappropriate to point out that you are happy to discuss matters, but at an appropriate time, when not being a private individual and with their friends and family.

Councillor Hughes clarified that he was referring more to interactions on social media than other scenarios.

**RESOLVED:**

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

**F80. PUBLIC PARTICIPATION**

Councillor Furlonger arrived at 7:07pm.

Emma Jackson informed members that she was attending the meeting to be informed on the outcome of the Ledbury Poetry grant application.

Councillor Bradford arrived at 7:09pm.

Councillor Harvey asked whether now would be a good time for her to make a proposal in respect of how to deal with the grant applications included on the agenda for consideration. She noted that there were a lot of grant applications included on the agenda, some for this year.

She proposed that agenda item 14 be dealt with at a separate meeting at which time Members should consider the provision for the next year's grant process, and a more strategic approach in respect of the grant application process. She informed members that the budget line for the grants could also be reviewed ahead of that meeting to ensure they are provided with the most up-to-date information in respect of what is available in the 2023/24 budget in respect of grants, noting that it would be helpful to have a covering report to advise of the current and future position of grant funding available.

After further discussion, Councillor Harvey clarified that whilst the grant applications should be discussed in a public meeting, it may be helpful to have a meeting of Councillors to discuss the budget and principles underlying the approach to public grants which can then inform that public meeting.

Councillor Furlonger queried what further information could be provided to Members ahead of this meeting. The Clerk advised that she would be able to provide detailed information on what grants have been paid in 2023/24 and whether they were paid as individual grants or from the "Unspecified Grants" budget line and information on the multi-year grants already agreed.

The Chair asked Emma Jackson if she would be happy with this approach being taken. Ms Jackson informed members that clearer guidelines would be extremely helpful and would aid the Poetry Festival to approach grant applications differently in line with prioritising their projects in which they need funding.

**RESOLVED:**

- 1. That a meeting of Councillors be arranged to discuss the budget and principles underlying the approach to public grants.**
- 2. That following the meeting of Councillors, an extraordinary meeting of the Finance, Policy & General Purposes Committee be scheduled to consider the grant applications received.**

**F81. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 21 SEPTEMBER 2023**

Minute no. F58.1 should be amended to read 'What could be done to improve the "fleetness of foot" of the Working Party?.'

**RESOLVED:**

**That the minutes of a meeting of the Finance, Policy and General Purposes Committee held on 21 September 2023 be approved and signed as a correct record subject to the following amendment:**

"That Minute no. F58.1 be amended to read as follows:

*"What could be done to improve the fleetness of foot" of the Working Party."*

**F82. TO REVIEW THE ACTION SHEET**

The following points on the Action Sheet were discussed:

**F532(2) – That a recommendation be put to Full Council that Ledbury Town Council put together a specification of the requirements for a website and invite tenders from companies that are used to working with Town and Parish Councils with a view to commissioning a new website.**

The Clerk informed Members that officers are currently working with Advansys to re-design the Agendas and Minutes page on the Town Council website to make this much easier to navigate for all users.

Members noted that this was a step forward in improving the website and suggested that crawler software be investigated to ensure that there are no broken links on the website. The Clerk advised that the next page to be looked at needs to be the Finances page.

**F46 – That the Clerk and Councillor Hughes work on the Risk register and provide an amended version to a future meeting of Committee.**

The Chair informed members that he had met with the Clerk and have completed section 1 of the Risk Register, with plans to meet again in the future to consider the remaining sections.

**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.**

The Chair advised that the next stage of work was now going out to the Standing Committee to look at their budgets planning for the year ahead.

**RESOLVED:**

1. That officers continue to review the website pages and work with the Website provider to create improved pages and enhanced navigation.
2. That officers investigate “crawler software” to be used on the council website.
3. That the action sheet be received and noted.

**F83. a. INVOICES FOR PAYMENT**

Councillor Bradford queried why a grant was being given to Malvern Hills AONB when they are based in Worcestershire and not Herefordshire. It was stated that this would be an item on the agenda for the meeting to discuss the grants process.

**RESOLVED:**

**That the invoices for payment in the sum of £15,338.09 (plus VAT) be approved.**

- b. **TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR AUGUST AND SEPTEMBER 2023**

**RESOLVED:**

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

**F84. TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTHS 5 AND 6**

**RESOLVED:**

**That the Balance Sheet and Trial Balance for months 5 and 6 be received and noted.**

**F85. BUDGET MONITORING REPORTS 1 APRIL – 30 SEPTEMBER 2023**

Councillor Harvey suggested that the Clerk be given the opportunity to have the errors identified rectified, and that following this a budget monitoring meeting be held to consider the reports and that should any councillors identify any further errors within the documents they be brought to the Clerk’s attention to be rectified.

**RESOLVED:**

1. **That a Budget Monitoring meeting be held in December to review the Budget Monitoring Report and that in the meantime, should Councillors identify any further errors these be reported to the Clerk for amending**



accordingly.

2. That the Budget Monitoring Reports be deferred until such time as the amendments have been made.

**F86. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR MARCH TO JUNE, JULY, AUGUST, AND SEPTEMBER 2023**

**RESOLVED:**

That it be noted that the bank statements and reconciliations for June, July, August and September 2023 had been signed by the Chairman of the Finance, Policy & General Purposes Committee in accordance with the Council's Financial Regulations.

**F87. TO RECEIVE OUTCOME OF 2022/23 EXTERNAL AUDIT REPORT**

**RESOLVED:**

1. That Members note that the Notice of Conclusion of Audit was displayed with effect from 28 September 2023, in line with statutory requirements.
2. That Members note that the Notice of Conclusion of Audit and Certified AGAR (Sections 1,2 & 3) were published in council notice boards and on the website prior to 30 September 2023,
3. That copies of the AGAR be available for purchase by any person on payment of £2.00.
4. That Sections 1,2 and 3 of the 2022/23 published AGAR will remain available for public access for a period of not less than 5-years from the date of publication.
5. That members receive the outcome of 2022/23 External Audit Report, noting the error in respect of approval of Sections 1 and 2.
6. That it be noted that if necessary, an extraordinary meeting be held in future to receive the report and record that the Notice of Conclusion of Audit has been advertised in accordance with statutory requirements.

**F88. ITEMS FOR CONSIDERATION FOR INCLUSION IN 2024/25 BUDGET**

The Clerk advised that she had reviewed the budget sheets as included in the agenda pack and noted that a blanket increase had not been made, but where increases had been made, they had been increased by 6.7% (CPI), or to a level reflective of this years expenditure.

Councillor Harvey suggested that it would be helpful to have some comments added to the budget sheets indicating where increases have been made and why.

Members noted that Ledbury Town Council makes donations to Age UK Hereford Localities, Ledbury Foodbank, Ledbury Carnival, and other various local organisations and that this should be published in the Council's newsletter.

It was noted that reports are not being received from recipients of grants, as per the conditions and it was agreed that these should be requested.

Councillor Newsham noted that the suggested increase to the Telephone and Broadband services was insufficient for the coming year, noting that he was aware that the providers of these services are looking to increase their costs by RPI plus 3.9%.

Members were advised that the Clerk hoped to have reports from insurance brokers for consideration at Full Council on 23 November and advised that the figure within the 2023/24 budgets would be spent in December when the insurance is due.

Councillor Harvey asked why the utilities and various other costs were not included as part of the budget responsibility for this committee. The Clerk advised that historically these had always been included in the budget lines for buildings, which are managed via the Environment & Leisure Committee.

Councillor Harvey stated that she believes a charge should be made in respect of maintaining cemetery plots. Councillor Bradford advised that a request had been made at the recent Environment & Leisure Committee that cemetery fees and charges be reviewed and that costs be presented for a 3, 5 or 7 percentage increase.

Councillor Hughes raised two points that need to be considered:

1. How do we address the underselling of the resource and service being provided by Ledbury Town Council via its cemetery?
2. Clarification on whether there is an additional charge for non-residents of Ledbury.

The Clerk confirmed that there is an additional charge for non-residents of Ledbury and that this charge is double that of a resident of Ledbury.

Councillor Hughes advised that he was looking for a set of recommendations in respect of increasing the costs in relation to cemetery services, which are fully costed.

The Clerk advised that the Council's policy in respect of the Exclusive Right of Burial is currently for a period of 99 years. An Exclusive Right of Burial can only be sold, in law, for a period not exceeding 100 years. She advised that many councils have reduced the initial purchase time to 75, 50 or 25 years, and following this period the family is then offered the opportunity to purchase further years, not exceeding the total of 100 years.

**RESOLVED:**

1. That the budget monitoring sheets be noted.
2. That the details of donations given to the local organisations from the council be published in the newsletter.
3. That a comments column be added to the Budget sheets indicating where and why increases have been made.
4. That organisations that have received grant funding be asked to provide a report on how the grant funds have been spent.
5. That when reviewing the Terms of Reference of Standing Committees, consideration be given to where the council buildings should sit.
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.
7. That the list of items previously discussed at Standing Committees for inclusion in the 2024/25 budget be deferred at this time.
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.

**F89. CONSIDERATION OF PRIORITY BUSINESS**

Due to it being 8.55 pm the Chair asked the Clerk to identify what agenda items need to be considered as a priority, stating that he did not wish to extend the meeting beyond 9.00pm.

**RESOLVED:**

That agenda items 15 and 17 be dealt with at this meeting, with the remaining agenda items 13, 16, 18 and 21 being included in an extraordinary meeting agenda.

**F90. TO RECEIVE NOTIFICATION OF CCTV REVENUE FUNDING 2024-2026**

**RESOLVED:**

There was insufficient time to discuss this item, this will be put on the agenda for the next Finance, Policy and General Purposes Committee meeting.

**F91. ANNUAL GRANT APPLICATION**

As discussed during the public participation item, there will be a separate meeting set to go through the grant application process along with the budget to create a more strategic approach.

**RESOLVED:**

1. That a meeting of Councillors be arranged to discuss the budget and principles underlying the approach to public grants.
2. That following the meeting of Councillors, an extraordinary meeting of the Finance, Policy & General Purposes Committee be scheduled to consider the grant applications received.

**F92. RECOMMENDATIONS FROM OTHER COMMITTEES**

**RESOLVED:**

The following recommendations from other committees were approved:

1. Traffic Management Working Party – 25 October 2023
  - a. Minute No. TMWP8 – That members of the Traffic Management Working Party recommend to Finance, Policy & General Purposes Committee that one mini-SID device and three poles be installed around Ledbury, along with the method for data collection, as listed above, and any additional extras deemed necessary be purchased from the 2023/24 Traffic Management budget line and Earmarked Reserves, subject to the agreement from 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.
2. Environment & Leisure Committee – 2 November 2023
  - a. Minute No. E57 (2) – That members agreed to make a recommendation to the Finance, Policy and General Purposes Committee to appoint Caroe & Partners to provide a feasibility study and quantity surveyors report in respect of a proposal to install a stairlift at the Market House at a cost circa £3,600 to be funded from the Listed Buildings Earmarked Reserve.

**b. Minute No. E61**

- i. Members agreed to recommend to the Finance, Policy and General Purposes Committee that the Timber Climber be replaced as a matter of urgency and that the funds are taken from the 2023/24 budget. (110/4235).**
- ii. That members agreed to recommend to the Finance, Policy & General Purposes Committee that company number 7 is engaged to undertake the replacement of the Timber Climber at a cost of £9,500.**
- iii. That members agreed to recommend to Finance, Policy & General Purposes Committee to repair the inclusive roundabout using funds from the 2023/24 Play Equipment Budget (110/4236).**
- iv. That members recommend to the Finance, Policy and General Purposes Committee to appoint company to undertake the repairs to the inclusive roundabout at a cost of £1,550 (+VAT).**

**F93. REQUEST FROM TALK COMMUNITY IN RESPECT OF WINTER OF WELLBEING EVENTS FUNDING**

**RESOLVED:**

**There was insufficient time to discuss this item, this will be put on the agenda for the next Finance, Policy and General Purposes Committee meeting.**

**F94. FIRE RISK ASSESSMENT REPORT**

**RESOLVED:**

- 1. That the contents of the Fire Risk Assessment Report be received and noted and that it be acknowledged that officers are working with Chubb to review the outcomes and make improvements where necessary.**
- 2. That a work schedule be provided by officers in respect of the required improvement**

**F95. RISK REGISTER**

**RESOLVED:**

**There was insufficient time to discuss this item, this will be put on the agenda for the next Finance, Policy and General Purposes Committee meeting.**

**F96. DATE OF NEXT MEETING**

**RESOLVED:**

To note that the next meeting of the Finance, Policy & General Purposes Committee is scheduled to take place on 18 January 2023 at 7.00 pm, in the Committee Room, Council Offices, Church Lane, Ledbury.

**F97. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

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

**F98. OUTCOME OF WARRANT OF CONTROL APPLICATION**

**RESOLVED:**

There was insufficient time to discuss this item, this will be put on the agenda for the next Finance, Policy and General Purposes Committee meeting.

The meeting ended at 9:00pm.

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

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

Agenda Item: 6

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
26-Jan-23					
	That the Council's Disaster Recovery Plan be reviewed at the earliest convenience	TC	Early 2024		In progress
27-Jul-23					
F46.	That the Clerk and Councillor Hughes work on the Risk register and provide an amended version to a future meeting of the Committee	AP/MH	03.11.2023	Meeting arranged for 09.11.2023	Section one completed - Cllr Hughes & TC to arrange date for consideration of remaining sections
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
16-Nov-23					
F80.1	That a meeting of Councillors be arranged to discuss the budget and principles underlying the approach to public grants.	TC	04.12.2023	Papers to be sent out 30.11.2023	Completed
F80.2	That following the meeting of Councillors, an extraordinary meeting of the Finance, Policy & General Purposes Committee be scheduled to consider the grant applications received.	TC	06.12.2023	Papers to be sent out 30.11.2023	Completed

F82.1	That officers continue to review the website pages and work with the website provider to create improved pages and enhanced navigation.	TC	Continuous	Finance pages to be considered as a priority	In progress
F82.2	That officers investigate "crawler software" to be used on the council website.	TC	Jan-24		In progress
F85.1	That a Budget Monitoring meeting be held in December to review the Budget Monitoring Report and that in the meantime, should Councillors identify any further errors these be reported to the Clerk for amending accordingly.	TC	04.12.2023	Meeting arranged for 04.12.2023	Completed
F85.2	That the Budget Monitoring Reports be deferred until such time as the amendments have been made.	TC	06.12.2023	To be included on EO FP & GP Agenda	Completed
F88.2	That the details of donations given to the local organisations from the council be published in the newsletter.	TC/Admin	Following consideration of Grants	Once grants approved to be included in next Newsletter	In progress
F88.3	That a comments column be added to the Budget sheets indicating where and why increases have been made.	TC	2024/25 budgets		In progress
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		In progress
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	In progress
F88.7	That the list of items previously discussed at Standing Committee for inclusion in the 2024/25 budget be deferred at this time.	TC	06.12.2023	To be considered at EO Meeting of FP&GP 06.12.2023	Completed
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	TBC	Waiting for Chair to provide dates	In progress
F89	That agenda items 13 (To receive notification of CCTV Revenue Funding 2024-2026), item 16 (Request from Talk Community in respect of Winter of Wellbeing Events Funding), item 18 (Risk Register) and 21 (Outcome of Warrant Control Application) be included in an extraordinary meeting agenda.	TC	06.12.2023	On agenda	Completed

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
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	In progress
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	In progress
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	In progress

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	In progress
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	In progress
F94.2	That a work schedule be provided by officers in respect of the required improvement from the Fire Risk Assessment Report.	TC	Jan-24	FP & GP Meeting 18.01.2024	In progress



**INVOICES FOR PAYMENT December 2023**

Agenda Item: 7

INVOICE DATE	INVOICE NO	BAC's/Chq	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT
20.11.2023	3358502	BACS	Viking Raja	Ink colour	60.01	12.00
20.11.2023	26242	BACS	JRB Enterprises	Dog bags	245.52	49.10
13.11.2023	57076	BACS	RE Recruitment	Agency Cover Cemetery	738.44	147.69
19.11.2023	1717	BACS	IAC	Provision of internal audit services	375.25	75.05
13.11.2023	101598255	BACS	Chubb Fire & Security	Extinguishers	90.35	18.07
10.11.2023	10158643	BACS	Chubb Fire & Security	Safety Signs	66.05	13.21
16.11.2023	153854	BACS	Paperstation Ltd	Housekeeping & Stationery	120.50	24.10
15.11.2023	C1897/23/194	BACS	o'brien & price	War memorial fees	269.50	53.90
23.11.2023		BACS	Herefordshire Council	Wedding Licence	1500.00	0.00
18.11.2023	CCT02/23	BACS	Coddington Christmas Trees	LTC town and cemetery tree	475.00	0.00
22.11.2023	Stephen/101	BACS	City of Worcester	The Mayors Charity Christmas Concert	12.00	0.00
20.11.2023	91591280	BACS	Herefordshire Council	Recharge for Electoral Services	445.74	0.00
31.08.2023	15390	BACS	Dolphin Dec	Photocopier Reading	37.53	7.51
23.11.2023	227715	BACS	Quickskip	Cemetery skip	215.00	43.00
20.11.2023	57175	BACS	RE People Ltd	Agency Staff - cemetery	746.44	149.29
24.11.2023	BK21-13669-1	BACS	SLCC	Practitioners Conference	360.00	51.00
27.11.2023	BK213682-1	BACS	SLCC	Practitioners Conference	360.00	51.00
27.11.2023		BACS	Charlotte Barltrop	Purchase Cable Ties Christmas	11.65	2.33
24.11.2023	10171670	BACS	Chubb	Service Agreement Fire Alarm	255.28	51.06
23.11.2023	5681	BACS	Signworx	Banner Christmas event	110.00	22.00
31.08.2023	17762	BACS	Herefordshire & Worc Group Training	IOSH Working Safely	175.00	0.00
30.11.2023		BACS	A Price	Grotto Presents & Mayors Hospitality	86.81	17.36
30.11.2023		BACS	S Jarvis	Grotto Presents	9.93	1.99
<b>TOTAL</b>					<b>6766.00</b>	<b>789.66</b>

<b>GROSS AMOUNT</b>
72.01
294.62
896.13
450.30
108.42
79.26
144.60
323.40
1500.00
475.00
12.00
445.74
45.04
258.00
895.73
411.00
411.00
13.98
306.34
132.00
175.00
104.17
11.92
<b>7565.66</b>

Agenda Item 8

29/11/2023

Ledbury Town Council Current Year

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15:07

Cashbook 1

User: SAE

Lloyds A/c (235) (Bus Ext)

Receipts received between 01/10/2023 and 31/10/2023

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
608371	Banked: 02/10/2023	277.78						
608371	The Stone Workshop	277.78			1289	118	277.78	War Memorial Refund
1993	Banked: 04/10/2023	20.00						
1993	A Alexakes	20.00			1090	301	20.00	Charter Market
1995	Banked: 05/10/2023	22.00						
1995	Vivien Brandt	22.00			1090	301	22.00	Charter Market
15	Banked: 06/10/2023	15.00						
15	H & A Gilbert	15.00			1090	301	15.00	Charter Market
2023	Banked: 06/10/2023	26.50						
2023	Kelly Dilley	26.50			1090	301	26.50	Charter Market
165810	Banked: 06/10/2023	15.00						
165810	Wicton Farm	15.00			1090	301	15.00	Charter Market
601619	Banked: 06/10/2023	15.00						
601619	Wax & Wicks	15.00			1090	301	15.00	Charter Market
INTER	Banked: 06/10/2023	1,510.00						
INTER	The Co-operative Group (CGP)	1,510.00			1100	102	1,510.00	EROB & INTERM
309499	Banked: 09/10/2023	30.00						
309499	Emily Price	30.00			1090	301	30.00	Charter Market
2023	Banked: 09/10/2023	15.00						
2023	Greenman	15.00			1090	301	15.00	Charter Market
Taynton	Banked: 09/10/2023	80.00						
Taynton	Taynton Farm Sales	80.00			1090	301	80.00	Charter Market
261123	Banked: 09/10/2023	15.00						
261123	Sharon Liquers	15.00			1090	301	15.00	Charter Market
2039	Banked: 09/10/2023	50.00						
2039	Hinitt	50.00			1460	120	50.00	Wedding Deposit
2010	Banked: 09/10/2023	15.00						
2010	O'Connor	15.00			1090	301	15.00	Charter Market
INTEREST	Banked: 09/10/2023	357.83						
INTEREST	Lloyds Bank	357.83			1870	220	357.83	Bank Interest
INT	Banked: 09/10/2023	-357.83						
INT	Lloyds Bank	-357.83			1870	220	-357.83	Bank Interest
21143	Banked: 09/10/2023	-166.67						
21143	The Co-operative Group (CGP)	-166.67			1160	102	-166.67	Mortuary Rent
INT	Banked: 09/10/2023	29.45						
INT	Lloyds Bank	29.45			1870	220	29.45	Bank Interest
<b>Subtotal Carried Forward:</b>		<b>1,969.06</b>	<b>0.00</b>	<b>0.00</b>			<b>1,969.06</b>	

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

Receipts received between 01/10/2023 and 31/10/2023

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
040003	Banked: 10/10/2023	20.00						
040003	Sinfully Delicious	20.00			1090	301	20.00	Charter Market
XMAS	Banked: 10/10/2023	15.00						
XMAS	Sinfully Delicious	15.00			1090	301	15.00	Charter Market
Jones	Banked: 10/10/2023	15.00						
Jones	George Jones	15.00			1090	301	15.00	Charter Market
535041	Banked: 10/10/2023	15.00						
535041	Young & Green	15.00			1090	301	15.00	Charter Market
River	Banked: 10/10/2023	22.00						
River	Riverford Organic	22.00			1090	301	22.00	Charter Market
1982	Banked: 11/10/2023	676.00						
1982	The Co-operative Group (CGP)	676.00			1100	102	676.00	INTERM
2004	Banked: 12/10/2023	15.00						
2004	Elizabeth Welch	15.00			1090	301	15.00	Charter Market
1697	Banked: 12/10/2023	15.00						
1697	Caroline Workshop	15.00			1090	301	15.00	Charter Market
1991	Banked: 12/10/2023	74.00						
1991	Le Delice	74.00			1090	301	74.00	Charter Market
2017	Banked: 12/10/2023	15.00						
2017	K Darby	15.00			1090	301	15.00	Charter Market
2021	Banked: 12/10/2023	15.00						
2021	S A Howley	15.00			1090	301	15.00	Charter Market
2013	Banked: 12/10/2023	15.00						
2013	Gintroductions	15.00			1090	301	15.00	Charter Market
2040	Banked: 12/10/2023	20.00						
2040	S Alexakis	20.00			1090	301	20.00	Charter Market
2008	Banked: 12/10/2023	15.00						
2008	Made by Andie	15.00			1090	301	15.00	Charter Market
Gee	Banked: 12/10/2023	15.00						
Gee	Bakes by Gee	15.00			1090	301	15.00	Charter Market
2031	Banked: 16/10/2023	15.00						
2031	A Chauhan	15.00			1090	301	15.00	Charter Market
2002	Banked: 16/10/2023	15.00						
2002	R Mackay	15.00			1090	301	15.00	R Mackay
404717	Banked: 17/10/2023	18.50						
404717	Gilbert Pumpkins	18.50			1090	301	18.50	Charter Market
<b>Subtotal Carried Forward:</b>		2,979.56	0.00	0.00			2,979.56	



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

Receipts received between 01/10/2023 and 31/10/2023

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2045	Banked: 17/10/2023	240.00						
2045	T Lambert	240.00			1460	120	240.00	Charter Market
2051	Banked: 17/10/2023	15.00						
2051	Elizabeth Welch	15.00			1090	301	15.00	Charter Market
2045	Banked: 17/10/2023	-240.00						
2045	T Lambert	-240.00			1090	301	-240.00	Charter Market
070246	Banked: 20/10/2023	15.00						
070246	Manse Design	15.00			1090	301	15.00	Charter Market
2016	Banked: 20/10/2023	15.00						
2016	Nicklin	15.00			1090	301	15.00	Charter Market
601619	Banked: 20/10/2023	15.00						
601619	Wax & Wicks	15.00			1090	301	15.00	Charter Market
535041	Banked: 23/10/2023	15.00						
535041	S A Kerr	15.00			1090	301	15.00	Charter Market
	SPICE Banked: 23/10/2023	15.00						
	SPICE Spice upthe Valleys	15.00			1090	301	15.00	Charter Market
2055	Banked: 23/10/2023	15.00						
2055	N Dragomir	15.00			1090	301	15.00	Charter Market
2052	Banked: 23/10/2023	15.00						
2052	Helen Simone	15.00			1090	301	15.00	Charter Market
2049	Banked: 23/10/2023	15.00						
2049	H Mathiot	15.00			1090	301	15.00	Charter Market
1914	Banked: 23/10/2023	150.05						
1914	The Co-operative Group (CGP)	150.05			1100	102	150.05	Interment
2047	Banked: 30/10/2023	15.00						
2047	Caroline Workshop	15.00			1090	301	15.00	Charter Market
HMRC VAT	Banked: 30/10/2023	7,441.95						
HMRC VAT	HMRC VAT	7,441.95			120		7,441.95	VAT Refund
GEE	Banked: 31/10/2023	18.50						
GEE	Bakes by Gee	18.50			1090	301	18.50	Charter Market
	Banked: 31/10/2023	25,000.00						
736-235	Premier A/c (736) Comm Call	25,000.00			202		25,000.00	Transfer736-235
21143	Banked: 31/10/2023	166.67						
21143	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
CHART	Banked: 31/10/2023	-771.50						
CHART	Various	-771.50			1090	301	-771.50	Charter Market
<b>Subtotal Carried Forward:</b>		35,135.23	0.00	0.00			35,135.23	

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

Receipts received between 01/10/2023 and 31/10/2023

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	DEPOSIT Banked: 31/10/2023	<b>-290.00</b>						
	DEPOSIT Himitt & Lambert	-290.00			1460	120	-290.00	Wedding Deposit
	BCARD Banked: 31/10/2023	<b>102.70</b>						
	BCARD Barclaycard	102.70			1450	105	102.70	Painted Room Sales
	BCARD Banked: 31/10/2023	<b>57.10</b>						
	BCARD Barclaycard	57.10			1450	105	57.10	Painted Room Donations
	CARD Banked: 31/10/2023	<b>6.20</b>						
	CARD Barclaycard	6.20			1034	301	6.20	Tourist Information
	CARD Banked: 31/10/2023	<b>13.00</b>						
	CARD Barclaycard	13.00			1471	127	13.00	Dog Bags
	CARD Banked: 31/10/2023	<b>44.00</b>						
	CARD Barclaycard	44.00			1090	301	44.00	Charter Market
	CARD Banked: 31/10/2023	<b>240.00</b>						
	CARD Barclaycard	240.00			1460	120	240.00	Ceremony Room
	CARD Banked: 31/10/2023	<b>18.00</b>						
	CARD Barclaycard	18.00			1270	115	18.00	Christmas Grotto
	CARD Banked: 31/10/2023	<b>300.00</b>						
	CARD Barclaycard	300.00			1271	127	300.00	Christmas Donations
	CARD Banked: 31/10/2023	<b>30.00</b>						
	CARD Barclaycard	30.00			1471	127	30.00	Doggy Bags
	CARD Banked: 31/10/2023	<b>20.00</b>						
	CARD Barclaycard	20.00			1034	301	20.00	Tourist Information
	CARD Banked: 31/10/2023	<b>21.90</b>						
	CARD Barclaycard	21.90			1451	105	21.90	Painted Room Donations
	Various Banked: 31/10/2023	<b>-44.00</b>						
	Various Charter Market	-44.00			1090	301	-44.00	Charter Market
	2039 Banked: 31/10/2023	<b>240.00</b>						
	2039 Himitt & Lambert	240.00			1460	120	240.00	Wedding Deposit
	Various Banked: 31/10/2023	<b>-751.60</b>						
	Various Charter Market	-751.60			1090	301	-751.60	Charter Market
	various Banked: 31/10/2023	<b>751.60</b>						
	various Charter Market	751.60			1090	301	751.60	Charter Market
	Various Banked: 31/10/2023	<b>751.60</b>						
	Various Charter Market	751.60			1090	301	751.60	Charter Market
	<b>Total Receipts:</b>	<b>36,645.73</b>	<b>0.00</b>	<b>0.00</b>			<b>36,645.73</b>	

## Premier A/c (736) Comm Call

Receipts received between 01/10/2023 and 31/10/2023

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	INT Banked: <b>09/10/2023</b>	<b>357.83</b>						
	INT Lloyds Bank	357.83			1870	220	357.83	Bank Interest
040023	Banked: <b>10/10/2023</b>	<b>2.00</b>						
040023	Sinfully Delicious	2.00			1090	301	2.00	Charter Market
535041	Banked: <b>10/10/2023</b>	<b>15.00</b>						
535041	Fabulously Free From	15.00			1090	301	15.00	Charter Market
2045	Banked: <b>17/10/2023</b>	<b>240.00</b>						
2045	T Lambert	240.00			1460	120	240.00	Wedding Payment
CHART	Banked: <b>31/10/2023</b>	<b>771.50</b>						
CHART	Various	771.50			1090	301	771.50	Charter Market
2039	Banked: <b>31/10/2023</b>	<b>50.00</b>						
2039	FJ Hinnitt	50.00			1460	120	50.00	Wedding Deposit
21143	Banked: <b>31/10/2023</b>	<b>166.67</b>						
21143	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
600802	Banked: <b>31/10/2023</b>	<b>32.50</b>						
600802	Mr C Hines	32.50			1131	102	32.50	Deed Transfer
2068	Banked: <b>31/10/2023</b>	<b>22.00</b>						
2068	Caroline Workshop	22.00			1090	301	22.00	Charter Market
<b>Total Receipts:</b>		<b>1,657.50</b>	<b>0.00</b>	<b>0.00</b>			<b>1,657.50</b>	

## Public Sector Deposit Fund

Receipts received between 01/10/2023 and 31/10/2023

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
PAY	Banked: 02/10/2023	648.44						
PAY	The Public Sector Deposit Fund	648.44			1870	220	648.44	Dividend Re-invested
CARD	Banked: 31/10/2023	44.00						
CARD	Barclaycard	44.00			1090	301	44.00	Charter Market
CARD	Banked: 31/10/2023	240.00						
CARD	Barclaycard	240.00			1460	120	240.00	Weddings
CARD	Banked: 31/10/2023	18.00						
CARD	Barclaycard	18.00			1270	115	18.00	Christmas Grotto
CARD	Banked: 31/10/2023	300.00						
CARD	Barclaycard	300.00			1271	127	300.00	Christmas Donations
CARD	Banked: 31/10/2023	-44.00						
CARD	Barclaycard	-44.00			1090	301	-44.00	Charter Market
CARD	Banked: 31/10/2023	-240.00						
CARD	Barclaycard	-240.00			1460	120	-240.00	Weddings
CARD	Banked: 31/10/2023	-18.00						
CARD	Barclaycard	-18.00			1270	115	-18.00	Christmas Grotto
CARD	Banked: 31/10/2023	-300.00						
CARD	Barclaycard	-300.00			1271	127	-300.00	Christmas Donations
<b>Total Receipts:</b>		648.44	0.00	0.00			648.44	

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

## Payments made between 01/10/2023 and 31/10/2023

	<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
<b>Advansys Ltd</b>							
	02/10/2023	DD	Monthly Hosting of Website	95.00	19.00	114.00	S
<b>All About the Hills</b>							
	03/10/2023	BACS	Advert for Light Switch on	170.00	34.00	204.00	S
<b>Amazon</b>							
	03/10/2023	BACS	Foot Rest	21.83	4.36	26.19	S
	03/10/2023	BACS	Laptop Cable	3.53	0.71	4.24	S
	03/10/2023	BACS	Monitor Stand Riser	25.23	5.05	30.28	S
	17/10/2023	BACS	Various Stationery Items	35.64	7.13	42.77	S
				<b>86.23</b>	<b>17.25</b>	<b>103.48</b>	
<b>Angela Price</b>							
	02/10/2023	BACS	Mileage	59.40	0.00	59.40	Z
	02/10/2023	BACS	Meetings	59.40	0.00	59.40	Z
				<b>118.80</b>	<b>0.00</b>	<b>118.80</b>	
<b>Barclaycard</b>							
	10/10/2023	DD	Card Machine	-0.20	0.00	-0.20	Z
	10/10/2023	DD	Card Machine PR	0.96	0.00	0.96	Z
	10/10/2023	DD	Card Machine PR	15.00	0.00	15.00	Z
	10/10/2023	DD	LTC Card Machine	10.00	0.00	10.00	Z
				<b>25.76</b>	<b>0.00</b>	<b>25.76</b>	
<b>Blachere Illumination UK Ltd</b>							
	03/10/2023	BACS	Installation	7,392.25	1,478.45	8,870.70	S
	03/10/2023	BACS	Storage at Blockley	4,004.80	800.96	4,805.76	S
				<b>11,397.05</b>	<b>2,279.41</b>	<b>13,676.46</b>	
<b>BNP Paribas Leasing Solutions</b>							
	02/10/2023	DD	Office Telephones	258.29	51.66	309.95	S
<b>Ceci Paolo Ltd</b>							
	17/10/2023	BACS	Hospitality	30.00	0.00	30.00	Z
<b>Citation Limited</b>							
	09/10/2023	DD	LTC HR Services	221.21	44.24	265.45	S
<b>Cusack</b>							
	17/10/2023	BACS	Town Centre Signs	901.32	180.26	1,081.58	S
<b>E.on</b>							
	19/10/2023	DD	Market House Electricity	32.13	1.61	33.74	F
	23/10/2023	BACS	LTC Electricity	54.31	2.72	57.03	F
	24/10/2023	BACS	LTC Electricity	-54.31	-2.72	-57.03	F
	24/10/2023	DD	LTC electricity	54.31	2.72	57.03	F
				<b>86.44</b>	<b>4.33</b>	<b>90.77</b>	
<b>EE Limited</b>							
	04/10/2023	BACS	WWedding Co-ordinator	14.99	3.00	17.99	S
<b>Franco typ Postalia</b>							
	09/10/2023	DD	Post mimibase agreement	30.00	6.00	36.00	S

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

## Payments made between 01/10/2023 and 31/10/2023

	<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
<b>G R Consultancy</b>							
	03/10/2023	BACS	Attend Meeting	-244.20	0.00	-244.20	Z
<b>GR Consultancy</b>							
	02/10/2023	BACS	Code of Conduct meeting	244.20	0.00	244.20	Z
<b>GR Consulting</b>							
	03/10/2023	BACS	Code of Conduct Matter	244.20	0.00	244.20	Z
<b>Grapevine Publications Ltd</b>							
	30/10/2023	BACS	Advert Ledbury Focus	195.00	39.00	234.00	S
<b>H &amp; W Army Caset</b>							
	24/10/2023	BACS	Mayors Hospitality	56.00	0.00	56.00	Z
<b>Herefordshire Council</b>							
	03/10/2023	BACS	LTC Recycling Mth 7	112.84	0.00	112.84	Z
	03/10/2023	BACS	LTC CCTV Contribution	2,358.63	0.00	2,358.63	Z
	03/10/2023	BACS	LTC Waste Collection Mth 7	78.20	0.00	78.20	Z
	26/10/2023	DD	LTC Rates	633.00	0.00	633.00	Z
	26/10/2023	DD	Mortuary Rates	91.00	0.00	91.00	Z
	26/10/2023	DD	Market House Rates	56.00	0.00	56.00	Z
	26/10/2023	DD	Ledbury Cemetery Rates	155.00	0.00	155.00	Z
				<b>3,484.67</b>	<b>0.00</b>	<b>3,484.67</b>	
<b>Herefordshire County Bid</b>							
	03/10/2023	BACS	Volunteer Membership	120.00	24.00	144.00	S
	03/10/2023	BACS	Volunteer Membership	-120.00	-24.00	-144.00	S
				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Hereforshire County BID</b>							
	02/10/2023	BACS	Volunteer Membership	120.00	24.00	144.00	S
<b>HM Courts</b>							
	03/10/2023	CHQ	Small Claims	83.00	0.00	83.00	Z
<b>Inan Bishop Masonry</b>							
	03/10/2023	BACS	War Memorial Works	10,441.44	2,088.29	12,529.73	S
<b>John Walsh Tree Surgery</b>							
	02/10/2023	BACS	Rubbish Clearance at	419.05	20.95	440.00	F
	02/10/2023	BACS	Branch removal overhanging	190.48	9.52	200.00	F
	02/10/2023	BACS	Cemetery Clearance	440.00	0.00	440.00	Z
	02/10/2023	BACS	Overhanging Branches	200.00	0.00	200.00	Z
	03/10/2023	BACS	Clear rubbish at Cemetery	-440.00	0.00	-440.00	Z
	03/10/2023	BACS	Remove branches Biddulph	-200.00	0.00	-200.00	Z
				<b>609.53</b>	<b>30.47</b>	<b>640.00</b>	
<b>Ledbury &amp; District Society Tr.</b>							
	03/10/2023	BACS	Hire of Burgage Hall	120.00	0.00	120.00	Z
<b>Ledbury VIP Club</b>							
	03/10/2023	BACS	LTC Grant	200.00	0.00	200.00	Z
<b>Lloyds Bank</b>							
	27/10/2023	DD	Bank Charges	43.57	0.00	43.57	Z

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Time : 15:06

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

## Payments made between 01/10/2023 and 31/10/2023

<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
31/10/2023	PAY	Lloyds Bank	3.70	0.00	3.70	Z
31/10/2023	PAY	Bank Charges	-3.70	0.00	-3.70	Z
			<b>43.57</b>	<b>0.00</b>	<b>43.57</b>	
<b>Local Hire Services</b>						
17/10/2023	BACS	Platform for Market House	30.00	6.00	36.00	S
<b>Lyreco UK Ltd</b>						
03/10/2023	BACS	Stationery	73.74	14.75	88.49	S
<b>Malcolm Hughes</b>						
03/10/2023	BACS	SLCC Qualification	120.00	24.00	144.00	S
<b>Market House Grill</b>						
02/10/2023	BACS	Civic Service	375.00	0.00	375.00	Z
03/10/2023	BACS	Civic Hospitality	-375.00	0.00	-375.00	Z
			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Mary MacDonald</b>						
03/10/2023	BACS	Heritage Day	107.00	0.00	107.00	Z
<b>NPower</b>						
03/10/2023	BACS	Market Stall Electricity	64.35	3.22	67.57	F
<b>O2</b>						
03/10/2023	DD	Staff mobiles	76.62	15.32	91.94	S
<b>Octopus Energy</b>						
17/10/2023	DD	LTC electricity	162.29	8.11	170.40	F
17/10/2023	DD	Cemetery Electricity	27.98	1.40	29.38	F
			<b>190.27</b>	<b>9.51</b>	<b>199.78</b>	
<b>Olivia Trueman</b>						
03/10/2023	BACS	Advertising on FB	17.00	0.00	17.00	Z
<b>OMS UK Ltd</b>						
03/10/2023	BACS	CMOS Battery	5.00	1.00	6.00	S
17/10/2023	DD	Monthly IT Managed Service	751.63	150.33	901.96	S
			<b>756.63</b>	<b>151.33</b>	<b>907.96</b>	
<b>Onecom Limited</b>						
31/10/2023	DD	Phone System	310.92	62.18	373.10	S
<b>Online Playground</b>						
17/10/2023	BACS	Sping Kit for Gates	380.00	76.00	456.00	S
<b>PJ Nicholls Ltd</b>						
03/10/2023	BACS	Fuel for van & Machinery	56.75	11.35	68.10	S
<b>PKF</b>						
02/10/2023	BACS	Review of Annual Governance	1,680.00	336.00	2,016.00	S
03/10/2023	BACS	External Audit	1,680.00	336.00	2,016.00	S
03/10/2023	BACS	External Audit	-1,680.00	-336.00	-2,016.00	S
			<b>1,680.00</b>	<b>336.00</b>	<b>2,016.00</b>	
<b>poptents</b>						
02/10/2023	BACS	Frame for Gazebo	260.00	52.00	312.00	S

Continued on Page 4

Time : 15:06

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

## Payments made between 01/10/2023 and 31/10/2023

	<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
	02/10/2023	BACS	Frame for Gazebo	260.00	52.00	312.00	S
				<b>520.00</b>	<b>104.00</b>	<b>624.00</b>	
<b>poptents.eu</b>							
	03/10/2023	BACS	New Gazebo Frame	-260.00	-52.00	-312.00	S
<b>Price, Mrs A</b>							
	03/10/2023	BACS	Mileage for meetings	-59.40	0.00	-59.40	Z
	05/10/2023	BACS	Solicitor Costs	900.00	180.00	1,080.00	S
				<b>840.60</b>	<b>180.00</b>	<b>1,020.60</b>	
<b>Quickskip Hereford Ltd</b>							
	03/10/2023	BACS	Cemetery Skip	215.00	43.00	258.00	S
<b>R E People</b>							
	02/10/2023	BACS	Agency Cover	655.64	131.13	786.77	S
<b>R E People Ltd</b>							
	02/10/2023	BACS	Agency Cover	655.64	131.13	786.77	S
	03/10/2023	BACS	Agency Cover Cemetery	593.62	118.72	712.34	S
	03/10/2023	BACS	Agency Cover Cemetery	239.22	47.84	287.06	S
	03/10/2023	BACS	Agency Cover Cemetery	380.98	76.20	457.18	S
	03/10/2023	BACS	Agency Cover Cemetery	620.20	124.04	744.24	S
	03/10/2023	BACS	Agency Cover Cemetery	655.64	131.13	786.77	S
				<b>3,145.30</b>	<b>629.06</b>	<b>3,774.36</b>	
<b>R E Recruitment</b>							
	03/10/2023	BACS	Agency Cover Cemetery	655.64	131.13	786.77	S
<b>Re People Ltd</b>							
	17/10/2023	BACS	Agency Cover	637.92	127.58	765.50	S
<b>RE People Ltd</b>							
	03/10/2023	BACS	Agency Cover	-655.64	-131.13	-786.77	S
	03/10/2023	BACS	Agency Cover Cemetery	593.62	118.72	712.34	S
				<b>-62.02</b>	<b>-12.41</b>	<b>-74.43</b>	
<b>Redkite Solicitors</b>							
	03/10/2023	BACS	Professional fees	508.80	0.00	508.80	Z
<b>Sataff Salaries</b>							
	25/10/2023	BACS	Salaries	2,422.90	0.00	2,422.90	Z
<b>Shredall Ltd</b>							
	03/10/2023	BACS	LTC Shredding	72.87	14.58	87.45	S
<b>Siemens</b>							
	30/10/2023	DD	Siemens	33.93	6.78	40.71	S
	30/10/2023	DD	Hire of Photocopier	195.00	39.00	234.00	S
				<b>228.93</b>	<b>45.78</b>	<b>274.71</b>	
<b>SLCC Enterprises Ltd</b>							
	02/10/2023	BACS	FILCA Sally Edward	120.00	24.00	144.00	S
	02/10/2023	BACS	Qualification Fee Sally	120.00	24.00	144.00	S
	03/10/2023	BACS	Filca S Edwards	-120.00	-24.00	-144.00	S

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Time : 15:06

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

## Payments made between 01/10/2023 and 31/10/2023

<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
03/10/2023	BACS	Training Sophie Jarvis	120.00	24.00	144.00	S
			<b>240.00</b>	<b>48.00</b>	<b>288.00</b>	
<b>Staff Salaries</b>						
25/10/2023	BACS	Salaries	1,308.03	0.00	1,308.03	Z
25/10/2023	BACS	Salaries	3,056.40	0.00	3,056.40	Z
25/10/2023	BACS	Salaries	23,369.13	0.00	23,369.13	Z
			<b>27,733.56</b>	<b>0.00</b>	<b>27,733.56</b>	
<b>Take Payments</b>						
02/10/2023	DD	Card machine Rental	25.00	5.00	30.00	S
02/10/2023	DD	LTC Card Machine Rental	25.00	5.00	30.00	S
			<b>50.00</b>	<b>10.00</b>	<b>60.00</b>	
<b>The Malthouse Cafe</b>						
17/10/2023	BACS	Hospitality	45.00	0.00	45.00	Z
<b>The Market House Grill</b>						
02/10/2023	02102023	Catering for Civic Service	357.14	17.86	375.00	F
<b>Thompson &amp; Co</b>						
31/10/2023	DD	Payroll Mth 7	46.00	9.20	55.20	S
<b>Timequest</b>						
03/10/2023	BACS	Heritage Days	120.00	0.00	120.00	Z
<b>Turners Agri</b>						
03/10/2023	BACS	Tracker for Trailer	427.50	85.50	513.00	S
<b>Turners Agricultural</b>						
03/10/2023	BACS	Tracker for Trailor	427.50	85.50	513.00	S
<b>Viking Direct</b>						
30/10/2023	BACS	Stationery	84.90	16.98	101.88	S
<b>Vision Office Tech Services Lt</b>						
31/10/2023	DD	Photocopier Volume Charge	169.07	33.81	202.88	S
<b>Water Plus</b>						
09/10/2023	DD	The Market House Drainage	8.21	0.00	8.21	Z
<b>Waterplus</b>						
10/10/2023	DD	LTC Water Drainage	10.74	0.00	10.74	Z
<b>Welsh Water</b>						
09/10/2023	DD	LTC Offices	17.75	0.00	17.75	Z
09/10/2023	DD	LTC offices	27.32	0.00	27.32	Z
			<b>45.07</b>	<b>0.00</b>	<b>45.07</b>	
			<b>72,242.05</b>	<b>7,179.27</b>	<b>79,421.32</b>	



## Premier A/c (736) Comm Call

## Payments made between 01/10/2023 and 31/10/2023

	<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
<b>Amazon</b>							
	17/10/2023	BACS	Various	-35.64	-7.13	-42.77	S
	17/10/2023	BACS	Past Due Invoices	35.64	7.13	42.77	S
				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Ceci Paolo Ltd</b>							
	17/10/2023	BACS	Civic Service	28.57	1.43	30.00	F
	17/10/2023	BACS	Civic hospitality	-25.00	-5.00	-30.00	S
				<b>3.57</b>	<b>-3.57</b>	<b>0.00</b>	
<b>Hereford County Bid</b>							
	31/10/2023	BACS	Volunteer Membership	-144.00	0.00	-144.00	Z
<b>Herefordshire County Bid</b>							
	31/10/2023	BACS	Volunteer Membership	120.00	24.00	144.00	S
<b>Lloyds A/c (235) (Bus Ext)</b>							
	31/10/2023	736-235	Transfer736-235	25,000.00	0.00	25,000.00	
<b>Lloyds Bank</b>							
	31/10/2023	PAY	Bank Charges	3.70	0.00	3.70	Z
<b>Local Hire Services</b>							
	17/10/2023	BACS	VAT Omitted	30.00	6.00	36.00	S
	17/10/2023	BACS	Hire of Machinery	-36.00	0.00	-36.00	Z
				<b>-6.00</b>	<b>6.00</b>	<b>0.00</b>	
<b>Market House Cafe</b>							
	17/10/2023	BACS	Civic Service	45.00	0.00	45.00	Z
	17/10/2023	BACS	Hospitality Civic Service	-45.00	0.00	-45.00	Z
				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Online Playground</b>							
	17/10/2023	BACS	Gate Springs Play area	-380.00	-76.00	-456.00	S
<b>Online Playgrounds</b>							
	17/10/2023	BACS	Steelway self closing spring	380.00	76.00	456.00	S
<b>PKF</b>							
	02/10/2023	BACS	External Audit	1,680.00	336.00	2,016.00	S
	02/10/2023	BACS	External Audit	-1,680.00	-336.00	-2,016.00	S
				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>R E People Ltd</b>							
	31/10/2023	BACS	Agency Cover	-637.92	-127.58	-765.50	S
<b>RE People Ltd</b>							
	17/10/2023	BACS	Agency Cover	637.92	127.58	765.50	S
<b>Russell &amp; Co</b>							
	05/10/2023	BACS	Professional Services	900.00	180.00	1,080.00	S
	05/10/2023	BACS	Professional Services	-1,080.00	0.00	-1,080.00	Z
				<b>-180.00</b>	<b>180.00</b>	<b>0.00</b>	

Time : 15:06

Premier A/c (736) Comm Call

Payments made between 01/10/2023 and 31/10/2023

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<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
			<u>24,797.27</u>	<u>206.43</u>	<u>25,003.70</u>	

Time : 15:07

**Petty Cash****Payments made between 01/10/2023 and 31/10/2023**

	<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
<b>Aldi</b>	18/10/2023	PCASH	Milk/Juice Civic Service	6.63	0.00	6.63	Z
<b>Helen I Anson</b>	18/10/2023	PCASH	Juice for Civic Society	13.90	0.00	13.90	Z
<b>Olivia Trueman</b>	18/10/2023	PCASH	Meetings	5.00	0.00	5.00	Z
<b>Sophie Jarvis</b>	18/10/2023	PCASH	Milk for October Fair	1.55	0.00	1.55	Z
<b>Well Worth It</b>	31/10/2023	PCASH	Housekeeping	2.74	0.00	2.74	Z
				<b>29.82</b>	<b>0.00</b>	<b>29.82</b>	



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

## List of Payments made between 01/10/2023 and 31/10/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/10/2023	GR Consultancy	BACS	244.20	18	Code of Conduct meeting
02/10/2023	SLCC Enterprises Ltd	BACS	144.00	203981-1	FILCA Sally Edward
02/10/2023	The Market House Grill	02102023	375.00	23061	Catering for Civic Service
02/10/2023	John Walsh Tree Surgery	BACS	440.00	009313	Rubbish Clearance at Cemetery
02/10/2023	John Walsh Tree Surgery	BACS	200.00	009312	Branch removal overhanging tree
02/10/2023	Angela Price	BACS	59.40	Mileage Claim	Mileage
02/10/2023	R E People	BACS	786.77	56383	Agency Cover
02/10/2023	Herefordshire County BID	BACS	144.00	0032	Volunteer Membership
02/10/2023	PKF	BACS	2,016.00	20232652	Review of Annual Governance
02/10/2023	poptents	BACS	312.00	19987	Frame for Gazebo
02/10/2023	SLCC Enterprises Ltd	BACS	144.00	203981-1	Qualification Fee Sally Edward
02/10/2023	Market House Grill	BACS	375.00	23061	Civic Service
02/10/2023	John Walsh Tree Surgery	BACS	440.00	009313	Cemetery Clearance
02/10/2023	John Walsh Tree Surgery	BACS	200.00	009312	Overhanging Branches
02/10/2023	Angela Price	BACS	59.40	Mileage	Meetings
02/10/2023	poptents	BACS	312.00	19987	Frame for Gazebo
02/10/2023	R E People Ltd	BACS	786.77	56383	Agency Cover
02/10/2023	Take Payments	DD	30.00	13636470	LTC Card Machine Rental
02/10/2023	Take Payments	DD	30.00	13636471	Card machine Rental
02/10/2023	Advansys Ltd	DD	114.00	44086	Monthly Hosting of Website
02/10/2023	BNP Paribas Leasing Solutions	DD	309.95	4401067	Office Telephones
03/10/2023	Olivia Trueman	BACS	17.00	Re-imbusement	Advertising on FB
03/10/2023	PJ Nicholls Ltd	BACS	68.10	8000005	Fuel for van & Machinery
03/10/2023	Ledbury & District Society Tr.	BACS	120.00	LTC/23/10/23	Hire of Burgage Hall
03/10/2023	Redkite Solicitors	BACS	508.80	Mortuaty Lease	Professional fees
03/10/2023	NPower	BACS	67.57	08280862	Market Stall Electricity
03/10/2023	OMS UK Ltd	BACS	6.00	122856	CMOS Battery
03/10/2023	Ledbury VIP Club	BACS	200.00	Grant	LTC Grant
03/10/2023	Shredall Ltd	BACS	87.45	42964	LTC Shredding
03/10/2023	Lyreco UK Ltd	BACS	88.49	6190359599	Stationery
03/10/2023	Amazon	BACS	26.19	Office Equipment	Foot Rest
03/10/2023	Amazon	BACS	30.28	120939451- 2023-32015	Monitor Stand Riser
03/10/2023	Amazon	BACS	4.24	426735755- 2023-455	Laptop Cable
03/10/2023	Herefordshire Council	BACS	78.20	91574872	LTC Waste Collection Mth 7
03/10/2023	Herefordshire Council	BACS	2,358.63	91574873	LTC CCTV Contribution
03/10/2023	Herefordshire Council	BACS	112.84	91574614	LTC Recycling Mth 7
03/10/2023	Quickskip Hereford Ltd	BACS	258.00	223670	Cemetery Skip
03/10/2023	R E People Ltd	BACS	786.77	55456	Agency Cover Cemetery
03/10/2023	RE People Ltd	BACS	712.34	55566	Agency Cover Cemetery
03/10/2023	R E People Ltd	BACS	457.18		Agency Cover Cemetery
03/10/2023	R E People Ltd	BACS	712.34	55772	Agency Cover Cemetery
03/10/2023	R E Recruitment	BACS	786.77	55878	Agency Cover Cemetery
03/10/2023	R E People Ltd	BACS	287.06	56186	Agency Cover Cemetery
03/10/2023	Blachere Illumination UK Ltd	BACS	4,805.76	56263	Storage at Blockley
03/10/2023	Malcolm Hughes	BACS	144.00	203938-1	SLCC Qualification MalHughes

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

## List of Payments made between 01/10/2023 and 31/10/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/10/2023	SLCC Enterprises Ltd	BACS	144.00	203964-1	Training Sophie Jarvis
03/10/2023	Blachere Illumination UK Ltd	BACS	8,870.70	56258	Installation
03/10/2023	R E People Ltd	BACS	744.24	56286	Agency Cover Cemetery
03/10/2023	All About the Hills	BACS	204.00	23777	Advert for Light Switch on
03/10/2023	Mary MacDonald	BACS	107.00	001	Heritage Day
03/10/2023	Timequest	BACS	120.00	16/17/23	Heritage Days
03/10/2023	Inan Bishop Masonry	BACS	12,529.73	243	War Memorial Works
03/10/2023	Turners Agricultural	BACS	513.00	3303	Tracker for Trailer
03/10/2023	Turners Agri	BACS	513.00	3303	Tracker for Trailer
03/10/2023	GR Consulting	BACS	244.20	18	Code of Conduct Matter
03/10/2023	Herefordshire County Bid	BACS	144.00	0032	Volunteer Membership
03/10/2023	PKF	BACS	2,016.00	20232652	External Audit
03/10/2023	O2	DD	91.94	24680431	Staff mobiles
03/10/2023	HM Courts	CHQ	83.00	012356	Small Claims
03/10/2023	G R Consultancy	BACS	-244.20	Code of Conduct	Attend Meeting
03/10/2023	SLCC Enterprises Ltd	BACS	-144.00	FILCA	Filca S Edwards
03/10/2023	Market House Grill	BACS	-375.00	Civic event	Civic Hospitality
03/10/2023	John Walsh Tree Surgery	BACS	-440.00	Cemetery Clearance	Clear rubbish at Cemetery
03/10/2023	John Walsh Tree Surgery	BACS	-200.00	Remove Branches	Remove branches Biddulph Way
03/10/2023	Price, Mrs A	BACS	-59.40	Mileage Clerk	Mileage for meetings
03/10/2023	poptents.eu	BACS	-312.00	Gazebo's	New Gazebo Frame
03/10/2023	RE People Ltd	BACS	-786.77	Cemetery staff cover	Agency Cover
03/10/2023	Herefordshire County Bid	BACS	-144.00	BID	Volunteer Membership
03/10/2023	PKF	BACS	-2,016.00	Audit	External Audit
04/10/2023	EE Limited	BACS	17.99	Mth 7 Mobile	WWedding Co-ordinator Mobile
05/10/2023	Price, Mrs A	BACS	1,080.00	6522	Solicitor Costs
09/10/2023	Welsh Water	DD	17.75	4035398992	LTC Offices
09/10/2023	Welsh Water	DD	27.32	4035400174	LTC offices
09/10/2023	Citation Limited	DD	265.45	0041037	LTC HR Services
09/10/2023	Water Plus	DD	8.21	0157903	The Market House Drainage
09/10/2023	Francotyp Postalia	DD	36.00	320946	Post mimibase agreement
10/10/2023	Barclaycard	DD	10.00	016436880923	LTC Card Machine
10/10/2023	Barclaycard	DD	0.96	016436880923	Card Machine PR
10/10/2023	Barclaycard	DD	15.00	016436880923	Card Machine PR
10/10/2023	Waterplus	DD	10.74	161374	LTC Water Drainage
10/10/2023	Barclaycard	DD	-0.20	Painted Room	Card Machine
17/10/2023	The Malthouse Cafe	BACS	45.00	Civic Ceremony	Hospitality
17/10/2023	Local Hire Services	BACS	36.00	1264	Platform for Market House
17/10/2023	Online Playground	BACS	456.00	054352	Sping Kit for Gates
17/10/2023	Ceci Paolo Ltd	BACS	30.00	Civic Ceremony	Hospitality
17/10/2023	Re People Ltd	BACS	765.50	55360	Agency Cover
17/10/2023	Amazon	BACS	42.77	10920703	Various Stationery Items
17/10/2023	Cusack	BACS	1,081.58	1440371	Town Centre Signs
17/10/2023	Octopus Energy	DD	29.38	A-B092647B	Cemetery Electricity
17/10/2023	Octopus Energy	DD	170.40	A-30D6C022	LTC electricity

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

## List of Payments made between 01/10/2023 and 31/10/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/10/2023	OMS UK Ltd	DD	901.96	122938	Monthly IT Managed Service
19/10/2023	E.on	DD	33.74	1DBC1576	Market House Electricity
23/10/2023	E.on	BACS	57.03	0016	LTC Electricity
24/10/2023	H & W Army Caset	BACS	56.00	Mayor	Mayors Hospitality
24/10/2023	E.on	DD	57.03	DA9D9877-0016	LTC electricity
24/10/2023	E.on	BACS	-57.03	DA9D9877-0016	LTC Electricity
25/10/2023	Staff Salaries	BACS	3,056.40	Payroll Mth 7	Salaries
25/10/2023	Sataff Salaries	BACS	2,422.90	Payroll Mth 4	Salaries
25/10/2023	Staff Salaries	BACS	1,308.03	Payroll Mth 7	Salaries
25/10/2023	Staff Salaries	BACS	23,369.13	Payroll Mth 7	Salaries
26/10/2023	Herefordshire Council	DD	56.00	85806086	Market House Rates
26/10/2023	Herefordshire Council	DD	91.00	8427557X	Mortuary Rates
26/10/2023	Herefordshire Council	DD	155.00	84275471	Ledbury Cemetery Rates
26/10/2023	Herefordshire Council	DD	633.00	85237264	LTC Rates
27/10/2023	Lloyds Bank	DD	43.57	409580710	Bank Charges
30/10/2023	Viking Direct	BACS	101.88	2965582	Stationery
30/10/2023	Grapevine Publications Ltd	BACS	234.00	23450	Advert Ledbury Focus
30/10/2023	Siemens	DD	234.00	LTC	Hire of Photocopier
30/10/2023	Siemens	DD	40.71	Insurance photocopie	Siemens
31/10/2023	Lloyds Bank	PAY	3.70	409439579	Lloyds Bank
31/10/2023	Thompson & Co	DD	55.20	16893	Payroll Mth 7
31/10/2023	Vision Office Tech Services Lt	DD	202.88	100208787	Photocopier Volume Charge
31/10/2023	Onecom Limited	DD	373.10	871854	Phone System
31/10/2023	Lloyds Bank	PAY	-3.70	409439579	Bank Charges
<b>Total Payments</b>			<b>79,421.32</b>		



## List of Payments made between 01/10/2023 and 31/10/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/10/2023	PKF	BACS	2,016.00	20232652	External Audit
02/10/2023	PKF	BACS	-2,016.00	20232652	External Audit
05/10/2023	Russell & Co	BACS	1,080.00	6522	Professional Services
05/10/2023	Russell & Co	BACS	-1,080.00	6522	Professional Services
17/10/2023	Market House Cafe	BACS	45.00	Civic	Civic Service
17/10/2023	Local Hire Services	BACS	36.00	1264	VAT Omitted
17/10/2023	Online Playgrounds	BACS	456.00	054352	Steelway self closing spring
17/10/2023	Ceci Paolo Ltd	BACS	30.00	30761	Civic Service
17/10/2023	RE People Ltd	BACS	765.50	55350	Agency Cover
17/10/2023	Amazon	BACS	42.77	AP	Past Due Invoices
17/10/2023	Market House Cafe	BACS	-45.00	Civic	Hospitality Civic Service
17/10/2023	Local Hire Services	BACS	-36.00	VAT	Hire of Machinery
17/10/2023	Online Playground	BACS	-456.00	054352	Gate Springs Play area
17/10/2023	Ceci Paolo Ltd	BACS	-30.00	30761	Civic hospitality
17/10/2023	Amazon	BACS	-42.77	Events	Various
31/10/2023	Lloyds A/c (235) (Bus Ext)	736-235	25,000.00		Transfer736-235
31/10/2023	Lloyds Bank	PAY	3.70	21143	Bank Charges
31/10/2023	Herefordshire County Bid	BACS	144.00	0032	Volunteer Membership
31/10/2023	R E People Ltd	BACS	-765.50	55350	Agency Cover
31/10/2023	Hereford County Bid	BACS	-144.00	0032	Volunteer Membership
<b>Total Payments</b>			<u>25,003.70</u>		

## Petty Cash

## List of Payments made between 01/10/2023 and 31/10/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/10/2023	Aldi	PCASH	6.63	Petty Cash	Milk/Juice Civic Service
18/10/2023	Helen I Anson	PCASH	13.90	Petty Cash	Juice for Civic Society
18/10/2023	Olivia Trueman	PCASH	5.00	Petty Cash	Meetings
18/10/2023	Sophie Jarvis	PCASH	1.55	Petty Cash	Milk for October Fair
31/10/2023	Well Worth It	PCASH	2.74	Petty Cash	Housekeeping
<b>Total Payments</b>			<u>29.82</u>		

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
102	Other Debtors			215.00	
120	Vat Due			7,251.87	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			23,952.07	
202	Premier A/c (736) Comm Call			400,094.90	
203	Public Sector Deposit Fund			159,047.55	
215	Petty Cash			10.86	
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		157.70
1036	Photocopier Printing	235	Office Facilities & Equipment		34.00
1090	Charter Market Income	301	Planning/Economic Development		5,620.43
1100	Cemetery Interment Income	102	Cemetery & Buildings		7,507.05
1105	Exclusive Right of Burial	102	Cemetery & Buildings	0.50	
1110	Transfer Of Exclusive Right Of	102	Cemetery & Buildings		1,146.00
1122	Electricity Refund	115	Town Centre Decorations		63.84
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		607.00
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings	0.50	
1160	Mortuary Rent Income	102	Cemetery & Buildings	826.64	
1161	Chapel Hire	102	Cemetery & Buildings		150.00
1270	Chritmas Lights Event	115	Town Centre Decorations	177.00	
1271	Event Sponsorship	127	Services and Events		550.00
1289	War Memorial Refund	118	Minor Infrastructure		1,944.46
1450	Painted Room Sales Income	105	Painted Room		1,407.10
1451	Painted Room Donations Income	105	Painted Room		2,628.20
1460	Ceremony Room Income	120	Non-Statutory Services		3,635.80
1460	Ceremony Room Income	205	Ceremony Room	1,115.26	
1471	Dog Poop Bags	127	Services and Events		281.00
1870	Bank Interest Received Income	220	Finance and General Purposes		5,867.01

## 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>
1871	Professoinal Serices Refund	220	Finance and General Purposes		755.00
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	20,842.91	
4000	Staff Salaries	103	Grounds Maintenance	14,603.73	
4000	Staff Salaries	105	Painted Room	8,190.09	
4000	Staff Salaries	230	Management and Payroll	167,186.36	
4001	Agency Cover	102	Cemetery & Buildings	7,522.14	
4009	Wedding Refunds	120	Non-Statutory Services	190.00	
4013	Devolved Services (grass cutti	125	Green Spaces Maintenance	260.40	
4014	Lengthsman Scheme/P3 Scheme	125	Green Spaces Maintenance	528.00	
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	
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	1,250.44	
4110	Rates	102	Cemetery & Buildings	1,717.23	
4110	Rates	201	Market House	336.96	
4110	Rates	202	Town Council Offices	4,488.27	
4115	Water	102	Cemetery & Buildings	20.63	
4115	Water	201	Market House	41.05	
4115	Water	202	Town Council Offices	464.08	
4116	Confidential Waste - Shredding	202	Town Council Offices	628.96	
4118	Buses4Us	302	Special Projects	24,000.00	
4122	Electricity	102	Cemetery & Buildings	173.17	
4122	Electricity	108	Amenity Areas	639.73	
4122	Electricity	115	Town Centre Decorations	2,289.52	
4122	Electricity	201	Market House	1,492.13	
4122	Electricity	202	Town Council Offices	8,274.81	
4130	Insurance	220	Finance and General Purposes	61.01	
4150	Cleaning	202	Town Council Offices	1,776.00	
4155	Housekeeping	202	Town Council Offices	134.11	
4170	Maintenance	102	Cemetery & Buildings	1,678.80	
4170	Maintenance	108	Amenity Areas	120.00	
4170	Maintenance	202	Town Council Offices	366.63	
4170	Maintenance	235	Office Facilities & Equipment	539.00	
4173	Defibrillator maintenance	108	Amenity Areas		0.05
4176	CCTV Link to Hereford	118	Minor Infrastructure	4,981.19	
4185	Alarms	202	Town Council Offices	915.81	

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4200	New Equipment	102	Cemetery & Buildings	653.63	
4201	Equipment Hire	102	Cemetery & Buildings	64.00	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	1,346.64	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	5,600.00	
4206	Grounds Maintenance	102	Cemetery & Buildings	502.15	
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	22,201.68	
4225	Skip Hire	102	Cemetery & Buildings	850.00	
4228	General Tree works	108	Amenity Areas	2,870.00	
4232	Gazebos	118	Minor Infrastructure	260.00	
4236	Play Equipment Maintenance	110	Recreation Ground	880.00	
4237	Skate Park Maintenance	110	Recreation Ground	160.00	
4276	External power supply -High St	118	Minor Infrastructure	66.97	
4280	Station Telephone Kiosk	118	Minor Infrastructure	440.00	
4285	Defibrillator Maintenance	118	Minor Infrastructure	179.95	
4300	Vehicle Repair	102	Cemetery & Buildings	26.00	
4330	Fuel	102	Cemetery & Buildings	799.76	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	740.65	
4400	Stationery	225	Councillors/Newsletter		0.41
4400	Stationery	230	Management and Payroll	0.39	
4400	Stationery	235	Office Facilities & Equipment	2,712.11	
4400	Stationery	401	Full Council	12.30	
4405	Photocopier Hire	235	Office Facilities & Equipment	735.00	
4410	Photocopier Costs	235	Office Facilities & Equipment	1,487.93	
4415	Office Support & Equipment	202	Town Council Offices	35.50	
4415	Office Support & Equipment	235	Office Facilities & Equipment	0.16	
4415	Office Support & Equipment	401	Full Council	3,520.03	
4416	Equipment Maintenance	102	Cemetery & Buildings	1,703.36	
4430	Advertising	105	Painted Room	276.61	
4430	Advertising	220	Finance and General Purposes	270.20	
4433	Card Machine rental	105	Painted Room	293.64	
4433	Card Machine rental	220	Finance and General Purposes	263.00	
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	378.58	
4455	Postage	401	Full Council	248.75	
4460	Subscriptions	220	Finance and General Purposes	1,438.83	
4481	Telephones	401	Full Council	3,488.12	
4482	Website	401	Full Council	665.00	
4483	ICT Services & Software Lease	401	Full Council	4,838.12	
4500	Town Mayors Expenses	225	Councillors/Newsletter	93.15	

## 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>
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	290.00	
4531	Roll of Honour	210	Civic Matters	50.00	
4535	Civic Hospitality	210	Civic Matters	503.57	
4545	Annual & Other Meetings	225	Councillors/Newsletter	554.00	
4550	Bank Charges	220	Finance and General Purposes	427.27	
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	365.75	
4580	Audit External	220	Finance and General Purposes	1,680.00	
4590	Professional Services	220	Finance and General Purposes	6,531.76	
4592	PPE/Health & Safety	102	Cemetery & Buildings	313.59	
4592	PPE/Health & Safety	220	Finance and General Purposes	324.83	
4594	Cemetery Mapping	102	Cemetery & Buildings	750.00	
4595	Climate Change	127	Services and Events	158.05	
4607	Events	127	Services and Events	5,297.50	
4640	Christmas Lights & Install	115	Town Centre Decorations	31,929.51	
4650	Ledbury In Bloom	115	Town Centre Decorations	2,920.00	
4800	Barrett Browning Clock	214	Grants with Powers	359.99	
4805	Citizens Advice Worcs	214	Grants with Powers	2,500.00	
4827	Community Action Ledbury	214	Grants with Powers	10,000.00	
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	4,064.96	
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>1,030,276.65</b>	<b>1,030,276.65</b>
<b>Difference</b>				<b>0.00</b>	



		<u>2022/2023</u>		<u>2023/2024</u>						<u>2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>101</u>	<u>Closed Churchyard</u>											
4170	Maintenance	0	440	0	0	0	0	0	0	0	0	0
4205	Grounds Maintenance (Contract)	1,500	0	0	0	2,500	0	2,500	0	0	0	0
4206	Grounds Maintenance	1,500	-385	0	0	0	0	0	0	0	0	0
4224	Wheely Bins Refuse Collection	300	218	0	0	250	0	250	0	0	0	0
4250	Tree Works/Property Maintenanc	1,000	0	0	0	1,000	0	1,000	0	0	0	0
	Overhead Expenditure	4,300	273	0	0	3,750	0	3,750	0	0	0	0
	Movement to/(from) Gen Reserve	(4,300)	(273)			(3,750)		(3,750)	0	0		
<u>102</u>	<u>Cemetery &amp; Buildings</u>											
1100	Cemetery Interment Income	10,000	11,166	0	0	11,000	0	11,000	7,507	0	0	0
1101	Memorial Bench	0	240	0	0	0	0	0	0	0	0	0
1105	Exclusive Right of Burial	0	838	0	0	0	0	0	-1	0	0	0
1110	Transfer Of Exclusive Right Of	360	96	0	0	360	0	360	1,146	0	0	0
1130	Cemetery Memorial Permit Incom	3,500	2,134	0	0	2,500	0	2,500	607	0	0	0
1131	Cemetery Deed Transfers Income	0	-1	0	0	0	0	0	-1	0	0	0
1160	Mortuary Rent Income	2,500	2,333	0	0	2,500	0	2,500	-827	0	0	0
1161	Chapel Hire	150	109	0	0	150	0	150	150	0	0	0
	Total Income	16,510	16,915	0	0	16,510	0	16,510	8,582	0	0	0
4000	Staff Salaries	37,441	22,743	0	0	42,043	0	42,043	20,843	0	0	0
4001	Agency Cover	2,500	736	0	0	2,000	0	2,000	7,522	0	0	0
4018	National Insurance	0	0	0	0	0	0	0	0	0	0	0
4019	Pension	0	0	0	0	0	0	0	0	0	0	0

## Annual Budget - By Centre (Actual YTD Month 7)

		<u>2022/2023</u>		<u>2023/2024</u>						<u>2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4110	Rates	2,700	2,807	0	0	2,970	0	2,970	1,717	0	0	0
4115	Water	200	86	0	0	200	0	200	21	0	0	0
4122	Electricity	2,000	694	0	0	2,000	0	2,000	173	0	0	0
4150	Cleaning	250	0	0	0	250	0	250	0	0	0	0
4170	Maintenance	1,000	2,646	0	0	1,100	0	1,100	1,679	0	0	0
4200	New Equipment	1,000	1,115	0	0	1,100	0	1,100	654	0	0	0
4201	Equipment Hire	1,000	0	0	0	750	0	750	64	0	0	0
4206	Grounds Maintenance	2,000	1,964	0	0	2,200	0	2,200	502	0	0	0
4223	Perimeter Wall Repairs	2,500	0	0	0	2,000	0	2,000	0	0	0	0
4225	Skip Hire	1,500	1,435	0	0	1,650	0	1,650	850	0	0	0
4227	Memorial Testing	1,000	0	0	0	1,000	0	1,000	0	0	0	0
4250	Tree Works/Property Maintenance	1,000	2,788	0	0	1,000	0	1,000	0	0	0	0
4300	Vehicle Repair	1,000	523	0	0	1,000	0	1,000	26	0	0	0
4330	Fuel	1,500	666	0	0	1,000	0	1,000	800	0	0	0
4340	Insurance, Tax & MOT	1,000	868	0	0	1,000	0	1,000	741	0	0	0
4416	Equipment Maintenance	1,000	308	0	0	1,100	0	1,100	1,703	0	0	0
4592	PPE/Health & Safety	500	222	0	0	500	0	500	314	0	0	0
4594	Cemetery Mapping	0	11,235	0	0	0	0	0	750	0	0	0
	Overhead Expenditure	61,091	50,835	0	0	64,863	0	64,863	38,358	0	0	0
	Movement to/(from) Gen Reserve	(44,581)	(33,920)			(48,353)		(48,353)	(29,776)	0		
<u>103</u>	<u>Grounds Maintenance</u>											
4000	Staff Salaries	0	0	0	0	25,000	0	25,000	14,604	0	0	0
4016	Town Cleaner	27,092	0	0	0	0	0	0	0	0	0	0

Continued on next page

		<u>2022/2023</u>		<u>2023/2024</u>						<u>2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4018	National Insurance	0	0	0	0	0	0	0	1	0	0	0
4019	Pension	0	0	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	27,092	0	0	0	25,000	0	25,000	14,605	0	0	0
	Movement to/(from) Gen Reserve	(27,092)	0			(25,000)		(25,000)	(14,605)	0		
<u>105</u>	<u>Painted Room</u>											
1450	Painted Room Sales Income	750	1,218	0	0	1,000	0	1,000	1,407	0	0	0
1451	Painted Room Donations Income	1,000	2,824	0	0	3,000	0	3,000	2,628	0	0	0
	Total Income	1,750	4,042	0	0	4,000	0	4,000	4,035	0	0	0
4000	Staff Salaries	8,500	8,861	0	0	8,500	0	8,500	8,190	0	0	0
4122	Electricity	0	2,480	0	0	0	0	0	0	0	0	0
4170	Maintenance	1,000	6	0	0	1,100	0	1,100	0	0	0	0
4430	Advertising	500	926	0	0	800	0	800	277	0	0	0
4433	Card Machine rental	0	311	0	0	600	0	600	294	0	0	0
4434	Music Licence	0	303	0	0	350	0	350	0	0	0	0
4435	Card Machine Transactions	0	31	0	0	0	0	0	0	0	0	0
4550	Bank Charges	0	16	0	0	0	0	0	0	0	0	0
4700	Stock Purchase	500	318	0	0	550	0	550	0	0	0	0
	Overhead Expenditure	10,500	13,250	0	0	11,900	0	11,900	8,760	0	0	0
	Movement to/(from) Gen Reserve	(8,750)	(9,208)			(7,900)		(7,900)	(4,725)	0		
<u>107</u>	<u>Town Promotion</u>											
4703	Promotional Material	4,000	75	0	0	3,000	0	3,000	0	0	0	0

## Annual Budget - By Centre (Actual YTD Month 7)

		<u>2022/2023</u>		<u>2023/2024</u>						<u>2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4704	Tourism/ Town Plan Projects	5,000	0	0	0	5,000	0	5,000	0	0	0	0
4705	Signage	4,000	0	0	0	3,000	0	3,000	0	0	0	0
	Overhead Expenditure	13,000	75	0	0	11,000	0	11,000	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(13,000)</u>	<u>(75)</u>			<u>(11,000)</u>		<u>(11,000)</u>	<u>0</u>	<u>0</u>		
<u>108</u>	<u>Amenity Areas</u>											
4122	Electricity	0	5,237	0	0	1,000	0	1,000	640	0	0	0
4170	Maintenance	0	120	0	0	0	0	0	120	0	0	0
4173	Defibrillator maintenance	0	0	0	0	0	0	0	0	0	0	0
4174	CCTV New/ Security	1,000	0	0	0	0	0	0	0	0	0	0
4200	New Equipment	200	59	0	0	200	0	200	0	0	0	0
4204	Dog Hill Wood Management Plan/	1,000	0	0	0	1,000	0	1,000	0	0	0	0
4205	Grounds Maintenance (Contract)	4,040	4,400	0	0	4,040	0	4,040	1,347	0	0	0
4206	Grounds Maintenance	0	38	0	0	0	0	0	0	0	0	0
4209	Dog Hill Wood Maintenance	500	208	0	0	500	0	500	387	0	0	0
4210	Dog Hill Wood Coppicing	2,000	976	0	0	1,000	0	1,000	0	0	0	0
4228	General Tree works	1,500	1,465	0	0	1,650	0	1,650	2,870	0	0	0
4252	General Park Maintenance	2,000	106	0	0	1,000	1,000	2,000	0	0	0	0
4253	General Park Verges	250	0	0	0	0	0	0	0	0	0	0
4435	Card Machine Transactions	0	0	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	12,490	12,609	0	0	10,390	1,000	11,390	5,363	0	0	0
	Movement to/(from) Gen Reserve	<u>(12,490)</u>	<u>(12,609)</u>			<u>(10,390)</u>		<u>(11,390)</u>	<u>(5,363)</u>	<u>0</u>		
<u>110</u>	<u>Recreation Ground</u>											

15:19

		<u>2022/2023</u>		<u>2023/2024</u>						<u>2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4122	Electricity	0	161	0	0	0	0	0	0	0	0	0
4170	Maintenance	0	637	0	0	0	0	0	0	0	0	0
4174	CCTV New/ Security	0	65	0	0	0	0	0	0	0	0	0
4175	CCTV Maintenance	1,000	446	0	0	1,000	0	1,000	0	0	0	0
4205	Grounds Maintenance (Contract)	7,854	13,433	0	0	7,854	0	7,854	5,600	0	0	0
4206	Grounds Maintenance	5,000	122	0	0	3,000	0	3,000	701	0	0	0
4224	Wheely Bins Refuse Collection	700	700	0	0	8,208	0	8,208	0	0	0	0
4229	Street Light Maintenance	500	0	0	0	500	0	500	0	0	0	0
4230	ROSPA Reports	65	63	0	0	71	0	71	0	0	0	0
4234	Skate Park Equipment	0	0	0	0	1,000	0	1,000	0	0	0	0
4235	Play Equipment-New	30,000	62,527	0	0	10,000	0	10,000	0	0	0	0
4236	Play Equipment Maintenance	5,000	6,533	0	0	5,000	0	5,000	880	0	0	0
4237	Skate Park Maintenance	5,000	9,070	0	0	3,000	0	3,000	160	0	0	0
4238	Youth Shelter Maintenance	1,000	2,931	0	0	1,000	0	1,000	0	0	0	0
4270	Litter Bins & Benches	1,000	6,140	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	57,119	102,826	0	0	40,633	0	40,633	7,341	0	0	0
	Movement to/(from) Gen Reserve	(57,119)	(102,826)			(40,633)		(40,633)	(7,341)	0		
<u>115</u>	<u>Town Centre Decorations</u>											
1122	Electricity Refund	0	0	0	0	0	0	0	64	0	0	0
1270	Chritmas Lights Event	1,000	1,509	0	0	1,000	0	1,000	-177	0	0	0
	Total Income	1,000	1,509	0	0	1,000	0	1,000	-113	0	0	0
4122	Electricity	0	611	0	0	0	0	0	2,290	0	0	0

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		<u>2022/2023</u>		<u>2023/2024</u>						<u>2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4640	Christmas Lights & Install	13,260	19,571	0	0	23,000	0	23,000	31,930	0	0	0
4650	Ledbury In Bloom	4,000	3,809	0	0	4,000	0	4,000	2,920	0	0	0
	Overhead Expenditure	17,260	23,990	0	0	27,000	0	27,000	37,139	0	0	0
	Movement to/(from) Gen Reserve	(16,260)	(22,481)			(26,000)		(26,000)	(37,252)	0		
<u>118</u>	<u>Minor Infrastructure</u>											
1289	War Memorial Refund	0	1,667	0	0	3,333	0	3,333	1,944	0	0	0
4232	Gazebos	0	0	0	0	0	0	0	-260	0	0	0
	Total Income	0	1,667	0	0	3,333	0	3,333	1,684	0	0	0
4176	CCTV Link to Hereford	8,379	8,763	0	0	9,500	0	9,500	4,981	0	0	0
4212	Definitive Footpaths	510	0	0	0	0	0	0	0	0	0	0
4214	Gloucester Rd Seats Grass Cut	50	0	0	0	0	0	0	0	0	0	0
4218	War Memorial Cleaning	450	0	0	0	0	0	0	0	0	0	0
4221	War Memorial refurbishment	0	3,471	0	0	0	0	0	22,202	0	0	0
4276	External power supply -High St	110	72	0	0	120	0	120	67	0	0	0
4280	Station Telephone Kiosk	0	0	0	0	0	0	0	440	0	0	0
4285	Defibrillator Maintenance	350	97	0	0	350	0	350	180	0	0	0
	Overhead Expenditure	9,849	12,402	0	0	9,970	0	9,970	27,870	0	0	0
	118 Net Income over Expenditure	-9,849	-10,735	0	0	-6,637	0	-6,637	-26,185	0	0	0
6000	plus Transfers from EMR	0	0	0	0	0	0	0	22,202	0	0	0
	Movement to/(from) Gen Reserve	(9,849)	(10,735)			(6,637)		(6,637)	(3,984)	0		
<u>120</u>	<u>Non-Statutory Services</u>											

		<u>2022/2023</u>		<u>2023/2024</u>						<u>2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1460	Ceremony Room Income	2,000	3,000	0	0	2,200	0	2,200	3,636	0	0	0
	Total Income	2,000	3,000	0	0	2,200	0	2,200	3,636	0	0	0
4007	Ceremony Room Licence Fee	0	0	0	0	500	0	500	0	0	0	0
4009	Wedding Refunds	0	17	0	0	0	0	0	190	0	0	0
4020	Cleaning	500	0	0	0	500	0	500	0	0	0	0
4430	Advertising	500	0	0	0	500	0	500	0	0	0	0
	Overhead Expenditure	1,000	17	0	0	1,500	0	1,500	190	0	0	0
	Movement to/(from) Gen Reserve	1,000	2,983			700		700	3,446	0		
<u>125</u>	<u>Green Spaces Maintenance</u>											
4013	Devolved Services (grass cutti	2,500	634	0	0	1,000	0	1,000	260	0	0	0
4014	Lengthsman Scheme/P3 Scheme	3,000	1,008	0	0	3,000	0	3,000	528	0	0	0
	Overhead Expenditure	5,500	1,642	0	0	4,000	0	4,000	788	0	0	0
	Movement to/(from) Gen Reserve	(5,500)	(1,642)			(4,000)		(4,000)	(788)	0		
<u>127</u>	<u>Services and Events</u>											
1271	Event Sponsorship	0	0	0	0	0	0	0	550	0	0	0
1471	Dog Poop Bags	1,000	716	0	0	1,000	0	1,000	281	0	0	0
	Total Income	1,000	716	0	0	1,000	0	1,000	831	0	0	0
4271	Dog Bags	700	363	0	0	700	0	700	0	0	0	0
4595	Climate Change	0	0	0	0	2,000	0	2,000	158	0	0	0
4600	Town Crier/Fees & Subs	500	140	0	0	500	0	500	0	0	0	0

		<u>2022/2023</u>		<u>2023/2024</u>						<u>2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4601	Town Crier/Uniforms	1,000	0	0	0	500	0	500	0	0	0	0
4605	Events Barriers	100	174	0	0	100	0	100	0	0	0	0
4607	Events	7,500	6,560	0	0	7,500	0	7,500	5,298	0	0	0
4850	Poppy Wreath	20	142	0	0	20	0	20	0	0	0	0
	Overhead Expenditure	9,820	7,379	0	0	11,320	0	11,320	5,456	0	0	0
	Movement to/(from) Gen Reserve	(8,820)	(6,663)			(10,320)		(10,320)	(4,625)	0		
<u>201</u>	<u>Market House</u>											
1030	Market House Income	1,000	1,003	0	0	1,100	0	1,100	0	0	0	0
	Total Income	1,000	1,003	0	0	1,100	0	1,100	0	0	0	0
4021	Rubbish Collection	0	191	0	0	0	0	0	0	0	0	0
4110	Rates	1,500	539	0	0	1,650	0	1,650	337	0	0	0
4115	Water	0	61	0	0	100	0	100	41	0	0	0
4122	Electricity	1,000	874	0	0	1,500	0	1,500	1,492	0	0	0
4150	Cleaning	100	0	0	0	100	0	100	0	0	0	0
4170	Maintenance	5,000	173	0	0	5,000	0	5,000	0	0	0	0
	Overhead Expenditure	7,600	1,837	0	0	8,350	0	8,350	1,870	0	0	0
	Movement to/(from) Gen Reserve	(6,600)	(834)			(7,250)		(7,250)	(1,870)	0		
<u>202</u>	<u>Town Council Offices</u>											
4000	Staff Salaries	0	96	0	0	0	0	0	0	0	0	0
4021	Rubbish Collection	1,000	384	0	0	1,000	0	1,000	382	0	0	0
4110	Rates	6,200	7,236	0	0	6,820	0	6,820	4,488	0	0	0



		<u>2022/2023</u>		<u>2023/2024</u>						<u>2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4115	Water	500	577	0	0	550	0	550	464	0	0	0
4116	Confidential Waste - Shredding	0	0	0	0	780	0	780	629	0	0	0
4122	Electricity	10,000	1,255	0	0	6,000	0	6,000	8,275	0	0	0
4150	Cleaning	0	2,914	0	0	2,500	0	2,500	1,776	0	0	0
4155	Housekeeping	500	49	0	0	500	0	500	134	0	0	0
4160	Window Cleaning	250	70	0	0	250	0	250	0	0	0	0
4170	Maintenance	3,000	1,157	0	0	3,300	0	3,300	367	0	0	0
4171	PAT Testing	250	225	0	0	0	0	0	0	0	0	0
4179	Quinquennial Works	2,000	0	0	0	2,000	0	2,000	0	0	0	0
4185	Alarms	4,200	3,866	0	0	4,620	0	4,620	916	0	0	0
4415	Office Support & Equipment	0	254	0	0	0	0	0	36	0	0	0
	Overhead Expenditure	27,900	18,083	0	0	28,320	0	28,320	17,466	0	0	0
	Movement to/(from) Gen Reserve	(27,900)	(18,083)			(28,320)		(28,320)	(17,466)	0		
<u>205</u>	<u>Ceremony Room</u>											
1460	Ceremony Room Income	0	1,393	0	0	0	0	0	-1,115	0	0	0
	Total Income	0	1,393	0	0	0	0	0	-1,115	0	0	0
	Movement to/(from) Gen Reserve	0	1,393			0		0	(1,115)	0		
<u>210</u>	<u>Civic Matters</u>											
4110	Rates	0	272	0	0	0	0	0	0	0	0	0
4501	Mayor's Hospitality	1,000	450	0	0	1,100	0	1,100	223	0	0	0
4529	Civic Insignia	400	0	0	0	400	0	400	0	0	0	0
4531	Roll of Honour	50	30	0	0	50	0	50	50	0	0	0

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		<u>2022/2023</u>		<u>2023/2024</u>						<u>2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4532	Flag Pole	120	260	0	0	132	0	132	0	0	0	0
4535	Civic Hospitality	1,000	1,056	0	0	1,100	0	1,100	504	0	0	0
	Overhead Expenditure	2,570	2,069	0	0	2,782	0	2,782	777	0	0	0
	Movement to/(from) Gen Reserve	(2,570)	(2,069)			(2,782)		(2,782)	(777)	0		
<u>214</u>	<u>Grants with Powers</u>											
1718	October Fair Donation Income	2,000	2,250	0	0	2,250	0	2,250	0	0	0	0
1720	Welcome Back Fund	0	11,154	0	0	0	0	0	0	0	0	0
1721	Grant Sponsorship	0	175	0	0	0	0	0	0	0	0	0
	Total Income	2,000	13,579	0	0	2,250	0	2,250	0	0	0	0
4800	Barrett Browning Clock	150	169	0	0	0	0	0	360	0	0	0
4805	Citizens Advice Worcs	5,000	5,000	0	0	5,000	0	5,000	2,500	0	0	0
4826	Malvern Hilss AONB Partnership	500	0	0	0	500	0	500	0	0	0	0
4827	Community Action Ledbury	10,000	10,000	0	0	10,000	0	10,000	10,000	0	0	0
4857	Great Places to Visit Funding	0	83,632	0	0	0	0	0	9	0	0	0
4858	Welcome Back Fund	0	83	0	0	0	0	0	0	0	0	0
4870	Youth Budget	5,000	0	0	0	5,000	0	5,000	0	0	0	0
4875	Distinguished Citizen Awards	250	101	0	0	250	0	250	192	0	0	0
4876	October Fair Expenditure	0	874	0	0	1,000	0	1,000	901	0	0	0
4890	Unspecified Grants	20,000	19,530	0	0	20,000	0	20,000	17,790	0	0	0
4891	Age Uk Hereford Localities	0	0	0	0	4,000	0	4,000	4,000	0	0	0
4892	Dream Your Future	0	0	0	0	1,500	0	1,500	1,500	0	0	0
4893	Ledbury Food Bank	0	0	0	0	2,500	0	2,500	0	0	0	0

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		<u>2022/2023</u>		<u>2023/2024</u>						<u>2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4894	Ledbury Methodist Church	0	0	0	0	1,350	0	1,350	0	0	0	0
	Overhead Expenditure	40,900	119,389	0	0	51,100	0	51,100	37,252	0	0	0
	214 Net Income over Expenditure	-38,900	-105,810	0	0	-48,850	0	-48,850	-37,252	0	0	0
6000	plus Transfers from EMR	0	81,110	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(38,900)</u>	<u>(24,700)</u>			<u>(48,850)</u>		<u>(48,850)</u>	<u>(37,252)</u>	<u>0</u>		
<u>220</u>	<u>Finance and General Purposes</u>											
1870	Bank Interest Received Income	500	3,585	0	0	1,000	0	1,000	5,867	0	0	0
1871	Professoinal Serices Refund	0	0	0	0	0	0	0	755	0	0	0
1874	CommunityHall Electricity CCTV	0	1,843	0	0	0	0	0	0	0	0	0
1899	Insurance Claim	0	0	0	0	0	0	0	340	0	0	0
1900	Precept Income	0	605,091	0	0	0	0	0	640,671	0	0	0
1902	Western Power WayLeave	0	126	0	0	120	0	120	126	0	0	0
	Total Income	500	610,645	0	0	1,120	0	1,120	647,759	0	0	0
4130	Insurance	14,022	15,961	0	0	17,557	0	17,557	61	0	0	0
4430	Advertising	1,000	1,422	0	0	1,000	0	1,000	270	0	0	0
4433	Card Machine rental	0	150	0	0	600	0	600	263	0	0	0
4435	Card Machine Transactions	0	26	0	0	0	0	0	0	0	0	0
4460	Subscriptions	3,000	5,471	0	0	5,000	0	5,000	1,439	0	0	0
4550	Bank Charges	350	722	0	0	500	0	500	427	0	0	0
4551	Data Protection	1,000	0	0	0	500	0	500	50	0	0	0
4579	Audit Internal	2,000	732	0	0	2,000	0	2,000	366	0	0	0
4580	Audit External	5,000	0	0	0	3,000	0	3,000	1,680	0	0	0

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		<u>2022/2023</u>		<u>2023/2024</u>						<u>2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4590	Professional Services	15,000	24,568	0	0	10,000	0	10,000	6,532	0	0	0
4592	PPE/Health & Safety	500	14	0	0	500	0	500	325	0	0	0
	Overhead Expenditure	41,872	49,065	0	0	40,657	0	40,657	11,413	0	0	0
	Movement to/(from) Gen Reserve	(41,372)	561,580			(39,537)		(39,537)	636,346	0		
<u>225</u>	<u>Councillors/Newsletter</u>											
4400	Stationery	0	0	0	0	0	0	0	0	0	0	0
4420	Newsletter	500	0	0	0	500	0	500	0	0	0	0
4500	Town Mayors Expenses	1,000	448	0	0	1,000	0	1,000	93	0	0	0
4502	Mayor's Advertising	500	0	0	0	500	0	500	-30	0	0	0
4503	Mayor's Portrait/Caricature	500	0	0	0	0	0	0	0	0	0	0
4520	Councillors Expenses	500	0	0	0	500	0	500	194	0	0	0
4525	Councillors Training	2,000	99	0	0	1,500	0	1,500	290	0	0	0
4540	Election Expenses	500	0	0	0	500	0	500	0	0	0	0
4545	Annual & Other Meetings	1,000	1,716	0	0	1,000	0	1,000	554	0	0	0
	Overhead Expenditure	6,500	2,263	0	0	5,500	0	5,500	1,101	0	0	0
	Movement to/(from) Gen Reserve	(6,500)	(2,263)			(5,500)		(5,500)	(1,101)	0		
<u>230</u>	<u>Management and Payroll</u>											
4000	Staff Salaries	230,688	162,097	0	0	279,169	0	279,169	167,186	0	0	0
4001	Agency Cover	10,000	1,203	0	0	8,000	0	8,000	0	0	0	0
4018	National Insurance	0	65,383	0	0	0	0	0	0	0	0	0
4019	Pension	0	78,047	0	0	0	0	0	0	0	0	0
4050	Staff Training	3,000	2,663	0	0	3,000	0	3,000	3,726	0	0	0

		<u>2022/2023</u>		<u>2023/2024</u>						<u>2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4051	Officers Travel/Conference/Sub	1,000	1,035	0	0	1,100	0	1,100	1,250	0	0	0
4400	Stationery	0	0	0	0	0	0	0	0	0	0	0
4415	Office Support & Equipment	0	-48	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	244,688	310,380	0	0	291,269	0	291,269	172,163	0	0	0
	Movement to/(from) Gen Reserve	(244,688)	(310,380)			(291,269)		(291,269)	(172,163)	0		
<u>235</u>	<u>Office Facilities &amp; Equipment</u>											
1036	Photocopier Printing	0	62	0	0	0	0	0	34	0	0	0
	Total Income	0	62	0	0	0	0	0	34	0	0	0
4170	Maintenance	0	0	0	0	1,650	0	1,650	539	0	0	0
4400	Stationery	2,750	6,403	0	0	3,500	0	3,500	2,712	0	0	0
4405	Photocopier Hire	800	821	0	0	780	0	780	735	0	0	0
4410	Photocopier Costs	2,750	3,103	0	0	2,500	0	2,500	1,488	0	0	0
4415	Office Support & Equipment	1,500	5,981	0	0	0	0	0	0	0	0	0
4444	Petty Cash	0	207	0	0	1,000	0	1,000	379	0	0	0
	Overhead Expenditure	7,800	16,515	0	0	9,430	0	9,430	5,853	0	0	0
	Movement to/(from) Gen Reserve	(7,800)	(16,452)			(9,430)		(9,430)	(5,819)	0		
<u>301</u>	<u>Planning/Economic Development</u>											
1034	Tourist Information Centre	0	47	0	0	0	0	0	158	0	0	0
1090	Charter Market Income	5,000	9,036	0	0	5,500	0	5,500	5,620	0	0	0
	Total Income	5,000	9,082	0	0	5,500	0	5,500	5,778	0	0	0

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		<u>2022/2023</u>		<u>2023/2024</u>						<u>2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4542	Town Centre Facilities	5,000	0	0	0	0	0	0	0	0	0	0
4543	Neighbourhood Plan	0	1,063	0	0	0	0	0	0	0	0	0
4546	Traffic Management	2,000	3,830	0	0	2,000	0	2,000	0	0	0	0
4549	Charter Market improvements	2,500	30	0	0	2,000	0	2,000	0	0	0	0
4553	Tourist Information Centre	0	257	0	0	1,000	0	1,000	888	0	0	0
	Overhead Expenditure	9,500	5,180	0	0	5,000	0	5,000	888	0	0	0
	Movement to/(from) Gen Reserve	(4,500)	3,902			500		500	4,890	0		
<u>302</u>	<u>Special Projects</u>											
4117	CCTV Upgrade	5,000	0	0	0	0	0	0	0	0	0	0
4118	Buses4Us	0	0	0	0	0	0	0	24,000	0	0	0
4273	Scatter Garden & Memorial Tree	2,000	0	0	0	0	0	0	0	0	0	0
4432	Phone Box	1,500	0	0	0	0	0	0	0	0	0	0
4884	Smart Water	1,000	0	0	0	0	0	0	0	0	0	0
4886	John Masefield Memorial	0	0	0	0	0	0	0	4,065	0	0	0
	Overhead Expenditure	9,500	0	0	0	0	0	0	28,065	0	0	0
	Movement to/(from) Gen Reserve	(9,500)	0			0		0	(28,065)	0		
<u>401</u>	<u>Full Council</u>											
4400	Stationery	0	164	0	0	0	0	0	12	0	0	0
4415	Office Support & Equipment	2,000	-2,916	0	0	2,000	0	2,000	3,520	0	0	0
4455	Postage	1,000	350	0	0	500	0	500	249	0	0	0
4480	ICT-Computers	1,000	0	0	0	1,000	0	1,000	0	0	0	0
4481	Telephones	4,500	4,662	0	0	4,950	0	4,950	3,488	0	0	0

Continued on next page

		<u>2022/2023</u>		<u>2023/2024</u>						<u>2024/2025</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4482	Website	1,500	1,447	0	0	1,500	0	1,500	665	0	0	0
4483	ICT Services & Software Lease	7,500	8,114	0	0	5,000	0	5,000	4,838	0	0	0
4881	Building Reserves	0	0	0	0	0	0	0	77	0	0	0
	Overhead Expenditure	17,500	11,821	0	0	14,950	0	14,950	12,849	0	0	0
	Movement to/(from) Gen Reserve	<u>(17,500)</u>	<u>(11,821)</u>			<u>(14,950)</u>		<u>(14,950)</u>	<u>(12,849)</u>	<u>0</u>		
	Total Budget Income	30,760	663,612	0	0	38,013	0	38,013	671,112	0	0	0
	Expenditure	645,351	761,899	0	0	678,684	1,000	679,684	435,566	0	0	0
	Net Income over Expenditure	<u>-614,591</u>	<u>-98,287</u>	<u>0</u>	<u>0</u>	<u>-640,671</u>	<u>-1,000</u>	<u>-641,671</u>	<u>235,546</u>	<u>0</u>	<u>0</u>	<u>0</u>
	plus Transfers from EMR	0	81,110	0	0	0	0	0	22,202	0	0	0
	Movement to/(from) Gen Reserve	<u>(614,591)</u>	<u>(17,176)</u>			<u>(640,671)</u>		<u>(641,671)</u>	<u>257,747</u>	<u>0</u>		





	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Closed Churchyard</u>								
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 Maintenan	0	0	1,000	1,000		1,000	0.0%	
Closed Churchyard :- Indirect Expenditure	0	0	3,750	3,750	0	3,750	0.0%	0
Net Expenditure	0	0	(3,750)	(3,750)				
<u>102 Cemetery &amp; Buildings</u>								
1100 Cemetery Interment Income	2,519	7,507	11,000	3,493			68.2%	
1105 Exclusive Right of Burial	(1,264)	(1)	0	1			0.0%	
1110 Transfer Of Exclusive Right Of	1,146	1,146	360	(786)			318.3%	
1130 Cemetery Memorial Permit Incom	0	607	2,500	1,893			24.3%	
1131 Cemetery Deed Transfers Income	(33)	(1)	0	1			0.0%	
1160 Mortuary Rent Income	167	(827)	2,500	3,327			(33.1%)	
1161 Chapel Hire	0	150	150	0			100.0%	
Cemetery & Buildings :- Income	2,535	8,582	16,510	7,928			52.0%	0
4000 Staff Salaries	5,528	20,843	42,043	21,200		21,200	49.6%	
4001 Agency Cover	5,032	7,522	2,000	(5,522)		(5,522)	376.1%	
4018 National Insurance	(1,236)	0	0	(0)		(0)	0.0%	
4019 Pension	(1,236)	0	0	(0)		(0)	0.0%	
4110 Rates	246	1,717	2,970	1,253		1,253	57.8%	
4115 Water	0	21	200	179		179	10.3%	
4122 Electricity	28	173	2,000	1,827		1,827	8.7%	
4150 Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	0	1,679	1,100	(579)		(579)	152.6%	
4200 New Equipment	428	654	1,100	446		446	59.4%	
4201 Equipment Hire	(6)	64	750	686		686	8.5%	
4206 Grounds Maintenance	440	502	2,200	1,698		1,698	22.8%	
4223 Perimeter Wall Repairs	0	0	2,000	2,000		2,000	0.0%	
4225 Skip Hire	215	850	1,650	800		800	51.5%	
4227 Memorial Testing	0	0	1,000	1,000		1,000	0.0%	
4250 Tree Works/Property Maintenan	0	0	1,000	1,000		1,000	0.0%	
4300 Vehicle Repair	0	26	1,000	974		974	2.6%	
4330 Fuel	57	800	1,000	200		200	80.0%	
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%	
Cemetery & Buildings :- Indirect Expenditure	9,496	38,358	64,863	26,505	0	26,505	59.1%	0
Net Income over Expenditure	(6,961)	(29,776)	(48,353)	(18,577)				

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>103 Grounds Maintenance</u>								
4000 Staff Salaries	7,184	14,604	25,000	10,396		10,396	58.4%	
4016 Town Cleaner	(1,340)	0	0	0		0	0.0%	
4018 National Insurance	(2,349)	1	0	(1)		(1)	0.0%	
4019 Pension	(1,072)	0	0	(0)		(0)	0.0%	
Grounds Maintenance :- Indirect Expenditure	2,423	14,605	25,000	10,395	0	10,395	58.4%	0
Net Expenditure	(2,423)	(14,605)	(25,000)	(10,395)				
<u>105 Painted Room</u>								
1450 Painted Room Sales Income	160	1,407	1,000	(407)			140.7%	
1451 Painted Room Donations Income	22	2,628	3,000	372			87.6%	
Painted Room :- Income	182	4,035	4,000	(35)			100.9%	0
4000 Staff Salaries	1,308	8,190	8,500	310		310	96.4%	
4110 Rates	(56)	0	0	0		0	0.0%	
4170 Maintenance	0	0	1,100	1,100		1,100	0.0%	
4430 Advertising	0	277	800	523		523	34.6%	
4433 Card Machine rental	57	294	600	306		306	48.9%	
4434 Music Licence	0	0	350	350		350	0.0%	
4700 Stock Purchase	0	0	550	550		550	0.0%	
Painted Room :- Indirect Expenditure	1,309	8,760	11,900	3,140	0	3,140	73.6%	0
Net Income over Expenditure	(1,127)	(4,725)	(7,900)	(3,175)				
<u>107 Town Promotion</u>								
4703 Promotional Material	0	0	3,000	3,000		3,000	0.0%	
4704 Tourism/ Town Plan Projects	0	0	5,000	5,000		5,000	0.0%	
4705 Signage	0	0	3,000	3,000		3,000	0.0%	
Town Promotion :- Indirect Expenditure	0	0	11,000	11,000	0	11,000	0.0%	0
Net Expenditure	0	0	(11,000)	(11,000)				
<u>108 Amenity Areas</u>								
4122 Electricity	0	640	1,000	360		360	64.0%	
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)	0	1,347	4,040	2,693		2,693	33.3%	
4209 Dog Hill Wood Maintenance	0	387	500	113		113	77.3%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4210 Dog Hill Wood Coppicing	0	0	1,000	1,000		1,000	0.0%	
4228 General Tree works	200	2,870	1,650	(1,220)		(1,220)	173.9%	
4252 General Park Maintenance	0	0	2,000	2,000		2,000	0.0%	
4435 Card Machine Transactions	(16)	(0)	0	0		0	0.0%	
<b>Amenity Areas :- Indirect Expenditure</b>	<b>184</b>	<b>5,363</b>	<b>11,390</b>	<b>6,027</b>	<b>0</b>	<b>6,027</b>	<b>47.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(184)</b>	<b>(5,363)</b>	<b>(11,390)</b>	<b>(6,027)</b>				
<b>110 Recreation Ground</b>								
4175 CCTV Maintenance	0	0	1,000	1,000		1,000	0.0%	
4205 Grounds Maintenance (Contract)	0	5,600	7,854	2,254		2,254	71.3%	
4206 Grounds Maintenance	0	701	3,000	2,299		2,299	23.4%	
4224 Wheely Bins Refuse Collection	0	0	8,208	8,208		8,208	0.0%	
4229 Street Light Maintenance	0	0	500	500		500	0.0%	
4230 ROSPA Reports	0	0	71	71		71	0.0%	
4234 Skate Park Equipment	0	0	1,000	1,000		1,000	0.0%	
4235 Play Equipment-New	0	0	10,000	10,000		10,000	0.0%	
4236 Play Equipment Maintenance	380	880	5,000	4,120		4,120	17.6%	
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%	
<b>Recreation Ground :- Indirect Expenditure</b>	<b>380</b>	<b>7,341</b>	<b>40,633</b>	<b>33,292</b>	<b>0</b>	<b>33,292</b>	<b>18.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(380)</b>	<b>(7,341)</b>	<b>(40,633)</b>	<b>(33,292)</b>				
<b>115 Town Centre Decorations</b>								
1122 Electricity Refund	0	64	0	(64)			0.0%	
1270 Chritmas Lights Event	(177)	(177)	1,000	1,177			(17.7%)	
<b>Town Centre Decorations :- Income</b>	<b>(177)</b>	<b>(113)</b>	<b>1,000</b>	<b>1,113</b>			<b>(11.3%)</b>	<b>0</b>
4122 Electricity	0	2,290	0	(2,290)		(2,290)	0.0%	
4640 Christmas Lights & Install	11,397	31,930	23,000	(8,930)		(8,930)	138.8%	
4650 Ledbury In Bloom	0	2,920	4,000	1,080		1,080	73.0%	
<b>Town Centre Decorations :- Indirect Expenditure</b>	<b>11,397</b>	<b>37,139</b>	<b>27,000</b>	<b>(10,139)</b>	<b>0</b>	<b>(10,139)</b>	<b>137.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(11,574)</b>	<b>(37,252)</b>	<b>(26,000)</b>	<b>11,252</b>				
<b>118 Minor Infrastructure</b>								
1289 War Memorial Refund	278	1,944	3,333	1,389			58.3%	
4232 Gazebos	(260)	(260)	0	260			0.0%	
<b>Minor Infrastructure :- Income</b>	<b>18</b>	<b>1,684</b>	<b>3,333</b>	<b>1,649</b>			<b>50.5%</b>	<b>0</b>
4176 CCTV Link to Hereford	2,359	4,981	9,500	4,519		4,519	52.4%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4221 War Memorial refurbishment	10,441	22,202	0	(22,202)		(22,202)	0.0%	22,202
4276 External power supply -High St	0	67	120	53		53	55.8%	
4280 Station Telephone Kiosk	0	440	0	(440)		(440)	0.0%	
4285 Defibrillator Maintenance	0	180	350	170		170	51.4%	
Minor Infrastructure :- Indirect Expenditure	<u>12,800</u>	<u>27,870</u>	<u>9,970</u>	<u>(17,900)</u>	<u>0</u>	<u>(17,900)</u>	<u>279.5%</u>	<u>22,202</u>
Net Income over Expenditure	<u>(12,782)</u>	<u>(26,185)</u>	<u>(6,637)</u>	<u>19,548</u>				
6000 plus Transfers from EMR	22,202	22,202						
Movement to/(from) Gen Reserve	<u>9,419</u>	<u>(3,984)</u>						
<u>120 Non-Statutory Services</u>								
1460 Ceremony Room Income	770	3,636	2,200	(1,436)			165.3%	
Non-Statutory Services :- Income	<u>770</u>	<u>3,636</u>	<u>2,200</u>	<u>(1,436)</u>			<u>165.3%</u>	<u>0</u>
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	<u>0</u>	<u>190</u>	<u>1,500</u>	<u>1,310</u>	<u>0</u>	<u>1,310</u>	<u>12.7%</u>	<u>0</u>
Net Income over Expenditure	<u>770</u>	<u>3,446</u>	<u>700</u>	<u>(2,746)</u>				
<u>125 Green Spaces Maintenance</u>								
4013 Devolved Services (grass cutti	0	260	1,000	740		740	26.0%	
4014 Lengthsman Scheme/P3 Scheme	0	528	3,000	2,472		2,472	17.6%	
Green Spaces Maintenance :- Indirect Expenditure	<u>0</u>	<u>788</u>	<u>4,000</u>	<u>3,212</u>	<u>0</u>	<u>3,212</u>	<u>19.7%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(788)</u>	<u>(4,000)</u>	<u>(3,212)</u>				
<u>127 Services and Events</u>								
1271 Event Sponsorship	300	550	0	(550)			0.0%	
1471 Dog Poop Bags	43	281	1,000	719			28.1%	
Services and Events :- Income	<u>343</u>	<u>831</u>	<u>1,000</u>	<u>169</u>			<u>83.1%</u>	<u>0</u>
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	0	0	100	100		100	0.0%	
4607 Events	221	5,298	7,500	2,203		2,203	70.6%	
4850 Poppy Wreath	0	0	20	20		20	0.0%	
Services and Events :- Indirect Expenditure	<u>221</u>	<u>5,456</u>	<u>11,320</u>	<u>5,864</u>	<u>0</u>	<u>5,864</u>	<u>48.2%</u>	<u>0</u>
Net Income over Expenditure	<u>122</u>	<u>(4,625)</u>	<u>(10,320)</u>	<u>(5,695)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201 Market House</u>								
1030 Market House Income	0	0	1,100	1,100			0.0%	
Market House :- Income	<u>0</u>	<u>0</u>	<u>1,100</u>	<u>1,100</u>			<u>0.0%</u>	<u>0</u>
4110 Rates	56	337	1,650	1,313		1,313	20.4%	
4115 Water	8	41	100	59		59	41.0%	
4122 Electricity	151	1,492	1,500	8		8	99.5%	
4150 Cleaning	0	0	100	100		100	0.0%	
4170 Maintenance	0	0	5,000	5,000		5,000	0.0%	
Market House :- Indirect Expenditure	<u>215</u>	<u>1,870</u>	<u>8,350</u>	<u>6,480</u>	<u>0</u>	<u>6,480</u>	<u>22.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(215)</u>	<u>(1,870)</u>	<u>(7,250)</u>	<u>(5,380)</u>				
<u>202 Town Council Offices</u>								
4021 Rubbish Collection	191	382	1,000	618		618	38.2%	
4110 Rates	689	4,488	6,820	2,332		2,332	65.8%	
4115 Water	56	464	550	86		86	84.4%	
4116 Confidential Waste - Shredding	73	629	780	151		151	80.6%	
4122 Electricity	162	8,275	6,000	(2,275)		(2,275)	137.9%	
4150 Cleaning	0	1,776	2,500	724		724	71.0%	
4155 Housekeeping	0	134	500	366		366	26.8%	
4160 Window Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	(206)	367	3,300	2,933		2,933	11.1%	
4179 Quinquennial Works	0	0	2,000	2,000		2,000	0.0%	
4185 Alarms	857	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	<u>1,822</u>	<u>17,466</u>	<u>28,320</u>	<u>10,854</u>	<u>0</u>	<u>10,854</u>	<u>61.7%</u>	<u>0</u>
Net Expenditure	<u>(1,822)</u>	<u>(17,466)</u>	<u>(28,320)</u>	<u>(10,854)</u>				
<u>205 Ceremony Room</u>								
1460 Ceremony Room Income	0	(1,115)	0	1,115			0.0%	
Ceremony Room :- Income	<u>0</u>	<u>(1,115)</u>	<u>0</u>	<u>1,115</u>				<u>0</u>
Net Income	<u>0</u>	<u>(1,115)</u>	<u>0</u>	<u>1,115</u>				
<u>210 Civic Matters</u>								
4501 Mayor's Hospitality	56	223	1,100	877		877	20.3%	
4529 Civic Insignia	0	0	400	400		400	0.0%	
4531 Roll of Honour	50	50	50	0		0	100.0%	
4532 Flag Pole	0	0	132	132		132	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4535 Civic Hospitality	454	504	1,100	596		596	45.8%	
Civic Matters :- Indirect Expenditure	560	777	2,782	2,005	0	2,005	27.9%	0
Net Expenditure	(560)	(777)	(2,782)	(2,005)				
<u>214 Grants with Powers</u>								
1718 October Fair Donation Income	0	0	2,250	2,250			0.0%	
Grants with Powers :- Income	0	0	2,250	2,250			0.0%	0
4800 Barrett Browning Clock	0	360	0	(360)		(360)	0.0%	
4805 Citizens Advice Worcs	0	2,500	5,000	2,500		2,500	50.0%	
4826 Malvern Hilss AONB Partnership	0	0	500	500		500	0.0%	
4827 Community Action Ledbury	0	10,000	10,000	0		0	100.0%	
4857 Great Places to Visit Funding	0	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	901	901	1,000	99		99	90.1%	
4890 Unspecified Grants	200	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%	
Grants with Powers :- Indirect Expenditure	1,101	37,252	51,100	13,848	0	13,848	72.9%	0
Net Income over Expenditure	(1,101)	(37,252)	(48,850)	(11,598)				
<u>220 Finance and General Purposes</u>								
1870 Bank Interest Received Income	1,036	5,867	1,000	(4,867)			586.7%	
1871 Professional Services Refund	0	755	0	(755)			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%	
Finance and General Purposes :- Income	1,036	647,759	1,120	(646,639)			57835.6	0
4130 Insurance	0	61	17,557	17,496		17,496	0.3%	
4430 Advertising	187	270	1,000	730		730	27.0%	
4433 Card Machine rental	113	263	600	337		337	43.8%	
4435 Card Machine Transactions	(78)	0	0	(0)		(0)	0.0%	
4460 Subscriptions	96	1,439	5,000	3,561		3,561	28.8%	
4550 Bank Charges	79	427	500	73		73	85.5%	
4551 Data Protection	0	50	500	450		450	10.0%	
4579 Audit Internal	0	366	2,000	1,634		1,634	18.3%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4580 Audit External	1,680	1,680	3,000	1,320		1,320	56.0%	
4590 Professional Services	905	6,532	10,000	3,468		3,468	65.3%	
4592 PPE/Health & Safety	0	325	500	175		175	65.0%	
Finance and General Purposes :- Indirect Expenditure	2,982	11,413	40,657	29,244	0	29,244	28.1%	0
Net Income over Expenditure	(1,947)	636,346	(39,537)	(675,883)				
<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	(50)	(30)	500	530		530	(6.0%)	
4520 Councillors Expenses	0	194	500	306		306	38.8%	
4525 Councillors Training	120	290	1,500	1,210		1,210	19.3%	
4540 Election Expenses	0	0	500	500		500	0.0%	
4545 Annual & Other Meetings	120	554	1,000	446		446	55.4%	
Councillors/Newsletter :- Indirect Expenditure	190	1,101	5,500	4,399	0	4,399	20.0%	0
Net Expenditure	(190)	(1,101)	(5,500)	(4,399)				
<u>230 Management and Payroll</u>								
4000 Staff Salaries	79,805	167,186	279,169	111,983		111,983	59.9%	
4001 Agency Cover	0	0	8,000	8,000		8,000	0.0%	
4018 National Insurance	(27,865)	0	0	0		0	0.0%	
4019 Pension	(28,525)	0	0	0		0	0.0%	
4050 Staff Training	240	3,726	3,000	(726)		(726)	124.2%	
4051 Officers Travel/Conference/Sub	59	1,250	1,100	(150)		(150)	113.7%	
4400 Stationery	(40)	0	0	(0)		(0)	0.0%	
Management and Payroll :- Indirect Expenditure	23,675	172,163	291,269	119,106	0	119,106	59.1%	0
Net Expenditure	(23,675)	(172,163)	(291,269)	(119,106)				
<u>235 Office Facilities &amp; Equipment</u>								
1036 Photocopier Printing	18	34	0	(34)			0.0%	
1470 Photocopies Income	(18)	0	0	0			0.0%	
Office Facilities & Equipment :- Income	0	34	0	(34)				0
4170 Maintenance	0	539	1,650	1,111		1,111	32.7%	
4400 Stationery	270	2,712	3,500	788		788	77.5%	
4405 Photocopier Hire	195	735	780	45		45	94.2%	
4410 Photocopier Costs	203	1,488	2,500	1,012		1,012	59.5%	

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

## 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
4415 Office Support & Equipment	(1,294)	0	0	(0)		(0)	0.0%	
4444 Petty Cash	30	379	1,000	621		621	37.9%	
Office Facilities & Equipment :- Indirect Expenditure	(596)	5,853	9,430	3,577	0	3,577	62.1%	0
Net Income over Expenditure	596	(5,819)	(9,430)	(3,611)				
<u>301 Planning/Economic Development</u>								
1034 Tourist Information Centre	26	158	0	(158)			0.0%	
1090 Charter Market Income	1,322	5,620	5,500	(120)			102.2%	
Planning/Economic Development :- Income	1,348	5,778	5,500	(278)			105.1%	0
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%	
Planning/Economic Development :- Indirect Expenditure	0	888	5,000	4,112	0	4,112	17.8%	0
Net Income over Expenditure	1,348	4,890	500	(4,390)				
<u>302 Special Projects</u>								
4118 Buses4Us	0	24,000	0	(24,000)		(24,000)	0.0%	
4886 John Masefield Memorial	0	4,065	0	(4,065)		(4,065)	0.0%	
Special Projects :- Indirect Expenditure	0	28,065	0	(28,065)	0	(28,065)		0
Net Expenditure	0	(28,065)	0	28,065				
<u>401 Full Council</u>								
4400 Stationery	0	12	0	(12)		(12)	0.0%	
4415 Office Support & Equipment	1,566	3,520	2,000	(1,520)		(1,520)	176.0%	
4455 Postage	30	249	500	251		251	49.8%	
4480 ICT-Computers	0	0	1,000	1,000		1,000	0.0%	
4481 Telephones	584	3,488	4,950	1,462		1,462	70.5%	
4482 Website	95	665	1,500	835		835	44.3%	
4483 ICT Services & Software Lease	757	4,838	5,000	162		162	96.8%	
4881 Building Reserves	77	77	0	(77)		(77)	0.0%	
Full Council :- Indirect Expenditure	3,108	12,849	14,950	2,101	0	2,101	85.9%	0
Net Expenditure	(3,108)	(12,849)	(14,950)	(2,101)				



## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

## 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	6,055	671,112	38,013	(633,099)			1765.5%	
Expenditure	71,267	435,566	679,684	244,118	0	244,118	64.1%	
Net Income over Expenditure	<u>(65,212)</u>	<u>235,546</u>	<u>(641,671)</u>	<u>(877,217)</u>				
plus Transfers from EMR	22,202	22,202						
Movement to/(from) Gen Reserve	<u>(43,011)</u>	<u>257,747</u>						





**Economy and Environment**  
Corporate Director Ross Cook

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

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

19 October 2023

Dear Angie

**CCTV REVENUE FUNDING 2024 - 2025**

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

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

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

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

Yours sincerely

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



Report prepared by Angela Price – Town Clerk

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

### **Purpose of Report**

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

### **Detailed Information**

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

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

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

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

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

### **Financial/Resource Implications**

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

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

### **Recommendation**

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



**LEDBURY TOWN COUNCIL**

**RISK REGISTER -May 2023**

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

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

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

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



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

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

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



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

