



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

Email: clerk@ledburytowncouncil.gov.uk

Website: www.ledburytowncouncil.gov.uk

15 March 2024

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

Dear Member

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in **the Committee Room, Church Lane, Ledbury on Thursday, 21 March 2024 at 7.00 pm** for the purpose of transacting the business set out below.

Yours faithfully

Angela Price PSLCC
Town Clerk

A G E N D A

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

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

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

3. **Nolan Principles** [\(Link\)](#)
4. **Public Participation**

Members of the public are permitted to make representations, answer questions, and give evidence in respect of any item of business included in the

agenda. The period of time, which is at the Chairman's discretion for public participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than five minutes. Questions/comments shall be directed to the Chairman.

MINUTES

5. To approve and sign as a correct record the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 18 January 2024
(Pages 914 - 918)
6. To review the action sheet
(Pages 919 - 921)

FINANCIAL MATTERS

7. Invoices for payment
(Pages 922 - 925)
8. To receive the record of Receipts and Payments for December 2023, and January and February 2024
(Pages 926 - 958)
9. To receive the Balance Sheet and Trial Balance for months 9, 10 and 11
(Pages 960 - 974)
10. Budget Monitoring Reports 1 April – 29 February 2023
(Pages 975 - 983)
11. To confirm verification of bank statements and reconciliations for December 2023 and January and February 2024
12. Audit Reports
(If any)
13. Grant Applications
(Pages 984 - 1008)
 - i. Ledbury Places
 - ii. Ledbury Community Day
 - iii. LEAF
 - iv. Ledbury Fringe
14. Grant Feedback Reports
(Pages 1009 - 1010)
 - i. Friends of Ledbury Children's Centre
15. Section 137 expenditure limit for 2024/25
(Pages 1011 - 1013)
16. Website improvement quotes
 - i. Introduction new calendar page for events
 - ii. Improvements to "Finance" pages of website
 - iii. To integrate "Whatsapp" onto the homepage of website
(Pages 1014 – 1037)

POLICIES

17. Workplace Smoke-free policy

(Pages 1038 - 1039)

GENERAL

18. Date of next meeting

The date of the next ordinary meeting of the Finance, Policy & General Purposes Committee will be agreed at the Annual Meeting in May 2024.

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

Agenda excluding confidential papers to:
The Press
Library

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

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES
COMMITTEE
HELD ON 18 JANUARY 2024**

PRESENT: Councillors Bradford, Eakin, Furlonger, l'Anson, Newsham and Sinclair (Chair)

ALSO PRESENT: Angela Price – Town Clerk
Charlotte Barltrop – Minute Taker
Councillor Don McAll

F117. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Harvey, Howells and Hughes.

F118. DECLARATIONS OF INTERESTS

None received.

F119. NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

F120. PUBLIC PARTICIPATION

No members of the public were present.

**F121. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF AN
EXTRAORDINARY MEETING OF THE FINANCE, POLICY & GENERAL
PURPOSES COMMITTEE HELD ON 6 DECEMBER 2023**

RESOLVED:

That the minutes of the Extraordinary meeting of the Finance, Policy and General Purposes Committee held on 6 December 2023 be approved and signed as a correct record subject to the following amendment: .

Minute No. 107 – that the 7th paragraph be amended to read “Councillor Hughes suggested the council could support ...”

F122. TO REVIEW THE ACTION SHEET

The following points were discussed:

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 of approximately £3,600, to be funded from the Listed Buildings Earmarked Reserve.

Councillor Bradford queried why this was still an outstanding matter.

The Clerk informed members that it had not been brought to the attention of the Full Council meeting held on 23 November 2023 and would therefore remain outstanding.

RESOLVED:

That the action sheet be received and noted.

F123. INVOICES FOR PAYMENT

Members requested a breakdown of the costs in respect of the Grounds Maintenance Contract.

RESOLVED:

- 1. That the invoices for payment in the sum of £30,590.00 (plus VAT) be approved.**
- 2. That a breakdown of the costs in respect of the grounds maintenance contract works be provided to the next meeting of the Environment & Leisure Committee.**

F124. TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR NOVEMBER 2023

RESOLVED:

That the receipts and payments for November 2023 be received and noted.

F125. TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTH 9

Councillor Bradford raised a query regarding lines 4205 (x2) on page 824, requesting to know what period this related to. The Clerk informed members that she will investigate this.

Councillor l'Anson asked what lines 4500, 4502, 4520, 4525 and 4545 on page 825 pertained to as they sit under the heading Councillors/Newsletter. The Clerk informed members that these lines all related to items that sit within

Councillor Expense Code within the budget.

Councillor Sinclair asked about the Town Promotion section on page 829. The Clerk informed members that whilst this was currently at 1.5% it was anticipated that these funds would be used in relation to the Tourism Strategy which is currently being developed. She also suggested that any monies that are not spent by the year end be placed into an Earmarked Reserve for development of the Tourism Strategy and associated projects.

Line 4001 on page 828 was queried and members were informed that this was short term cover due to the Administrator being granted sabbatical during December.

Councillor Newsham queried line 4019 on page 834. The Clerk informed members that this had been moved into Staff Salaries as previously requested and that the brackets indicated a minus figure.

Councillor Newsham queried line 4444 on page 835, petty cash. The Clerk informed members that an answer was pending as to how to proceed with this.

RESOLVED:

1. **That the Balance Sheet and Trial Balance for month 9 be received and noted.**
2. **Any monies not spent from the Town Promotion budget line at the end of the 2023/24 financial year we recommend is placed in an Earmarked Reserve for development of the Tourism Strategy and associated projects.**

F126. BUDGET MONITORING REPORTS 1 APRIL – 30 NOVEMBER 2023

RESOLVED:

That the Budget Monitoring Reports for 1 April – 30 November 2023 be received and noted.

F127. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR NOVEMBER 2023

RESOLVED:

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

F128. AUDIT REPORTS

No reports were presented at this meeting.

F129. GRANT FEEDBACK REPORTS

RESOLVED:

That the Grant Feedback Reports be received and noted

F130. RISK REGISTER

Councillor Sinclair gave his thanks to the Chair of the Committee and the Clerk for the work they had carried out so far on the Risk Register.

RESOLVED:

That the Risk Register be received and noted.

F131. DRAFT POLICIES

- i. Draft Anti-Harassment & Bullying Policy
- ii. Draft Unpaid Leave Policy/Procedure
- iii. Training & Development Policy/Succession Plan/Risk & Action Log
- iv. Draft Disaster Recovery/Business Continuity Plan

The Clerk raised an action point regarding policy iv. in relation to where should post be forwarded to in the event of a disaster. Members agreed that this should be the Clerks home address, or Deputy Clerk should the Clerk be unable to work.

RESOLVED:

That the draft policies be adopted by Ledbury Town Council subject to the amendment to the Draft Disaster Recover/Business Continuity Plan, as follows:

“That in the event of a disaster, whereby the council offices are not able to be used, post should be directed to the Clerks home address, or the Deputy Clerks home address, should the Clerk be unable to work.”

F132. CRAWLER SOFTWARE

RESOLVED:

Members agreed that the use of crawler software would be valuable for Ledbury Town Council and authorised the Clerk to engage Raven Tools to install this onto the website.

F133. NOTIFICATION OF MERGER OF AGE UK WORCESTER & MALVERN HILLS AND AGE UK HEREFORD LOCALITIES

RESOLVED:

That the information of the merger be received and noted.

F134. DATE OF NEXT MEETING

RESOLVED:

That the next meeting of the Finance, Policy & General Purposes Committee will take place on 21 March 2024 at 7.00 pm, in the Committee Room, Council Offices, Church Lane, Ledbury.

The meeting ended at 7.30pm.

Signed Date.....
(Chairman)

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE			21-Mar-24		AGENDA ITEM: 6	
Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status	
27-Jul-23						
F46.	That the Clerk and Councillor Hughes work on the Risk register and provide an amended version to a future meeting of the Committee	AP/MH	03.11.2023	Meeting arranged for 09.11.2023	Sections 2 and 3 now completed and on agenda for consideration - further meeting to be arranged for February 2024 - Due to workload no further meeting has taken place, however this will be completed in time for the Annual meeting in May 2024	
21-Sep-23						
F58.1	That the Committee Structure Working Party be asked to make an early recommendation regarding how to improve the operation and structure of all Working Parties and return their decision to Full Council as soon as possible.	CS WP	28.09.2023	Recommendation submitted to FC 28.09.2023 - agreed	To be discussed at future WP meeting - agreed that all committees be asked to review workstreams via form prepared by Cllr McAll - outcome of data sheets to be submitted to resources committee for consideration.	
16-Nov-23						
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	

F92.1a	RESOLVED: Minute no. TMWP8 - That members of the Traffic Management Working Party recommend to Finance, Policy & General Purposes Committee that one mini-SID device and three poles be installed around Ledbury, along with the method for data collection, as listed above, and any additional extras deemed necessary be purchased from the 2023/24 Traffic Management budget line and Earmarked Reserves, subject to the agreement from Hereford Council that these can be sited in three positions previously used for SID's, noting that the cost to purchase the above would be circa £4,000.	TC	Early 2024	Clerk to investigate current infrastructure provision and once identified submit Commissioning Application to BBLP	In progress - waiting for information from BBLP/HC on location of previous infrastructure
F94.2	That a work schedule be provided by officers in respect of the required improvement from the Fire Risk Assessment Report.	TC/DTC	Jan-24	Officers undertaking review of report	In progress
06-Dec-23					
F109.3	That the Clerk make a formal representation to Herefordshire Council as to why such a large increase in fees, and also that a breakdown of costs be requested from Herefordshire Council in respect of the costs of the Wedding Licence.	TC	14.12.2023	Email sent to registrars office for explanation	Awaiting response
18-Jan-24					

F123	That a breakdown of the costs of the maintenance contract works be provided to the next meeting of the Environment & Leisure Committee.	JL	07.03.2024	DTC to meet with contractor to discuss what maintenance works he carries out that are not part of the agreed maintenance contracts (i.e. land not owned by LTC)	Report submitted to E & L meeting of 07.03.2024 - minutes awaited
F125(2)	Any monies not spent from the Town Promotion budget line at the end of the 2023/24 financial year be recommended for transfer to an Earmarked Reserve for development of the Tourism Strategy and associated projects	Full Council	TBC	On completion of year end financial closedown.	in progress
F131	That the Clerk engage Raven Tools to install crawler software onto the Ledbury Town Council website.	AP		TC To correspond with Advansys	In progress

INVOICES FOR PAYMENT- March 2024

Agendas Item:

INVOICE DATE	INVOICE NO	BAC's/Chq	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT
07/06/2023	18067	BACS	Ledbury Garden Machinery	Belt & Spring for the mower	£322.38	£64.48	£386.86
14/12/2023	529345075	BACS	Clear Insurance Management	Optimum Speciality Risks Cyber Package	£345.25	£0.00	£345.25
29/12/2023	INV-8727	BACS	Bliss Cleaning Services	Cleaning Services	£222.00	£44.40	£266.40
03/01/2024	204-7027534-1381931	BACS	Amazon / Olivia Bundy - Re-imbursement	Laptop Stand Lap Desk	£17.99	£0.00	£17.99
03/01/2024	2134242515-2024-123	BACS	Amazon / Olivia Bundy - Re-imbursement	Logitech Keyboard	£24.92	£4.98	£29.90
29/01/2024	740069	BACS	Printerbase	Ink Cartridges	£264.93	£52.98	£317.91
30/01/2024	Feb-24	BACS	D M Property Maintenance	Contract Works for GM1, GM2. GM3 & GM4	£1,608.74	£0.00	£1,608.74
30/01/2024	Expense Report	BACS	Deputy Mayors Travel Expenses	Travel expenses for July 23 - January 24	£21.42	£0.00	£21.42
30/01/2024	Expense Report	BACS	Mayors Travel Expenses	Travel expenses for Decemeber 23 - January 24	£52.38	£0.00	£52.38
30/01/2024	1459664019	BACS	Screwfix	Sanding Discs, various sizes	£27.44	£5.48	£32.92
30/01/2024	585	BACS	Aspen Resources (Worcester) Ltd	Cleaning of 2 x Wedding table Runners	£10.60	£0.00	£10.60
31/01/2024	91	BACS	Ledbury Hardware Ltd	DIY goods and bin bags for LTC maintenance	£21.49	£4.30	£25.79
31/01/2024	202401000004	BACS	P J Nicholls Ltd	Fuel for the van and mowers	£125.79	£25.16	£150.95
31/01/2024	8917	BACS	Bliss Cleaning Services	Cleaning for LTC offices	£370.00	£74.00	£444.00
31/01/2024	Expense Report	BACS	A Price	Travel expenses for January 24	£111.40	£0.00	£111.40
01/02/2024	INV-GB-100072511-2024-4115	BACS	Amazon	Festive Lights 6 Pack	£17.49	£3.50	£20.99
01/02/2024	3715229	BACS	Viking Raja Group	Stationary	£80.83	£16.17	£97.00
01/02/2024	56581	BACS	Shredall SDS Group	Confidential waste removal	£72.88	£14.57	£87.45
01/02/2024	IN09662890	BACS	Npower Business Solutions	Electricity for LTC offices	£73.40	£3.67	£77.07

06/02/2024	146619	BACS	Steve Maund		For Lengthsman Work from August 2023 to January 2024 - 96 hrs	£1,584.00	£0.00	£1,584.00
08/02/2024	1294	BACS	Age UK		To design and make a Dais for LTC	£100.00	£0.00	£100.00
08/02/2024	BH LTC/15/02/24	BACS	Ledbury District Civic Society		Hire of Burgage Hall	£27.00	£0.00	£27.00
09/02/2024	10285543	BACS	Chubb		Annual Contract	£312.20	£62.44	£374.64
13/02/2024	1464672946	BACS	Screwfix		Toilet Seat Hinges for cemetery	£9.99	£2.00	£11.99
14/02/2024	3437	BACS	QuickSkip		Skip exchange for cemetery	£215.00	£43.00	£258.00
16/02/2024	6082	BACS	Signworx		A1 Correx Boards for World Book Day	£156.00	£31.20	£187.20
16/02/2024	5798	BACS	Signworx		Banner, A3 Correx Boards, Bookmarks & Leaflets for World Book Day	£425.00	£53.40	£478.40
19/02/2024	84982		Jane Mee		Train fare for JMM Meeting	£94.75	£0.00	£94.75
22/02/2024	INV-14929	BACS	Adrian Hope Tree Services		Carry out work at Dog Hill Wood	£7,300.00	£1,460.00	£8,760.00
23/02/2024	64663	BACS	HMS Heating Maintenance Services Ltd		Remove existing LED light under Market House and replace with new 50w LED flood light.	£80.00	£16.00	£96.00
23/02/2024	8999319379	BACS	A Price - Re-imbusement		General Admission	£60.00	£12.00	£72.00
25/02/2024	3869	BACS	County Signpost Ltd		Advertising for Painted Room	£185.00	£37.00	£222.00
26/02/2024	3842463	BACS	Viking Raja Group		Stationary	£69.91	£13.98	£83.89
27/02/2024	3850528	BACS	Viking Raja Group		Stationary	£21.45	£4.29	£25.74
27/02/2024	Expense Report	BACS	Deputy Mayor		Travel Expenses for February 24	£14.76	£0.00	£14.76
28/02/2024	3940	BACS	QuickSkip Recycling		Skip exchange for cemetery	£215.00	£43.00	£258.00
29/02/2024	Stephen 004	BACS	City of Worcester - Councillor Louis Stephen		The Mayor's Charity Spring Concert 2 x Tickets	£20.00	£0.00	£20.00
29/02/2024	N/A	BACS	Three Counties Bookshop		Book for World Book Day prize	£7.99	£0.00	£7.99
29/02/2024	INV017527	BACS	Dolphin Tec		Photocopier readings	£260.11	£52.03	£312.14
29/02/2024	H1930.3/23190	BACS	Caroe & Partner Architects		Inspection and repairs to Market House	£603.84	£120.77	£724.61

29/02/2024	H930.2/23189	BACS	Caroe & Partner Architects	Ledbury War Memorial - RIBA Work Stage 5	£2,142.25	£428.45	£2,570.70
29/02/2024	Mar-24	BACS	D M Property Maintenance	Contract Works for GM1, GM2. GM3 & GM4	£1,608.74	£0.00	£1,608.74
03/03/2024	N/A	BACS	D M Property Maintenance	Contract Works for GM1, GM2. GM3 & GM4	£1,608.74	£0.00	£1,608.74
04/03/2024	ORD509569-1	BACS	SLCC Enterprises	Employment Law Handbook & Managing Conflict in the Workplace book	£89.18	£0.00	£89.18
05/03/2024	95	BACS	Ledbury Hardware Ltd	Cable Ties, Domestos, Cillit Bang, WD40, Chain, Hook & Hamrite	£119.39	£0.00	£119.39
06/03/2024	743025	BACS	Printerbase	Printer Consumables	£286.21	£57.23	£343.44
07/03/2024	Inv_995	BACS	Ledbury Construction & Groundwork Ltd	New Remembrance Garden	£3,327.00	£665.40	£3,992.40
07/03/2024	BK215232-1	BACS	SLCC Enterprises	Themed Summit - A Price	£65.00	£13.00	£78.00
08/03/2024	MEM247754-1	BACS	SLCC Enterprises	Membership fee: Julia Lawrence	£298.00	£0.00	£298.00
08/03/2024	QL204985-1	BACS	SLCC Enterprises	Qualification fee: Julia Lawrence (FILCA - England)	£120.00	£24.00	£144.00
29/02/2024	9173	BACS	Bliss Cleaning Services	Cleaning for LTC offices	£296.00	£59.20	£355.20
01/03/2024	706654 (membership)	BACS	The Countryside Charity	Annual Membership Fee	£36.00	£0.00	£36.00
08/03/2024	LED-75484-LED	BACS	Parish UK Network	Listing in Ledbury Parish Business Directory	£19.00	£0.00	£19.00
29/02/2024	6640040948	BACS	Lyreco	Stationery	£56.49	£11.30	£67.79
29/02/2024	202402000004	BACS	P J Nichols	Fuel for the van and mowers	£53.97	£10.79	£64.76
07/03/2024	9903515	BACS	Npower Business Solutions	Market Stall electric	£67.36	£3.37	£70.73
29/02/2024	58535	BACS	Shredall SDS Group	Confidential waste removal	£67.92	£13.58	£87.45
11/03/2024	91615121	BACS	Herefordshire Council	Waste Collections at LTC collections	£117.72	£0.00	£117.72
13/03/2024	9149987019	BACS	NALC	Councillor Training - McAll	£43.37	£8.67	£52.04
13/03/2024	9150048699	BACS	NALC	Councillor Training - McAll	£43.37	£8.67	£52.04

07/03/2024	66844207	BACS	Hoople		Temporary Administrator	£810.70	£162.14	£972.84
07/03/2024	91613888	BACS	Herefordshire Council		Waste Collection at St Michaels Church	£82.10	£0.00	£82.10
12/03/2024	39255896	BACS	Viking Raja Group		Stationery	£207.72	£41.54	£249.26
13/03/2024	164269841-2024-14290	BACS	Amazon		Stationery	£17.31	£3.67	£22.02
12/03/2024	GB41P8F5LAEUI	BACS	Amazon		Stationery	£19.21	£3.87	£23.19
13/03/2024	GB-1408177275-2024-420	BACS	Amazon		Arm Bands for Operation Menai Bridge	£13.98	£2.49	£16.47
31/01/2024		BACS	D M Property Maintenance		Contract Works for GM1, GM2. GM3 & GM4	£1,608.74	£0.00	£1,608.74
13/03/2024	9150717669	BACS	NALC		Councillor Training - Morris	£43.37	£8.67	£52.04
12/02/2024	1474613586	BACS	Screwfix		Primer, Paint and multi service wipes	£65.81	£13.15	£78.96
					TOTAL	£28,887.98	£3,803.99	£32,699.07

17/01/2024

16:24

Ledbury Town Council Current Year

Cashbook 1

Lloyds A/c (235) (Bus Ext)

Receipts received between 01/12/2023 and 31/12/2023

Agenda Item 8

Dec. 2023 Page 1

User: SAE

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2074	Banked: 07/12/2023	136.50						
2074	The Co-operative Group (CGP)	136.50			1100	102	136.50	Interment
	INT Banked: 11/12/2023	24.35						
	INT Lloyds Bank	24.35			1870	220	24.35	Interest
	FP Banked: 11/12/2023	277.78						
	FP The Stone Workshop	277.78			1289	118	277.78	War Maemorial Refund
2080	Banked: 13/12/2023	310.00						
2080	The Co-operative Group (CGP)	310.00			1100	102	310.00	Interment & EROB
C1897/23/1	Banked: 18/12/2023	323.40						
C1897/23/1	O'Brien + Price	323.40		53.90	4590	220	269.50	Professional Fees
	CARD Banked: 21/12/2023	380.00						
	CARD Barclaycard	380.00			1460	120	380.00	Wedding Payment
	Banked: 21/12/2023	20,000.00						
736-235	Premier A/c (736) Comm Call	20,000.00			202		20,000.00	Transfer 235 - 736
500498	Banked: 22/12/2023	495.00						
500498	Grotto	69.00			1270	115	69.00	Christmas Event
500498	Event	191.80			1270	115	191.80	Christmas Event
500498	Charter Market	37.00			1090	301	37.00	Market
500498	Dog Bags	106.00			1471	127	106.00	Dog Bags
500498	Tourist Information	36.50			1034	301	36.50	TI
500498	Photocopier	12.70			1036	235	12.70	Printing
500498	Painted Room	10.00			1451	105	10.00	Donations
500498	Painted Room Sales	32.00			1450	105	32.00	Sales
500499	Banked: 22/12/2023	335.50						
500499	Max's Fish Sales	55.50			1090	301	55.50	Charter Market
500499	Stone Masons	280.00			1130	102	280.00	Memorial
2094	Banked: 29/12/2023	258.00						
2094	The Co-operative Group (CGP)	258.00			1100	102	258.00	Interment & EOB
	CARD Banked: 29/12/2023	12.00						
	CARD Barclaycard	12.00			1471	127	12.00	Dog Bags
	CARD Banked: 29/12/2023	3.50						
	CARD Barclaycard	3.50			1450	105	3.50	Painted Room
	DIV Banked: 31/12/2023	691.12						
	DIV The Public Sector Deposit Fund	691.12			1870	220	691.12	DIVIDEND
	DIV Banked: 31/12/2023	-691.12						
	DIV The Public Sector Deposit Fund	-691.12			1870	220	-691.12	DIVIDEND
	Banked: 31/12/2023	80,000.00						
736-235	Premier A/c (736) Comm Call	80,000.00			202		80,000.00	Transfer from 736 - 235
Subtotal Carried Forward:		102,556.03	0.00	53.90			102,502.13	

17/01/2024

Ledbury Town Council Current Year

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Cashbook 3

User: SAE

Premier A/c (736) Comm Call

Receipts received between 01/12/2023 and 31/12/2023

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
021143	Banked: 01/12/2023	166.67					
021143	The Co-operative Group (CGP)	166.67			1160	102	166.67 Mortuary Rent
2093	Banked: 05/12/2023	40.50					
2093	Kelly Dilly	40.50			1090	301	40.50 Charter Market
2095	Banked: 07/12/2023	258.00					
2095	Ledbury Funeral Services	258.00			1100	102	258.00 Internment & EROB
Hines	Banked: 11/12/2023	47.00					
Hines	The Co Operative Leicester	47.00			1130	102	47.00 Memorial
INT	Banked: 11/12/2023	415.08					
INT	Lloyds Bank	415.08			1870	220	415.08 Interest
Welch	Banked: 12/12/2023	69.00					
Welch	The Co-operative Group (CGP)	69.00			1130	102	69.00 Memorial
Britten	Banked: 12/12/2023	22.00					
Britten	Britten & Britten	22.00			1090	301	22.00 Charter Market
2103	Banked: 22/12/2023	44.00					
2103	Crystal Heart Hollistics	44.00			1090	301	44.00 Charter Market
2100	Banked: 22/12/2023	37.00					
2100	Alexis	37.00			1090	301	37.00 Charter Market
Stall	Banked: 22/12/2023	22.00					
Stall	K Phillips	22.00			1090	301	22.00 Charter Market
021143	Banked: 28/12/2023	166.67					
021143	The Co-operative Group (CGP)	166.67			1160	102	166.67 Mortuary rent
TAYN	Banked: 28/12/2023	90.00					
TAYN	Taynton Farm Sales	90.00			1090	301	90.00 Charter Market
2090	Banked: 28/12/2023	129.50					
2090	Karimi A	129.50			1090	301	129.50 Charter Market
Total Receipts:		1,507.42	0.00	0.00			1,507.42

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16:25

Ledbury Town Council Current Year
Cashbook 4

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Public Sector Deposit Fund
Receipts received between 01/12/2023 and 31/12/2023

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>
DIV	Banked: 31/12/2023	691.12						
DIV	The Public Sector Deposit Fund	691.12			1870	220	691.12	DIVIDEND
Total Receipts:		691.12	0.00	0.00			691.12	

Date: 17/01/2024

Ledbury Town Council Current Year

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Cashbook 1

User: SAE

Lloyds A/c (235) (Bus Ext)

Payments made between 01/12/2023 and 31/12/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/12/2023	O2	DD	66.00		11.00	4481	401	55.00	LTC Mobile Phones
01/12/2023	Advansys Ltd	DD	114.00		19.00	4482	401	95.00	Website support
04/12/2023	EE Limited	DD	12.73		2.12	4481	401	10.61	Wedding Mobile
06/12/2023	Gallagher	BACS	565.78		94.30	4340	102	471.48	Gallagher
07/12/2023	Citation Limited	DD	265.45		44.24	4415	235	221.21	Employee Assistance
08/12/2023	Welsh Water	DD	17.75		0.84	4115	202	16.91	LTC Water
08/12/2023	Welsh Water	DD	27.32		1.30	4115	202	26.02	LTC Water
08/12/2023	Lloyds Bank	DD	37.57			4550	220	37.57	Service Charges
11/12/2023	Blandfords	BACS	40.00		6.67	4607	127	33.33	Childrens Christmas Presents
11/12/2023	Ledbury Food Bank	BACS	2,500.00			4893	214	2,500.00	LTC Grant
11/12/2023	Ledbury Carnival Association	BACS	1,000.00			4890	214	1,000.00	Grant 23
11/12/2023	Ledbury Place sLtd	BACS	500.00			4890	214	500.00	LTC Grant 23
11/12/2023	Viking Raja	BACS	72.01		12.00	4400	235	60.01	Stationery
11/12/2023	JRB Enterprise Ltd	BACS	294.62		49.10	4271	127	245.52	Dog Bags
11/12/2023	R E People Ltd	BACS	886.13		147.69	4001	102	738.44	Agency Cover Cemetery
11/12/2023	IAC	BACS	450.30		75.05	4579	220	375.25	Internal audit
11/12/2023	Chubb Electronic Security	BACS	108.42		18.07	4170	202	90.35	2 x Fre Extinguishers
11/12/2023	Chubb Electronic Security	BACS	79.26		13.21	4170	102	66.05	Fire extinguishers
11/12/2023	Paperstation Ltd.	BACS	144.60		24.10	4155	202	120.50	Housekeeping
11/12/2023	o'brien & price	BACS	323.40		53.90	4221	118	269.50	War Memorial
11/12/2023	Herefordshire Council	BACS	1,500.00			4007	120	1,500.00	Wedding Venue Licence
11/12/2023	Coddington Christmas Trees	BACS	475.00			4607	127	475.00	2 x Christmas Trees
11/12/2023	City of Worcester Council	BACS	12.00		2.00	4501	210	10.00	The Mayors Charity Concert
11/12/2023	Herefordshire Council	BACS	445.74			4540	225	445.74	Election Recharges
11/12/2023	Dolphin tec	BACS	45.04		7.51	4410	235	37.53	Photocopier Reading
11/12/2023	Quickskip Hereford Ltd	BACS	258.00		43.00	4225	102	215.00	Cemetery Exchange
11/12/2023	R E People Ltd	BACS	895.73		149.29	4001	102	746.44	Agency Cover Cemetery
11/12/2023	SLCC Enterprises Ltd	BACS	411.00		51.00	4051	230	360.00	Practitioners Conference
11/12/2023	SLCC Enterprises Ltd	BACS	411.00		51.00	4051	230	360.00	Practitioners Conference
11/12/2023	Charlotte Bartrop	BACS	13.98		2.33	4607	127	11.65	Cable Ties Chrstmas Event
11/12/2023	Chubb Electronic Security	BACS	306.34		51.06	4590	220	255.28	Fire check service
11/12/2023	Signworx	BACS	132.00		22.00	4607	127	110.00	Banner for Christmas Event
11/12/2023	Hfd & Worcs Group Training	BACS	175.00			4050	230	175.00	Hfdshire & Worc
Subtotal Carried Forward:			12,586.17	0.00	951.78			11,459.39	

Date: 17/01/2024

Ledbury Town Council Current Year

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Cashbook 1

User: SAE

Lloyds A/c (235) (Bus Ext)

Payments made between 01/12/2023 and 31/12/2023

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
18/12/2023	OMS UK Ltd	DD	915.06		152.51	4483	401	762.55	Managed IT Service
22/12/2023	Staff Salaries	BACS	1,920.96			4000	102	1,920.96	Payroll Mth 9
22/12/2023	Staff Salaries	BACS	1,474.92			4000	103	1,474.92	Payroll mth 9
22/12/2023	Staff Salaries	BACS	836.55			4000	108	836.55	Payroll Mth 9
22/12/2023	Staff Salaries	BACS	13,099.08			4000	230	13,099.08	Payroll Mth 9
22/12/2023	Worcester County Council	BACS	6,216.65			4019	230	6,216.65	Pensions Mth 9
22/12/2023	H M Revenue & Customs	BACS	6,830.64			4018	230	6,830.64	PAYE & NI Mth 9
27/12/2023	Herefordshire Council	DD	633.00			4110	202	633.00	LTC Rates
27/12/2023	Herefordshire Council	DD	91.00			4110	102	91.00	Mortuary Rates
27/12/2023	Herefordshire Council	DD	155.00			4110	102	155.00	Cemetery Rates
27/12/2023	Lloyds Bank	DD	24.30			4550	220	24.30	Service Charge
29/12/2023	Thompson & Co	DD	55.20		9.20	4590	220	46.00	Payroll
29/12/2023	Vision Office Tech Services Lt	DD	171.36		28.56	4410	235	142.80	Photocopier Costs
29/12/2023	Onecom Limited	DD	375.70		62.62	4481	401	313.08	Phone system
Total Payments:			103,232.89	0.00	10,059.15			93,173.74	

Date: 17/01/2024

Ledbury Town Council Current Year

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Cashbook 3

User: SAE

Premier A/c (736) Comm Call

Payments made between 01/12/2023 and 31/12/2023

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
21/12/2023	Lloyds A/c (235) (Bus Ext)	736-235	20,000.00			200		20,000.00	Transfer 235 - 736
28/12/2023	Lloyds Bank	BACS	17.02			4550	220	17.02	Service Charge
31/12/2023	Lloyds A/c (235) (Bus Ext)	736-235	80,000.00			200		80,000.00	Transfer from 736 - 235
Total Payments:			100,017.02	0.00	0.00			100,017.02	

Date: 17/01/2024

Ledbury Town Council Current Year

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Cashbook 6

User: SAE

Petty Cash

Payments made between 01/12/2023 and 31/12/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
07/12/2023	Ledbury News	PAY	1.10			4444	235	1.10	Milk for meetings
07/12/2023	Well Worthit	PAY	5.98		1.00	4444	235	4.98	Kitchen foil
12/12/2023	CLedbury Car Wash	PAY	3.00			4444	235	3.00	LTC Van washed
12/12/2023	C Westbury	PAY	13.45			4444	235	13.45	Key cutting for offices
19/12/2023	Tesco	PAY	18.36			4444	235	18.36	Biscuits for Care Homes
Total Payments:			41.89	0.00	1.00			40.89	

Date: 17/01/2024

Ledbury Town Council Current Year

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Cashbook 4

User: SAE

Public Sector Deposit Fund

Payments made between 01/12/2023 and 31/12/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
01/12/2023	Advansys Ltd	DD	114.00		19.00	4482	401	95.00	Website Hosting
07/12/2023	Citation Limited	DD	265.45		44.24	4415	235	221.21	Employee Assistance Program
Total Payments:			379.45	0.00	63.24			316.21	

List of Payments made between 01/12/2023 and 31/12/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/12/2023	O2	DD	66.00	27091826	LTC Mobile Phones
01/12/2023	Advansys Ltd	DD	114.00	44731	Website support
04/12/2023	EE Limited	DD	12.73	9071	Wedding Mobile
06/12/2023	Gallagher	BACS	565.78	525777517	Gallagher
07/12/2023	Citation Limited	DD	265.45	CT0041037	Employee Assistance
08/12/2023	Welsh Water	DD	17.75	4035398992	LTC Water
08/12/2023	Welsh Water	DD	27.32	4035400174	LTC Water
08/12/2023	Lloyds Bank	DD	37.57	414658321	Service Charges
11/12/2023	Blandfords	BACS	40.00	061223	Childrens Christmas Presents
11/12/2023	Ledbury Food Bank	BACS	2,500.00	Grant 23	LTC Grant
11/12/2023	Ledbury Carnival Association	BACS	1,000.00	LTC Grant	Grant 23
11/12/2023	Ledbury Place sLtd	BACS	500.00	Grant 23	LTC Grant 23
11/12/2023	Viking Raja	BACS	72.01	3358502	Stationery
11/12/2023	JRB Enterprise Ltd	BACS	294.62	26242	Dog Bags
11/12/2023	R E People Ltd	BACS	886.13	57076	Agency Cover Cemetery
11/12/2023	IAC	BACS	450.30	1717	Internal audit
11/12/2023	Chubb Electronic Security	BACS	108.42	10159255	2 x Fre Extinguishers
11/12/2023	Chubb Electronic Security	BACS	79.26	10158643	Fire extinguishers
11/12/2023	Paperstation Ltd.	BACS	144.60	153854	Housekeeping
11/12/2023	o'brien & price	BACS	323.40	C8197/23/194	War Memorial
11/12/2023	Herefordshire Council	BACS	1,500.00	Licence	Wedding Venue Licence
11/12/2023	Coddington Christmas Trees	BACS	475.00	CCT02/23	2 x Christmas Trees
11/12/2023	City of Worcester Council	BACS	12.00	Stephen/101	The Mayors Charity Concert
11/12/2023	Herefordshire Council	BACS	445.74	91591280	Election Recharges
11/12/2023	Dolphin tec	BACS	45.04	015390	Photocopier Reading
11/12/2023	Quickskip Hereford Ltd	BACS	258.00	227715	Cemetery Exchange
11/12/2023	R E People Ltd	BACS	895.73	00057175	Agency Cover Cemetery
11/12/2023	SLCC Enterprises Ltd	BACS	411.00	BK213669-1	Practitioners Conference
11/12/2023	SLCC Enterprises Ltd	BACS	411.00	BK21682-1	Practitioners Conference
11/12/2023	Charlotte Barltrop	BACS	13.98	Expenses	Cable Ties Christmas Event
11/12/2023	Chubb Electronic Security	BACS	306.34	10171670	Fire check service
11/12/2023	Signworx	BACS	132.00	5881	Banner for Christmas Event
11/12/2023	Hfd & Worcs Group Training	BACS	175.00	17762	Hfdshire & Worc Group Training
11/12/2023	A Price	BACS	104.17	Reimburse	Christmas Event
11/12/2023	Sophie Jarvis	BACS	11.02	Christmas Gifts	Sophie Jarvis
11/12/2023	Blandfords Group	BACS	920.89	061223	Christmas Presents
11/12/2023	A Price	BACS	99.00	Expenses	Mileage
11/12/2023	Water Plus	DD	8.21	7001425359	Market House Drainage
11/12/2023	Water Plus	DD	10.74	4035398992	LTC Water drainage
11/12/2023	Barclaycard	DD	10.00	01643689	Card Machine LTC Offices
11/12/2023	Barclaycard	DD	15.76	016436881123	Card Machine Rental PR
11/12/2023	Sophie Jarvis	BACS	0.90	Christmas Event	Christmas Presents
14/12/2023	Octopus Energy	DD	22.38	KI-B092647B	Cemetery Electricity
14/12/2023	Octopus Energy	DD	109.85	A-30D6C022	LTC Electricity
15/12/2023	Take Payments	DD	30.00	PZ13858876	Card Machine Rental
15/12/2023	Take Payments	BACS	30.00	PZ13858877	Card Machine Rental
15/12/2023	Blandford Group	BACS	-40.00	061223	Toys for Christmas Event

Date: 17/01/2024

Ledbury Town Council Current Year

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Premier A/c (736) Comm Call

List of Payments made between 01/12/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/12/2023	Lloyds A/c (235) (Bus Ext)	736-235	20,000.00		Transfer 235 - 736
28/12/2023	Lloyds Bank	BACS	17.02	Bank	Service Charge
31/12/2023	Lloyds A/c (235) (Bus Ext)	736-235	80,000.00		Transfer from 736 - 235
Total Payments			<u>100,017.02</u>		

Date: 17/01/2024

Ledbury Town Council Current Year

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Public Sector Deposit Fund

List of Payments made between 01/12/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2023	Advansys Ltd	DD	114.00	44731	Website Hosting
07/12/2023	Citation Limited	DD	265.45	CT0041037	Employee Assistance Program
Total Payments			<u>379.45</u>		

21/02/2024

11:20

Ledbury Town Council Current Year

Cashbook 1

Lloyds A/c (235) (Bus Ext)

Receipts received between 01/01/2024 and 31/01/2024

Agenda Item 8

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Jan 2024

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2106	Banked: 02/01/2024	74.00						
2106	Le Delice	74.00			1090	301	74.00	Charter Market
2106	Banked: 02/01/2024	-74.00						
2106	Le Delice	-74.00			1090	301	-74.00	Charter Market
608371	Banked: 02/01/2024	277.78						
608371	The Stone Workshop	277.78			1289	118	277.78	War Memorial Refund
406384	Banked: 04/01/2024	565.78						
406384	Viking Office UK	565.78		94.30	1037	235	471.48	Photocopier cost refund
2096	Banked: 08/01/2024	676.00						
2096	The Co-operative Group (CGP)	676.00			1100	102	676.00	EROB & Interment
INT	Banked: 09/01/2024	254.76						
INT	Lloyds Bank	254.76			1870	220	254.76	Interest
INT	Banked: 09/01/2024	-254.76						
INT	Lloyds Bank	-254.76			1870	220	-254.76	Bank Interest
2112	Banked: 12/01/2024	22.00						
2112	Kelly Dilley	22.00			1090	301	22.00	Charter Market
2112	Banked: 12/01/2024	-22.00						
2112	Kelly Dilley	-22.00			1090	301	-22.00	Charter Market
2115	Banked: 15/01/2024	104.00						
2115	Ledbury Funeral Services	104.00			1100	102	104.00	Interment
2115	Banked: 15/01/2024	-104.00						
2115	Ledbury Funeral Services	-104.00			1100	102	-104.00	Interment
2118	Banked: 17/01/2024	22.00						
2118	Caroline Workshop	22.00			1090	301	22.00	Charter Market
2116	Banked: 17/01/2024	25.00						
2116	Kelly Dilley	25.00			1090	301	25.00	Charter Market
2118	Banked: 17/01/2024	-22.00						
2118	Caroline Workshop	-22.00			1090	301	-22.00	Charter Market
2116	Banked: 17/01/2024	-25.00						
2116	Kelly Dilley	-25.00			1090	301	-25.00	Charter Market
203460	Banked: 17/01/2024	180.42						
203460	Viking Signs Ltd	180.42		30.07	1270	115	150.35	Christmas event refund
	Banked: 22/01/2024	34,000.00						
736-235	Premier A/c (736) Comm Call	34,000.00			202		34,000.00	Transfer
	VAT Banked: 23/01/2024	20,864.63						
	VAT H M Revenue & Customs	20,864.63			120		20,864.63	VAT

Subtotal Carried Forward:

56,564.61

0.00 124.37

56,440.24

Premier A/c (736) Comm Call

Receipts received between 01/01/2024 and 31/01/2024

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
2106	Banked: 02/01/2024	74.00					
2106	Le Delice	74.00			1090	301	74.00 Charter Market
INT	Banked: 02/01/2024	254.76					
INT	Lloyds Bank	254.76			1870	220	254.76 Interest
AP	Banked: 02/01/2024	200.00					
AP	A Price	200.00			1871	220	200.00 Re-imbursement
2112	Banked: 12/01/2024	22.00					
2112	Kelly Dilley	22.00			1090	301	22.00 Charter Market
2115	Banked: 15/01/2024	104.00					
2115	Ledbury Funeral Services	104.00			1100	102	104.00 Interment
2118	Banked: 17/01/2024	22.00					
2118	Caroline Workshop	22.00			1090	301	22.00 Charter Market
2116	Banked: 19/01/2024	25.00					
2116	Kelly Dilley	25.00			1090	301	25.00 Charter Market
2123	Banked: 22/01/2024	55.50					
2123	Le Delice	55.50			1090	301	55.50 Charter Market
TAYN	Banked: 25/01/2024	80.00					
TAYN	Taynton Farm Sales	80.00			1090	301	80.00 Charter Market
AP	Banked: 26/01/2024	200.00					
AP	A Price	200.00			1871	220	200.00 Re-imbursement
2120	Banked: 26/01/2024	37.00					
2120	Greek Escape	37.00			1090	301	37.00 Charter Market
BBB Unit	Banked: 29/01/2024	60.00					
BBB Unit	Beefy Boys	60.00			1090	301	60.00 Charter Market
2126	Banked: 29/01/2024	189.00					
2126	Ledbury Funeral Services	189.00			1100	102	189.00 EROB & Interment
2132	Banked: 30/01/2024	240.00					
2132	G Shutter	240.00			1460	120	240.00 Ceremony Room Wedding
2090	Banked: 30/01/2024	148.00					
2090	Handley Organics	148.00			1090	301	148.00 Charter Market
Total Receipts:		1,711.26	0.00	0.00			1,711.26

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
INTEREST	Banked: 31/01/2024	718.04					
INTEREST	The Public Sector Deposit Fund	718.04			1870	220	718.04 Bank Interest
Total Receipts:		718.04	0.00	0.00			718.04

Date: 21/02/2024
Time: 11:22

Ledbury Town Council Current Year
Cashbook 1
Lloyds A/c (235) (Bus Ext)
Payments made between 01/01/2024 and 31/01/2024

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Nominal Ledger Analysis							
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount Transaction Details
12/01/2024	Advansys Ltd	BACS	117.60		19.60	4482 401	98.00 Monthly Web Hosting
12/01/2024	Take Payments	DD	30.00		5.00	4433 105	25.00 Take Payments
12/01/2024	Take Payments	DD	30.00		5.00	4433 220	25.00 Card Machine Renta
12/01/2024	E.on	DD	84.93		4.04	4122 201	80.89 Market House Electricity
12/01/2024	BNP Paribas Leasing Solutions	DD	309.95			4481 401	309.95 Office Telecoms
13/01/2024	EE Limited	DD	13.20		2.20	4481 401	11.00 Wedding Co-ordinator Mobile
18/01/2024	D M Property Maintenance	BACS	1,608.74			4205 108	336.66 Contract works
						4205 110	1,120.00 Contract works
						4236 110	100.00 Contract works
						4013 125	52.08 Contract works
09/01/2024	Welsh Water	DD	27.32			4115 202	27.32 LTC Water
09/01/2024	Welsh Water	DD	17.75			4115 202	17.75 LTC Water
10/01/2024	Water Plus	DD	8.21			4115 201	8.21 Water drainage Market House
10/01/2024	Water Plus	DD	10.74			4115 202	10.74 LTC Water drainage
10/01/2024	Barclaycard	DD	10.00			4433 220	10.00 LTC Card Machine
10/01/2024	Barclaycard	DD	15.76		0.96	4433 105	14.80 PR Card Machine
12/01/2024	D M Property Maintenance	BACS	1,608.74			4205 108	336.66 Contract Works
						4205 110	1,120.00 Contract Works
						4236 110	100.00 Contract Works
						4013 125	52.08 Contract Works
12/01/2024	BeSecure	BACS	3,174.00		529.00	4174 102	2,645.00 CCTV install at Cemetery
						330	-2,645.00 CCTV install at Cemetery
						6000 102	2,645.00 CCTV install at Cemetery
12/01/2024	West Mercia Energy	DD	12.00		0.57	4800 214	11.43 Barrett Browning Clock
12/01/2024	West Mercier Energy	DD	12.00		0.57	4800 214	11.43 Electricity for BB Clock
12/01/2024	West Mercia Enrgy	DD	-12.00		-0.57	4800 214	-11.43 Barrett Browning Clock
15/01/2024	Currys Businss	BACS	84.98		14.16	4415 401	70.82 Monitor for CCTV at LTC
15/01/2024	OMS UK Ltd	DD	915.06		152.51	4483 401	762.55 Monthly IT service
16/01/2024	Octopus Energy	DD	25.18		1.20	4122 102	23.98 Cemetery Electricity
16/01/2024	Octopus Energy	DD	108.72		5.18	4122 202	103.54 LTC Electricity
17/01/2024	Franco typ Postalia	DD	36.00		6.00	4455 401	30.00 Postbase mini
19/01/2024	E.on	DD	515.91		24.57	4122 201	491.34 Market House Electricity
23/01/2024	Ledbury Hardware Limited	BACS	40.87		6.81	4642 115	34.06 DIY Tools
23/01/2024	Chubb Electronic Security	BACS	270.56		45.09	4590 220	225.47 Insall & Supply extinguishers
Subtotal Carried Forward:			9,076.22	0.00	821.89		8,254.33

Date: 21/02/2024

Ledbury Town Council Current Year

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Cashbook 1

User: SAE

Lloyds A/c (235) (Bus Ext)

Payments made between 01/01/2024 and 31/01/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Details
23/01/2024	Water Plus	BACS	24.81			4115 202	24.81	LTC Water drainage
23/01/2024	HMS	BACS	54.00		9.00	4170 202	45.00	Reset circuit at LTC offices
23/01/2024	Nova Data	BACS	19.02		3.17	4400 401	15.85	Vehicle check book
23/01/2024	Public Policy Exchange	BACS	464.40		77.40	4050 230	129.00	Training staff & Cllrs
						4050 225	258.00	Training staff & Cllrs
23/01/2024	NPower	BACS	71.25		3.39	4276 118	67.86	Market Stall Electricity
23/01/2024	Hard Shoulder	BACS	1,260.00			4642 115	1,260.00	Acrobats Christmas
23/01/2024	Paperstation Ltd.	BACS	98.12		16.35	4400 235	81.77	Stationery
23/01/2024	E.on	BACS	184.29		8.77	4122 202	175.52	LTC Electricity
23/01/2024	Clear Councils	BACS	378.86		63.14	4130 220	315.72	Insurance
23/01/2024	Spadwick Motors	BCS	183.60		30.60	4300 102	153.00	Van Repairs
23/01/2024	Takepayments	DD	54.00		9.00	4433 105	45.00	PCI Annual charge
23/01/2024	Francotyp Postalia	DD	80.00			4455 401	80.00	Postage
25/01/2024	Staff Salary	BACS	13,188.21			4000 230	13,188.21	Payroll Mth 10
25/01/2024	Staff Salaries	BACS	1,950.29			4000 102	1,950.29	Payroll Mth 10
25/01/2024	H M Revenue & Customs	BACS	6,498.58			4018 230	6,498.58	PAYE & NI
25/01/2024	Worcester County Council	BACS	5,947.87			4019 230	5,947.87	Pensions
25/01/2024	Staff Salaries	BACS	-50.00			4000 230	-50.00	Staff Salaries
25/01/2024	Citation Limited	DD	265.45		44.24	4415 235	221.21	HR & Employee assistance
25/01/2024	Staff Salaries	DD	1,618.08			4000 103	1,618.08	Payroll Mth 10
26/01/2024	Herefordshire Council	DD	633.00			4110 202	633.00	LTC Rates
26/01/2024	Herefordshire Council	DD	91.00			4110 102	91.00	Mortuary Rates
26/01/2024	Herefordshire Council	DD	155.00			4110 102	155.00	Cemetery Rates
26/01/2024	Lloyds Bank	PAY	17.40			4550 220	17.40	Service Charge
26/01/2024	Lloyds Bank	PAY	68.21			4550 220	68.21	Service Charges
29/01/2024	Ledbury Garden Machinery	BACS	38.00		6.33	4416 102	31.67	Labour repair on mower
29/01/2024	JRB Enterprise Ltd	DD	294.62		49.10	4271 127	245.52	Dog Bags
29/01/2024	Siemens	DD	234.00		39.00	4405 235	195.00	Photocopier Hire
29/01/2024	Siemens	DD	40.71		6.78	4410 235	33.93	Photocopier insurance
30/01/2024	Paperstation Ltd.	BACS	57.10		9.52	4155 202	47.58	Papertowels
30/01/2024	Viking Raja Group	BACS	84.96		14.16	4400 235	70.80	Stationery
30/01/2024	Shredall Ltd	BACS	87.45		14.58	4116 202	72.87	Confidential Waste
30/01/2024	Paperstation Ltd.	BACS	21.48		3.58	4400 235	17.90	Stationery
30/01/2024	Screwfix	BACS	59.98		10.00	4415 401	49.98	2 Oil filled Radiators
30/01/2024	John Walsh Tree Surgery	BACS	120.00			4228 108	120.00	Tree survey along Biddulph Way
30/01/2024	Chubb Electronic Security	BACS	1,232.34		205.39	4460 220	1,026.95	Fire Safety Agreement
30/01/2024	Grapevine Publications Ltd	BACS	234.00		39.00	4607 127	195.00	Advert for World

Subtotal Carried Forward:

70,028.51

0.00

2,084.50

67,749.01

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
12/01/2024	Lloyds A/c (235) (Bus Ext)	736-235	34,000.00			200		34,000.00	Transfer
16/01/2024	Lloyds Bank	DD	7.77			4550	220	7.77	Service Charge
19/01/2024	Lloyds A/c (235) (Bus Ext)	736-235	20,000.00			200		20,000.00	Transfer
Total Payments:			54,007.77	0.00	0.00			54,007.77	

Date: 21/02/2024

Ledbury Town Council Current Year

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Cashbook 4

User: SAE

Public Sector Deposit Fund

Payments made between 01/01/2024 and 31/01/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
31/01/2024	Citation Limited	DD	-265.45		-44.24	4415	235	-221.21	HR for Employees
31/01/2024	Advansys Ltd	DD	-114.00		-19.00	4482	401	-95.00	Website support
Total Payments:			-379.45	0.00	-63.24			-316.21	

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Time: 10:48

Ledbury Town Council Current Year
Cashbook 6
Petty Cash

Page 1
User: SAE

Payments made between 01/01/2024 and 31/01/2024

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
09/01/2024	Wellworthit	PCASH	8.94		1.49	4444	235	7.45	Housekeeping
11/01/2024	SPAR	PCASH	1.98			4444	235	1.98	Milk
22/01/2024	Ledbury News	PCASH	1.10		0.18	4444	235	0.92	Milk
31/01/2024	Ledbury News	PCASH	14.40			4444	235	14.40	Weekly Paper
31/01/2024	Three Counties Bookshop	PCASH	7.20		1.20	4444	235	6.00	Advert for Co-option
Total Payments:			33.62	0.00	2.87			30.75	

List of Payments made between 01/01/2024 and 31/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2024	Take Payments	DD	30.00	PZ13917246	Take Payments
02/01/2024	Take Payments	DD	30.00	13917246	Card Machine Rental
02/01/2024	E.on	DD	84.93	DBC1576	Market House Electricity
02/01/2024	Advansys Ltd	BACS	117.60	45093	Monthly Web Hosting
02/01/2024	BNP Paribas Leasing Solutions	DD	309.95	10269/001	Office Telecoms
03/01/2024	EE Limited	DD	13.20	36162	Wedding Co-ordinator Mobile
08/01/2024	D M Property Maintenance	BACS	1,608.74	Dec 23	Contract works
09/01/2024	Welsh Water	DD	27.32	3237910305	LTC Water
09/01/2024	Welsh Water	DD	17.75	4035398992	LTC Water
10/01/2024	Water Plus	DD	8.21	161374	Water drainage Market House
10/01/2024	Water Plus	DD	10.74	7001422092	LTC Water drainage
10/01/2024	Barclaycard	DD	10.00	016436891223	LTC Card Machine
10/01/2024	Barclaycard	DD	15.76	016436881223	PR Card Machine
12/01/2024	D M Property Maintenance	BACS	1,608.74	Nov 23	Contract Works
12/01/2024	BeSecure	BACS	3,174.00	12340	CCTV install at Cemetery
12/01/2024	West Mercia Energy	DD	12.00	15654	Barret Browning Clock
12/01/2024	West Mercier Energy	DD	12.00	515654	Electricity for BB Clock
12/01/2024	West Mercia Enrgy	DD	-12.00	BBClock	Barrett Browning Clock
15/01/2024	Currys Businss	BACS	84.98	71432493	Monitor for CCTV at LTC
15/01/2024	OMS UK Ltd	DD	915.06	124371	Monthly IT service
16/01/2024	Octopus Energy	DD	25.18	B092647B-0032	Cemetery Electricity
16/01/2024	Octopus Energy	DD	108.72	30D6C022	LTC Electricity
17/01/2024	Francotyp Postalia	DD	36.00	330230	Postbase mini
19/01/2024	E.on	DD	515.91	0026	Market House Electricity
23/01/2024	Ledbury Hardware Limited	BACS	40.87	83	DIY Tools
23/01/2024	Chubb Electronic Security	BACS	270.56	10176227	Insall & Supply extinguishers
23/01/2024	Jane Mee	BACS	81.75	JMMM	Train Fare to Meeting
23/01/2024	HMS	BACS	162.00	63244	Fit timer Christmas tree light
23/01/2024	Water Plus	BACS	21.18	04064253	LTC Surface water
23/01/2024	Radbournes	BACS	552.00	280085	Play bark for Rec
23/01/2024	Shredall Ltd	BACS	87.45	50685	Confidential Waste
23/01/2024	Screwfix	BACS	102.41	1445240939	Tools & PPE
23/01/2024	NPower	BACS	69.69	09171855	Market Stall Electricity
23/01/2024	Herefordshire Council	BACS	112.84	91596396	LTC Recycling and Waste
23/01/2024	Herefordshire Council	BACS	2,358.63	91593695	Contribution CCTV Hfd
23/01/2024	Herefordshire Council	BACS	78.20	91593691	Church Waste Collection
23/01/2024	Three Countie Bookshop	BACS	71.99	01	Presents for local children
23/01/2024	Clear Councils	BACS	2,782.12	003093	Local councils insurance
23/01/2024	Clear Insurance Management	BACS	15,316.32	529417052	Ecclesiastical insurance
23/01/2024	Balfour Beatty Living Places	BACS	250.00	154158	October Fair Road Closure
23/01/2024	Balfour Beatty Living Places	BACS	125.00	154144	Christmas Lights Road Closure
23/01/2024	Hoople LTD.	BACS	795.96	66843515	Administration cover Agency
23/01/2024	Ledbury Hardware Limited	BACS	22.54	87	Painting tools
23/01/2024	Ledbury Community Association	BACS	379.77	311223	Electricity contribution CCTV
23/01/2024	Chapel Tree Services	BACS	480.00	22061	Emergency tree work Cemetery
23/01/2024	Dolphin Tec	BACS	44.50	016883	Photocopier charges
23/01/2024	Terry Dold	BACS	36.06	2571585	Re-imburement for PPE

Date: 21/02/2024

Ledbury Town Council Current Year

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Time: 11:23

Lloyds A/c (235) (Bus Ext)

List of Payments made between 01/01/2024 and 31/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/01/2024	Hoople LTD.	BACS	1,185.36	66843734	Temp Agency Admin cover
30/01/2024	Quickskip Hereford Ltd	BACS	258.00	1394	Skip exchange Cemetery
30/01/2024	Adrian Hope Tree Services	BACS	714.00	14859	Inspection of Cemetery Trees
30/01/2024	Jeremy Widdas	BACS	13,020.00	405	Supply & Insall new climber
31/01/2024	Thompson & Co	DD	55.20	17465	Payroll Mth 10
31/01/2024	O2	DD	66.00	28192776	Staff Mobiles
31/01/2024	OMS UK Ltd	DD	373.86	915134	Telephone Call Charges
31/01/2024	Vision Office Tech Services Lt	DD	168.54	100213919	Photocopier Costs
Total Payments			88,549.21		

Date: 21/02/2024

Ledbury Town Council Current Year

Page 1

Time: 10:48

Premier A/c (736) Comm Call

List of Payments made between 01/01/2024 and 31/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/01/2024	Lloyds A/c (235) (Bus Ext)	736-235	34,000.00		Transfer
26/01/2024	Lloyds Bank	DD	7.77	417037950	Service Charge
29/01/2024	Lloyds A/c (235) (Bus Ext)	736-235	20,000.00		Transfer
Total Payments			<u>54,007.77</u>		

Date: 21/02/2024

Ledbury Town Council Current Year

Page 1

Time: 10:48

Public Sector Deposit Fund

List of Payments made between 01/01/2024 and 31/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/01/2024	Citation Limited	DD	-265.45	CT0011620	HR for Employees
31/01/2024	Advansys Ltd	DD	-114.00	43453	Website support
Total Payments			<u>-379.45</u>		

Date: 21/02/2024

Ledbury Town Council Current Year

Page 1

Time: 10:48

Petty Cash

List of Payments made between 01/01/2024 and 31/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/01/2024	Wellworthit	PCASH	8.94	Petty Cash	Housekeeping
11/01/2024	SPAR	PCASH	1.98	Petty Cash	Milk
22/01/2024	Ledbury News	PCASH	1.10	Petty Cash	Milk
31/01/2024	Ledbury News	PCASH	14.40	Petty Cash	Weekly Paper
31/01/2024	Three Counties Bookshop	PCASH	7.20	Petty Cash	Advert for Co-option
Total Payments			<u>33.62</u>		

12/03/2024

Ledbury Town Council Current Year

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Cashbook 1

User: SAE

Lloyds A/c (235) (Bus Ext)

Receipts received between 01/02/2024 and 29/02/2024

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
PAY	Banked: 01/02/2024	277.78					
PAY	The Stone Workshop	277.78			1289	118	277.78 War Memorial Re-imburse
Inv 2102	Banked: 06/02/2024	69.00					
Inv 2102	The Co-operative Group (CGP)	69.00			1130	102	69.00 Memorial
Inv 2113	Banked: 09/02/2024	136.50					
Inv 2113	The Co-operative Group (CGP)	136.50			1100	102	136.50 Interment
INT	Banked: 09/02/2024	21.17					
INT	Lloyds Bank	21.17			1870	220	21.17 Bank Interest
	Banked: 14/02/2024	20,000.00					
736 - 235	Premier A/c (736) Comm Call	20,000.00			202		20,000.00 Transfer 736-235
500500	Banked: 19/02/2024	115.00					
500500	Reception	115.00			1471	127	97.00 TI & Dog Bags
					1034	301	18.00 TI & Dog Bags
500501	Banked: 19/02/2024	423.00					
500501	LTC	423.00			1090	301	74.00 Cemetery & Charter
					1130	102	349.00 Cemetery & Charter
2127	Banked: 22/02/2024	676.00					
2127	The Co-operative Group (CGP)	676.00			1100	102	676.00 Interment & EROB
	Banked: 23/02/2024	33,000.00					
736-235	Premier A/c (736) Comm Call	33,000.00			202		33,000.00 Inter acc Transfer 736-
BCARD	Banked: 29/02/2024	240.00					
BCARD	Barclaycard	240.00			1460	120	240.00 Ceremony Room
BCARD	Banked: 29/02/2024	44.00					
BCARD	Barclaycard	44.00			1090	301	44.00 Charter Market
bcard	Banked: 29/02/2024	0.60					
BCARD	Barclaycard	0.60			1034	301	0.60 Tourist Information
BCARD	Banked: 29/02/2024	2.00					
BCARD	Barclaycard	2.00			1471	301	2.00 Dog Bags
Total Receipts:		55,005.05	0.00	0.00			55,005.05

12/03/2024

Ledbury Town Council Current Year

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Cashbook 3

User: SAE

Premier A/c (736) Comm Call

Receipts received between 01/02/2024 and 29/02/2024

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
PAY	Banked: 01/02/2024	166.67						
PAY	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
2134	Banked: 01/02/2024	25.00						
2134	Kelly Dilly	25.00			1090	301	25.00	Charter Market
INT	Banked: 09/02/2024	229.28						
INT	Lloyds Bank	229.28			1870	220	229.28	Bank Interest
2137	Banked: 12/02/2024	25.00						
2137	Kelly Dille	25.00			1090	301	25.00	Charter Market
2139	Banked: 14/02/2024	43.75						
2139	Cheltenham Motor Club	43.75			1090	301	43.75	Charter Market
2129	Banked: 14/02/2024	50.00						
2129	McCann Wedding	50.00			1460	120	50.00	Ceremony Room Deposit
2135	Banked: 14/02/2024	22.00						
2135	Caroline	22.00			1090	301	22.00	Charter Market
PAY	Banked: 23/02/2024	180.00						
PAY	A Price	180.00			1871	220	180.00	Professional fee refund
2039	Banked: 26/02/2024	190.00						
2039	F Hinitt	190.00			1460	120	190.00	Ceremony Room Income
2145	Banked: 29/02/2024	258.00						
2145	Ledbury Funeral Services	258.00			1100	102	258.00	Interment and EROB
2110	Banked: 29/02/2024	169.00						
2110	Just Memorials	169.00			1130	102	169.00	Cemetery Memorial
2149	Banked: 29/02/2024	100.00						
2149	Kelly Dille	100.00			1090	301	100.00	Charter Market
2131	Banked: 29/02/2024	74.00						
2131	S Alexis	74.00			1090	301	74.00	Charter Market
Total Receipts:		1,532.70	0.00	0.00			1,532.70	

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Ledbury Town Council Current Year

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Cashbook 4

User: SAE

Public Sector Deposit Fund

Receipts received between 01/02/2024 and 29/02/2024

Nominal Ledger Analysis									
Receipt	Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	INT	Banked: 29/02/2024	721.10						
	INT	The Public Sector Deposit Fund	721.10			1870	220	721.10	Interest
Total Receipts:			721.10	0.00	0.00			721.10	

Date: 12/03/2024

Ledbury Town Council Current Year

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Time: 16:34

Cashbook 1

User: SAE

Lloyds A/c (235) (Bus Ext)

Payments made between 01/02/2024 and 29/02/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/02/2024	HALC	BACS	2,502.19		417.03	4460	220	2,085.16	HALC & NALC Subscription
01/02/2024	Advansys Ltd	DD	117.60		19.60	4482	401	98.00	Website support
02/02/2024	Take Payments	DD	30.00		5.00	4433	105	25.00	Card Machine Rental
02/02/2024	Take Payments	DD	30.00		5.00	4433	220	25.00	Card Machine Rental
05/02/2024	EE Limited	DD	13.20		2.20	4481	401	11.00	Wedding Co-ordinator Mobile
07/02/2024	Citation Limited	DD	268.19		44.70	4415	235	223.49	Employee Assistance HR
08/02/2024	Welsh Water	DD	27.32			4115	202	27.32	LTC Water
08/02/2024	Welsh Water	DD	17.75			4115	202	17.75	LTC Water
12/02/2024	Water Plus	DD	8.21			4115	201	8.21	The Market House Drainage
12/02/2024	Water Plus	DD	10.74			4115	202	10.74	LTC Drainage
12/02/2024	Bardclaycard	DD	10.00			4433	220	10.00	LTC Card Machine
12/02/2024	Bardclaycard	DD	15.76		0.96	4433	105	14.80	Painted Room Card Machine
14/02/2024	Agora Bus Publications Ltd	BACS	19.95			4460	220	19.95	Health & Safety Advisor on lin
14/02/2024	Chapel Tree Services	BACS	264.00		44.00	4250	102	220.00	Emergency Tree Works
14/02/2024	Viking Raja	BACS	66.46		11.08	4400	235	55.38	Stationery
14/02/2024	H&WG Training	BACS	900.00			4050	230	900.00	GDPR Training
14/02/2024	LATUS Group	BACS	595.00			1871	220	595.00	OHP
14/02/2024	Quick Skip	BACS	215.00		35.83	4225	102	179.17	Skip Exchange
14/02/2024	Paperstation Ltd.	BACS	80.04		13.34	4400	235	66.70	Stationery
14/02/2024	Dolphin Tec	BACS	1,937.79		322.96	4410	235	1,614.83	Photocopier Readings
14/02/2024	A Price	BACS	44.37		7.40	4155	202	36.97	Housekeeping
14/02/2024	SLCC Enterprises Ltd	BACS	36.00		6.00	4050	230	30.00	Cemetery Matters
14/02/2024	Hiscox Underwriting	BACS	250.00			4130	220	250.00	Insurance Payment
14/02/2024	Quickskip Hereford Ltd	BACS	43.00		7.17	4225	102	35.83	Cemetery skip exchange
14/02/2024	Octopus Energy	DD	22.60		1.08	4122	102	21.52	Cemetery Electricity
14/02/2024	Octopus Energy	DD	824.08		137.35	4122	202	686.73	LTC Electricity
14/02/2024	WMEnergy	DD	22.31		1.06	4800	214	21.25	Barrett Browning Electricity
16/02/2024	Octopus Energy	DD	2,369.26		394.88	4122	202	1,974.38	LTC Electricity
19/02/2024	OMS UK Ltd	DD	915.06		152.51	4483	401	762.55	Managed IT Service
22/02/2024	E.on	DD	113.08		5.38	4122	201	107.70	Market House Electricity
23/02/2024	Salary	BACS	1,882.08			4000	102	1,882.08	Payroll Mth 11
23/02/2024	Salary	BACS	3,845.76			4000	230	3,845.76	Payroll Mth 11
23/02/2024	Salary	BACS	1,843.96			4000	230	1,843.96	Payroll Mth 11

Subtotal Carried Forward:

19,340.76

0.00

1,634.53

17,706.23

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User: SAE

Premier A/c (736) Comm Call

Payments made between 01/02/2024 and 29/02/2024

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
14/02/2024	Lloyds A/c (235) (Bus Ext)	736 - 235	20,000.00			200		20,000.00	Transfer 736-235
23/02/2024	Lloyds A/c (235) (Bus Ext)	736-235	33,000.00			200		33,000.00	Inter acc Transfer 736-235
28/02/2024	Lloyds Bank	PAY	4.07			4550	220	4.07	Service Charge
Total Payments:			53,004.07	0.00	0.00			53,004.07	

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
14/02/2024	Ledbury News	PCASH	1.80			4444	235	1.80	Milk for Mayors Coffee Morning
29/02/2024	Ringo	PCASH	3.96		0.66	4444	235	3.30	Parking for A Price
Total Payments:			5.76	0.00	0.66			5.10	

Date: 12/03/2024

Ledbury Town Council Current Year**Page 1**

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Lloyds A/c (235) (Bus Ext)**List of Payments made between 01/02/2024 and 29/02/2024**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2024	HALC	BACS	2,502.19	H2105	HALC & NALC Subscription
01/02/2024	Advansys Ltd	DD	117.60	45421	Website support
02/02/2024	Take Payments	DD	30.00	PZ14018561	Card Machine Rental
02/02/2024	Take Payments	DD	30.00	PZ14018561	Card Machine Rental
05/02/2024	EE Limited	DD	13.20	552761	Wedding Co-ordinator Mobile
07/02/2024	Citation Limited	DD	268.19	CT0011620	Employee Assistance HR
08/02/2024	Welsh Water	DD	27.32	4035400174	LTC Water
08/02/2024	Welsh Water	DD	17.75	4035398992	LTC Water
12/02/2024	Water Plus	DD	8.21	7001425159	The Market House Drainage
12/02/2024	Water Plus	DD	10.74	7001422092	LTC Drainage
12/02/2024	Barclaycard	DD	10.00	016436890124	LTC Card Machine
12/02/2024	Barclaycard	DD	15.76	016436880124	Painted Room Card Machine
14/02/2024	Agora Bus Publications Ltd	BACS	19.95	12-8346715	Health & Safety Advisor on lin
14/02/2024	Chapel Tree Services	BACS	264.00	22079	Emergency Tree Works
14/02/2024	Viking Raja	BACS	66.46	3654800	Stationery
14/02/2024	H&WG Training	BACS	900.00	18115	GDPR Training
14/02/2024	LATUS Group	BACS	595.00	447028	OHP
14/02/2024	Quick Skip	BACS	215.00	1995	Skip Exchange
14/02/2024	Paperstation Ltd.	BACS	80.04	155110	Stationery
14/02/2024	Dolphin Tec	BACS	1,937.79	017167	Photocopier Readings
14/02/2024	A Price	BACS	44.37	Re-imburement	Housekeeping
14/02/2024	SLCC Enterprises Ltd	BACS	36.00	BK214583-1	Cemetery Matters
14/02/2024	Hiscox Underwriting	BACS	250.00	00418250	Insurance Payment
14/02/2024	Quickskip Hereford Ltd	BACS	43.00	1995	Cemetery skip exchange
14/02/2024	Octopus Energy	DD	22.60	KI-B092647B	Cemetery Electricity
14/02/2024	Octopus Energy	DD	824.08	KI-6295D2CA	LTC Electricity
14/02/2024	WMEnergy	DD	22.31	S15654	Barrett Browning Electricity
16/02/2024	Octopus Energy	DD	2,369.26	KI-6295D2CA-0007	LTC Electricity
19/02/2024	OMS UK Ltd	DD	915.06	124859	Managed IT Service
22/02/2024	E.on	DD	113.08	KI-1DBC1576	Market House Electricity
23/02/2024	Salary	BACS	1,882.08	Salary	Payroll Mth 11
23/02/2024	Salary	BACS	3,845.76	Salary	Payroll Mth 11
23/02/2024	Salary	BACS	1,843.96	Salary	Payroll Mth 11
23/02/2024	Salary	BACS	1,510.59	Salary	Payroll Mth 11
23/02/2024	Salary	BACS	15.68	Salary	Payroll Mth 11
23/02/2024	Salary	BACS	48.81	Salary	Payroll Mth 11
23/02/2024	Salary	BACS	2,349.23	Salary	Payroll Mth 11
23/02/2024	Salary	BACS	1,664.10	Salary	Payroll Mth 11
23/02/2024	Salary	BACS	1,542.16	Salary	Payroll Mth 11
23/02/2024	Salary	BACS	1,855.42	Salary	Payroll Mth 11
23/02/2024	Salary	BACS	1,980.49	Salary	Payroll Mth 11
23/02/2024	Worcester County Council	BACS	5,936.76	Payroll	Pension Mth 11
23/02/2024	H M Revenue & Customs	BACS	7,060.11	Payroll	PAYE Mth 11
23/02/2024	Salary	BACS	-30.00	Salary	Payroll Mth 11
23/02/2024	Defib Warehouse	BACS	1,674.00	DW-144352	Cardiac Powerheart
26/02/2024	Herefordshire Council	DD	633.00	85237264	LTC Rates

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Premier A/c (736) Comm Call

List of Payments made between 01/02/2024 and 29/02/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/02/2024	Lloyds A/c (235) (Bus Ext)	736 - 235	20,000.00		Transfer 736-235
23/02/2024	Lloyds A/c (235) (Bus Ext)	736-235	33,000.00		Inter acc Transfer 736-235
28/02/2024	Lloyds Bank	PAY	4.07	419443287	Service Charge
Total Payments			<u>53,004.07</u>		

Date: 12/03/2024

Ledbury Town Council Current Year

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Petty Cash

List of Payments made between 01/02/2024 and 29/02/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/02/2024	Ledbury News	PCASH	1.80	Petty Cash	Milk for Mayors Coffee Morning
29/02/2024	Ringo	PCASH	3.96	Petty CASH	Parking for A Price
Total Payments			<u>5.76</u>		

<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			20,864.63	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			23,513.99	
202	Premier A/c (736) Comm Call			235,092.81	
203	Public Sector Deposit Fund			160,086.60	
215	Petty Cash			146.26	
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				93,022.40
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		219.40
1036	Photocopier Printing	235	Office Facilities & Equipment		46.70
1090	Charter Market Income	301	Planning/Economic Development		7,067.43
1100	Cemetery Interment Income	102	Cemetery & Buildings		9,887.55
1105	Exclusive Right of Burial	102	Cemetery & Buildings	0.50	
1110	Transfer Of Exclusive Right Of	102	Cemetery & Buildings		1,210.50
1122	Electricity Refund	115	Town Centre Decorations		170.80
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		1,097.00
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings	0.50	
1160	Mortuary Rent Income	102	Cemetery & Buildings	493.30	
1161	Chapel Hire	102	Cemetery & Buildings		150.00
1270	Christmas Lights Event	115	Town Centre Decorations		241.80
1271	Event Sponsorship	127	Services and Events		850.00
1289	War Memorial Refund	118	Minor Infrastructure		2,500.02
1450	Painted Room Sales Income	105	Painted Room		1,722.00
1451	Painted Room Donations Income	105	Painted Room		3,636.00
1460	Ceremony Room Income	120	Non-Statutory Services		4,165.80
1460	Ceremony Room Income	205	Ceremony Room	1,115.26	
1471	Dog Poop Bags	127	Services and Events		413.00
1718	October Fair Donation Income	214	Grants with Powers		2,250.00

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
1870	Bank Interest Received Income	220	Finance and General Purposes		8,204.99
1871	Professional Services Refund	220	Finance and General Purposes		1,055.00
1876	Alarms	202	Town Council Offices	1,613.68	
1899	Insurance Claim	220	Finance and General Purposes		340.00
1900	Precept Income	220	Finance and General Purposes		640,671.00
1902	Western Power WayLeave	220	Finance and General Purposes		125.95
4000	Staff Salaries	102	Cemetery & Buildings	25,394.32	
4000	Staff Salaries	103	Grounds Maintenance	18,310.76	
4000	Staff Salaries	105	Painted Room	9,582.47	
4000	Staff Salaries	108	Amenity Areas	836.55	
4000	Staff Salaries	230	Management and Payroll	198,156.70	
4001	Agency Cover	102	Cemetery & Buildings	12,500.66	
4007	Ceremony Room Licence Fee	120	Non-Statutory Services	1,500.00	
4009	Wedding Refunds	120	Non-Statutory Services	190.00	
4013	Devolved Services (grass cutti	125	Green Spaces Maintenance	364.56	
4014	Lengthsman Scheme/P3 Scheme	125	Green Spaces Maintenance	528.00	
4018	National Insurance	102	Cemetery & Buildings	0.18	
4018	National Insurance	103	Grounds Maintenance	0.99	
4018	National Insurance	230	Management and Payroll	6,830.64	
4019	Pension	102	Cemetery & Buildings	0.18	
4019	Pension	103	Grounds Maintenance	0.01	
4019	Pension	230	Management and Payroll	26,563.02	
4020	Cleaning	202	Town Council Offices	296.00	
4021	Rubbish Collection	202	Town Council Offices	382.08	
4050	Staff Training	230	Management and Payroll	3,900.85	
4051	Officers Travel/Conference/Sub	127	Services and Events	99.00	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	2,125.79	
4051	Officers Travel/Conference/Sub	235	Office Facilities & Equipment	36.90	
4110	Rates	102	Cemetery & Buildings	2,209.23	
4110	Rates	201	Market House	336.96	
4110	Rates	202	Town Council Offices	5,754.27	
4115	Water	102	Cemetery & Buildings	20.63	
4115	Water	201	Market House	49.26	
4115	Water	202	Town Council Offices	606.19	
4116	Confidential Waste - Shredding	202	Town Council Offices	774.70	
4118	Buses4Us	302	Special Projects	24,000.00	
4122	Electricity	102	Cemetery & Buildings	223.01	
4122	Electricity	108	Amenity Areas	972.38	
4122	Electricity	115	Town Centre Decorations	2,199.88	
4122	Electricity	201	Market House	1,492.13	
4122	Electricity	202	Town Council Offices	8,574.59	
4130	Insurance	220	Finance and General Purposes	203.61	

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>
4150	Cleaning	202	Town Council Offices	2,479.00	
4155	Housekeeping	202	Town Council Offices	364.20	
4170	Maintenance	102	Cemetery & Buildings	1,765.58	
4170	Maintenance	108	Amenity Areas	120.00	
4170	Maintenance	201	Market House	27,049.59	
4170	Maintenance	202	Town Council Offices	524.32	
4170	Maintenance	235	Office Facilities & Equipment	539.00	
4173	Defibrillator maintenance	108	Amenity Areas		0.05
4175	CCTV Maintenance	110	Recreation Ground	282.50	
4176	CCTV Link to Hereford	118	Minor Infrastructure	4,981.19	
4185	Alarms	202	Town Council Offices	915.81	
4200	New Equipment	102	Cemetery & Buildings	653.63	
4201	Equipment Hire	102	Cemetery & Buildings	64.00	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	2,019.96	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	7,840.00	
4206	Grounds Maintenance	102	Cemetery & Buildings	512.86	
4206	Grounds Maintenance	110	Recreation Ground	700.83	
4209	Dog Hill Wood Maintenance	108	Amenity Areas	386.63	
4221	War Memorial refurbishment	118	Minor Infrastructure	35,175.91	
4225	Skip Hire	102	Cemetery & Buildings	1,495.00	
4228	General Tree works	108	Amenity Areas	2,860.48	
4230	ROSPA Reports	110	Recreation Ground	62.50	
4232	Gazebos	118	Minor Infrastructure	260.00	
4236	Play Equipment Maintenance	110	Recreation Ground	1,080.00	
4237	Skate Park Maintenance	110	Recreation Ground	160.00	
4271	Dog Bags	127	Services and Events	245.52	
4276	External power supply -High St	118	Minor Infrastructure	200.15	
4280	Station Telephone Kiosk	118	Minor Infrastructure	440.00	
4285	Defibrillator Maintenance	118	Minor Infrastructure	468.95	
4300	Vehicle Repair	102	Cemetery & Buildings	26.00	
4330	Fuel	102	Cemetery & Buildings	1,073.52	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	1,212.16	
4400	Stationery	225	Councillors/Newsletter		0.41
4400	Stationery	230	Management and Payroll	0.39	
4400	Stationery	235	Office Facilities & Equipment	4,190.38	
4400	Stationery	401	Full Council	12.30	
4405	Photocopier Hire	235	Office Facilities & Equipment	735.00	
4410	Photocopier Costs	235	Office Facilities & Equipment	1,804.58	
4415	Office Support & Equipment	202	Town Council Offices	35.50	
4415	Office Support & Equipment	235	Office Facilities & Equipment	663.78	
4415	Office Support & Equipment	401	Full Council	3,723.42	
4416	Equipment Maintenance	102	Cemetery & Buildings	1,703.36	

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>
4430	Advertising	105	Painted Room	276.61	
4430	Advertising	220	Finance and General Purposes	883.20	
4433	Card Machine rental	105	Painted Room	372.53	
4433	Card Machine rental	220	Finance and General Purposes	333.42	
4434	Music Licence	105	Painted Room	451.36	
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	448.68	
4455	Postage	401	Full Council	328.75	
4460	Subscriptions	220	Finance and General Purposes	2,101.33	
4481	Telephones	401	Full Council	4,234.85	
4482	Website	401	Full Council	1,565.00	
4483	ICT Services & Software Lease	401	Full Council	6,363.22	
4500	Town Mayors Expenses	225	Councillors/Newsletter	134.10	
4501	Mayor's Hospitality	210	Civic Matters	263.95	
4502	Mayor's Advertising	225	Councillors/Newsletter		30.00
4520	Councillors Expenses	225	Councillors/Newsletter	193.78	
4525	Councillors Training	225	Councillors/Newsletter	440.00	
4531	Roll of Honour	210	Civic Matters	50.00	
4535	Civic Hospitality	210	Civic Matters	560.71	
4540	Election Expenses	225	Councillors/Newsletter	445.74	
4545	Annual & Other Meetings	225	Councillors/Newsletter	554.00	
4550	Bank Charges	220	Finance and General Purposes	569.11	
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	2,123.50	
4580	Audit External	220	Finance and General Purposes	1,680.00	
4590	Professional Services	220	Finance and General Purposes	11,407.83	
4592	PPE/Health & Safety	102	Cemetery & Buildings	313.59	
4592	PPE/Health & Safety	220	Finance and General Purposes	337.20	
4594	Cemetery Mapping	102	Cemetery & Buildings	750.00	
4595	Climate Change	127	Services and Events	158.05	
4605	Events Barriers	127	Services and Events	150.35	
4607	Events	127	Services and Events	8,699.70	
4640	Christmas Lights & Install	115	Town Centre Decorations	31,929.51	
4642	Christmas Lights Event	115	Town Centre Decorations		499.25
4650	Ledbury In Bloom	115	Town Centre Decorations	3,100.00	
4703	Promotional Material	107	Town Promotion	250.55	
4705	Signage	107	Town Promotion	164.85	
4800	Barrett Browning Clock	214	Grants with Powers	517.69	
4805	Citizens Advice Worcs	214	Grants with Powers	5,000.00	
4826	Malvern Hills AONB Partnership	214	Grants with Powers	500.00	

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4827	Community Action Ledbury	214	Grants with Powers	10,000.00	
4850	Poppy Wreath	127	Services and Events	25.00	
4857	Great Places to Visit Funding	214	Grants with Powers	8.61	
4875	Distinguished Citizen Awards	214	Grants with Powers	192.29	
4876	October Fair Expenditure	214	Grants with Powers	901.32	
4881	Building Reserves	401	Full Council	76.62	
4886	John Masefield Memorial	302	Special Projects	4,159.71	
4890	Unspecified Grants	214	Grants with Powers	21,290.00	
4891	Age Uk Hereford Localities	214	Grants with Powers	4,000.00	
4892	Dream Your Future	214	Grants with Powers	1,500.00	
4893	Ledbury Food Bank	214	Grants with Powers	2,500.00	
4894	Ledbury Methodist Church	214	Grants with Powers	1,350.00	
6000	Transfers from EMR	118	Minor Infrastructure		22,201.68
6000	Transfers from EMR	201	Market House		26,977.60
Trial Balance Totals :				1,043,309.30	1,043,309.30
Difference				0.00	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
102	Other Debtors			215.00	
120	Vat Due			4,994.31	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			12,122.62	
202	Premier A/c (736) Comm Call			182,796.30	
203	Public Sector Deposit Fund			161,184.09	
215	Petty Cash			112.64	
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				93,022.40
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				7,355.00
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		223.40
1036	Photocopier Printing	235	Office Facilities & Equipment		46.70
1037	Photocopier costs refund	235	Office Facilities & Equipment		471.48
1090	Charter Market Income	301	Planning/Economic Development		7,590.93
1100	Cemetery Interment Income	102	Cemetery & Buildings		10,856.55
1105	Exclusive Right of Burial	102	Cemetery & Buildings	0.50	
1110	Transfer Of Exclusive Right Of	102	Cemetery & Buildings		1,210.50
1122	Electricity Refund	115	Town Centre Decorations		237.17
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		1,097.00
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings	0.50	
1160	Mortuary Rent Income	102	Cemetery & Buildings	493.30	
1161	Chapel Hire	102	Cemetery & Buildings		150.00
1270	Christmas Lights Event	115	Town Centre Decorations		392.15
1271	Event Sponsorship	127	Services and Events		850.00
1289	War Memorial Refund	118	Minor Infrastructure		2,777.80
1450	Painted Room Sales Income	105	Painted Room		1,722.00
1451	Painted Room Donations Income	105	Painted Room		3,636.00
1460	Ceremony Room Income	120	Non-Statutory Services		4,405.80
1460	Ceremony Room Income	205	Ceremony Room	585.26	
1471	Dog Poop Bags	127	Services and Events		434.00

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
1718	October Fair Donation Income	214	Grants with Powers		2,250.00
1870	Bank Interest Received Income	220	Finance and General Purposes		9,212.89
1871	Professional Services Refund	220	Finance and General Purposes		1,455.00
1876	Alarms	202	Town Council Offices	1,613.68	
1899	Insurance Claim	220	Finance and General Purposes		340.00
1900	Precept Income	220	Finance and General Purposes		640,671.00
1902	Western Power WayLeave	220	Finance and General Purposes		125.95
4000	Staff Salaries	102	Cemetery & Buildings	27,344.61	
4000	Staff Salaries	103	Grounds Maintenance	19,928.84	
4000	Staff Salaries	105	Painted Room	9,582.47	
4000	Staff Salaries	108	Amenity Areas	836.55	
4000	Staff Salaries	230	Management and Payroll	211,340.91	
4001	Agency Cover	102	Cemetery & Buildings	12,500.66	
4001	Agency Cover	230	Management and Payroll	3,884.22	
4007	Ceremony Room Licence Fee	120	Non-Statutory Services	1,500.00	
4009	Wedding Refunds	120	Non-Statutory Services	190.00	
4013	Devolved Services (grass cutti	125	Green Spaces Maintenance	468.72	
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	
4018	National Insurance	230	Management and Payroll	13,329.22	
4019	Pension	102	Cemetery & Buildings	0.18	
4019	Pension	103	Grounds Maintenance	0.01	
4019	Pension	230	Management and Payroll	32,510.89	
4020	Cleaning	202	Town Council Offices	296.00	
4021	Rubbish Collection	202	Town Council Offices	494.92	
4050	Staff Training	225	Councillors/Newsletter	258.00	
4050	Staff Training	230	Management and Payroll	4,089.85	
4051	Officers Travel/Conference/Sub	127	Services and Events	99.00	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	2,216.89	
4051	Officers Travel/Conference/Sub	235	Office Facilities & Equipment	101.90	
4110	Rates	102	Cemetery & Buildings	2,455.23	
4110	Rates	201	Market House	336.96	
4110	Rates	202	Town Council Offices	6,387.27	
4115	Water	102	Cemetery & Buildings	20.63	
4115	Water	201	Market House	57.47	
4115	Water	202	Town Council Offices	707.99	
4116	Confidential Waste - Shredding	202	Town Council Offices	920.44	
4118	Buses4Us	302	Special Projects	24,000.00	
4122	Electricity	102	Cemetery & Buildings	246.99	
4122	Electricity	108	Amenity Areas	972.38	
4122	Electricity	115	Town Centre Decorations	2,199.88	

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4122	Electricity	201	Market House	2,064.36	
4122	Electricity	202	Town Council Offices	8,853.65	
4130	Insurance	220	Finance and General Purposes	18,617.77	
4150	Cleaning	202	Town Council Offices	2,479.00	
4155	Housekeeping	202	Town Council Offices	411.78	
4170	Maintenance	102	Cemetery & Buildings	1,765.58	
4170	Maintenance	108	Amenity Areas	120.00	
4170	Maintenance	201	Market House	27,049.59	
4170	Maintenance	202	Town Council Offices	569.32	
4170	Maintenance	235	Office Facilities & Equipment	539.00	
4173	Defibrillator maintenance	108	Amenity Areas		0.05
4174	CCTV New/ Security	102	Cemetery & Buildings	2,645.00	
4175	CCTV Maintenance	110	Recreation Ground	1,136.53	
4176	CCTV Link to Hereford	118	Minor Infrastructure	7,339.82	
4185	Alarms	202	Town Council Offices	915.81	
4200	New Equipment	102	Cemetery & Buildings	653.63	
4201	Equipment Hire	102	Cemetery & Buildings	64.00	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	2,693.28	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	10,080.00	
4206	Grounds Maintenance	102	Cemetery & Buildings	512.86	
4206	Grounds Maintenance	110	Recreation Ground	700.83	
4209	Dog Hill Wood Maintenance	108	Amenity Areas	386.63	
4221	War Memorial refurbishment	118	Minor Infrastructure	35,175.91	
4224	Wheely Bins Refuse Collection	101	Closed Churchyard	78.20	
4225	Skip Hire	102	Cemetery & Buildings	1,710.00	
4228	General Tree works	108	Amenity Areas	2,980.48	
4230	ROSPA Reports	110	Recreation Ground	62.50	
4232	Gazebos	118	Minor Infrastructure	260.00	
4235	Play Equipment-New	110	Recreation Ground	9,500.00	
4236	Play Equipment Maintenance	110	Recreation Ground	3,090.00	
4237	Skate Park Maintenance	110	Recreation Ground	160.00	
4250	Tree Works/Property Maintenan	102	Cemetery & Buildings	995.00	
4271	Dog Bags	127	Services and Events	491.04	
4276	External power supply -High St	118	Minor Infrastructure	334.38	
4280	Station Telephone Kiosk	118	Minor Infrastructure	440.00	
4285	Defibrillator Maintenance	118	Minor Infrastructure	468.95	
4300	Vehicle Repair	102	Cemetery & Buildings	179.00	
4330	Fuel	102	Cemetery & Buildings	1,073.52	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	1,212.16	
4400	Stationery	225	Councillors/Newsletter		0.41
4400	Stationery	230	Management and Payroll	0.39	
4400	Stationery	235	Office Facilities & Equipment	4,629.81	

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4400	Stationery	401	Full Council	28.15	
4405	Photocopier Hire	235	Office Facilities & Equipment	930.00	
4410	Photocopier Costs	235	Office Facilities & Equipment	2,016.04	
4415	Office Support & Equipment	202	Town Council Offices	35.50	
4415	Office Support & Equipment	235	Office Facilities & Equipment	663.78	
4415	Office Support & Equipment	401	Full Council	3,844.22	
4416	Equipment Maintenance	102	Cemetery & Buildings	1,735.03	
4430	Advertising	105	Painted Room	276.61	
4430	Advertising	220	Finance and General Purposes	883.20	
4432	Phone Box	302	Special Projects	18.78	
4433	Card Machine rental	105	Painted Room	457.33	
4433	Card Machine rental	220	Finance and General Purposes	368.42	
4434	Music Licence	105	Painted Room	451.36	
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	479.43	
4455	Postage	401	Full Council	438.75	
4460	Subscriptions	220	Finance and General Purposes	3,128.28	
4481	Telephones	401	Full Council	4,977.82	
4482	Website	401	Full Council	1,568.00	
4483	ICT Services & Software Lease	401	Full Council	7,125.77	
4500	Town Mayors Expenses	225	Councillors/Newsletter	134.10	
4501	Mayor's Hospitality	210	Civic Matters	263.95	
4502	Mayor's Advertising	225	Councillors/Newsletter		30.00
4520	Councillors Expenses	225	Councillors/Newsletter	193.78	
4525	Councillors Training	225	Councillors/Newsletter	440.00	
4531	Roll of Honour	210	Civic Matters	50.00	
4535	Civic Hospitality	210	Civic Matters	560.71	
4540	Election Expenses	225	Councillors/Newsletter	445.74	
4545	Annual & Other Meetings	225	Councillors/Newsletter	554.00	
4550	Bank Charges	220	Finance and General Purposes	662.49	
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	2,123.50	
4580	Audit External	220	Finance and General Purposes	1,680.00	
4590	Professional Services	220	Finance and General Purposes	11,633.30	
4592	PPE/Health & Safety	102	Cemetery & Buildings	401.94	
4592	PPE/Health & Safety	103	Grounds Maintenance	85.34	
4592	PPE/Health & Safety	220	Finance and General Purposes	337.20	
4594	Cemetery Mapping	102	Cemetery & Buildings	750.00	
4595	Climate Change	127	Services and Events	158.05	
4605	Events Barriers	127	Services and Events	150.35	

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>
4607	Events	127	Services and Events	8,966.69	
4640	Christmas Lights & Install	115	Town Centre Decorations	31,929.51	
4641	Christmas Lights	115	Town Centre Decorations	135.00	
4642	Christmas Lights Event	115	Town Centre Decorations	947.70	
4650	Ledbury In Bloom	115	Town Centre Decorations	3,100.00	
4703	Promotional Material	107	Town Promotion	250.55	
4705	Signage	107	Town Promotion	164.85	
4800	Barrett Browning Clock	214	Grants with Powers	529.12	
4805	Citizens Advice Worcs	214	Grants with Powers	5,000.00	
4826	Malvern Hillss AONB Partnership	214	Grants with Powers	500.00	
4827	Community Action Ledbury	214	Grants with Powers	10,000.00	
4850	Poppy Wreath	127	Services and Events	25.00	
4857	Great Places to Visit Funding	214	Grants with Powers	8.61	
4875	Distinguished Citizen Awards	214	Grants with Powers	192.29	
4876	October Fair Expenditure	214	Grants with Powers	1,151.32	
4881	Building Reserves	401	Full Council	76.62	
4886	John Masefield Memorial	302	Special Projects	4,241.46	
4890	Unspecified Grants	214	Grants with Powers	21,290.00	
4891	Age Uk Hereford Localities	214	Grants with Powers	4,000.00	
4892	Dream Your Future	214	Grants with Powers	1,500.00	
4893	Ledbury Food Bank	214	Grants with Powers	2,500.00	
4894	Ledbury Methodist Church	214	Grants with Powers	1,350.00	
6000	Transfers from EMR	102	Cemetery & Buildings		2,645.00
6000	Transfers from EMR	118	Minor Infrastructure		22,201.68
6000	Transfers from EMR	201	Market House		26,977.60
Trial Balance Totals :				1,046,941.43	1,046,941.43
Difference				0.00	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
102	Other Debtors			215.00	
120	Vat Due			7,009.61	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			20,633.52	
202	Premier A/c (736) Comm Call			131,324.93	
203	Public Sector Deposit Fund			161,905.19	
215	Petty Cash			106.88	
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				93,022.40
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				7,355.00
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		242.00
1036	Photocopier Printing	235	Office Facilities & Equipment		46.70
1037	Photocopier costs refund	235	Office Facilities & Equipment		471.48
1090	Charter Market Income	301	Planning/Economic Development		7,998.68
1100	Cemetery Interment Income	102	Cemetery & Buildings		11,927.05
1105	Exclusive Right of Burial	102	Cemetery & Buildings	0.50	
1110	Transfer Of Exclusive Right Of	102	Cemetery & Buildings		1,210.50
1122	Electricity Refund	115	Town Centre Decorations		237.17
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		1,684.00
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings	0.50	
1160	Mortuary Rent Income	102	Cemetery & Buildings	326.63	
1161	Chapel Hire	102	Cemetery & Buildings		150.00
1270	Christmas Lights Event	115	Town Centre Decorations		392.15
1271	Event Sponsorship	127	Services and Events		850.00
1289	War Memorial Refund	118	Minor Infrastructure		3,055.58
1450	Painted Room Sales Income	105	Painted Room		1,722.00
1451	Painted Room Donations Income	105	Painted Room		3,636.00
1460	Ceremony Room Income	120	Non-Statutory Services		4,885.80
1460	Ceremony Room Income	205	Ceremony Room	585.26	
1471	Dog Poop Bags	127	Services and Events		531.00

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
1471	Dog Poop Bags	301	Planning/Economic Development		2.00
1718	October Fair Donation Income	214	Grants with Powers		2,250.00
1870	Bank Interest Received Income	220	Finance and General Purposes		10,184.44
1871	Professional Services Refund	220	Finance and General Purposes		1,040.00
1876	Alarms	202	Town Council Offices	1,613.68	
1899	Insurance Claim	220	Finance and General Purposes		340.00
1900	Precept Income	220	Finance and General Purposes		640,671.00
1902	Western Power WayLeave	220	Finance and General Purposes		125.95
4000	Staff Salaries	102	Cemetery & Buildings	31,177.18	
4000	Staff Salaries	103	Grounds Maintenance	21,439.43	
4000	Staff Salaries	105	Painted Room	9,598.15	
4000	Staff Salaries	108	Amenity Areas	836.55	
4000	Staff Salaries	230	Management and Payroll	224,490.35	
4001	Agency Cover	102	Cemetery & Buildings	12,500.66	
4001	Agency Cover	230	Management and Payroll	3,884.22	
4007	Ceremony Room Licence Fee	120	Non-Statutory Services	1,500.00	
4009	Wedding Refunds	120	Non-Statutory Services	190.00	
4013	Devolved Services (grass cutti	125	Green Spaces Maintenance	468.72	
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	
4018	National Insurance	230	Management and Payroll	20,389.33	
4019	Pension	102	Cemetery & Buildings	0.18	
4019	Pension	103	Grounds Maintenance	0.01	
4019	Pension	230	Management and Payroll	38,447.65	
4020	Cleaning	202	Town Council Offices	296.00	
4021	Rubbish Collection	202	Town Council Offices	494.92	
4050	Staff Training	225	Councillors/Newsletter	258.00	
4050	Staff Training	230	Management and Payroll	5,019.85	
4051	Officers Travel/Conference/Sub	127	Services and Events	99.00	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	2,216.89	
4051	Officers Travel/Conference/Sub	235	Office Facilities & Equipment	101.90	
4110	Rates	102	Cemetery & Buildings	2,701.23	
4110	Rates	201	Market House	336.96	
4110	Rates	202	Town Council Offices	7,020.27	
4115	Water	102	Cemetery & Buildings	20.63	
4115	Water	201	Market House	65.68	
4115	Water	202	Town Council Offices	763.80	
4116	Confidential Waste - Shredding	202	Town Council Offices	920.44	
4118	Buses4Us	302	Special Projects	24,000.00	
4122	Electricity	102	Cemetery & Buildings	268.51	
4122	Electricity	108	Amenity Areas	972.38	

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4122	Electricity	115	Town Centre Decorations	2,199.88	
4122	Electricity	201	Market House	2,172.06	
4122	Electricity	202	Town Council Offices	11,514.76	
4130	Insurance	220	Finance and General Purposes	18,867.77	
4150	Cleaning	202	Town Council Offices	2,479.00	
4155	Housekeeping	202	Town Council Offices	448.75	
4170	Maintenance	102	Cemetery & Buildings	1,765.58	
4170	Maintenance	108	Amenity Areas	120.00	
4170	Maintenance	201	Market House	27,049.59	
4170	Maintenance	202	Town Council Offices	569.32	
4170	Maintenance	235	Office Facilities & Equipment	539.00	
4173	Defibrillator maintenance	108	Amenity Areas		0.05
4174	CCTV New/ Security	102	Cemetery & Buildings	2,645.00	
4175	CCTV Maintenance	110	Recreation Ground	1,136.53	
4176	CCTV Link to Hereford	118	Minor Infrastructure	7,339.82	
4185	Alarms	202	Town Council Offices	915.81	
4200	New Equipment	102	Cemetery & Buildings	653.63	
4201	Equipment Hire	102	Cemetery & Buildings	64.00	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	2,693.28	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	10,080.00	
4206	Grounds Maintenance	102	Cemetery & Buildings	512.86	
4206	Grounds Maintenance	110	Recreation Ground	700.83	
4209	Dog Hill Wood Maintenance	108	Amenity Areas	386.63	
4221	War Memorial refurbishment	118	Minor Infrastructure	35,175.91	
4224	Wheely Bins Refuse Collection	101	Closed Churchyard	78.20	
4225	Skip Hire	102	Cemetery & Buildings	1,925.00	
4228	General Tree works	108	Amenity Areas	2,980.48	
4230	ROSPA Reports	110	Recreation Ground	62.50	
4232	Gazebos	118	Minor Infrastructure	260.00	
4235	Play Equipment-New	110	Recreation Ground	9,500.00	
4236	Play Equipment Maintenance	110	Recreation Ground	3,090.00	
4237	Skate Park Maintenance	110	Recreation Ground	160.00	
4250	Tree Works/Property Maintenance	102	Cemetery & Buildings	1,215.00	
4271	Dog Bags	127	Services and Events	491.04	
4276	External power supply -High St	118	Minor Infrastructure	334.38	
4280	Station Telephone Kiosk	118	Minor Infrastructure	440.00	
4285	Defibrillator Maintenance	118	Minor Infrastructure	1,863.95	
4300	Vehicle Repair	102	Cemetery & Buildings	179.00	
4330	Fuel	102	Cemetery & Buildings	1,073.52	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	1,212.16	
4400	Stationery	225	Councillors/Newsletter		0.41
4400	Stationery	230	Management and Payroll	0.39	

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4400	Stationery	235	Office Facilities & Equipment	4,751.89	
4400	Stationery	401	Full Council	28.15	
4405	Photocopier Hire	235	Office Facilities & Equipment	930.00	
4410	Photocopier Costs	235	Office Facilities & Equipment	3,776.24	
4415	Office Support & Equipment	202	Town Council Offices	35.50	
4415	Office Support & Equipment	235	Office Facilities & Equipment	887.27	
4415	Office Support & Equipment	401	Full Council	3,844.22	
4416	Equipment Maintenance	102	Cemetery & Buildings	1,735.03	
4430	Advertising	105	Painted Room	276.61	
4430	Advertising	220	Finance and General Purposes	883.20	
4432	Phone Box	302	Special Projects	18.78	
4433	Card Machine rental	105	Painted Room	497.13	
4433	Card Machine rental	220	Finance and General Purposes	403.42	
4434	Music Licence	105	Painted Room	451.36	
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	484.53	
4455	Postage	401	Full Council	438.75	
4460	Subscriptions	220	Finance and General Purposes	5,233.39	
4481	Telephones	401	Full Council	5,303.01	
4482	Website	401	Full Council	1,666.00	
4483	ICT Services & Software Lease	401	Full Council	7,888.32	
4500	Town Mayors Expenses	225	Councillors/Newsletter	134.10	
4501	Mayor's Hospitality	210	Civic Matters	263.95	
4502	Mayor's Advertising	225	Councillors/Newsletter		30.00
4520	Councillors Expenses	225	Councillors/Newsletter	193.78	
4525	Councillors Training	225	Councillors/Newsletter	440.00	
4531	Roll of Honour	210	Civic Matters	50.00	
4535	Civic Hospitality	210	Civic Matters	560.71	
4540	Election Expenses	225	Councillors/Newsletter	445.74	
4545	Annual & Other Meetings	225	Councillors/Newsletter	554.00	
4550	Bank Charges	220	Finance and General Purposes	726.93	
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	2,123.50	
4580	Audit External	220	Finance and General Purposes	1,680.00	
4590	Professional Services	220	Finance and General Purposes	11,679.30	
4592	PPE/Health & Safety	102	Cemetery & Buildings	401.94	
4592	PPE/Health & Safety	103	Grounds Maintenance	85.34	
4592	PPE/Health & Safety	220	Finance and General Purposes	337.20	
4594	Cemetery Mapping	102	Cemetery & Buildings	750.00	
4595	Climate Change	127	Services and Events	158.05	

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>
4605	Events Barriers	127	Services and Events	150.35	
4607	Events	127	Services and Events	8,966.69	
4640	Christmas Lights & Install	115	Town Centre Decorations	31,929.51	
4641	Christmas Lights	115	Town Centre Decorations	135.00	
4642	Christmas Lights Event	115	Town Centre Decorations	947.70	
4650	Ledbury In Bloom	115	Town Centre Decorations	3,100.00	
4703	Promotional Material	107	Town Promotion	250.55	
4705	Signage	107	Town Promotion	164.85	
4800	Barrett Browning Clock	214	Grants with Powers	550.37	
4805	Citizens Advice Worcs	214	Grants with Powers	5,000.00	
4826	Malvern Hilss AONB Partnership	214	Grants with Powers	500.00	
4827	Community Action Ledbury	214	Grants with Powers	10,000.00	
4850	Poppy Wreath	127	Services and Events	25.00	
4857	Great Places to Visit Funding	214	Grants with Powers	8.61	
4875	Distinguished Citizen Awards	214	Grants with Powers	192.29	
4876	October Fair Expenditure	214	Grants with Powers	1,151.32	
4881	Building Reserves	401	Full Council	76.62	
4886	John Masfield Memorial	302	Special Projects	4,241.46	
4890	Unspecified Grants	214	Grants with Powers	21,290.00	
4891	Age Uk Hereford Localities	214	Grants with Powers	4,000.00	
4892	Dream Your Future	214	Grants with Powers	1,500.00	
4893	Ledbury Food Bank	214	Grants with Powers	2,500.00	
4894	Ledbury Methodist Church	214	Grants with Powers	1,350.00	
6000	Transfers from EMR	102	Cemetery & Buildings		2,645.00
6000	Transfers from EMR	118	Minor Infrastructure		22,201.68
6000	Transfers from EMR	201	Market House		26,977.60
Trial Balance Totals :				1,050,438.61	1,050,438.61
Difference				0.00	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Closed Churchyard								
4205 Grounds Maintenance (Contract)	0	0	2,500	2,500		2,500	0.0%	
4224 Wheely Bins Refuse Collection	0	78	250	172		172	31.3%	
4250 Tree Works/Property Maintenanc	0	0	1,000	1,000		1,000	0.0%	
Closed Churchyard :- Indirect Expenditure	0	78	3,750	3,672	0	3,672	2.1%	0
Net Expenditure	0	(78)	(3,750)	(3,672)				
102 Cemetery & Buildings								
1100 Cemetery Interment Income	1,071	11,927	11,000	(927)			108.4%	
1105 Exclusive Right of Burial	0	(1)	0	1			0.0%	
1110 Transfer Of Exclusive Right Of	0	1,211	360	(851)			336.3%	
1130 Cemetery Memorial Permit Incom	587	1,684	2,500	816			67.4%	
1131 Cemetery Deed Transfers Income	0	(1)	0	1			0.0%	
1160 Mortuary Rent Income	167	(327)	2,500	2,827			(13.1%)	
1161 Chapel Hire	0	150	150	0			100.0%	
Cemetery & Buildings :- Income	1,824	14,644	16,510	1,866			88.7%	0
4000 Staff Salaries	3,833	31,177	42,043	10,866		10,866	74.2%	
4001 Agency Cover	0	12,501	2,000	(10,501)		(10,501)	625.0%	
4018 National Insurance	0	0	0	(0)		(0)	0.0%	
4019 Pension	0	0	0	(0)		(0)	0.0%	
4110 Rates	246	2,701	2,970	269		269	91.0%	
4115 Water	0	21	200	179		179	10.3%	
4122 Electricity	22	269	2,000	1,731		1,731	13.4%	
4150 Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	0	1,766	1,100	(666)		(666)	160.5%	
4174 CCTV New/ Security	0	2,645	0	(2,645)		(2,645)	0.0%	2,645
4200 New Equipment	0	654	1,100	446		446	59.4%	
4201 Equipment Hire	0	64	750	686		686	8.5%	
4206 Grounds Maintenance	0	513	2,200	1,687		1,687	23.3%	
4223 Perimeter Wall Repairs	0	0	2,000	2,000		2,000	0.0%	
4225 Skip Hire	215	1,925	1,650	(275)		(275)	116.7%	
4227 Memorial Testing	0	0	1,000	1,000		1,000	0.0%	
4250 Tree Works/Property Maintenanc	220	1,215	1,000	(215)		(215)	121.5%	
4300 Vehicle Repair	0	179	1,000	821		821	17.9%	
4330 Fuel	0	1,074	1,000	(74)		(74)	107.4%	
4340 Insurance, Tax & MOT	0	1,212	1,000	(212)		(212)	121.2%	
4416 Equipment Maintenance	0	1,735	1,100	(635)		(635)	157.7%	
4592 PPE/Health & Safety	0	402	500	98		98	80.4%	
4594 Cemetery Mapping	0	750	0	(750)		(750)	0.0%	
Cemetery & Buildings :- Indirect Expenditure	4,535	60,801	64,863	4,062	0	4,062	93.7%	2,645
Net Income over Expenditure	(2,711)	(46,157)	(48,353)	(2,196)				
6000 plus Transfers from EMR	0	2,645						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(2,711)	(43,512)						
103 Grounds Maintenance								
4000 Staff Salaries	1,511	21,439	25,000	3,561		3,561	85.8%	
4018 National Insurance	0	1	0	(1)		(1)	0.0%	
4019 Pension	0	0	0	(0)		(0)	0.0%	
4592 PPE/Health & Safety	0	85	0	(85)		(85)	0.0%	
Grounds Maintenance :- Indirect Expenditure	1,511	21,526	25,000	3,474	0	3,474	86.1%	0
Net Expenditure	(1,511)	(21,526)	(25,000)	(3,474)				
105 Painted Room								
1450 Painted Room Sales Income	0	1,722	1,000	(722)			172.2%	
1451 Painted Room Donations Income	0	3,636	3,000	(636)			121.2%	
Painted Room :- Income	0	5,358	4,000	(1,358)			134.0%	0
4000 Staff Salaries	16	9,598	8,500	(1,098)		(1,098)	112.9%	
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	40	497	600	103		103	82.9%	
4434 Music Licence	0	451	350	(101)		(101)	129.0%	
4700 Stock Purchase	0	0	550	550		550	0.0%	
Painted Room :- Indirect Expenditure	55	10,823	11,900	1,077	0	1,077	91.0%	0
Net Income over Expenditure	(55)	(5,465)	(7,900)	(2,435)				
107 Town Promotion								
4703 Promotional Material	0	251	3,000	2,749		2,749	8.4%	
4704 Tourism/ Town Plan Projects	0	0	5,000	5,000		5,000	0.0%	
4705 Signage	0	165	3,000	2,835		2,835	5.5%	
Town Promotion :- Indirect Expenditure	0	415	11,000	10,585	0	10,585	3.8%	0
Net Expenditure	0	(415)	(11,000)	(10,585)				
108 Amenity Areas								
4000 Staff Salaries	0	837	0	(837)		(837)	0.0%	
4122 Electricity	0	972	1,000	28		28	97.2%	
4170 Maintenance	0	120	0	(120)		(120)	0.0%	
4173 Defibrillator maintenance	0	(0)	0	0		0	0.0%	
4200 New Equipment	0	0	200	200		200	0.0%	
4204 Dog Hill Wood Management Plan/	0	0	1,000	1,000		1,000	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4205 Grounds Maintenance (Contract)	0	2,693	4,040	1,347		1,347	66.7%	
4209 Dog Hill Wood Maintenance	0	387	500	113		113	77.3%	
4210 Dog Hill Wood Coppicing	0	0	1,000	1,000		1,000	0.0%	
4228 General Tree works	0	2,980	1,650	(1,330)		(1,330)	180.6%	
4252 General Park Maintenance	0	0	2,000	2,000		2,000	0.0%	
4435 Card Machine Transactions	0	(0)	0	0		0	0.0%	
Amenity Areas :- Indirect Expenditure	0	7,989	11,390	3,401	0	3,401	70.1%	0
Net Expenditure	0	(7,989)	(11,390)	(3,401)				
110 Recreation Ground								
4175 CCTV Maintenance	0	1,137	1,000	(137)		(137)	113.7%	
4205 Grounds Maintenance (Contract)	0	10,080	7,854	(2,226)		(2,226)	128.3%	
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	63	71	9		9	88.0%	
4234 Skate Park Euipment	0	0	1,000	1,000		1,000	0.0%	
4235 Play Equipment-New	0	9,500	10,000	500		500	95.0%	
4236 Play Equipment Maintenance	0	3,090	5,000	1,910		1,910	61.8%	
4237 Skate Park Maintenance	0	160	3,000	2,840		2,840	5.3%	
4238 Youth Shelter Maintenance	0	0	1,000	1,000		1,000	0.0%	
Recreation Ground :- Indirect Expenditure	0	24,730	40,633	15,903	0	15,903	60.9%	0
Net Expenditure	0	(24,730)	(40,633)	(15,903)				
115 Town Centre Decorations								
1122 Electricity Refund	0	237	0	(237)			0.0%	
1270 Christmas Lights Event	0	392	1,000	608			39.2%	
Town Centre Decorations :- Income	0	629	1,000	371			62.9%	0
4122 Electricity	0	2,200	0	(2,200)		(2,200)	0.0%	
4640 Christmas Lights & Install	0	31,930	23,000	(8,930)		(8,930)	138.8%	
4641 Christmas Lights	0	135	0	(135)		(135)	0.0%	
4642 Christmas Lights Event	0	948	0	(948)		(948)	0.0%	
4650 Ledbury In Bloom	0	3,100	4,000	900		900	77.5%	
Town Centre Decorations :- Indirect Expenditure	0	38,312	27,000	(11,312)	0	(11,312)	141.9%	0
Net Income over Expenditure	0	(37,683)	(26,000)	11,683				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
118 Minor Infrastructure								
1289 War Memorial Refund	278	3,056	3,333	277			91.7%	
4232 Gazebos	0	(260)	0	260			0.0%	
Minor Infrastructure :- Income	278	2,796	3,333	537			83.9%	0
4176 CCTV Link to Hereford	0	7,340	9,500	2,160		2,160	77.3%	
4221 War Memorial refurbishment	0	35,176	0	(35,176)		(35,176)	0.0%	22,202
4276 External power supply -High St	0	334	120	(214)		(214)	278.6%	
4280 Station Telephone Kiosk	0	440	0	(440)		(440)	0.0%	
4285 Defibrillator Maintenance	1,395	1,864	350	(1,514)		(1,514)	532.6%	
Minor Infrastructure :- Indirect Expenditure	1,395	45,154	9,970	(35,184)	0	(35,184)	452.9%	22,202
Net Income over Expenditure	(1,117)	(42,358)	(6,637)	35,721				
6000 plus Transfers from EMR	0	22,202						
Movement to/(from) Gen Reserve	(1,117)	(20,157)						
120 Non-Statutory Services								
1460 Ceremony Room Income	480	4,886	2,200	(2,686)			222.1%	
Non-Statutory Services :- Income	480	4,886	2,200	(2,686)			222.1%	0
4007 Ceremony Room Licence Fee	0	1,500	500	(1,000)		(1,000)	300.0%	
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	0	1,690	1,500	(190)	0	(190)	112.7%	0
Net Income over Expenditure	480	3,196	700	(2,496)				
125 Green Spaces Maintenance								
4013 Devolved Services (grass cutti	0	469	1,000	531		531	46.9%	
4014 Lengthsman Scheme/P3 Scheme	0	528	3,000	2,472		2,472	17.6%	
Green Spaces Maintenance :- Indirect Expenditure	0	997	4,000	3,003	0	3,003	24.9%	0
Net Expenditure	0	(997)	(4,000)	(3,003)				
127 Services and Events								
1271 Event Sponsorship	0	850	0	(850)			0.0%	
1471 Dog Poop Bags	97	531	1,000	469			53.1%	
Services and Events :- Income	97	1,381	1,000	(381)			138.1%	0
4051 Officers Travel/Conference/Sub	0	99	0	(99)		(99)	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4271 Dog Bags	0	491	700	209		209	70.1%	
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	150	100	(50)		(50)	150.3%	
4607 Events	0	8,967	7,500	(1,467)		(1,467)	119.6%	
4850 Poppy Wreath	0	25	20	(5)		(5)	125.0%	
Services and Events :- Indirect Expenditure	0	9,890	11,320	1,430	0	1,430	87.4%	0
Net Income over Expenditure	97	(8,509)	(10,320)	(1,811)				
<u>201 Market House</u>								
1030 Market House Income	0	0	1,100	1,100			0.0%	
Market House :- Income	0	0	1,100	1,100			0.0%	0
4110 Rates	0	337	1,650	1,313		1,313	20.4%	
4115 Water	8	66	100	34		34	65.7%	
4122 Electricity	108	2,172	1,500	(672)		(672)	144.8%	
4150 Cleaning	0	0	100	100		100	0.0%	
4170 Maintenance	0	27,050	5,000	(22,050)		(22,050)	541.0%	26,978
Market House :- Indirect Expenditure	116	29,624	8,350	(21,274)	0	(21,274)	354.8%	26,978
Net Income over Expenditure	(116)	(29,624)	(7,250)	22,374				
6000 plus Transfers from EMR	0	26,978						
Movement to/(from) Gen Reserve	(116)	(2,647)						
<u>202 Town Council Offices</u>								
1876 Alarms	0	(1,614)	0	1,614			0.0%	
Town Council Offices :- Income	0	(1,614)	0	1,614				0
4020 Cleaning	0	296	0	(296)		(296)	0.0%	
4021 Rubbish Collection	0	495	1,000	505		505	49.5%	
4110 Rates	633	7,020	6,820	(200)		(200)	102.9%	
4115 Water	56	764	550	(214)		(214)	138.9%	
4116 Confidential Waste - Shredding	0	920	780	(140)		(140)	118.0%	
4122 Electricity	2,661	11,515	6,000	(5,515)		(5,515)	191.9%	
4150 Cleaning	0	2,479	2,500	21		21	99.2%	
4155 Housekeeping	37	449	500	51		51	89.8%	
4160 Window Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	0	569	3,300	2,731		2,731	17.3%	
4179 Quinquennial Works	0	0	2,000	2,000		2,000	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4185 Alarms	0	916	4,620	3,704		3,704	19.8%	
4415 Office Support & Equipment	0	36	0	(36)		(36)	0.0%	
Town Council Offices :- Indirect Expenditure	3,387	25,459	28,320	2,861	0	2,861	89.9%	0
Net Income over Expenditure	(3,387)	(27,072)	(28,320)	(1,248)				
<u>205 Ceremony Room</u>								
1460 Ceremony Room Income	0	(585)	0	585			0.0%	
Ceremony Room :- Income	0	(585)	0	585				0
Net Income	0	(585)	0	585				
<u>210 Civic Matters</u>								
4501 Mayor's Hospitality	0	264	1,100	836		836	24.0%	
4529 Civic Insignia	0	0	400	400		400	0.0%	
4531 Roll of Honour	0	50	50	0		0	100.0%	
4532 Flag Pole	0	0	132	132		132	0.0%	
4535 Civic Hospitality	0	561	1,100	539		539	51.0%	
Civic Matters :- Indirect Expenditure	0	875	2,782	1,907	0	1,907	31.4%	0
Net Expenditure	0	(875)	(2,782)	(1,907)				
<u>214 Grants with Powers</u>								
1718 October Fair Donation Income	0	2,250	2,250	0			100.0%	
Grants with Powers :- Income	0	2,250	2,250	0			100.0%	0
4800 Barrett Browning Clock	21	550	0	(550)		(550)	0.0%	
4805 Citizens Advice Worcs	0	5,000	5,000	0		0	100.0%	
4826 Malvern Hilss AONB Partnership	0	500	500	0		0	100.0%	
4827 Community Action Ledbury	0	10,000	10,000	0		0	100.0%	
4857 Great Places to Visit Funding	0	9	0	(9)		(9)	0.0%	
4870 Youth Budget	0	0	5,000	5,000		5,000	0.0%	
4875 Distinguished Citizen Awards	0	192	250	58		58	76.9%	
4876 October Fair Expenditure	0	1,151	1,000	(151)		(151)	115.1%	
4890 Unspecified Grants	0	21,290	20,000	(1,290)		(1,290)	106.5%	
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	2,500	2,500	0		0	100.0%	
4894 Ledbury Methodist Church	0	1,350	1,350	0		0	100.0%	
Grants with Powers :- Indirect Expenditure	21	48,043	51,100	3,057	0	3,057	94.0%	0
Net Income over Expenditure	(21)	(45,793)	(48,850)	(3,057)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
220 Finance and General Purposes								
1870 Bank Interest Received Income	972	10,184	1,000	(9,184)			1018.4%	
1871 Professional Services Refund	(415)	1,040	0	(1,040)			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	557	652,361	1,120	(651,241)			58246.6	0
4130 Insurance	250	18,868	17,557	(1,311)		(1,311)	107.5%	
4430 Advertising	0	883	1,000	117		117	88.3%	
4433 Card Machine rental	35	403	600	197		197	67.2%	
4435 Card Machine Transactions	0	0	0	(0)		(0)	0.0%	
4460 Subscriptions	2,105	5,233	5,000	(233)		(233)	104.7%	
4550 Bank Charges	64	727	500	(227)		(227)	145.4%	
4551 Data Protection	0	50	500	450		450	10.0%	
4579 Audit Internal	0	2,124	2,000	(124)		(124)	106.2%	
4580 Audit External	0	1,680	3,000	1,320		1,320	56.0%	
4590 Professional Services	46	11,679	10,000	(1,679)		(1,679)	116.8%	
4592 PPE/Health & Safety	0	337	500	163		163	67.4%	
Finance and General Purposes :- Indirect Expenditure	2,501	41,985	40,657	(1,328)	0	(1,328)	103.3%	0
Net Income over Expenditure	(1,944)	610,377	(39,537)	(649,914)				
225 Councillors/Newsletter								
4050 Staff Training	0	258	0	(258)		(258)	0.0%	
4400 Stationery	0	(0)	0	0		0	0.0%	
4420 Newsletter	0	0	500	500		500	0.0%	
4500 Town Mayors Expenses	0	134	1,000	866		866	13.4%	
4502 Mayor's Advertising	0	(30)	500	530		530	(6.0%)	
4520 Councillors Expenses	0	194	500	306		306	38.8%	
4525 Councillors Training	0	440	1,500	1,060		1,060	29.3%	
4540 Election Expenses	0	446	500	54		54	89.1%	
4545 Annual & Other Meetings	0	554	1,000	446		446	55.4%	
Councillors/Newsletter :- Indirect Expenditure	0	1,995	5,500	3,505	0	3,505	36.3%	0
Net Expenditure	0	(1,995)	(5,500)	(3,505)				
230 Management and Payroll								
4000 Staff Salaries	13,149	224,490	279,169	54,679		54,679	80.4%	
4001 Agency Cover	0	3,884	8,000	4,116		4,116	48.6%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4018 National Insurance	7,060	20,389	0	(20,389)		(20,389)	0.0%	
4019 Pension	5,937	38,448	0	(38,448)		(38,448)	0.0%	
4050 Staff Training	930	5,020	3,000	(2,020)		(2,020)	167.3%	
4051 Officers Travel/Conference/Sub	0	2,217	1,100	(1,117)		(1,117)	201.5%	
4400 Stationery	0	0	0	(0)		(0)	0.0%	
Management and Payroll :- Indirect Expenditure	27,076	294,449	291,269	(3,180)	0	(3,180)	101.1%	0
Net Expenditure	(27,076)	(294,449)	(291,269)	3,180				
<u>235 Office Facilities & Equipment</u>								
1036 Photocopier Printing	0	47	0	(47)			0.0%	
Office Facilities & Equipment :- Income	0	47	0	(47)				0
1037 Photocopier costs refund	0	(471)	0	471		471	0.0%	
Office Facilities & Equipment :- Direct Expenditure	0	(471)	0	471	0	471		0
4051 Officers Travel/Conference/Sub	0	102	0	(102)		(102)	0.0%	
4170 Maintenance	0	539	1,650	1,111		1,111	32.7%	
4400 Stationery	122	4,752	3,500	(1,252)		(1,252)	135.8%	
4405 Photocopier Hire	0	930	780	(150)		(150)	119.2%	
4410 Photocopier Costs	1,760	3,776	2,500	(1,276)		(1,276)	151.0%	
4415 Office Support & Equipment	223	887	0	(887)		(887)	0.0%	
4444 Petty Cash	5	485	1,000	515		515	48.5%	
Office Facilities & Equipment :- Indirect Expenditure	2,111	11,471	9,430	(2,041)	0	(2,041)	121.6%	0
Net Income over Expenditure	(2,111)	(10,953)	(9,430)	1,523				
<u>301 Planning/Economic Development</u>								
1034 Tourist Information Centre	19	242	0	(242)			0.0%	
1090 Charter Market Income	408	7,999	5,500	(2,499)			145.4%	
1471 Dog Poop Bags	2	2	0	(2)			0.0%	
Planning/Economic Development :- Income	428	8,243	5,500	(2,743)			149.9%	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	428	7,355	500	(6,855)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>302 Special Projects</u>								
4118 Buses4Us	0	24,000	0	(24,000)		(24,000)	0.0%	
4432 Phone Box	0	19	0	(19)		(19)	0.0%	
4886 John Masfield Memorial	0	4,241	0	(4,241)		(4,241)	0.0%	
Special Projects :- Indirect Expenditure	0	28,260	0	(28,260)	0	(28,260)		0
Net Expenditure	0	(28,260)	0	28,260				
<u>401 Full Council</u>								
4400 Stationery	0	28	0	(28)		(28)	0.0%	
4415 Office Support & Equipment	0	3,844	2,000	(1,844)		(1,844)	192.2%	
4455 Postage	0	439	500	61		61	87.8%	
4480 ICT-Computers	0	0	1,000	1,000		1,000	0.0%	
4481 Telephones	325	5,303	4,950	(353)		(353)	107.1%	
4482 Website	98	1,666	1,500	(166)		(166)	111.1%	
4483 ICT Services & Software Lease	763	7,888	5,000	(2,888)		(2,888)	157.8%	
4881 Building Reserves	0	77	0	(77)		(77)	0.0%	
Full Council :- Indirect Expenditure	1,186	19,245	14,950	(4,295)	0	(4,295)	128.7%	0
Net Expenditure	(1,186)	(19,245)	(14,950)	4,295				
Grand Totals:- Income	3,664	690,395	38,013	(652,382)			1816.2%	
Expenditure	43,894	724,227	679,684	(44,543)	0	(44,543)	106.6%	
Net Income over Expenditure	(40,230)	(33,832)	(641,671)	(607,839)				
plus Transfers from EMR	0	51,824						
Movement to/(from) Gen Reserve	(40,230)	17,993						

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	21 MARCH 2024	AGENDA ITEM: 13
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Report prepared by Angela Price – Town Clerk

The contents of this document have not been approved by Ledbury Town Council, it is for the purpose of discussion and does not constitute a final decision of this council.”

GRANT APPLICATIONS

Purpose of Report

The purpose of this report is to ask Members of the Finance, Policy & General Purposes Committee to give consideration to grant applications received.

Equality Duty

Under section 149 of the Equality Act 2010, the “general duty” on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c. foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services.

Detailed Information

As Members are aware changes were recently introduced to continue to allow for applications of under £500 to be received at any time during each financial year, however other applications will now only be received once a year, in September.

The grant request attached that has been received from Ledbury Places was originally submitted as part of the annual grant giving process and in line with the deadline for applications, however the application was deferred to the Planning, Economy & Tourism Committee for consideration on ways in which Ledbury Town Council and Ledbury Places might be able to work in partnership to create a Ledbury specific pamphlet. This has now been referred back to the Finance, Policy & General

Purposes Committee for reasons outlined below, and therefore should be considered as part of the original application process in September 2024.

1. Ledbury Places - Local Government Act 1972 s144 Power to Encourage Tourism – Amount requested £1,050

Members will be aware that the previous application received from Ledbury Places in respect of Heritage Centre Leaflets, was referred to the Planning, Economy & Tourism Committee to explore the possibility of working in partnership to create a leaflet.

This was subsequently considered at a meeting of the Planning, Economy & Tourism Committee held on 11 January 2024 where it was identified that Ledbury Places were looking for a brochure/leaflet/booklet that was specific to the Heritage Centre and considered that what the Council were considering was very different.

It was therefore RESOLVED:

1. That Ledbury Places provide more detailed information on the cost breakdown to produce the Heritage Brochures on their grant application and include details of how many brochures will be produced.
2. That on receipt of the additional information the application will be referred back to the March Finance, Policy and General Purposes Committee meeting for consideration.

The amended application has now been received and is attached for consideration.

2. Ledbury Community Day – Local Government Act S137 financial assistance – Amount requested £300
3. LEAF – Local Government Act 1972 S137 financial assistance – Amount requested £500

Members will recall that this request for funding was discussed at a meeting of Council held on 25 January 2024, the outcome of which was **“that the request of £500 grant funding be approved in principle subject to receipt of a completed grant application form.”**

4. Ledbury Fringe – Local Government Act 1972 s145(1)(a) – Provision of entertainments – Amount requested £500.

Recommendation

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

Funding Request of more than £500

Grant Application Form

1. Tell us about your organisation¹

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

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

2. Tell us what support you need

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

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

3. Tell us how you plan to fund your project

What is the total cost of the project?	£1,050 (£600 graphic design and proofing), £450 printing 2,500 copies)
Amount requested from Ledbury Town Council.	£1,050
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	2022 = £3,750 2023= £750

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

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

4. Further information provided in support of your application

Information	Enclosed (please tick)	Office Use Only (Initial to confirm documentation complies with the requirement)
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A copy of your organisation's most recent bank statement (required)	X	
A copy of your constitution and list of appointed officers (or similar document showing the organisation's status)	X	
A copy of your organisation's latest set of accounting statements (if any exist)	X	
Copies of any letters of support for your project	n/a	

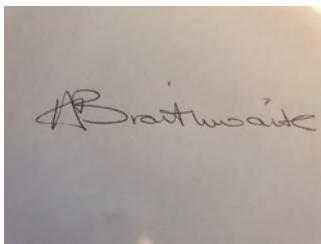
5. Declaration by the applicant

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

I/we accept the following:

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

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

Signed:	
Name (s):	Alison Braithwaite
Date:	2310/23

Please return completed form to:

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



LEDBURY TOWN COUNCIL

Grant Application Form

1. Your Organisation

Contact Name:	Paul Kinnaird	
Position:	Chair	
Organisation:	Ledbury Community Day	
Contact Address:	[REDACTED]	
Telephone Number:	[REDACTED]	
E-mail:	[REDACTED]	
Status of Organisation:	Voluntary Group	
Charity/company number	Charity No: (if applicable) Company No:	
What geographical area does your organisation cover?	Ledbury & District HR8	
How long has your organisation been in existence? (please <input checked="" type="checkbox"/>)	Less than one year	
	Between one and five years	
	More than five years	
What are the aims and objectives of your organisation?	To present as many of the voluntary groups and local services to the community	

What are the main activities of your organisation?	Enabling local, mainly voluntary, groups in and serving Ledbury to showcase what they do for Ledbury residents by a special Community Day event.
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2. Your Project/Activity

Project title:	Ledbury Community Day 2024- Saturday 8th June
Description of project (please continue on a separate sheet if necessary)	<p>Enabling groups and organisations serving Ledbury to present what they do via stalls at 3 halls in Ledbury or by open events on their own premises.</p> <p>Enabling local residents to find out about local groups and find ways that they can contribute to, gain help or benefit from them.</p> <p>Encouraging participation by making this a free event for all.</p>
Where in Ledbury will the project/activity take place?	The 3 main Halls (The Burgage, St Katherines & The Community Centre) and locations of other participating organisations in Ledbury
Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)	<p>Local groups may take part. See the website www.ledburycommunityday.org.uk for more history</p> <p>The public participation is estimated as up to 2000 visitors during the day.</p>
What evidence do you have of local need/demand for the proposed project/activity? (This might be survey work or statistical evidence)	<p>The 1st event in 2013 had 50+ groups joining and in 2023 there were 60+ groups showcasing their activities.</p> <p>Feedback indicates that it is helpful for groups to obtain new members, volunteers or identify people who need their help in all kinds of ways. It also enables local groups to network with each other during the event.</p>
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	Continued support for the event since 2013 by local groups and organisations, including specific feedback at and after the event. This event will be the 10th staging of Ledbury Community Day
How will the project be managed and how will you measure its success?	A team of 5 volunteers organise the event and another 6 persons act as Stewards on the Day. We obtain feedback from participants on the success of the day.

Please give the timescale and key milestones for your project, including a start date and finish date.	Agreement of programme 30/4/24 Publication and Distribution of Programmes 22/5/24 Event - 8/6/24 Main halls open 10am to 2pm
Please explain how your organisation will acknowledge Ledbury Town Council's contribution.	A list of all sponsors is printed in the events literature and on our website

3. How you will pay for your project.

What is the total cost of the project?	£700
Amount requested from Ledbury Town Council.	£300

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

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Eastnor Lodge	Printing costs	↓	↓

4. Further information enclosed

Information	Enclosed (please tick)
A copy of your organisation's most recent bank statement (mandatory)	↓
A copy of your constitution (or similar document showing the organisation's status) and list of appointed officers	↓
A copy of your organisation's committee and meeting structure	↓
A copy of your organisation's latest set of accounting statements (if any exist)	↓

Copies of any letters of support for your project	x
Other (please list below):	


5. Declaration by the applicant

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

I/we accept the following:

- (i) That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered.**
- (ii) That any grant offered will be used only for the purposes set out in this application.**
- (iii) That we will provide reports on progress at the request of the Town Council.**

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

Signed:	
Name (s):	Paul Kinnaird
Date:	10/02/2024

Please return your completed form to:

Clerk to the Council
Town Council Offices
Church Street
Ledbury
Herefordshire
HR8 1DH

E-mail: admin@ledburytowncouncil.gov.uk

Multi-Year Support

Grant Application Form

1. Tell us about your organisation¹

Contact Name:	Tony Hodder	
Position:	Chief Executive	
Organisation:	LEAF Locally Encouraging All to Flourish	
Contact Address:	[REDACTED]	
Telephone Number:	[REDACTED]	
E-mail:	[REDACTED]	
Status of Organisation: (delete as appropriate)	Charity	
Charity/Company No. (if applicable)	1194047	
How long has your organisation been in existence? (please <input checked="" type="checkbox"/>)	Less than 1 year	
	1-5 years	April 2021
	More than 5 years	
What does your organisation do?	<p>LEAF is a Charity established to develop a range of projects aimed at improving the 'well-being' of people within Ledbury. 'LEAF' stands for 'Locally Encouraging All to Flourish', and our focus is on supporting people to flourish individually and as members of their communities. It has several strands of work designed to improve well-being at an emotional, spiritual, and physical level. LEAF offers services to people of all ages.</p> <p>Over the last year LEAF has worked closely with Ledbury Primary School providing two mentors to support pupils who were identified by the school as needing additional support. The service has also</p>	

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

	<p>incorporated one to one counselling, for the children, where this has proved beneficial. Each month the Charity has also provided free family activity days, in the Primary School, local churches and the Recreation Ground.</p> <p>LEAF is also working with Christians against Poverty (CAP) to support individuals with financial problems, providing befrienders who offer close support as people deal with their financial difficulties and affairs.</p> <p>Over the winter months LEAF worked with Talk Community and other local organisations to provide 'Warm Spaces'.</p>
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2. Tell us what support you need

<p>Which one of the following five areas <u>best</u> fits your group's area of interest?</p>	<p>Sport <input type="checkbox"/></p> <p>Arts <input type="checkbox"/></p> <p>Health <input checked="" type="checkbox"/></p> <p>Environment <input type="checkbox"/></p> <p>Youth <input type="checkbox"/></p>
<p>Who will benefit from your activities??</p> <p>(please tell us what groups will benefit and approximately how many people will benefit in total)</p>	<p>This funding bid will benefit people of all ages who are residents of Ledbury and the surrounding district.</p> <p>The funding would enable one person to be employed one day per week to provide a listening and guidance service to clients referred by GPs. LEAF would provide a volunteer Chaplain to also work one day per week.</p> <p>The Chaplains would expect to see 65 people in a year, with each client being seen on average for 5 sessions.</p> <p>Based on experience of the last year, approximately 10 per cent of these individuals would require in depth one to one professional counselling. The bid includes 3 hours per week of this counselling to support 6 individuals over the year.</p> <p>Clients have also been referred to a 12-week course called Kintsugi Hope. The course provides individuals with resources to support their mental and emotional wellbeing. The bid includes the costs of providing participants with course journals. LEAF is running 2 courses a year with 12 people on each course, supporting 24 people in a year.</p>
<p>What evidence do you have of local need/demand for your services?</p> <p>(This might be survey work or statistical evidence)</p>	<p>There is a significant body of evidence, both nationally and locally, that demonstrates the adverse impact the coronavirus pandemic has had on the mental health of the population.</p>

	<p>People often go to see their GP with non-medical issues such as bereavement, distress, anxiety or loneliness. Often what is needed is someone to listen, but GP appointments are inappropriate for this. GP Chaplains can fill this need. The service is appropriate for everyone, whether or not they perceive religion or spirituality to be of personal relevance, and is appropriate for people of all faiths and beliefs.</p> <p>When LEAF established the Listening and guidance service twelve months ago the demand was so great that a waiting list had to be established. In September the service was expanded to 2 days per week to manage this demand.</p> <p>The existing service has demonstrated how effective it is and the level of need within the individuals who are seen. Each client is assessed at the start of their treatment using the Warwick and Edinburgh Mental Wellbeing Scores (WEMWS). The maximum score that can be achieved is 70. Clients of the service had an average score of 36.5. At the end of their treatment, they complete the forms again. The average final consultation score was 53.1. This is an increase of 16.6. This is highly significant as a climb of only 6 points is considered both statistically and practically significant in people's experience.</p> <p>Counselling services locally are also overstretched and either have closed lists or maintain long waits. By LEAF offering a counselling service to those referred on by the Chaplains, the improvement in people's mental health can be maintained. This means that individuals who are struggling with anxiety, depression, unable to cope, and often unable to work during this period, can turn their lives around and begin to play a full part in society.</p>
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<p>What support have you received ?</p> <p>(Please tell us about any expressions of support you have received from outside your organisation)</p>	<p>LEAF is funded by charitable donations from individuals and churches in Ledbury, (approximately £40,000 per year).</p> <p>LEAF has received very positive feedback from clients who used both the listening and guidance service and the one-to-one counselling over the last 12 months.</p> <p>Ledbury Health Partnership has also written glowing reviews of the service.</p> <p>LEAF has also offered counselling to children from Ledbury Primary School and its headmistress has also written letters of support.</p> <p>LEAF received a Grant from Herefordshire Council in 2022 which has now expired.</p> <p>LEAF also received a grant from the Department for Levelling Up Housing and Communities via the Hereford Diocese. This grant has also ceased.</p>
<p>How will your service be delivered and how will success be monitored?</p>	<p>Two Chaplains will provide a total of 11 hours per week of face-to-face contact with clients referred by the GPs from the Ledbury Health Partnership. They will work at the GP practice and provide a listening and guidance service to those who are seeking help, typically with anxiety, depression, bereavement and other similar symptoms.</p> <p>Each client will complete the Warwick and Edinburgh Mental Wellbeing Scores (WEMWS) at the beginning of their treatment and then after their final consultation. (form Attached)</p> <p>The Counselling service will be provided by 2 individuals with considerable counselling experience. Both are accredited practitioners, as counsellors with BACP.</p>

	<p>Both counsellors will use accredited evaluation methodologies with their clients, depending on the nature of the support being offered.</p> <p>Attached is a proposed form which will be used</p>
How will your organisation acknowledge the Town Council's funding support?	<p>LEAF will note this on its website and in any publicity material offering the services.</p> <p>LEAF will also acknowledge the Council support in communications to the Press, radio and other media.</p>
Do you work with other Ledbury groups or would you be open to doing so in future?	<p>LEAF works with The Ledbury Health Partnership, LYAS, and Ledbury Primary School. LEAF also works with Talk Community and supported the Warm Spaces initiative.</p> <p>LEAF provides befrienders for clients of CAP.</p>

3. Tell us how you plan to fund your project

Amount requested from Ledbury Town Council.	<p>Year 1 £10,440</p> <p>Year 2 £10,440</p> <p>Year 3 £10,440</p> <p>Chaplain £5,000</p> <p>Counselling £5,040</p> <p>Kintsugi £400</p>
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	<p>2022 LEAF was given £3,000 for the Listening and Guidance Service and £3,000 for counselling</p>

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

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

4. Further information provided in support of your application

Information	Enclosed (please tick)	Office Use Only (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement (required)	√	
A copy of your constitution and list of appointed officers (or similar document showing the organisation's status)	√	
A copy of your organisation's committee and meeting structure	√	
A copy of your organisation's latest set of accounting statements (if any exist)	√	
Copies of any letters of support for your project	√	


5. Declaration by the applicant

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

I/we accept the following:

- (i) That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered.**
- (ii) That any grant offered will be used only for the purposes set out in this application.**
- (iii) That we will provide annual reports on project progress along with a copy of the annual report for our organisation.**
- (iv) That we will provide a grant closure report for the project within 3 months of the end of the funding period.**

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

Signed:	
Name (s):	Rev Tony Hodder
Date:	27th February 2023

Please return completed form to:
Angela Price – Clerk to the Council
Town Council Offices
Church Street, Ledbury
Herefordshire HR8 1DH
Email: clerk@ledburytowncouncil.gov.uk

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I

Funding Request of £500 or less

Grant Application Form

1. Tell us about your organisation¹

Contact Name:	Miriam Baker	
Position:	Chair	
Organisation:	Ledbury Fringe	
Contact Address:	[REDACTED]	
Telephone Number:	[REDACTED]	
E-mail:	[REDACTED]	
Status of Organisation: (delete as appropriate)	Not for profit	
Charity/Company No. (if applicable)	n/a	
How long has your organisation been in existence? (please <input checked="" type="checkbox"/>)	Less than 1 year	
	1-5 years	
	More than 5 years	✓
What does your organisation do?	We organise music events to correspond with Ledbury events, with a view to providing increased footfall into the town. We work in conjunction with local venues and advertise their events during 'the Fringe'. We also facilitate buskers within the town which is not limited to the period of the Fringe. We are a hand to mouth organisation and do not operate on a significant budget.	

2. Tell us what support you need

Which one of the following five areas <u>best</u> fits your group's area of interest?	Sport	<input type="checkbox"/>
	Arts	✓
	Health	<input type="checkbox"/>

¹ Data will be held in accordance with Ledbury Town Council's data privacy policy a copy of which can be found on our website at the following link:

https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf

	Environment <input type="checkbox"/> Youth <input checked="" type="checkbox"/>
Who will benefit from your activities?? (please tell us what groups will benefit and approximately how many people will benefit in total)	The events we organise are for the benefit of the entire town and typically free to all. We are aware also of an increased footfall into the town with supporters coming from the surrounding area to support Fringe events.
What evidence do you have of local need/demand for your services? (This might be survey work or statistical evidence)	The Fringe was set up and first run in 2016 and has run every year since then apart from the Covid Lockdown years. We continue to get support from venues and artists evidenced by 'likes' and 401 followers on our Facebook page.
What support have you received ? (Please tell us about any expressions of support you have received from outside your organisation)	Groundworks/Tesco provided a £2,000 grant some years ago which has allowed us to print the Fringe Programme and provide 'A' boards to advertise the Fringe events.
How will your service be delivered and how will success be monitored?	The Fringe committee, of which there are five members this year, give of their time and effort to liaise with venues and artists along with the planning for the Fringe which is happening now. Success is measured based on feedback from venues and members of the public and the willingness of venues, artists, including buskers, to take part in the following year's events. We will provide an update to the Town Council.
How will your organisation acknowledge the Town Council's funding support?	We will acknowledge the funding support provided by the Town Council directly by including a statement of thanks within the Fringe programme and Facebook Page, also by providing thanks verbally at the start (and end) of each music event we have organised. Also, we consent to a photograph to be used by the Town Council as part of a press release publicising the award.
Do you work with other Ledbury groups or would you be open to doing so in future?	We work year on year with the Ledbury Food Group on events like the Ledbury Celebration and have worked with the Poetry Festival. We anticipate working with these groups in the future.

3. Tell us how you plan to fund your project

Amount requested from Ledbury Town Council.	Ledbury Fringe 2024 £ 500.00
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	No

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

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
<i>No other applications made</i>			

4. Further information provided in support of your application

Information	Enclosed (please tick)	Office Use Only (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement (required)	✓	
A copy of your constitution and list of appointed officers (or similar document showing the organisation's status)	✓	
A copy of your organisation's committee and meeting structure	✓ Part of the constitution	
A copy of your organisation's latest set of accounting statements (if any exist)	We have not maintained accounts and limit our spending to the amount we have in our bank account, seeking sponsors when this runs out. We	

	would be happy to maintain a record of expenditure, more in line with our constitution, if this was required by the council and present this as a part of the report to the Town Council.	
Copies of any letters of support for your project		

5. Declaration by the applicant

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

I/we accept the following:

- (i) That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered.**
- (ii) That any grant offered will be used only for the purposes set out in this application.**
- (iii) That we will provide annual reports on project progress along with a copy of the annual report for our organisation.**
- (iv) That we will provide a grant closure report for the project within 3 months of the end of the funding period.**

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

Signed:	<i>Miriam Baker</i>
Name (s):	Miriam Baker
Date:	31 st January 2024

Please return completed form to:
Angela Price – Clerk to the Council
Town Council Offices
Church Street, Ledbury
Herefordshire HR8 1DH
Email: clerk@ledburytowncouncil.gov.uk



LEDBURY TOWN COUNCIL

End of grant report

Please complete, sign and return this form to Ledbury Town Council together with receipts if requested.

Project Name:	Continuation of Existing Project 'Helping Local Families Connect with Nature. Learning about Food Growing and How to Look After the World Around Them'.
Organisation:	Friends of Ledbury Children's Centre

Part one: How the grant has been spent

Give a breakdown of the items or activities funded by the grant, using the same budget headings you provided in the application form question 'What is the total cost of the project?'

Item or activity	Actual total cost of Item/activity for the project	Amount of Ledbury Town Council grant spent on item/activity
Activities Around Healthy Lifestyles in the Centre Garden and from Time to Time the Forest School.	£2350.00 (Tesco Groundwork have contributed £1500.00. Baron Davenport Trust £425.00 and Private Donation £75.00).	Baby/Toddler Safety Cups £40.00 Adult Safety Cups £55.00 Training – Safeguarding Mini First Aid, Food Hygiene £225.00 Wooden Toys £30.00
Total amount spent	£2350.00	£350.00

If how you spent your grant is different to what you put in your application form, you must explain why and advise how this has allowed you to achieve your outcomes. Give details of any contact you had with Ledbury Town Council to agree any changes. **Should any grant monies not be used in accordance with the terms and conditions set by the Town Council, you will need to repay the outstanding amount to Ledbury Town Council.**

Not applicable

Part two: What the grant has achieved

a) Tell us about the difference your project has made to the people that were involved in it.

'Helping Local Families Connect with Nature. They will learn about food growing and to look after the world about them' has done just that. The involvement of the Friend's, Chair, Becky, who is a Trained Forest School Lead has enabled many new experiences for families.

Families have enjoyed sessions in the Friends' Garden and the Forest School. They have benefitted from a wide range of activities, including, planting seeds to grow tomatoes, peas, runner beans, potatoes, carrots, herbs sun flowers, wild flowers. They have dug and watered, discovered the thrill of digging up 'buried treasure', Potatoes, which were then cooked for healthy snack time along with mint grown in the garden. Produce has been shared with families to take home.

They have enjoyed a number sessions in the Forest School during the holidays and these have also included older siblings which has meant that the whole family are able to attend.

Sessions have been further enhanced by the purchase of new Baby/Toddler Cups – Dental Approved, Adult Safety Cups and wooden play items. The funding has also enabled Safeguarding training, Mini First Aid and Food Hygiene training for volunteers, which has developed their knowledge and their confidence in running sessions.

b) Tell us about any wider benefits to the community.

The Children's Centre is at the heart of the Ledbury Community and an invaluable resource. All of these sessions encourage parents and children in their learning and understanding of the world.

Families with more limited resources have enjoyed sessions during holiday times and older boys have particularly enjoyed Fun in the Forest Sessions, learning, under close supervision, to chop wood, cook on an open fire etc. They have also been encouraged to support younger children in their play with den building etc.

All of these experiences build on resilience and social skills.

All of our sessions encourage children to 'get messy' whether play is inside or outside and explore the great outdoors. For a variety of reasons children do not always have these experiences at home. These sessions do encourage parents to see the benefit of this type of play and that they can model them at home.

Smaller groups mean that volunteers have more opportunity to engage with parents and children and peer support develops more easily. Good friendships have built up amongst parents and they share experiences together.

Comments from parents:

'C had a great time. The range on offer was terrific and we loved climbing and exploring...' Sadie

'We love your Forest sessions. I love that it's a safe and secure place to let the children freely explore nature. There is something new and different to explore and discover at every session. T's favourite is the mud and the food.... H loves the social aspect of it' Rochelle

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	21 MARCH 2024	AGENDA ITEM: 15
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Report prepared by Angela Price – Town Clerk

SECTION 137 EXPENDITURE LIMIT FOR 2024/25

Purpose of Report

The purpose of this report is to inform Members of the Finance, Policy & General Purposes Committee of the Section 137 expenditure limit for 2024/25.

Equality Duty

Under section 149 of the Equality Act 2010, the “general duty” on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c. foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services.

Detailed Information

Section 137 of the Local Government Act 1972 gives Town, Parish & Community Councils in England & Wales the ability to spend a limited amount of money for purposes for which they have no other specific statutory power. It's essentially a "power of last resort" and allows Councils to spend money on projects they believe will benefit some or all of their residents.

The amount of money that can be spent under Section 137 is capped and is usually set annually in line with inflation. This means Councils cannot endlessly spend under this provision; they have to be judicious about its use.

It's worth noting that there are other sections and acts which give specific powers and responsibilities to Local Councils, and Section 137 is generally only used when no other specific power applies.

The Council must also ensure that the direct benefit to its area or residents is commensurate with the expenditure incurred. For example, spending £8,000 of the Council's allowance under Section 137, for the benefit of two people, is unlikely to be of equal benefit to the expenditure incurred. Councils must therefore exercise care when considering amounts of proposed expenditure under Section 137.

The Department for Levelling Up, Housing and Communities advises on the appropriate sum for section 137 in England and Wales, and they have informed NALC that the allowance per household for 2024/25 is £10.81. The amount is a result of increasing the amount of £9.93 for 2023/24 by the percentage increase in the retail index between September 2022 and September 2023 under Schedule 12B of the LGA 1971.

Financial Implications

There are approximately 6,000 households in Ledbury, therefore Ledbury Town Council could, if they so wished, provide in excess of £60,000 in grants via S137 in 2024/25.

Ledbury Town Council has in its 2024/25 budget allocated £20,000 to unspecified grants, from which S137 grants will be allocated and to date £1,210.48 of this fund has been awarded.

In addition to the above a total of £9,350 has also been awarded and identified as individual grants within the 2024/25 budget, via S137:

Age UK	4,000
Dream Your Future	1,500
Ledbury Food Bank	2,500
Ledbury Methodist Church	1,350
TOTAL	<u>9,350</u>

Therefore, to date a total of **£10,560.48** has been allocated to S137 from the 2024/25 budget.

In addition to this a total of £4,610.48 has been awarded via other acts that provide powers for expenditure, which means that a total of £5,820.96 of the £20,000 allocated to unspecified grants has been allocated as expenditure in 2024/25, which leaves a total of £14,179.04 grant funding in 2024/25 which the Council can choose to spend via S137 or other statutes, subject to grant applications received throughout the 2024/25 financial year.

Recommendation

1. That Members of the Finance, Policy & General Purposes Committee note that the appropriate sum for s137 in 2024/25 is £10.81, and that Ledbury Town Council's allocation for unspecified grant expenditure, which includes s137, 2024/25 is £20,000.

2. That to date Ledbury Town Council's 2024/25 allocated expenditure via s137 is £10,560.487.
3. That to date Ledbury Town Council's 2024/25 allocated expenditure via other powers is £4,610.48.
4. That a sum of £14,179.04 is available for grants in 2024/25, which the Council can choose to spend on s137 or other statutes, subject to grant applications received throughout the 2024/25 financial year.

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	21 MARCH 2024	AGENDA ITEM: 16
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Report prepared by Angela Price – Town Clerk

The contents of this document have not been approved by Ledbury Town Council, it is for the purpose of discussion and does not constitute a final decision of this council."

WEBSITE IMPROVEMENT QUOTES

Purpose of Report

The purpose of this report is to ask Members of the Finance, Policy & General Purposes Committee to give consideration to quotes received from Advansys in relation to improvements to the Council's website.

Equality Duty

Under section 149 of the Equality Act 2010, the "general duty" on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c. foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying 'due regard' in their decision making in the design of policies and in the delivery of services.

Relevant Legislation – The Public Sector Bodies (Websites and Mobile Applications) (No 2) Accessibility Regulations 2018.

Detailed Information

Members will be aware that there have been a number of conversations in respect of the Council website whereby it has been noted that the website is not of an acceptable standard. As a result of these conversations it has been agreed that officers will work with Advansys to improve the website pages and accessibility.

As part of this process, attached are three quotes in relation to improvements and upgrades as follows:

1. Finance Pages – it is proposed to improve the finance pages of the website to a similar style to that of the recently improved committee pages. Currently finance and audit information is dealt with in a scatter gun approach, with the information being in various places on the website, rather than in one set of pages purely for finance information.

It is proposed that all finance and audit information will be available in one set of pages with clear headings for audit, and finance information such as over £500 payments, receipts and payments (annually), annual budget, grants information and grants awarded.

Advansys have provided a quote to undertake this work in the sum of £1,695 plus VAT.

2. Calendar of Events – Currently there is a calendar of meetings on the website, however it has been requested by the Events Working Party that an additional calendar be created for “Events”.

The proposal is to rename the current calendar “Meetings” and to add a second calendar to promote “Events”. The second calendar will be in the same style as the current calendar but will have more fields available.

It will also offer a function for guests to the website to fill out information and post an event, subject to approval by Ledbury Town Council.

Advansys have provided a quote to undertake this work in the sum of £1,295 plus VAT.

3. During discussions with Advansys in respect of possible improvements to the website, they have suggested that the Council may wish to integrate Whatsapp on the homepage of the website.

This would enable members of the public to send a message or call via Whatsapp, which would mean that messages would be able to be picked earlier than they are via the current system.

The Clerk and Community Development Officer currently have Whatsapp on their Council phones, and it could be set up to either of these or a separate Whatsapp number specific to Ledbury Town Council could be set up. However, it should be noted that not all staff have a council mobile, and it would not be appropriate for them to have this service set up on their personal mobiles. Therefore, it would make sense for one of the staff members who has a council mobile to have this service set up directly to their phones.

Advansys have provided a quote to undertake this work in the sum of £550 plus VAT.

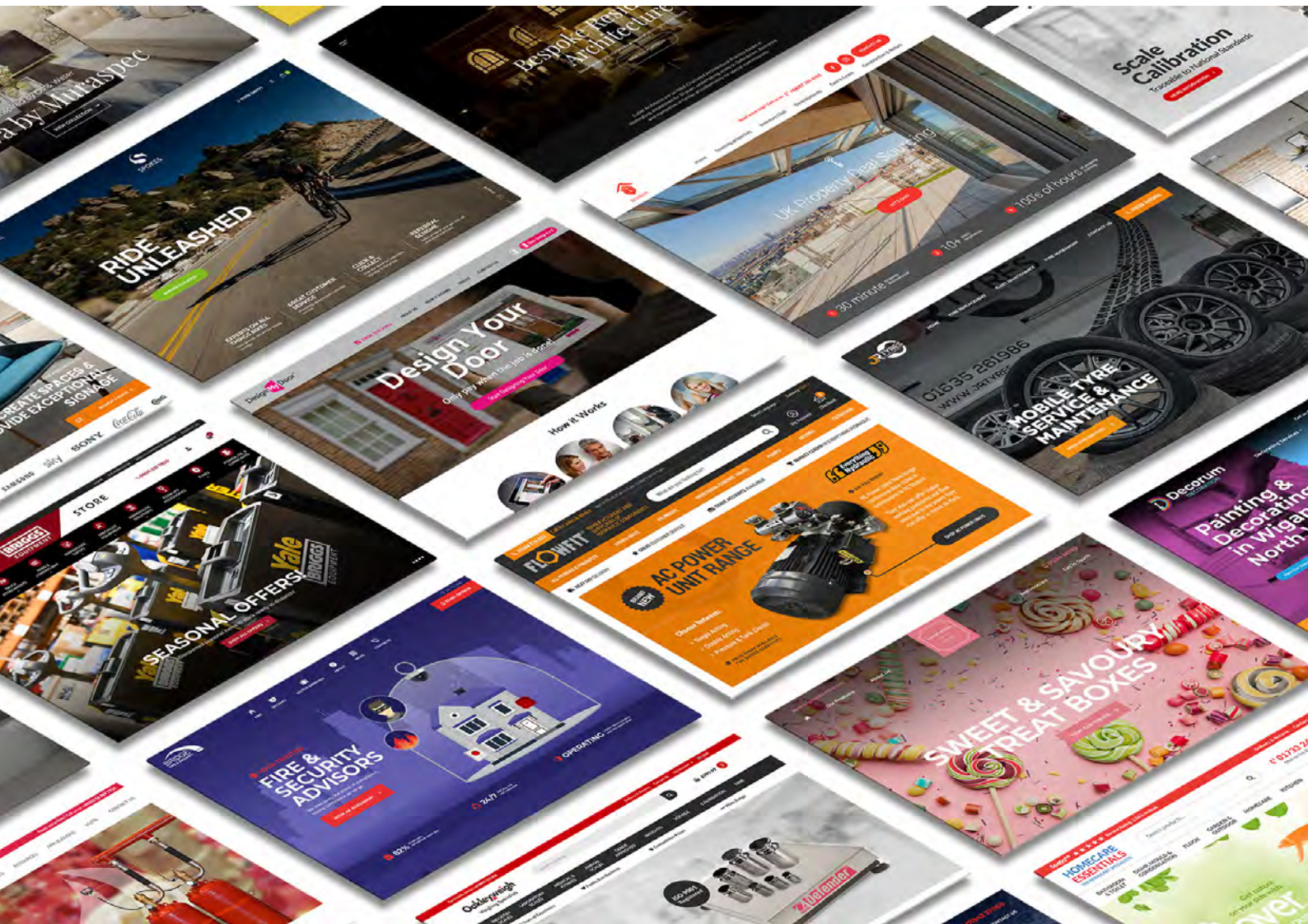
Recommendation

That Members of the Finance, Policy & General Purposes Committee approve the above improvements to the Council website, namely:

1. Improvements to the Finance and Audit content of the Council website at a cost of £1,695 plus VAT.
2. An additional calendar for “Events” and the renaming of the current calendar to “Meetings” at a cost of £1,295 Plus VAT.
3. That the “Whatsapp” symbol be added to the Homepage of the Council website to enable guests to message and call directly via the app to ensure quicker response times for replying to messages, at a cost of £500 plus VAT.

Advansys Proposal

Turn Browsers into Buyers & Leads into Sales



Head Office

4 Millars Brook
Molly Millars Lane
Wokingham
Berkshire
RG41 2AD
United Kingdom

London Office

71-75 Shelton Street
Covent Garden
London
WC2 9JQ
United Kingdom

Contact us

☎ 0118 380 0201
✉ sales@advansys.com
💻 www.advansys.com

Quotation: Ledbury Town Council - Guest Post Enhancements

Quotation Date: 14/02/2024

Reference: ADV2024-41874

1 www.ledburytowncouncil.gov.uk

1.1 Scope of Works

1.1.1 Deliverables

Functionality Enhancements

- Current calendar page to be renamed “Meetings”
- The 2nd calendar will promote events in Ledbury rather than just their committee meetings.
- The same as current calendar module entry but with extra fields:
 - Image x 3
 - URL

Additional Functionality

- Guest Post – where users of the website will be able to fill out the information to post an event, subject to approval by Ledbury, on the website.
 - Title
 - Summary
 - Start Date
 - End Date
 - Event Type
 - Address
 - Content / Description
 - Image x3
 - URL – for external links
- All design and development work on the development URL
- Advansys to follow the go live process

Cost £1,295+VAT

Please Note: All website data and images are the responsibility of the customer and must be supplied in a format acceptable to the Advansys platform. Textual content for the website should be supplied in MS Word or text format and any images on CD in JPEG or GIF format. If any 3rd party suppliers or integrations are part of the project, any data migration/extraction, transformation and/or cleansing are the responsibility of the customer. If required any data migration/extraction, transformation and/or cleansing is available by prior arrangement at extra cost.

The quotation above outlines the functionality included within scope, however we reserve the right to vary the method of implementation described if required to due to unforeseen issues at the time of writing. The quote assumes you would not need any additional requirements over and above the functionality listed. Please note that with all our solutions they can be built upon and adapted to suit the changing requirements of your business.

All quoted prices are exclusive of VAT. We would require a payment for 100% payment upfront

Please Note: Timescales are provided as a very rough estimate since there are many factors that may delay a project. As such timescales are not contractual, however it is within both parties interests to make progress, especially with fixed price work.

This quotation is valid for 14 days and subject to our standard terms and conditions.

Quotation Acceptance

Reference: ADV2024-41874

This quote outlines the specific functionality included within the solution. Optional modules and customised are priced accordingly and may be added if required. Should you have any bespoke requirements please ensure that all of these have been noted in the proposal. Requirements not noted shall be considered outside the scope of this quote and may be chargeable.

I agree to the above proposal and confirm I am duly authorised to sign below.

Name:

Signature:

Date:

Company:

Signed on and behalf of Advansys Limited:

Name:

Signature:

Date:

TERMS AND CONDITIONS FOR DESIGN, DEVELOPMENT, HOSTING AND SUPPORT SERVICES (TERMS)

These Terms (including any schedules attached to it and any documents in which these Terms may be referred to) set out the terms and conditions pursuant to which Advansys Limited of Building 4 Millars Brook, Molly Millars Lane, Wokingham with registered number 03985924 ("Supplier") agrees to provide design, development, hosting and support services (as agreed from time to time) ("Services") to the customer (as indicated in the quotation or invoice) ("Customer"). These Terms govern and apply to the contract between the Supplier and the Customer.

1. SCOPE OF THE SERVICES

1.1 The Supplier shall provide such of the design, development, hosting and support services in relation to the website to be designed, developed or hosted by the Supplier ("Site") as set out in the Supplier's quotation or invoice ("Services").

1.2 Once the Services have been agreed and signed, no amendment shall be made to it except in accordance with these Terms.

1.3 The Supplier shall use reasonable endeavours to meet any performance dates or milestones specified in the Services, but any such dates shall be estimates only and time for performance by the Supplier shall not be of the essence.

1.4 In the event the Supplier supplies as part of the Services third party products, these are supplied subject to the relevant licensor's standard terms and the Customer hereby agrees to accept and comply with such terms.

1.5 Any request to change the scope of the Services shall require a subsequent quotation or invoice defining the additional Services.

2. CUSTOMER RESPONSIBILITIES

2.1 The Customer shall pay all fees due promptly in accordance with these Terms.

2.2 The Customer acknowledges that the Supplier's ability to provide the Services is dependent upon the full and timely co-operation of the Customer (which the Customer agrees to provide), as well as the accuracy and completeness of any information and data the Customer (or a third party on behalf of the Customer) provides to the Supplier. The Customer further acknowledges and agrees that the Supplier shall not be liable for any delays in implementing the Services resulting from the Customer's failure or delay to fulfill any of its obligations.

2.3 The Customer shall be liable to pay to the Supplier, on demand, all reasonable costs, charges or losses sustained or incurred by the Supplier (including any direct, indirect or consequential losses, loss of profit and loss of reputation, loss or damage to property and those arising from injury to or death of any person and loss of opportunity to deploy resources elsewhere) that arise directly or indirectly from the Customer's fraud, negligence, lack of communication, failure to perform or delay in the performance of any of its obligations under this agreement, subject to the Supplier confirming such costs, charges and losses to the Customer in writing.

2.4 The Customer shall:

(a) without undue delay, provide the Supplier with access to, and use of, all information, data and documentation reasonably required by the Supplier for the performance by the Supplier of its obligations under these Terms;

(b) instruct, manage and ensure the co-operation of any third parties acting on behalf of the Customer;

(c) be responsible for the accuracy and completeness of the content provided to the Supplier by the Customer from time to time for incorporation in the Site ("Materials") in accordance with clause 10;

(d) access the system using a single licenced login, unless additional user licences have been purchased;

(e) comply with all applicable laws and regulations.

2.5 The Customer shall not:

(a) exceed its allocated bandwidth, in the event such allocation is being exceeded the supplier shall have the right to either suspend service or request that the Customer moves to a server with sufficient performance capacity upon payment of any additional fees and charges;

(b) employ programmes that consume excessive system resources;

(c) use a single login over multiple sessions.

(d) be abusive or act in an unprofessional manner towards representatives of the Supplier

3. DEVELOPMENT AND ACCEPTANCE OF SITE

3.1 The Supplier shall run acceptance procedures in the design, development and "go live" of the Site. The procedure set out in this clause 3 shall be repeated in respect of any further development works agreed by the parties from time to time.

3.2 Acceptance of the Site shall occur when the Site has passed or is deemed to have passed the applicable acceptance tests. The Supplier shall notify the Customer when the tests have been passed.

3.4 If any failure to pass the acceptance tests results from a defect which is caused by an act or omission of the Customer, or by one of the Customer's sub-contractors or agents for whom the Supplier has no responsibility ("Non-Supplier Defect"), the Site shall be deemed to have passed the acceptance tests notwithstanding such Non-Supplier Defect. The Supplier shall provide assistance reasonably requested by the Customer in remedying any Non-Supplier Defect by supplying additional services or products. The Customer shall pay the Supplier in full for all such additional services and products at the Supplier's then current fees and prices.

3.5 Acceptance of the Site shall be deemed to have taken place upon the earliest occurrence of any of the following events:

(a) the Customer uses any part of the Site for any revenue-earning purposes or to provide any services to third parties other than for test purposes; or

(b) the Customer unreasonably delays the start of the relevant Acceptance Tests or any retests for a period of ten working days from the date on which the Supplier is ready to commence running such Acceptance Tests or retests.

4. PROJECT MANAGEMENT

4.1 Each party shall appoint a single project manager who shall:

(a) provide professional and prompt liaison with the other party; and

(b) have the necessary expertise and authority to commit the relevant party.

4.2 The project managers shall communicate at least once every week until Acceptance. Minutes shall be documented by the Supplier and these shall be made available to the Customer upon request.

5. CHARGES AND PAYMENT

5.1 The Supplier shall issue VAT invoices in respect of the charges as set out in the relevant quotation or invoice, and the Customer shall pay to the Supplier the Charges set out in such Supplier's invoice within 14 days of the date of the Supplier's invoice, save for the initial Invoice payment for which shall be required upfront in advance of the Services.

5.2 All Charges are quoted exclusive of VAT.

5.3 If the Customer fails to pay any amount payable by it under these Terms, the Supplier shall be entitled, but not obliged, to charge the Customer interest on the overdue amount. Such interest shall be payable by the Customer forthwith on demand, from the due date up to the date of actual payment, after as well as before judgment, at the rate of 8% per annum above the base (reference) rate. Such interest shall accrue on a daily basis and be compounded quarterly. The Supplier reserves the right to claim interest under the Late Payment of Commercial Debts (Interest) Act 1998.

5.4 It is the responsibility of the Customer to ensure all payments are settled by the appropriate due dates as indicated on the relevant invoices. The Supplier reserves the right to suspend any Services where payment is delayed and shall not be liable for any losses on the part of the Customer that may be caused or may arise as a result of such suspension.

5.5 If a customer ceases services with the supplier without written notice to the supplier and the customer does not cease any direct payments, the supplier is not liable and any funds received will not be reimbursed.

5.5 The Supplier has the right to increase the costs of all products and services by giving the customer 30 day's notice.

5.6 The Advansys solution – 1 SSL certificate provided in the first year. Additional years will be subject to an annual charge.

5.7 The Advansys solution – 1 Admin license is provided. Any additional license will be subject to a monthly charge.

5.8 The .biz solution payment all payments are received upfront and the monthly hosting starts automatically a month after the payment of the website.

6. WARRANTIES

6.1 Each of the parties warrants to the other that it has full power and authority to enter into and perform these Terms.

6.2 The Supplier shall perform the Services with reasonable care and skill.

6.3 The Supplier warrants that the Site will perform in accordance with the Site specification from Acceptance. If the Site does not so perform within the first two weeks of go-live, the Supplier shall, for no additional charge, carry out any work necessary in order to ensure that, to the Supplier's sole reasonable opinion, the Site substantially complies with the Site specification. Any additional defects shall be remedied in accordance with a separate Support Contract.

6.4 The warranty set out in clause 6.3 above shall not apply to the extent that any failure of the Site to perform substantially in accordance with the Site specification is caused by any Materials or Non-Supplier Defects.

6.5 These Terms set out the full extent of the Supplier's obligations and liabilities in respect of the supply of the Services. All conditions, warranties or other terms concerning the Services which might otherwise be implied into these Terms or any collateral contract (whether by statute or otherwise) are hereby expressly excluded to the fullest extent permitted by law.

6.6 The Supplier does not warrant that the servers or use of the internet will be free from defects, unauthorized users or hackers.

7. LIMITATION OF REMEDIES AND LIABILITY

7.1 Nothing in these Terms shall operate to exclude or limit the Supplier's liability for:

(a) death or personal injury caused by its negligence; or

(b) fraud; or

(c) any other liability which cannot be excluded or limited under applicable law.

7.2 To the fullest extent permitted by law, the Supplier excludes and shall not be liable to the Customer for any damage to software, damage to or loss of data (and the Customer is sole responsible for taking necessary back-up of all data), loss of profit, anticipated profits, revenues, anticipated savings, goodwill or business opportunity, or for any indirect or consequential loss or damage arising out of or in connection with the provision or lack of provision of the Services or any part thereof or the operation or lack of operation of the Site. The Supplier furthermore excludes all liability for non-receipt or misrouting of email.

7.3 Subject to clauses 7.1 and 7.2 above, the Supplier's aggregate liability in respect of claims based on events in a calendar year arising out of or in connection with these Terms or any collateral contract, whether in contract or tort (including negligence) or otherwise, shall in no circumstances exceed 50% of the total charges payable by the Customer to the Supplier under these Terms in the calendar year in which the claim is made. The Customer acknowledges that the above limitation is fair and reasonable given the circumstances including price of the Services.

8. INTELLECTUAL PROPERTY RIGHTS

8.1 Unless the parties agree in writing otherwise, all Intellectual Property Rights in the Site (including content management systems, software, code, scripts and PSD files), but excluding the Materials, arising out of or in connection with the provision of the Services, shall be the property of the Supplier, and the Supplier hereby grants the Customer a non-exclusive licence of such Intellectual Property Rights for the purpose of using the Site. For the purpose of these Terms "Intellectual Property Rights in the Site" mean and include all intellectual property rights wherever in the world arising, whether registered or unregistered (and including any application), including copyright, know-how, confidential information, trade secrets, business names and domain names, trademarks, service marks, trade names, patents, petty patents, utility models, design rights, semi-conductor topography rights, database rights and all rights in the nature of unfair competition rights or rights to sue for passing off arising out of or in connection with the Site.

8.2 The Customer shall indemnify and keep indemnified and harmless the Supplier its officers, directors and employees against all damages, losses and expenses arising as a result of any:

(a) delay in providing any of the Materials, or Acceptance and

(b) action, claim or alleged claim that the Materials infringe the Intellectual Property Rights of a third party.

8.3 In the event the Supplier has notice of a claim in accordance with the provisions of clause 8.2, the Supplier shall:

(a) notify the indemnifier in writing of the claim;

(b) make no admissions or settlements without the Customer's prior written consent;

(c) give at Customer's request and expenses all information and assistance as Customer may reasonably require.

9. SITE CONTENT

9.1 In the event the Customer updates the Site from time to time, the Customer shall ensure that the Materials do not infringe any applicable laws, regulations or third party rights (including material which is obscene, indecent, pornographic, seditious, offensive, defamatory, threatening, liable to incite racial hatred, menacing, blasphemous or in breach of any third party Intellectual Property Rights) ("Inappropriate Content").

9.2 The Supplier shall only grant the Customer limited access to the Server via the Content Management System ("CMS") in order to update information held on the Site.

9.3 The Supplier shall include only Materials on the Site. The Customer acknowledges that the Supplier has no control over any content placed on the Site by visitors to the Site and does not purport to monitor the content of the Site. The Supplier reserves the right to remove content from the Site where it reasonably suspects such content is Inappropriate Content. The Supplier shall notify the Customer promptly if it becomes aware of any allegation that any content on the Site may be Inappropriate Content.

9.4 The Customer shall indemnify and keep indemnified and harmless the Supplier its officers, directors and employees against all damages, losses and expenses arising as a result of any action, claim or alleged claim that the Materials constitute Inappropriate Content.

9.5 The Supplier may include the statement and/or link "Designed by advansys" or similar on the home page of the Site. The Customer shall not remove nor change the statement and/or link without the Supplier's prior written consent.

10. DATA PROTECTION

10.1 The Supplier agrees that, to the extent it processes any Personal Data as defined in the Data Protection Act 1998 on behalf of the Customer:

- (a) it shall act only on instructions from the Customer; and
- (b) it has taken all reasonable and appropriate care against unauthorised or unlawful processing of Personal Data.

11. TERM AND TERMINATION

11.1 These Terms shall commence on the date set out in the Services and shall (subject to earlier termination pursuant to this clause 11) continue unless terminated in accordance with the provisions of this clause.

11.2 Either party may terminate these Terms immediately at any time by written notice to the other party if:

(a) that other party commits any material breach of its obligations under this agreement which (if remediable) is not remedied within 3 months after the service of written notice specifying the breach and requiring it to be remedied; or

(b) that other party:

(i) ceases to trade (either in whole, or as to any part or division involved in the performance of this agreement); or

(ii) becomes insolvent or unable to pay its debts within the meaning of the insolvency legislation applicable to that party; or

(iii) a person (including the holder of a charge or other security interest) is appointed to manage or take control of the whole or part of the business or assets of that party, or notice of an intention to appoint such a person is given or documents relating to such an appointment are filed with any court; or

(iv) the ability of that party's creditors to take any action to enforce their debts is suspended, restricted or prevented or some or all of that party's creditors accept, by agreement or pursuant to a court order, an amount of less than the sums owing to them in satisfaction of those sums; or (v) any process is instituted which could lead to that party being dissolved and its assets being distributed to its creditors, shareholders or other contributors (other than for the purposes of solvent amalgamation or reconstruction).

11.3 On termination of these Terms by the Supplier, all licences granted by the Supplier under this agreement shall terminate immediately.

11.4 On expiry or termination of these terms by the Supplier, the Supplier shall promptly return all Materials to the Customer, and shall provide to the Customer an electronic copy of the Site (html outputs, images and content) excluding any Intellectual Property Rights in the Site). The Supplier shall provide such assistance in transferring the hosting of the Site to the Customer or another service provider, subject to the payment of the Supplier's expenses reasonably incurred.

11.5 In respect to design and development Services:

(i) In the event the Customer wishes to terminate or cancel any part of the Services after commencement but before completion of the Services then Customer shall pay for the proportion of work undertaken by the Supplier up until the point of cancellation or termination subject to a minimum charge of no less than 50% of the total Charges for the Services.

(ii) In the event the Customer wishes to delay, pause or place on hold the Services, the Customer shall be required to pay for any works not paid to date. If the period of suspension or delay exceeds 3 months, upon recommencement the remaining Services shall be subject to a minimum of 20% increase in charge. If the period of suspension or delay exceeds 12 months the Supplier shall reserve the right to terminate the Services and retain any payments made to date.

(iii) If the Customer is un-contactable for a period exceeding 1 month, the Supplier shall reserve the right to terminate the Services and retain any payments made to date.

(iv) On acceptance of the quotation the Customer agrees to make an initial payment, within 14 days. In the event the initial payment is not made the Supplier reserves the right to terminate the agreement and charge the Customer a minimum of 20% of the agreed Services in lieu of the time and effort expended.

11.6 In respect to hosting and support Services:

(i) In the event the Customer wishes to cancel or terminate any part of the Services, the Supplier shall require a period of no less than 3 months notice to be provided in writing and retain any payments made to date.

(ii) The Supplier reserves the right to review the status and suitability of the Services at any point based upon the demands and complexity of the Customer' Site.

11.7 In the event of any service invoices to be outstanding for more than 30 days (hosting and support, digital marketing, training courses) the supplier (Advansys) has the right to suspend and cease all services

11.8 In the event the customer has ceased all services without written notice to the supplier, but payments continue to be received it is not the responsibility of the supplier to stop these payments nor to inform the customer. Any payments that have been received due to the error of the customer will not be reimbursed.

12. FORCE MAJEURE

12.1 A party who becomes aware of any event arising which is beyond the reasonable control of the affected party (including any industrial dispute affecting any third party, governmental regulations, fire, flood, disaster, civil riot or war)("a Force Majeure Event") which gives rise to, or which is likely to give rise to, any failure or delay in performing its obligations under these Terms shall forthwith notify the other and shall inform the other of the period for which it is estimated that such failure or delay will continue. The affected party shall take reasonable steps to mitigate the effect of the Force Majeure Event.

13. CONFIDENTIALITY

13.1 Customer shall protect the Confidential Information against unauthorised use or disclosure by using the same degree of care as it takes to preserve and safeguard its own confidential information of a similar nature, being at least a reasonable degree of care.

13.2 Confidential Information may be disclosed by the Customer to its employees, affiliates and professional advisers, provided that the recipient is bound in writing to maintain the confidentiality of the Confidential Information received.

13.3 The obligations set out in this clause 13 shall not apply to Confidential Information which the receiving party can demonstrate:

(a) is or has become publicly known other than through breach of this clause 13; or

(b) was in possession of the receiving party prior to disclosure by the other party; or

(c) was received by the receiving party from an independent third party who has full right of disclosure; or

(d) was independently developed by the receiving party; or

(e) was required to be disclosed by a governmental authority, stock exchange or regulatory body, provided that the party subject to such requirement to disclose gives the other party prompt written notice of the requirement.

13.4 The obligations of confidentiality in this clause 14 shall not be affected by the expiry or termination of these Terms.

13.5 For the purpose of these Terms, "Confidential Information" means and includes all information, whether technical or commercial (including all specifications, drawings and designs, disclosed in writing, on disc, orally or by inspection of documents or pursuant to discussions between the parties), where the information is:

(a) identified as confidential at the time of disclosure; or

(b) ought reasonably to be considered confidential given the nature of the information or the circumstances of disclosure. Confidential Information shall include any identification, password and security data related to the Customer's Site and any other information.

14. NOTICES

14.1 A notice given under these terms shall be sent for the attention of the person and to the address, fax number or e-mail address given in the quotation or invoice (or such other person, address, fax number or e-mail address as the receiving party may have notified to the other, such notice to take effect five days from the notice being received); and

may be sent by fax or e-mail; or sent by first-class registered post; or (if the notice is to be served or posted outside the country from which it is sent) sent by registered airmail.

14.2 A notice is deemed to have been received in the case of fax or e-mail, at the time of transmission, provided a confirmatory copy is sent by first-class post before the end of the next business day; or in the case of first class registered post, 48 hours from the date of posting; or in the case of registered airmail, five days from the date of posting; or if deemed receipt under the previous paragraphs of this clause is not within business hours (meaning 9.00 am to 5.30 pm Monday to Friday on a day that is not a public holiday in the place of receipt), when business next starts in the place of receipt.

14.3 To prove service, it is sufficient to prove that the notice was transmitted to the fax number or e-mail address of the relevant party or, in the case of post, that the envelope containing the notice was properly addressed and posted.

15. GENERAL

15.1 Unless the parties expressly agree otherwise, the Supplier shall be entitled to use the name of the Customer and Services provided as it may deem appropriate including in media releases, public announcements and other promotional or marketing material.

15.2 Neither party may assign or transfer any of its rights or obligations under these Terms without the prior written consent of the other party, such consent not to be unreasonably withheld or delayed, save that nothing in these Terms shall restrict the Supplier from assigning, transferring or otherwise disposing of these Terms in the event of a solvent re-organisation, merger with or acquisition by a third party.

15.3 Except as provided in this clause 15.3, neither party shall have any remedy in respect of any untrue statement (whether written or oral) made to it on which it relied in entering into these Terms ("Misrepresentation"), and neither party shall have any liability other than pursuant to these Terms. Nothing in these Terms shall exclude or limit either party's liability for any Misrepresentation made knowing that it was untrue. Each party's liability for Misrepresentation as to a fundamental matter, including as to a matter fundamental to that party's ability to perform its obligations under these Terms, shall be subject to the limit set out in clause 7.

15.4 These Terms are made for the benefit of the parties to it and are not intended to benefit, or be enforceable by, any other person.

15.5 The Supplier may vary the Terms at any time by giving written notice to the Customer. The Customer shall have 30 days from the day of notification to terminate the contract with the Supplier provided that the Customer pays all outstanding invoices and monies due for Services provided.

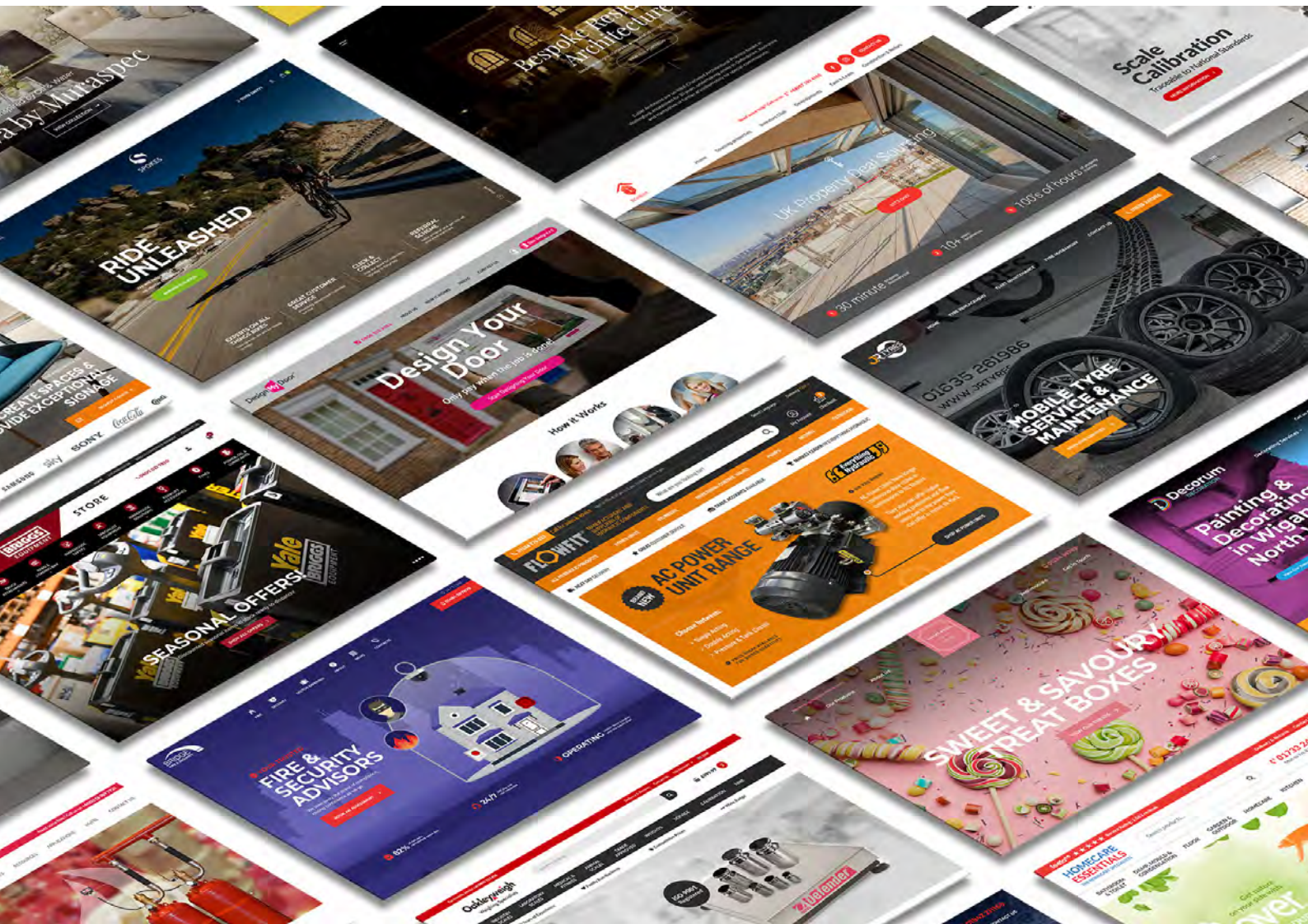
15.6 If any provision (or part of a provision) of these Terms is found by any court or administrative body of competent jurisdiction to be invalid, unenforceable or illegal, the other provisions shall remain in force. If any invalid, unenforceable or illegal provision would be valid, enforceable or legal if some part of it were deleted, the provision shall apply with whatever modification is necessary to give effect to the commercial intention of the parties.

15.7 These Terms and any disputes or claims arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) are governed by and construed in accordance with the law of England. The parties irrevocably agree that the courts of England have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with these Terms or their subject matter or formation (including non-contractual disputes or claims).

15.8 References to content include any kind of text, information, image, or audio or video material which can be incorporated in a website. Writing or written includes faxes and email.

Advansys Proposal

Turn Browsers into Buyers & Leads into Sales



Head Office

4 Millars Brook
Molly Millars Lane
Wokingham
Berkshire
RG41 2AD
United Kingdom

London Office

71-75 Shelton Street
Covent Garden
London
WC2 9JQ
United Kingdom

Contact us

☎ 0118 380 0201
✉ sales@advansys.com
💻 www.advansys.com

Quotation: Ledbury Town Council - Finance Page

Quotation Date: 04/03/2024

Reference: ADV2024-41930

1 <https://www.ledburytowncouncil.gov.uk/en-gb>

1.1 Scope of Works

1.1.1 Deliverables

- The following blocks to be designed and built based on the mockups supplied by Ledbury Town Council on the finance page of the website
- The yearly document block design will be replaced by the design in the 1.png
 - The buttons will be the same as the design in 1.png
 - Each button will open a PDF
- Create an additional application forms block
 - The buttons will be the same as the design in 1.png
 - Each button will open a PDF
- Create the Awarded 2022/23 Table block
 - Dynamic rows to allow the user to add as many rows as possible
 - Maximum 3 columns
 - As per 1.png design
- Create the Receipts & Payments and Budget block
 - Based on 2.png
 - Buttons will open a pdf
- Create the Payments over £500 block
 - Based 2.png
 - Buttons will open a pdf
- Audit Block to use same functionality and design as the Committee Pages on the current live site for example - <https://www.ledburytowncouncil.gov.uk/en-gb/committees/environment-and->
- New module to be created under "Extra" called "Finance Audits", to use the functionality as "Committee Documents" module
- Ledbury to upload the Documents/PDF
- All development work to be carried out on the development URL
- Advansys go live process

Cost £1695+VAT

Please Note: All website data and images are the responsibility of the customer and must be supplied in a format acceptable to the Advansys platform. Textual content for the website should be supplied in MS Word or text format. Any images on CD in JPEG or GIF format. If any 3rd party suppliers or integrations are part of the project, any data migration/extraction, transformation and/or cleansing are the responsibility of the customer. If required any data migration/extraction, transformation and/or cleansing is available by prior arrangement at extra cost.

The quotation above outlines the functionality included within scope, however we reserve the right to vary the method of implementation described if required due to unforeseen issues at the time of writing. The quote assumes you would not require any additional requirements over and above the functionality listed. Please note that with all our solutions they can be built and adapted to suit the changing requirements of your business.

All quoted prices are exclusive of VAT. We would require a payment for 100% payment upfront

Please Note: Timescales are provided as a very rough estimate since there are many factors that may delay a project. As timescales are not contractual, however it is within both parties interests to make progress, especially with fixed price work.

This quotation is valid for 14 days and subject to our standard terms and conditions.

Quotation Acceptance

Reference: ADV2024-41930

This quote outlines the specific functionality included within the solution. Optional modules and customised are priced accordingly and may be added if required. Should you have any bespoke requirements please ensure that all of these have been noted in the proposal. Requirements not noted shall be considered outside the scope of this quote and may be chargeable.

I agree to the above proposal and confirm I am duly authorised to sign below.

Name:

Signature:

Date:

Company:

Signed on and behalf of Advansys Limited:

Name:

Signature:

Date:

TERMS AND CONDITIONS FOR DESIGN, DEVELOPMENT, HOSTING AND SUPPORT SERVICES (TERMS)

These Terms (including any schedules attached to it and any documents in which these Terms may be referred to) set out the terms and conditions pursuant to which Advansys Limited of Building 4 Millars Brook, Molly Millars Lane, Wokingham with registered number 03985924 ("Supplier") agrees to provide design, development, hosting and support services (as agreed from time to time) ("Services") to the customer (as indicated in the quotation or invoice) ("Customer"). These Terms govern and apply to the contract between the Supplier and the Customer.

1. SCOPE OF THE SERVICES

1.1 The Supplier shall provide such of the design, development, hosting and support services in relation to the website to be designed, developed or hosted by the Supplier ("Site") as set out in the Supplier's quotation or invoice ("Services").

1.2 Once the Services have been agreed and signed, no amendment shall be made to it except in accordance with these Terms.

1.3 The Supplier shall use reasonable endeavours to meet any performance dates or milestones specified in the Services, but any such dates shall be estimates only and time for performance by the Supplier shall not be of the essence.

1.4 In the event the Supplier supplies as part of the Services third party products, these are supplied subject to the relevant licensor's standard terms and the Customer hereby agrees to accept and comply with such terms.

1.5 Any request to change the scope of the Services shall require a subsequent quotation or invoice defining the additional Services.

2. CUSTOMER RESPONSIBILITIES

2.1 The Customer shall pay all fees due promptly in accordance with these Terms.

2.2 The Customer acknowledges that the Supplier's ability to provide the Services is dependent upon the full and timely co-operation of the Customer (which the Customer agrees to provide), as well as the accuracy and completeness of any information and data the Customer (or a third party on behalf of the Customer) provides to the Supplier. The Customer further acknowledges and agrees that the Supplier shall not be liable for any delays in implementing the Services resulting from the Customer's failure or delay to fulfill any of its obligations.

2.3 The Customer shall be liable to pay to the Supplier, on demand, all reasonable costs, charges or losses sustained or incurred by the Supplier (including any direct, indirect or consequential losses, loss of profit and loss of reputation, loss or damage to property and those arising from injury to or death of any person and loss of opportunity to deploy resources elsewhere) that arise directly or indirectly from the Customer's fraud, negligence, lack of communication, failure to perform or delay in the performance of any of its obligations under this agreement, subject to the Supplier confirming such costs, charges and losses to the Customer in writing.

2.4 The Customer shall:

(a) without undue delay, provide the Supplier with access to, and use of, all information, data and documentation reasonably required by the Supplier for the performance by the Supplier of its obligations under these Terms;

(b) instruct, manage and ensure the co-operation of any third parties acting on behalf of the Customer;

(c) be responsible for the accuracy and completeness of the content provided to the Supplier by the Customer from time to time for incorporation in the Site ("Materials") in accordance with clause 10;

(d) access the system using a single licenced login, unless additional user licences have been purchased;

(e) comply with all applicable laws and regulations.

2.5 The Customer shall not:

(a) exceed its allocated bandwidth, in the event such allocation is being exceeded the supplier shall have the right to either suspend service or request that the Customer moves to a server with sufficient performance capacity upon payment of any additional fees and charges;

(b) employ programmes that consume excessive system resources;

(c) use a single login over multiple sessions.

(d) be abusive or act in an unprofessional manner towards representatives of the Supplier

3. DEVELOPMENT AND ACCEPTANCE OF SITE

3.1 The Supplier shall run acceptance procedures in the design, development and "go live" of the Site. The procedure set out in this clause 3 shall be repeated in respect of any further development works agreed by the parties from time to time.

3.2 Acceptance of the Site shall occur when the Site has passed or is deemed to have passed the applicable acceptance tests. The Supplier shall notify the Customer when the tests have been passed.

3.4 If any failure to pass the acceptance tests results from a defect which is caused by an act or omission of the Customer, or by one of the Customer's sub-contractors or agents for whom the Supplier has no responsibility ("Non-Supplier Defect"), the Site shall be deemed to have passed the acceptance tests notwithstanding such Non-Supplier Defect. The Supplier shall provide assistance reasonably requested by the Customer in remedying any Non-Supplier Defect by supplying additional services or products. The Customer shall pay the Supplier in full for all such additional services and products at the Supplier's then current fees and prices.

3.5 Acceptance of the Site shall be deemed to have taken place upon the earliest occurrence of any of the following events:

(a) the Customer uses any part of the Site for any revenue-earning purposes or to provide any services to third parties other than for test purposes; or

(b) the Customer unreasonably delays the start of the relevant Acceptance Tests or any retests for a period of ten working days from the date on which the Supplier is ready to commence running such Acceptance Tests or retests.

4. PROJECT MANAGEMENT

4.1 Each party shall appoint a single project manager who shall:

(a) provide professional and prompt liaison with the other party; and

(b) have the necessary expertise and authority to commit the relevant party.

4.2 The project managers shall communicate at least once every week until Acceptance. Minutes shall be documented by the Supplier and these shall be made available to the Customer upon request.

5. CHARGES AND PAYMENT

5.1 The Supplier shall issue VAT invoices in respect of the charges as set out in the relevant quotation or invoice, and the Customer shall pay to the Supplier the Charges set out in such Supplier's invoice within 14 days of the date of the Supplier's invoice, save for the initial Invoice payment for which shall be required upfront in advance of the Services.

5.2 All Charges are quoted exclusive of VAT.

5.3 If the Customer fails to pay any amount payable by it under these Terms, the Supplier shall be entitled, but not obliged, to charge the Customer interest on the overdue amount. Such interest shall be payable by the Customer forthwith on demand, from the due date up to the date of actual payment, after as well as before judgment, at the rate of 8% per annum above the base (reference) rate. Such interest shall accrue on a daily basis and be compounded quarterly. The Supplier reserves the right to claim interest under the Late Payment of Commercial Debts (Interest) Act 1998.

5.4 It is the responsibility of the Customer to ensure all payments are settled by the appropriate due dates as indicated on the relevant invoices. The Supplier reserves the right to suspend any Services where payment is delayed and shall not be liable for any losses on the part of the Customer that may be caused or may arise as a result of such suspension.

5.5 If a customer ceases services with the supplier without written notice to the supplier and the customer does not cease any direct payments, the supplier is not liable and any funds received will not be reimbursed.

5.5 The Supplier has the right to increase the costs of all products and services by giving the customer 30 day's notice.

5.6 The Advansys solution – 1 SSL certificate provided in the first year. Additional years will be subject to an annual charge.

5.7 The Advansys solution – 1 Admin license is provided. Any additional license will be subject to a monthly charge.

5.8 The .biz solution payment all payments are received upfront and the monthly hosting starts automatically a month after the payment of the website.

6. WARRANTIES

6.1 Each of the parties warrants to the other that it has full power and authority to enter into and perform these Terms.

6.2 The Supplier shall perform the Services with reasonable care and skill.

6.3 The Supplier warrants that the Site will perform in accordance with the Site specification from Acceptance. If the Site does not so perform within the first two weeks of go-live, the Supplier shall, for no additional charge, carry out any work necessary in order to ensure that, to the Supplier's sole reasonable opinion, the Site substantially complies with the Site specification. Any additional defects shall be remedied in accordance with a separate Support Contract.

6.4 The warranty set out in clause 6.3 above shall not apply to the extent that any failure of the Site to perform substantially in accordance with the Site specification is caused by any Materials or Non-Supplier Defects.

6.5 These Terms set out the full extent of the Supplier's obligations and liabilities in respect of the supply of the Services. All conditions, warranties or other terms concerning the Services which might otherwise be implied into these Terms or any collateral contract (whether by statute or otherwise) are hereby expressly excluded to the fullest extent permitted by law.

6.6 The Supplier does not warrant that the servers or use of the internet will be free from defects, unauthorized users or hackers.

7. LIMITATION OF REMEDIES AND LIABILITY

7.1 Nothing in these Terms shall operate to exclude or limit the Supplier's liability for:

(a) death or personal injury caused by its negligence; or

(b) fraud; or

(c) any other liability which cannot be excluded or limited under applicable law.

7.2 To the fullest extent permitted by law, the Supplier excludes and shall not be liable to the Customer for any damage to software, damage to or loss of data (and the Customer is sole responsible for taking necessary back-up of all data), loss of profit, anticipated profits, revenues, anticipated savings, goodwill or business opportunity, or for any indirect or consequential loss or damage arising out of or in connection with the provision or lack of provision of the Services or any part thereof or the operation or lack of operation of the Site. The Supplier furthermore excludes all liability for non-receipt or misrouting of email.

7.3 Subject to clauses 7.1 and 7.2 above, the Supplier's aggregate liability in respect of claims based on events in a calendar year arising out of or in connection with these Terms or any collateral contract, whether in contract or tort (including negligence) or otherwise, shall in no circumstances exceed 50% of the total charges payable by the Customer to the Supplier under these Terms in the calendar year in which the claim is made. The Customer acknowledges that the above limitation is fair and reasonable given the circumstances including price of the Services.

8. INTELLECTUAL PROPERTY RIGHTS

8.1 Unless the parties agree in writing otherwise, all Intellectual Property Rights in the Site (including content management systems, software, code, scripts and PSD files), but excluding the Materials, arising out of or in connection with the provision of the Services, shall be the property of the Supplier, and the Supplier hereby grants the Customer a non-exclusive licence of such Intellectual Property Rights for the purpose of using the Site. For the purpose of these Terms "Intellectual Property Rights in the Site" mean and include all intellectual property rights wherever in the world arising, whether registered or unregistered (and including any application), including copyright, know-how, confidential information, trade secrets, business names and domain names, trademarks, service marks, trade names, patents, petty patents, utility models, design rights, semi-conductor topography rights, database rights and all rights in the nature of unfair competition rights or rights to sue for passing off arising out of or in connection with the Site.

8.2 The Customer shall indemnify and keep indemnified and harmless the Supplier its officers, directors and employees against all damages, losses and expenses arising as a result of any:

(a) delay in providing any of the Materials, or Acceptance and

(b) action, claim or alleged claim that the Materials infringe the Intellectual Property Rights of a third party.

8.3 In the event the Supplier has notice of a claim in accordance with the provisions of clause 8.2, the Supplier shall:

(a) notify the indemnifier in writing of the claim;

(b) make no admissions or settlements without the Customer's prior written consent;

(c) give at Customer's request and expenses all information and assistance as Customer may reasonably require.

9. SITE CONTENT

9.1 In the event the Customer updates the Site from time to time, the Customer shall ensure that the Materials do not infringe any applicable laws, regulations or third party rights (including material which is obscene, indecent, pornographic, seditious, offensive, defamatory, threatening, liable to incite racial hatred, menacing, blasphemous or in breach of any third party Intellectual Property Rights) ("Inappropriate Content").

9.2 The Supplier shall only grant the Customer limited access to the Server via the Content Management System ("CMS") in order to update information held on the Site.

9.3 The Supplier shall include only Materials on the Site. The Customer acknowledges that the Supplier has no control over any content placed on the Site by visitors to the Site and does not purport to monitor the content of the Site. The Supplier reserves the right to remove content from the Site where it reasonably suspects such content is Inappropriate Content. The Supplier shall notify the Customer promptly if it becomes aware of any allegation that any content on the Site may be Inappropriate Content.

9.4 The Customer shall indemnify and keep indemnified and harmless the Supplier its officers, directors and employees against all damages, losses and expenses arising as a result of any action, claim or alleged claim that the Materials constitute Inappropriate Content.

9.5 The Supplier may include the statement and/or link "Designed by advansys" or similar on the home page of the Site. The Customer shall not remove nor change the statement and/or link without the Supplier's prior written consent.

10. DATA PROTECTION

10.1 The Supplier agrees that, to the extent it processes any Personal Data as defined in the Data Protection Act 1998 on behalf of the Customer:

- (a) it shall act only on instructions from the Customer; and
- (b) it has taken all reasonable and appropriate care against unauthorised or unlawful processing of Personal Data.

11. TERM AND TERMINATION

11.1 These Terms shall commence on the date set out in the Services and shall (subject to earlier termination pursuant to this clause 11) continue unless terminated in accordance with the provisions of this clause.

11.2 Either party may terminate these Terms immediately at any time by written notice to the other party if:

(a) that other party commits any material breach of its obligations under this agreement which (if remediable) is not remedied within 3 months after the service of written notice specifying the breach and requiring it to be remedied; or

(b) that other party:

- (i) ceases to trade (either in whole, or as to any part or division involved in the performance of this agreement); or
- (ii) becomes insolvent or unable to pay its debts within the meaning of the insolvency legislation applicable to that party; or
- (iii) a person (including the holder of a charge or other security interest) is appointed to manage or take control of the whole or part of the business or assets of that party, or notice of an intention to appoint such a person is given or documents relating to such an appointment are filed with any court; or
- (iv) the ability of that party's creditors to take any action to enforce their debts is suspended, restricted or prevented or some or all of that party's creditors accept, by agreement or pursuant to a court order, an amount of less than the sums owing to them in satisfaction of those sums; or (v) any process is instituted which could lead to that party being dissolved and its assets being distributed to its creditors, shareholders or other contributors (other than for the purposes of solvent amalgamation or reconstruction).

11.3 On termination of these Terms by the Supplier, all licences granted by the Supplier under this agreement shall terminate immediately.

11.4 On expiry or termination of these terms by the Supplier, the Supplier shall promptly return all Materials to the Customer, and shall provide to the Customer an electronic copy of the Site (html outputs, images and content) excluding any Intellectual Property Rights in the Site). The Supplier shall provide such assistance in transferring the hosting of the Site to the Customer or another service provider, subject to the payment of the Supplier's expenses reasonably incurred.

11.5 In respect to design and development Services:

- (i) In the event the Customer wishes to terminate or cancel any part of the Services after commencement but before completion of the Services then Customer shall pay for the proportion of work undertaken by the Supplier up until the point of cancellation or termination subject to a minimum charge of no less than 50% of the total Charges for the Services.
- (ii) In the event the Customer wishes to delay, pause or place on hold the Services, the Customer shall be required to pay for any works not paid to date. If the period of suspension or delay exceeds 3 months, upon recommencement the remaining Services shall be subject to a minimum of 20% increase in charge. If the period of suspension or delay exceeds 12 months the Supplier shall reserve the right to terminate the Services and retain any payments made to date.
- (iii) If the Customer is un-contactable for a period exceeding 1 month, the Supplier shall reserve the right to terminate the Services and retain any payments made to date.
- (iv) On acceptance of the quotation the Customer agrees to make an initial payment, within 14 days. In the event the initial payment is not made the Supplier reserves the right to terminate the agreement and charge the Customer a minimum of 20% of the agreed Services in lieu of the time and effort expended.

11.6 In respect to hosting and support Services:

- (i) In the event the Customer wishes to cancel or terminate any part of the Services, the Supplier shall require a period of no less than 3 months notice to be provided in writing and retain any payments made to date.
- (ii) The Supplier reserves the right to review the status and suitability of the Services at any point based upon the demands and complexity of the Customer' Site.

11.7 In the event of any service invoices to be outstanding for more than 30 days (hosting and support, digital marketing, training courses) the supplier (Advansys) has the right to suspend and cease all services

11.8 In the event the customer has ceased all services without written notice to the supplier, but payments continue to be received it is not the responsibility of the supplier to stop these payments nor to inform the customer. Any payments that have been received due to the error of the customer will not be reimbursed.

12. FORCE MAJEURE

12.1 A party who becomes aware of any event arising which is beyond the reasonable control of the affected party (including any industrial dispute affecting any third party, governmental regulations, fire, flood, disaster, civil riot or war)("a Force Majeure Event") which gives rise to, or which is likely to give rise to, any failure or delay in performing its obligations under these Terms shall forthwith notify the other and shall inform the other of the period for which it is estimated that such failure or delay will continue. The affected party shall take reasonable steps to mitigate the effect of the Force Majeure Event.

13. CONFIDENTIALITY

13.1 Customer shall protect the Confidential Information against unauthorised use or disclosure by using the same degree of care as it takes to preserve and safeguard its own confidential information of a similar nature, being at least a reasonable degree of care.

13.2 Confidential Information may be disclosed by the Customer to its employees, affiliates and professional advisers, provided that the recipient is bound in writing to maintain the confidentiality of the Confidential Information received.

13.3 The obligations set out in this clause 13 shall not apply to Confidential Information which the receiving party can demonstrate:

- (a) is or has become publicly known other than through breach of this clause 13; or
- (b) was in possession of the receiving party prior to disclosure by the other party; or
- (c) was received by the receiving party from an independent third party who has full right of disclosure; or
- (d) was independently developed by the receiving party; or
- (e) was required to be disclosed by a governmental authority, stock exchange or regulatory body, provided that the party subject to such requirement to disclose gives the other party prompt written notice of the requirement.

13.4 The obligations of confidentiality in this clause 14 shall not be affected by the expiry or termination of these Terms.

13.5 For the purpose of these Terms, "Confidential Information" means and includes all information, whether technical or commercial (including all specifications, drawings and designs, disclosed in writing, on disc, orally or by inspection of documents or pursuant to discussions between the parties), where the information is:

- (a) identified as confidential at the time of disclosure; or
- (b) ought reasonably to be considered confidential given the nature of the information or the circumstances of disclosure. Confidential Information shall include any identification, password and security data related to the Customer's Site and any other information.

14. NOTICES

14.1 A notice given under these terms shall be sent for the attention of the person and to the address, fax number or e-mail address given in the quotation or invoice (or such other person, address, fax number or e-mail address as the receiving party may have notified to the other, such notice to take effect five days from the notice being received); and

may be sent by fax or e-mail; or sent by first-class registered post; or (if the notice is to be served or posted outside the country from which it is sent) sent by registered airmail.

14.2 A notice is deemed to have been received in the case of fax or e-mail, at the time of transmission, provided a confirmatory copy is sent by first-class post before the end of the next business day; or in the case of first class registered post, 48 hours from the date of posting; or in the case of registered airmail, five days from the date of posting; or if deemed receipt under the previous paragraphs of this clause is not within business hours (meaning 9.00 am to 5.30 pm Monday to Friday on a day that is not a public holiday in the place of receipt), when business next starts in the place of receipt.

14.3 To prove service, it is sufficient to prove that the notice was transmitted to the fax number or e-mail address of the relevant party or, in the case of post, that the envelope containing the notice was properly addressed and posted.

15. GENERAL

15.1 Unless the parties expressly agree otherwise, the Supplier shall be entitled to use the name of the Customer and Services provided as it may deem appropriate including in media releases, public announcements and other promotional or marketing material.

15.2 Neither party may assign or transfer any of its rights or obligations under these Terms without the prior written consent of the other party, such consent not to be unreasonably withheld or delayed, save that nothing in these Terms shall restrict the Supplier from assigning, transferring or otherwise disposing of these Terms in the event of a solvent re-organisation, merger with or acquisition by a third party.

15.3 Except as provided in this clause 15.3, neither party shall have any remedy in respect of any untrue statement (whether written or oral) made to it on which it relied in entering into these Terms ("Misrepresentation"), and neither party shall have any liability other than pursuant to these Terms. Nothing in these Terms shall exclude or limit either party's liability for any Misrepresentation made knowing that it was untrue. Each party's liability for Misrepresentation as to a fundamental matter, including as to a matter fundamental to that party's ability to perform its obligations under these Terms, shall be subject to the limit set out in clause 7.

15.4 These Terms are made for the benefit of the parties to it and are not intended to benefit, or be enforceable by, any other person.

15.5 The Supplier may vary the Terms at any time by giving written notice to the Customer. The Customer shall have 30 days from the day of notification to terminate the contract with the Supplier provided that the Customer pays all outstanding invoices and monies due for Services provided.

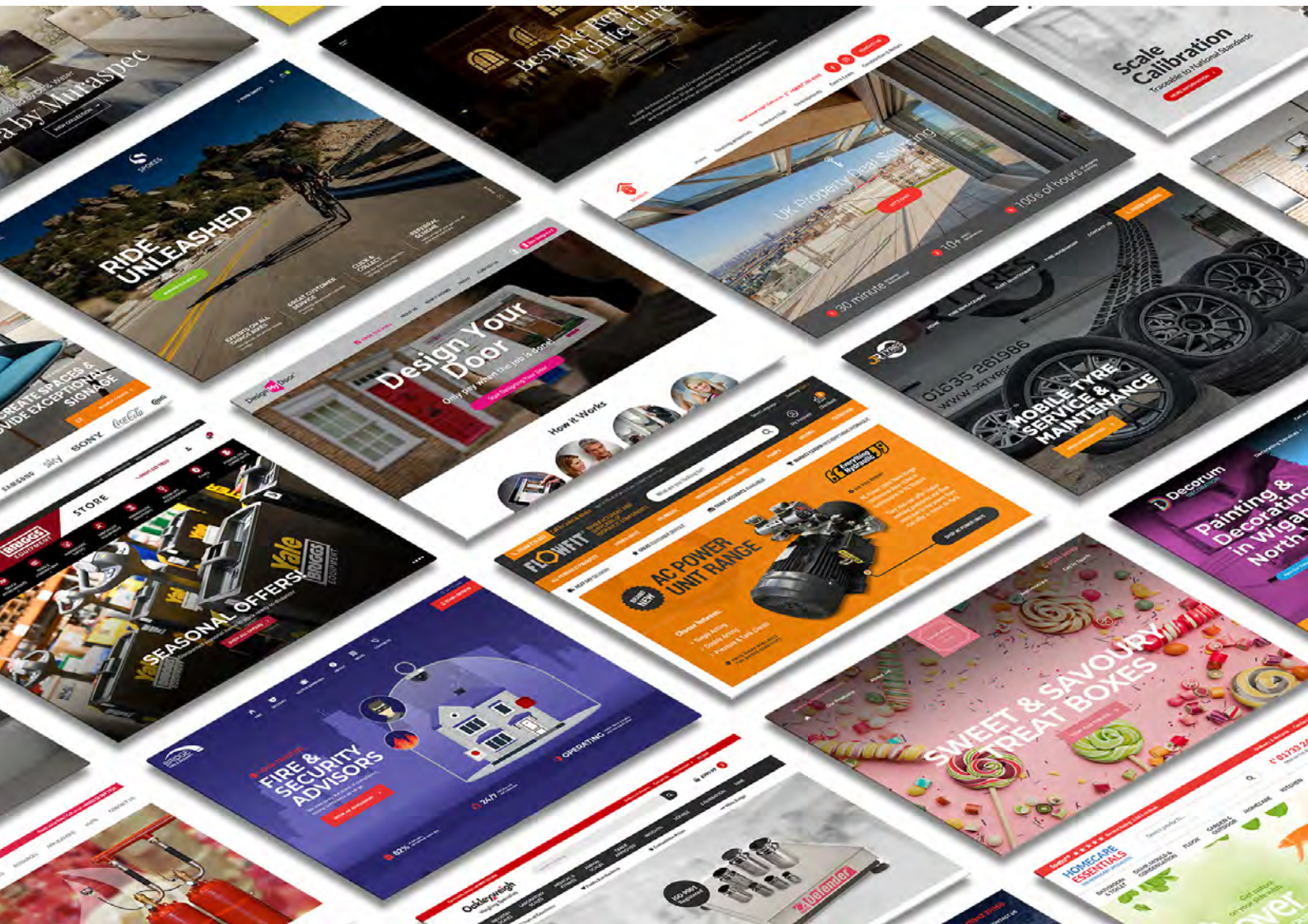
15.6 If any provision (or part of a provision) of these Terms is found by any court or administrative body of competent jurisdiction to be invalid, unenforceable or illegal, the other provisions shall remain in force. If any invalid, unenforceable or illegal provision would be valid, enforceable or legal if some part of it were deleted, the provision shall apply with whatever modification is necessary to give effect to the commercial intention of the parties.

15.7 These Terms and any disputes or claims arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) are governed by and construed in accordance with the law of England. The parties irrevocably agree that the courts of England have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with these Terms or their subject matter or formation (including non-contractual disputes or claims).

15.8 References to content include any kind of text, information, image, or audio or video material which can be incorporated in a website. Writing or written includes faxes and email.

Advansys Proposal

Turn Browsers into Buyers & Leads into Sales



Head Office

4 Millars Brook
Molly Millars Lane
Wokingham
Berkshire
RG41 2AD
United Kingdom

London Office

71-75 Shelton Street
Covent Garden
London
WC2 9JQ
United Kingdom

Contact us

☎ 0118 380 0201
✉ sales@advansys.com
💻 www.advansys.com

Quotation: Ledbury Town Council - WhatsApp Intergration

Quotation Date: 04/03/2024

Reference: ADV2024-41932

1 <https://www.ledburytowncouncil.gov.uk/en-gb>

1.1 Scope of Works

1.1.1 WhatsApp

Advansys to integrate Whatsapp on the homepage of the website

- The green flashing Whatsapp logo will be in the bottom left hand corner
- This will be 'sticky' as the customer scrolls on the website
- Your customer will be able to send a message or call via WhatsApp
- Ledbury to provide the WhatsApp number

Cost £550+VAT

Please Note: All website data and images are the responsibility of the customer and must be supplied in a format acceptable to the Advansys platform. Textual content for the website should be supplied in MS Word or text format and any images on CD in JPEG or GIF format. If any 3rd party suppliers or integrations are part of the project, any data migration/extraction, transformation and/or cleansing are the responsibility of the customer. If required any data migration/extraction, transformation and/or cleansing is available by prior arrangement at extra cost.

The quotation above outlines the functionality included within scope, however we reserve the right to vary the method of implementation described if required to due to unforeseen issues at the time of writing. The quote assumes you would not need any additional requirements over and above the functionality listed. Please note that with all our solutions they can be built upon and adapted to suit the changing requirements of your business.

All quoted prices are exclusive of VAT. We would require a payment for 100% payment upfront

Please Note: Timescales are provided as a very rough estimate since there are many factors that may delay a project. As such timescales are not contractual, however it is within both parties interests to make progress, especially with fixed price work.

This quotation is valid for 14 days and subject to our standard terms and conditions.

Quotation Acceptance

Reference: ADV2024-41932

This quote outlines the specific functionality included within the solution. Optional modules and customised are priced accordingly and may be added if required. Should you have any bespoke requirements please ensure that all of these have been noted in the proposal. Requirements not noted shall be considered outside the scope of this quote and may be chargeable.

I agree to the above proposal and confirm I am duly authorised to sign below.

Name:

Signature:

Date:

Company:

Signed on and behalf of Advansys Limited:

Name:

Signature:

Date:

TERMS AND CONDITIONS FOR DESIGN, DEVELOPMENT, HOSTING AND SUPPORT SERVICES (TERMS)

These Terms (including any schedules attached to it and any documents in which these Terms may be referred to) set out the terms and conditions pursuant to which Advansys Limited of Building 4 Millars Brook, Molly Millars Lane, Wokingham with registered number 03985924 ("Supplier") agrees to provide design, development, hosting and support services (as agreed from time to time) ("Services") to the customer (as indicated in the quotation or invoice) ("Customer"). These Terms govern and apply to the contract between the Supplier and the Customer.

1. SCOPE OF THE SERVICES

1.1 The Supplier shall provide such of the design, development, hosting and support services in relation to the website to be designed, developed or hosted by the Supplier ("Site") as set out in the Supplier's quotation or invoice ("Services").

1.2 Once the Services have been agreed and signed, no amendment shall be made to it except in accordance with these Terms.

1.3 The Supplier shall use reasonable endeavours to meet any performance dates or milestones specified in the Services, but any such dates shall be estimates only and time for performance by the Supplier shall not be of the essence.

1.4 In the event the Supplier supplies as part of the Services third party products, these are supplied subject to the relevant licensor's standard terms and the Customer hereby agrees to accept and comply with such terms.

1.5 Any request to change the scope of the Services shall require a subsequent quotation or invoice defining the additional Services.

2. CUSTOMER RESPONSIBILITIES

2.1 The Customer shall pay all fees due promptly in accordance with these Terms.

2.2 The Customer acknowledges that the Supplier's ability to provide the Services is dependent upon the full and timely co-operation of the Customer (which the Customer agrees to provide), as well as the accuracy and completeness of any information and data the Customer (or a third party on behalf of the Customer) provides to the Supplier. The Customer further acknowledges and agrees that the Supplier shall not be liable for any delays in implementing the Services resulting from the Customer's failure or delay to fulfill any of its obligations.

2.3 The Customer shall be liable to pay to the Supplier, on demand, all reasonable costs, charges or losses sustained or incurred by the Supplier (including any direct, indirect or consequential losses, loss of profit and loss of reputation, loss or damage to property and those arising from injury to or death of any person and loss of opportunity to deploy resources elsewhere) that arise directly or indirectly from the Customer's fraud, negligence, lack of communication, failure to perform or delay in the performance of any of its obligations under this agreement, subject to the Supplier confirming such costs, charges and losses to the Customer in writing.

2.4 The Customer shall:

(a) without undue delay, provide the Supplier with access to, and use of, all information, data and documentation reasonably required by the Supplier for the performance by the Supplier of its obligations under these Terms;

(b) instruct, manage and ensure the co-operation of any third parties acting on behalf of the Customer;

(c) be responsible for the accuracy and completeness of the content provided to the Supplier by the Customer from time to time for incorporation in the Site ("Materials") in accordance with clause 10;

(d) access the system using a single licenced login, unless additional user licences have been purchased;

(e) comply with all applicable laws and regulations.

2.5 The Customer shall not:

(a) exceed its allocated bandwidth, in the event such allocation is being exceeded the supplier shall have the right to either suspend service or request that the Customer moves to a server with sufficient performance capacity upon payment of any additional fees and charges;

(b) employ programmes that consume excessive system resources;

(c) use a single login over multiple sessions.

(d) be abusive or act in an unprofessional manner towards representatives of the Supplier

3. DEVELOPMENT AND ACCEPTANCE OF SITE

3.1 The Supplier shall run acceptance procedures in the design, development and "go live" of the Site. The procedure set out in this clause 3 shall be repeated in respect of any further development works agreed by the parties from time to time.

3.2 Acceptance of the Site shall occur when the Site has passed or is deemed to have passed the applicable acceptance tests. The Supplier shall notify the Customer when the tests have been passed.

3.4 If any failure to pass the acceptance tests results from a defect which is caused by an act or omission of the Customer, or by one of the Customer's sub-contractors or agents for whom the Supplier has no responsibility ("Non-Supplier Defect"), the Site shall be deemed to have passed the acceptance tests notwithstanding such Non-Supplier Defect. The Supplier shall provide assistance reasonably requested by the Customer in remedying any Non-Supplier Defect by supplying additional services or products. The Customer shall pay the Supplier in full for all such additional services and products at the Supplier's then current fees and prices.

3.5 Acceptance of the Site shall be deemed to have taken place upon the earliest occurrence of any of the following events:

(a) the Customer uses any part of the Site for any revenue-earning purposes or to provide any services to third parties other than for test purposes; or

(b) the Customer unreasonably delays the start of the relevant Acceptance Tests or any retests for a period of ten working days from the date on which the Supplier is ready to commence running such Acceptance Tests or retests.

4. PROJECT MANAGEMENT

4.1 Each party shall appoint a single project manager who shall:

(a) provide professional and prompt liaison with the other party; and

(b) have the necessary expertise and authority to commit the relevant party.

4.2 The project managers shall communicate at least once every week until Acceptance. Minutes shall be documented by the Supplier and these shall be made available to the Customer upon request.

5. CHARGES AND PAYMENT

5.1 The Supplier shall issue VAT invoices in respect of the charges as set out in the relevant quotation or invoice, and the Customer shall pay to the Supplier the Charges set out in such Supplier's invoice within 14 days of the date of the Supplier's invoice, save for the initial Invoice payment for which shall be required upfront in advance of the Services.

5.2 All Charges are quoted exclusive of VAT.

5.3 If the Customer fails to pay any amount payable by it under these Terms, the Supplier shall be entitled, but not obliged, to charge the Customer interest on the overdue amount. Such interest shall be payable by the Customer forthwith on demand, from the due date up to the date of actual payment, after as well as before judgment, at the rate of 8% per annum above the base (reference) rate. Such interest shall accrue on a daily basis and be compounded quarterly. The Supplier reserves the right to claim interest under the Late Payment of Commercial Debts (Interest) Act 1998.

5.4 It is the responsibility of the Customer to ensure all payments are settled by the appropriate due dates as indicated on the relevant invoices. The Supplier reserves the right to suspend any Services where payment is delayed and shall not be liable for any losses on the part of the Customer that may be caused or may arise as a result of such suspension.

5.5 If a customer ceases services with the supplier without written notice to the supplier and the customer does not cease any direct payments, the supplier is not liable and any funds received will not be reimbursed.

5.5 The Supplier has the right to increase the costs of all products and services by giving the customer 30 day's notice.

5.6 The Advansys solution – 1 SSL certificate provided in the first year. Additional years will be subject to an annual charge.

5.7 The Advansys solution – 1 Admin license is provided. Any additional license will be subject to a monthly charge.

5.8 The .biz solution payment all payments are received upfront and the monthly hosting starts automatically a month after the payment of the website.

6. WARRANTIES

6.1 Each of the parties warrants to the other that it has full power and authority to enter into and perform these Terms.

6.2 The Supplier shall perform the Services with reasonable care and skill.

6.3 The Supplier warrants that the Site will perform in accordance with the Site specification from Acceptance. If the Site does not so perform within the first two weeks of go-live, the Supplier shall, for no additional charge, carry out any work necessary in order to ensure that, to the Supplier's sole reasonable opinion, the Site substantially complies with the Site specification. Any additional defects shall be remedied in accordance with a separate Support Contract.

6.4 The warranty set out in clause 6.3 above shall not apply to the extent that any failure of the Site to perform substantially in accordance with the Site specification is caused by any Materials or Non-Supplier Defects.

6.5 These Terms set out the full extent of the Supplier's obligations and liabilities in respect of the supply of the Services. All conditions, warranties or other terms concerning the Services which might otherwise be implied into these Terms or any collateral contract (whether by statute or otherwise) are hereby expressly excluded to the fullest extent permitted by law.

6.6 The Supplier does not warrant that the servers or use of the internet will be free from defects, unauthorized users or hackers.

7. LIMITATION OF REMEDIES AND LIABILITY

7.1 Nothing in these Terms shall operate to exclude or limit the Supplier's liability for:

(a) death or personal injury caused by its negligence; or

(b) fraud; or

(c) any other liability which cannot be excluded or limited under applicable law.

7.2 To the fullest extent permitted by law, the Supplier excludes and shall not be liable to the Customer for any damage to software, damage to or loss of data (and the Customer is sole responsible for taking necessary back-up of all data), loss of profit, anticipated profits, revenues, anticipated savings, goodwill or business opportunity, or for any indirect or consequential loss or damage arising out of or in connection with the provision or lack of provision of the Services or any part thereof or the operation or lack of operation of the Site. The Supplier furthermore excludes all liability for non-receipt or misrouting of email.

7.3 Subject to clauses 7.1 and 7.2 above, the Supplier's aggregate liability in respect of claims based on events in a calendar year arising out of or in connection with these Terms or any collateral contract, whether in contract or tort (including negligence) or otherwise, shall in no circumstances exceed 50% of the total charges payable by the Customer to the Supplier under these Terms in the calendar year in which the claim is made. The Customer acknowledges that the above limitation is fair and reasonable given the circumstances including price of the Services.

8. INTELLECTUAL PROPERTY RIGHTS

8.1 Unless the parties agree in writing otherwise, all Intellectual Property Rights in the Site (including content management systems, software, code, scripts and PSD files), but excluding the Materials, arising out of or in connection with the provision of the Services, shall be the property of the Supplier, and the Supplier hereby grants the Customer a non-exclusive licence of such Intellectual Property Rights for the purpose of using the Site. For the purpose of these Terms "Intellectual Property Rights in the Site" mean and include all intellectual property rights wherever in the world arising, whether registered or unregistered (and including any application), including copyright, know-how, confidential information, trade secrets, business names and domain names, trademarks, service marks, trade names, patents, petty patents, utility models, design rights, semi-conductor topography rights, database rights and all rights in the nature of unfair competition rights or rights to sue for passing off arising out of or in connection with the Site.

8.2 The Customer shall indemnify and keep indemnified and harmless the Supplier its officers, directors and employees against all damages, losses and expenses arising as a result of any:

(a) delay in providing any of the Materials, or Acceptance and

(b) action, claim or alleged claim that the Materials infringe the Intellectual Property Rights of a third party.

8.3 In the event the Supplier has notice of a claim in accordance with the provisions of clause 8.2, the Supplier shall:

(a) notify the indemnifier in writing of the claim;

(b) make no admissions or settlements without the Customer's prior written consent;

(c) give at Customer's request and expenses all information and assistance as Customer may reasonably require.

9. SITE CONTENT

9.1 In the event the Customer updates the Site from time to time, the Customer shall ensure that the Materials do not infringe any applicable laws, regulations or third party rights (including material which is obscene, indecent, pornographic, seditious, offensive, defamatory, threatening, liable to incite racial hatred, menacing, blasphemous or in breach of any third party Intellectual Property Rights) ("Inappropriate Content").

9.2 The Supplier shall only grant the Customer limited access to the Server via the Content Management System ("CMS") in order to update information held on the Site.

9.3 The Supplier shall include only Materials on the Site. The Customer acknowledges that the Supplier has no control over any content placed on the Site by visitors to the Site and does not purport to monitor the content of the Site. The Supplier reserves the right to remove content from the Site where it reasonably suspects such content is Inappropriate Content. The Supplier shall notify the Customer promptly if it becomes aware of any allegation that any content on the Site may be Inappropriate Content.

9.4 The Customer shall indemnify and keep indemnified and harmless the Supplier its officers, directors and employees against all damages, losses and expenses arising as a result of any action, claim or alleged claim that the Materials constitute Inappropriate Content.

9.5 The Supplier may include the statement and/or link "Designed by advansys" or similar on the home page of the Site. The Customer shall not remove nor change the statement and/or link without the Supplier's prior written consent.

10. DATA PROTECTION

10.1 The Supplier agrees that, to the extent it processes any Personal Data as defined in the Data Protection Act 1998 on behalf of the Customer:

- (a) it shall act only on instructions from the Customer; and
- (b) it has taken all reasonable and appropriate care against unauthorised or unlawful processing of Personal Data.

11. TERM AND TERMINATION

11.1 These Terms shall commence on the date set out in the Services and shall (subject to earlier termination pursuant to this clause 11) continue unless terminated in accordance with the provisions of this clause.

11.2 Either party may terminate these Terms immediately at any time by written notice to the other party if:

(a) that other party commits any material breach of its obligations under this agreement which (if remediable) is not remedied within 3 months after the service of written notice specifying the breach and requiring it to be remedied; or

(b) that other party:

- (i) ceases to trade (either in whole, or as to any part or division involved in the performance of this agreement); or
- (ii) becomes insolvent or unable to pay its debts within the meaning of the insolvency legislation applicable to that party; or
- (iii) a person (including the holder of a charge or other security interest) is appointed to manage or take control of the whole or part of the business or assets of that party, or notice of an intention to appoint such a person is given or documents relating to such an appointment are filed with any court; or
- (iv) the ability of that party's creditors to take any action to enforce their debts is suspended, restricted or prevented or some or all of that party's creditors accept, by agreement or pursuant to a court order, an amount of less than the sums owing to them in satisfaction of those sums; or (v) any process is instituted which could lead to that party being dissolved and its assets being distributed to its creditors, shareholders or other contributors (other than for the purposes of solvent amalgamation or reconstruction).

11.3 On termination of these Terms by the Supplier, all licences granted by the Supplier under this agreement shall terminate immediately.

11.4 On expiry or termination of these terms by the Supplier, the Supplier shall promptly return all Materials to the Customer, and shall provide to the Customer an electronic copy of the Site (html outputs, images and content) excluding any Intellectual Property Rights in the Site). The Supplier shall provide such assistance in transferring the hosting of the Site to the Customer or another service provider, subject to the payment of the Supplier's expenses reasonably incurred.

11.5 In respect to design and development Services:

- (i) In the event the Customer wishes to terminate or cancel any part of the Services after commencement but before completion of the Services then Customer shall pay for the proportion of work undertaken by the Supplier up until the point of cancellation or termination subject to a minimum charge of no less than 50% of the total Charges for the Services.
- (ii) In the event the Customer wishes to delay, pause or place on hold the Services, the Customer shall be required to pay for any works not paid to date. If the period of suspension or delay exceeds 3 months, upon recommencement the remaining Services shall be subject to a minimum of 20% increase in charge. If the period of suspension or delay exceeds 12 months the Supplier shall reserve the right to terminate the Services and retain any payments made to date.
- (iii) If the Customer is un-contactable for a period exceeding 1 month, the Supplier shall reserve the right to terminate the Services and retain any payments made to date.
- (iv) On acceptance of the quotation the Customer agrees to make an initial payment, within 14 days. In the event the initial payment is not made the Supplier reserves the right to terminate the agreement and charge the Customer a minimum of 20% of the agreed Services in lieu of the time and effort expended.

11.6 In respect to hosting and support Services:

- (i) In the event the Customer wishes to cancel or terminate any part of the Services, the Supplier shall require a period of no less than 3 months notice to be provided in writing and retain any payments made to date.
- (ii) The Supplier reserves the right to review the status and suitability of the Services at any point based upon the demands and complexity of the Customer' Site.

11.7 In the event of any service invoices to be outstanding for more than 30 days (hosting and support, digital marketing, training courses) the supplier (Advansys) has the right to suspend and cease all services

11.8 In the event the customer has ceased all services without written notice to the supplier, but payments continue to be received it is not the responsibility of the supplier to stop these payments nor to inform the customer. Any payments that have been received due to the error of the customer will not be reimbursed.

12. FORCE MAJEURE

12.1 A party who becomes aware of any event arising which is beyond the reasonable control of the affected party (including any industrial dispute affecting any third party, governmental regulations, fire, flood, disaster, civil riot or war)("a Force Majeure Event") which gives rise to, or which is likely to give rise to, any failure or delay in performing its obligations under these Terms shall forthwith notify the other and shall inform the other of the period for which it is estimated that such failure or delay will continue. The affected party shall take reasonable steps to mitigate the effect of the Force Majeure Event.

13. CONFIDENTIALITY

13.1 Customer shall protect the Confidential Information against unauthorised use or disclosure by using the same degree of care as it takes to preserve and safeguard its own confidential information of a similar nature, being at least a reasonable degree of care.

13.2 Confidential Information may be disclosed by the Customer to its employees, affiliates and professional advisers, provided that the recipient is bound in writing to maintain the confidentiality of the Confidential Information received.

13.3 The obligations set out in this clause 13 shall not apply to Confidential Information which the receiving party can demonstrate:

- (a) is or has become publicly known other than through breach of this clause 13; or
- (b) was in possession of the receiving party prior to disclosure by the other party; or
- (c) was received by the receiving party from an independent third party who has full right of disclosure; or
- (d) was independently developed by the receiving party; or
- (e) was required to be disclosed by a governmental authority, stock exchange or regulatory body, provided that the party subject to such requirement to disclose gives the other party prompt written notice of the requirement.

13.4 The obligations of confidentiality in this clause 14 shall not be affected by the expiry or termination of these Terms.

13.5 For the purpose of these Terms, "Confidential Information" means and includes all information, whether technical or commercial (including all specifications, drawings and designs, disclosed in writing, on disc, orally or by inspection of documents or pursuant to discussions between the parties), where the information is:

- (a) identified as confidential at the time of disclosure; or
- (b) ought reasonably to be considered confidential given the nature of the information or the circumstances of disclosure. Confidential Information shall include any identification, password and security data related to the Customer's Site and operation of it

14. NOTICES

14.1 A notice given under these terms shall be sent for the attention of the person and to the address, fax number or e-mail address given in the quotation or invoice (or such other person, address, fax number or e-mail address as the receiving party may have notified to the other, such notice to take effect five days from the notice being received); and

may be sent by fax or e-mail; or sent by first-class registered post; or (if the notice is to be served or posted outside the country from which it is sent) sent by registered airmail.

14.2 A notice is deemed to have been received in the case of fax or e-mail, at the time of transmission, provided a confirmatory copy is sent by first-class post before the end of the next business day; or in the case of first class registered post, 48 hours from the date of posting; or in the case of registered airmail, five days from the date of posting; or if deemed receipt under the previous paragraphs of this clause is not within business hours (meaning 9.00 am to 5.30 pm Monday to Friday on a day that is not a public holiday in the place of receipt), when business next starts in the place of receipt.

14.3 To prove service, it is sufficient to prove that the notice was transmitted to the fax number or e-mail address of the relevant party or, in the case of post, that the envelope containing the notice was properly addressed and posted.

15. GENERAL

15.1 Unless the parties expressly agree otherwise, the Supplier shall be entitled to use the name of the Customer and Services provided as it may deem appropriate including in media releases, public announcements and other promotional or marketing material.

15.2 Neither party may assign or transfer any of its rights or obligations under these Terms without the prior written consent of the other party, such consent not to be unreasonably withheld or delayed, save that nothing in these Terms shall restrict the Supplier from assigning, transferring or otherwise disposing of these Terms in the event of a solvent re-organisation, merger with or acquisition by a third party.

15.3 Except as provided in this clause 15.3, neither party shall have any remedy in respect of any untrue statement (whether written or oral) made to it on which it relied in entering into these Terms ("Misrepresentation"), and neither party shall have any liability other than pursuant to these Terms. Nothing in these Terms shall exclude or limit either party's liability for any Misrepresentation made knowing that it was untrue. Each party's liability for Misrepresentation as to a fundamental matter, including as to a matter fundamental to that party's ability to perform its obligations under these Terms, shall be subject to the limit set out in clause 7.

15.4 These Terms are made for the benefit of the parties to it and are not intended to benefit, or be enforceable by, any other person.

15.5 The Supplier may vary the Terms at any time by giving written notice to the Customer. The Customer shall have 30 days from the day of notification to terminate the contract with the Supplier provided that the Customer pays all outstanding invoices and monies due for Services provided.

15.6 If any provision (or part of a provision) of these Terms is found by any court or administrative body of competent jurisdiction to be invalid, unenforceable or illegal, the other provisions shall remain in force. If any invalid, unenforceable or illegal provision would be valid, enforceable or legal if some part of it were deleted, the provision shall apply with whatever modification is necessary to give effect to the commercial intention of the parties.

15.7 These Terms and any disputes or claims arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) are governed by and construed in accordance with the law of England. The parties irrevocably agree that the courts of England have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with these Terms or their subject matter or formation (including non-contractual disputes or claims).

15.8 References to content include any kind of text, information, image, or audio or video material which can be incorporated in a website. Writing or written includes faxes and email.

**LEDBURY TOWN COUNCIL
WORKPLACE SMOKE-FREE POLICY**

Policy Statement:

Ledbury Town Council is committed to providing a healthy, comfortable and productive workplace for all its employees.

The health hazards related to smoking are well documented. These health hazards impact on both the smoker and the non-smoker who is exposed to second hand smoke. Therefore, Ledbury Town Council will provide a smoke-free workplace for all of its employees and visitors.

For the purpose of this Policy, the term “smoking” refers to the action of putting a cigarette, cigar, pipe, or cigarette to the mouth; whether the item contains tobacco or not. This also includes the use of e-cigarettes and Vapes.

Vision:

Ledbury Town Council has adopted this smoke-free policy for the following reasons:

- Under the Health Act 2006, all internal areas within workplaces are required to be smoke-free;
- To provide a healthy, smoke-free environment for all employees, volunteers and visitors;
- Ledbury Town Council is in a position to affect positive change within the wider community;
- To become a smoke-free organisation by recognising that smoke-free settings reinforce consistent messages to the community about the harmful effects of smoking and exposure to second hand smoke;
- Under the Health Act 2006 (name of workplace) has a responsibility to protect the health of its employees from hazards including tobacco smoke exposure in the workplace.

Purpose:

- To protect the health and safety of those who work at or visit this workplace;
- To comply with the Health Act 2006;
- To provide a smoke-free environment, buildings and grounds;
- To minimise the fire risk to (name of workplace) property attributable to cigarettes/electronic cigarettes;
- To encourage a smoke-free workforce.

Scope:

- This policy is applicable to all employees;
- The Smoke-free Environment component of this policy is applicable to all employees, visitors, contractors and all others accessing the organisation’s grounds and facilities.

It applies to all buildings, sites, grounds, offices, cafeterias, lunch rooms and vehicles owned or occupied by (name of workplace).

Policy: Smoke-free Environment

- All Ledbury Town Council sites are smoke-free;
- No smoking is permitted by staff, contractors and visitors in external areas of any site owned by the Company or controlled by them under a lease agreement. This includes entrances to buildings and offices, boundary fences and gardens;
- Staff who work outside on behalf of the Council are not permitted to smoke in public places whilst carrying out their duties;
- Should staff wish to smoke during work time, it will only be permitted during scheduled breaks.

Promoting a smoke-free environment:

- Ledbury Town Council's Smoke-free Policy will be provide to all staff, either in paper or electronic copy;
- Smoke-free signs shall be displayed at all entrances to the grounds and at outer entrances to every building managed by the Deputy Town Clerk;
- Contractors, visitors, volunteers and others working within Ledbury Town Council property will be advised of the policy and that the policy applies to them whilst on the property;
- All staff applying for positions at Ledbury Town Council, temporary staff, volunteers and contractors will be informed of the Smoke-free Policy and made aware of the policy contents;
- Ledbury Town Council's Smoke-free Policy will be highlighted during staff inductions;
- Copies of the Smoke-free Policy will be made available upon request.

Quitting smoking:

The Company will provide information on local cessation support if members of staff indicate intent to stop smoking.

Management will actively promote smoking cessation programmes and support staff and their families to quit.

Monitoring and review:

In order to ensure fair and effective management of this Policy, arrangements will be put in place to review it every two years from implementation to ensure it remains relevant.

Further advice and details of local services can be found at:

- www.nhs.uk/smokefree

Date Adopted:

Review Date: