



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY
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25 March 2022

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on Thursday, 9 June 2022 at 7.00 pm in the Burgage Hall, Church Lane, Ledbury for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Angela Price PSLCC, AICCM, MIWFM
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. To receive and note the Nolan Principles (Standing Item)
(Page 2645)

4. To approve and sign the minutes of an extraordinary meeting of Council held on 31 May 2022
(Pages 2646-2647)

5. Herefordshire Councillors' Reports (To Follow)

To receive reports from Ledbury Ward Members:

- i. Councillor Harvey
- ii. Councillor Howells
- iii. Councillor l'Anson

6. Mayors Communications (If any)

7. To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)

"Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting"

8. To Receive motions presented by Councillors in accordance with Standing Order 9 (Standing Item)

- 1. Motion received from Councillor Morris, seconded by Councillor Howells

"That Ledbury Town Council considers commissioning a memorial to John Masefield, and that the memorial be in the form of brass plaques to be positioned around the town."

MINUTES

- 9. To receive and note the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 26 May 2022 and to give consideration to any recommendations therein (2648-2659)
- 10. To receive and note the minutes of a meeting of the Economy & Planning Committee held on 19 May 2022 and to give consideration to any recommendations therein (Pages 2660-2667)

GOVERNANCE

- 11. Annual Governance Accountability Return (Pages 2668-2719)
- 12. Committee Membership
To consider new Councillor committee membership
- 13. Holding meetings in Committee Room (Pages 2720-2721)

14. Terms of Reference (Pages 2722-2726)

Finance, Policy & General Purposes Committee

16. Financial Regulations (Pages 2727-2746)

GENERAL

17. Outside Bodies Reports (If any) (Pages 2747-2763)

- a. Minutes of a meeting of the Carnival Association held on 9 March 2022
- b. Ledbury-Strömstad Twinning Association Newsletter
- c. Minutes of a meeting of the Ledbury Strömstad Town Twinning Association held on 22 March 2022

18. Market Towns Maintenance Fund (To Follow)

19. Cultivation Licences (Page 2764)

20. Skate Park update (Pages 2765-2769)

21. Review of Cleaning Contract (Pages 2770-2771)

22. Update on progress on War Memorial Repairs (Pages 2772-2787)

23. GWR Community Fund (Pages 2788-2797)

Recommendation from Grants Working Party

24. Quotation received from Advansys in respect of optimising Ledbury Town Council Website (Pages 2798-2805)

25. Date of next meeting

To note that the next meeting of Full Council will be the Annual Meeting scheduled for 12 May 2022

26. Exclusion of Press and Public

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

27. Ledbury War Memorial

(Pages 2806-2858)

**Distribution: - Full agenda reports to all Councillors (13)
Plus file copy**

**Agenda reports excluding Confidential items to:
Local Press (2)
Library (1)
Police (1)
Councillor l'Anson (1)**

LEDBURY TOWN COUNCIL**The Seven Principles of Public Life****(Nolan Principles)****1. Selflessness**

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

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LEDBURY TOWN COUNCIL
MINUTES OF AN EXTRAORDINARY MEETING OF COUNCIL
HELD ON 31 MAY 2022

PRESENT: Councillors Bannister, Harvey, Howells (Town Mayor), Morris and Troy

ALSO PRESENT: Angela Price – Town Clerk

C507. APOLOGIES

Apologies were received from Councillors Bradford, Chowns, Eakin, Hughes, Manns and Sinclair

C508. DECLARATIONS OF INTEREST

None received

C509. TO APPROVE AND SIGN THE MINUTES OF THE ANNUAL MEETING OF COUNCIL HELD ON 12 May 2022

RESOLVED:

That the minutes of the annual meeting of council held on 12 May 2022 be approved and signed as a correct record.

C510. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)

None received

C511. TO RECEIVE PRESENTATION FROM CO-OPTION CANDIDATES

Each of the four candidates was given five minutes to give a presentation on why they would like to be a Councillor on Ledbury Town Council. Councillors were given the opportunity to ask questions of the candidates, following which the candidates were asked to leave the room whilst Councillors considered their applications.

C512. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That in accordance with Section 1(2) of the Public Bodies Admission to Meetings Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public

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interest that the press and public be excluded from the remainder of the meeting.

C513. TO CONSIDER APPLICATIONS FOR CO-OPTION

Members considered applications from the following candidates:

- Nicholas Sims
- Nina Shields
- Emalee Beddoes-Davis
- Dr Tobias Auburn

It was felt by all councillors present that all four candidates had skills, knowledge, and experience to bring to the council and agreed that they should all be co-opted to the position of Ledbury Town Councillor.

C514. REOPENING OF PUBLIC SESSION

RESOLVED:

To invite members of the public and candidates back into the meeting.

C515. TO NOMINATE CANDIDATES FOR CO-OPTION

Councillors were requested to put forward nominations for the each of the four candidates for co-option to Ledbury Town Council.

RESOLVED:

That the following candidates be co-opted to serve as Town Councillors on Ledbury Town Council:

- Nicholas Sims
- Nina Shields
- Emalee Beddoes-Davis
- Dr Tobias Auburn

C516. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of Council is scheduled for 9 June 2022.

The meeting ended at 7.53 pm

Signed Date

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LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES
COMMITTEE HELD ON
26 MAY 2022**

PRESENT: Councillors Eakin, Howells and Hughes

ALSO PRESENT: Angela Price – Town Clerk

F349. ELECTION OF CHAIRPERSON FOR THE 2022/23 MUNICIPAL YEAR

RESOLVED:

That Councillor Hughes be nominated as Chairperson of the Finance, Policy & General Purposes Committee for the 2022/23 Municipal year.

F350. APOLOGIES FOR ABSENCE

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

F351. DECLARTIONS OF INTERESTS

None received.

F352. NOLAN PRINCIPLES

Councillor Howells pointed out that in respect of Point 7 of the Nolan Principles Members should be willing to challenge poor behaviour of their colleagues at all times.

RESOLVED:

That the Nolan Principles be received and noted.

F353. ELECTION OF VICE-CHAIR OF FOR THE 2022/23 MUNICIPAL YEAR

RESOLVED:

That Councillor Harvey be nominated as the Vice-Chairperson of the Finance, Policy & General Purposes Committee for the 2022/23 Municipal year.

F354. PUBLIC PARTICIPATION

No members of the public were present.

F355. TERMS OF REFERENCE

The Chair suggested the following amendments to the Terms of Reference:

1. Page 2361 – that it be made clear in the heading of the document that the information contained within has been taken from the Council's Corporate Plan document.
2. Page 2361 – Objective 1(a) that "equally" be replaced with "equitably".

RESOLVED:

1. That the above amendments be made to the Finance, Policy & General Purposes Committee Terms of Reference and that the amended version be referred back to the next meeting of Full Council for approval.
2. That the following Working Parties be established:
 - Budget Monitoring Working Party
 - Grants Working Party

F356. TO APPROVE AND SIGN AS A CORRECT RECORD, THE MINUTES OF A MEETING THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 24 MARCH 2022

RESOLVED:

That the minutes of the meeting of the Finance, Policy & General Purposes Committee held on 24 March 2022 be approved and signed as a correct record, subject to the following amendment:

Minute No. F425 should read "Under £500 – reduced from £1,650 to £1,200".

F357. TO REVIEW THE ACTION SHEET

RESOLVED:

That the action sheet be received and noted.

F358. TO APPROVE THE INVOICES FOR PAYMENT FOR MAY 2022

Members were requested to approve invoices for payment in the sum of £31,089.83 plus VAT (which included BACs and Direct Debit payments), with the additional payment of £120 to the SLCC in respect of the FilCA training course for post holder 49.

RESOLVED:

That the invoices for payment in the total sum of £31,209.83 plus VAT be approved.

- F359. TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR MARCH AND APRIL 2022**

RESOLVED:

That the record of receipts and payments for March and April 2022 be received and noted.

- F360. TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTH 12**

RESOLVED:

That the balance sheet and trial balance for month 12 be received and noted.

- F361. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR MARCH AND APRIL 2022**

RESOLVED:

- 1. To note that due to there not being a chair elected prior to this meeting, that the bank statements and reconciliations for March and April 2022, were awaiting verification.**
- 2. To note that the new Chairman would attend the Council offices to verify the bank statements and reconciliations for March and April 2022.**

- F362. TO RECEIVE YEAR END REPORTS**

The Clerk, in her role as RFO, provided additional information to support the Annual Return on page 2416 of the agenda as follows:

Annual Return – Brief explanation of significant variations from last year to this year in Section 2.

Line 3 – Income in 2021/22 is significantly higher due to £90,000 being received in respect of Great Places to visit fund.

Line 4 – Salaries were increased in 2021/22 from the 2020/21 figure due to two reasons:

- 1. New roles created for CDO, and Town Maintenance Operative**

2. In 2020/21 meetings were being held via zoom and therefore there was less overtime being paid for minute takers and also the Clerk as it reduced the hours worked due to them being at home for the meetings

Line 6 – the total expenditure in 2020/21 including the cost of the Viaduct Inquiry

Lines 7 & 8 – Due to issues with staffing and Covid not as many projects were completed as had been anticipated, therefore resulting in an increase in the overall reserves of the council

Line 9 – This figure was not available at the time of closedown; however, this will need to be included in the final papers sent due to be sent to the Auditor

The Clerk, in her role of RFO, also provided the following suggestions in respect of the 2021/22 year-end outturn, noting that there was an underspend of £176,580

- Council has previously agreed that an additional £15,000 would be added to the War Memorial Earmarked Reserves which will increase this to £30,000.

Suggestions for consideration in respect of remaining overspend of £146,580:

- Business plan and start-up costs (including staffing costs) for Tourist Information Centre
- Additional funding for Christmas Lights £7,004.81
- Additional £20,000 to be added to the current earmarked reserve in respect of play equipment/skate park

The Clerk suggested that a Budget Working Party meeting be arranged ahead of the Full Council meeting of 9 June 2022 to allow further consideration of the underspend and Annual Return, with a recommendation from that meeting being submitted to the full council meeting.

RESOLVED:

1. **That the end of year reports be received and noted.**
2. **That the additional information provided by the Clerk in respect of Section 2 of the Annual Return be included as part of the documents to be submitted to Full Council for approval, prior to being sent to the External Auditors.**

3. That it be noted that the 2021/22 fixed asset figure will be included in the final documents provided to Full Council on 9 June 2022.
4. That a Budget Working party meeting be arranged for 4.00 pm on Tuesday, 7 June 2022 to discuss the year end outturn and agree earmarked reserves from within the underspend.

F363. 2021/22 ANNUAL RETURN AND INTERNAL AUDIT REPORT

Members were provided with a copy of the Internal Auditors report following the 2021/22 year-end close down of the council's accounts.

Members noted the improve Internal Audit report provided by Kevin Rose and thanked the Clerk and Accounts Clerk for their work towards the year end and internal audit.

The Clerk, in her capacity as RFO, provided responses to the comments made within the Internal Audit Observations report, noting that these comments would be provided as part of the information provided to Full Council on 9 June 2022, along with any recommendations from the Finance, Policy & General Purposes Committee and the Budget Monitoring Working Party meeting.

RECOMMENDATION

That the internal audit report be recommended to the meeting of Council, scheduled for 9 June 2022 for completion of Section 1 – Annual Governance Statement, prior to sending to the External Auditor.

F364. EXTERNAL AND INTERNAL AUDIT

There were no external audit reports to consider, and it was noted that the internal audit report had been considered in the previous agenda item.

F365. SHOP FRONT IMPROVEMENT GRANTS

Members were requested to give consideration to applications received in respect of the Shop Front Improvement Grants which were being funded by the Town Council through the Great Places to Visit Fund.

Members were advised of recommendations from the Grants Working Party as follows:

1. That all grants be awarded as per the attached sheet, and that traders be advised that the grants will be paid on production of invoices.

2. That it be noted that an extension had been granted in respect of the Great Places to Visit fund and therefore consideration be given to a second round of grants being offered with a deadline date for applications of 30 June 2022 for any shops or businesses that have not yet applied.
3. That the Civic Society be asked whether they would consider further contributions to a second round of applications, noting that if they do not wish to participate the grant on offer in the second round will be £750 only.

The Clerk advised Members that the Civic Society had expressed concerns over the colour scheme being used by Spec Savers, noting that the colour scheme was like for like. the Clerk had received an email from the Civic Society stating that they did not consider the colour scheme sat well in the street scene around the Market House.

RESOLVED:

1. **That all grants be awarded as per the attached sheet, and that traders be advised that the grants will be paid on production of invoices.**
2. **That a second round of grants be offered to traders and businesses who have not yet applied with a deadline for applications of 30 June 2022.**
3. **That the Civic Society be asked whether they would consider further contributions to a second round of applications, noting that if they do not wish to contribute the grant offer in the second round will be £750.**
4. **That the Civic Society be advised that, whilst the Council take on board their comments in respect of the Spec Savers building, the council do not believe this is sufficient grounds to decline the application.**

F366.

GREAT PLACES TO VISIT – JUBILEE STREET PARTY GRANTS

Members were requested to give consideration to applications received from local residents for Jubilee Street Party grants, which were being funded via the Great Places to Visit fund.

Members were provided with an updated list, and advised of the following recommendations from the Grants Working Party:

1. That the Finance, Policy & General Purposes Committee decline the grant application from Sara Fletcher of Ledbury Primary School on the grounds that this is not a traditional street party.

2. That the Finance, Policy & General Purposes Committee decline the grant application from Chris Weedon on the grounds that Coddington is not in the Parish of Ledbury, noting that they have their own Parish Council, Bosbury & Coddington Parish Council.
3. That the Finance, Policy & General Purposes Committee accept the late application from Rachel Drury noting that they have only requested 50% of the award on offer, due to only having a small number of residents in their street.

RESOLVED:

1. That the application from Sara Fletcher of Ledbury Primary School be declined on the grounds that this is not a traditional street party.
2. That the application from Chris Weedon be declined on the grounds that Coddington is not in the Parish of Ledbury, noting that they have their own Parish Council, Bosbury & Coddington Parish Council.
3. That the application from Rachel Drury be approved, noting that they have only requested 50% of the grant being offered.
4. That all remaining Street Party grants be awarded accordingly.

F367. REVIEW OF FRANKING MACHINE CONTRACT

RESOLVED:

That the Council enter into a further 5-year contract to lease the franking machine from FP Mailing at a cost of £10 per month plus postage.

F368. RECOMMENDATIONS FROM OTHER COMMITTEES

1. Environment & Leisure Committee
 - a. Christmas Lights

Members were requested to approve the recommendation from the Environment & Leisure Committee in respect of the additional Christmas lights for the two remaining years of the contract with Blachere Illuminations Ltd and that the additional funds in the sum of £7,004.81, which exceed the 2022/23 budget allocation, be taken from the Council's general reserve.

b. Fees and Charges

That Members approve the recommendation from the Environment & Leisure Committee to increase the fees and charges in respect of all council services as listed within the report, be increased by 2%.

2. Economy & Planning

Members were requested to give consideration to the quote received from Bill Bloxsome, for additional work in respect of the Neighbourhood Development Plan in the sum of £800.00.

RESOLVED:

1. That the recommendation from the Environment & Leisure Committee in respect of the additional Christmas Lights be approved and the additional sum of £7,004.81 which exceeds the 2022/23 budget allocation, be taken from the Councils general reserve.
2. That the fees and charges in respect of all council services be increased by 2%.
3. That the quote received from Bill Bloxsome in relation to additional work associated with the Neighbourhood Development Plan in the sum of £800 be approved.

F369. RECRUITMENT AND SELECTION POLICY

RESOLVED:

That the revised Recruitment and Selection Policy be approved.

F370. GENERAL DATA PROTECTION REGULATIONS (GDPR)

No reports were submitted.

F371. WEBSITE – REPORT BUTTON

Members were advised that a "Report Button" had now been added to the council website, which allows users to report any issues they encounter when using the website.

RESOLVED:

That the website update be noted.

F372. BBI CLOCK

The Clerk advised Members of an email received from Councillor Sinclair in respect of the BBI clock, in which he asked, "Where is the evidence that LTC are responsible for the Cost of Electricity?"

Taking on-board the concern raised by Councillor Sinclair, Members agreed to refer this item to Full Council for approval

RESOLVED:

That this item be referred to a meeting of Full Council for approval, due to concerns raised by Councillor Sinclair and there only being three councillors present at the meeting.

F373. RISK REGISTER – PART 1 FINANCIAL

RESOLVED:

That the Clerk review Part 1 of the Risk Register to include any items raised within the internal audit report that are not already within the document.

F374. DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next meeting of the Finance, Policy & General Purposes Committee is scheduled for Thursday, 28 July 2022.

F375. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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

F376. DRAFT MORTUARY LEASE

RESOLVED:

That the draft Mortuary Lease be approved.

The meeting ended at 8.08 pm

Signed Dated

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FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

26.03.2022

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
F355	That the following amendments be made to the Terms of Reference as per the minute	TC	27.05.2022	Copy to be on full council agenda 09.06.2022 for approval	Completed
F356	Amendment to minutes (24.03.2022) "Under £500" amend £850 to £1,200	TC	27.05.2022	Amendment made and chair advised ready for signing	Completed
F361	Chairman to attend offices to verify the bank statements and reconciliations for March and April 2022	TC		Awaiting Chair to call in	In progress
F362(2)	That the additional information provided by the Clerk in respect of Section 2 of the AGAR be included as part of the documents to be submitted to full council for approval, prior to being sent to ex auditor	TC	01.06.2022	To be included on Full Council agenda	In progress
F362(3)	That the fixed asset figure to be included in the final documents provided to FC on 09.06.2022	TC	01.06.2022	To be included on Full Council agenda	In progress
F362(4)	That a budget monitoring WP meeting be arranged for 4.00 Pm on Tuesday, 7 June 2022 to discuss year end outturn, and agree earmarked reserves from within the underspend	TC	08.06.2022	Meeting arranged	Completed
F363	That the internal audit report be recommended to the meeting of council scheduled for 09.06.2022 for completion of Section 1 prior to sending to the EX Auditor	TC	01.06.2022	To be included on Full Council agenda	In progress
F365(1)	That all grants be awarded as per the attached sheet, and that traders be advised that the grants will be paid on production of invoices	TC			In progress

F365(2)	That a second round of grants be offered to traders and businesses who have not yet applied with a deadline for applications of 30 June	TC			In progress
F365(3)	That the Civic Society be asked whether they would consider further contributions to a second round of applications, noting that if they do not wish to contribute the grant offer in the second round will be £750	TC	27.05.2022	Email sent to Andy Tector - response awaited	Completed
F365(4)	That the CS be advised that, whilst the Council take on board their comments in respect of the Spec Savers building, the council do not believe this is sufficient grounds to decline the application	TC	27.05.2022	Email sent to Andy Tector advising Council have approved the spec savers application	Completed
F366(1)	That the application from Sara Fletcher of Ledbury Primary School be declined on the grounds that this is not a traditional street party	CDO			In progress
F366(2)	That the application from Chris Weedon be declined on the grounds that Coddington is not in the Parish of Ledbury	CDO			In progress
F366(3)	That the application from Rachel Drury be approved, noting that they have only requested 50% of the grant being awarded	CDO			In progress
F366(4)	That all remaining Street Party grants be awarded accordingly	CDO			In progress
F367	That the council enter into a further 5-year contract to lease the franking machine	TC	27.05.2022	FP Mailing advised	Completed
F368(1)	That the recommendation from E & L in respect of Xmas lights be approved and that the additional sum of £7,004.81 be taken from the general Reserve	TC	01.06.2022	To be recommended to full council	In progress
F368(2)	That the fees and charges in respect of all council services be increased by 2%	TC			In progress
F368(3)	That the quote received from BB be approved	TC	27.05.2022	Email sent to BB	Completed
F372	That this item be referred to FC - BBI Clock	TC	01.06.2022		In progress

F373	That the TC review part 1 of the Risk Register to include any items raised within the internal audit report that are not already included within the document	TC			In progress
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LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF AN ECONOMY & PLANNING COMMITTEE HELD
ON
19 MAY 2022**

PRESENT: Councillors Bannister, Howells, Hughes and Morris

ALSO PRESENT: Angela Price – Town Clerk
Amy Howells – Minute Taker

PUBLIC PRESENT: There were 14 members of the public present.

P574 ELECTION OF CHAIR FOR THE 2022/23 MUNICIPAL YEAR

Members were asked to nominate a Chair for the 2022/23 municipal year; Councillor Bannister nominated Councillor Morris who declined the nomination. Councillor Howells nominated Councillor Bradford, but he was not in attendance to be able to accept or decline. It was decided that Councillor Morris act as temporary Chair for the purpose of this meeting and that the nomination of Chair would be postponed to the next meeting.

RESOLVED:

That the nomination of Chair of the Economy & Planning Committee be deferred to the meeting scheduled for 15 June 2022.

P575 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Bradford, Harvey, Knight and Manns.

P576 TO RECEIVE ANY DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR DISPENTION

Councillor Howells declared a pecuniary interest in Agenda Item 20.

P577 NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

P578 TERMS OF REFERENCE

Members raised the following amendments in respect of the Terms of Reference:

a. Under delegated powers:

- Paragraph 1 should read "Neighbourhood Development Plan".
- Paragraph 8 should read "alleged development conditions".

b. Establishment of Terms of Reference and review

- Paragraph 1 amend to read "Economy & Planning"

c. Appendix 2 – Retail Areas and Provision

- To take into account the change of planning codes A2 and A5, which were amended in September 2022.

RESOLVED:

1. **That the Terms of Reference be approved, subject to the amendments listed above.**
2. **That the setting up of Working Parties be deferred to be considered at the meeting of the committee scheduled for 15 June 2022, due to only four Committee members being present.**

P579 ELECTION OF VICE-CHAIR FOR THE 2022/23 MUNICIPAL YEAR

It was proposed by Councillor Howells that this item be deferred to the next meeting for election of Vice-Chair for the 2022/23 municipal year.

RESOLVED:

That this item was deferred to the next meeting of Economy & Planning.

P580 PUBLIC PARTICIPATION

RESOLVED:

1. **To suspend standing orders to allow more than the stated time for members of the public to speak at meetings, due to the nature of the items being discussed.**
2. **That items 15 and 20 be brought forward to address the matters the public were here to speak about.**

Four members of public were present regarding Item 15, they expressed their concern in respect of the proposed removal of the trees and bund on the

development of land as this will affect the noise of the bypass and air pollution on Spring Grove Road.

Members thanked the residents for bringing this issue to the attention of the Committee and advised that they would address this in their response in respect of the application, and with Vistry Homes should they meet with them in the future to discuss this application.

Councillor Howells left the meeting at 7:28pm

There were several members of the public present for Item 20, Mr David Thomas and his brother read out two statements which will be attached to these minutes once received.

The Chair thank Mr Thomas and his brother for their statements and advised that they should write to the Chief Executive of Herefordshire Council to bring the issues to his attention for further consideration. He explained that the Town Council had little influence in these matters, but wished them well in their endeavours.

Councillor Howells re-joined the meeting at 8:00pm

P581 TO APPROVE AND SIGN THE MINUTES OF THE PLANNING COMMITTEE HELD ON 14 APRIL 2022

RESOLVED:

That the minutes of the Planning Committee meeting held on 14 April 2022 be approved and signed as a correct record.

P582 TO REVIEW THE ACTION SHEET

RESOLVED:

That the Action sheet be received and noted.

P583 TO APPROVE AND SIGN THE MINUTES OF THE ECONOMY & TOURISM COMMITTEE MEETING HELD ON 3 MARCH 2022

RESOLVED:

That the minutes of the Planning Committee meeting held on 14 April 2022 be approved and signed as a correct record.

P584 TO REVIEW THE ACTION SHEET

RESOLVED:

That the Action Sheet be received and noted.

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P585 RURAL MARKET TOWN GROUP – AREA PROFILES AND FAIR FUNDING SUMMARY

RESOLVED:

That members received and noted the information provided.

P586 PLANNING CONSULTATION

- 13.1 Application No. 221183 – 101 Robinsons Meadow, Ledbury, Herefordshire, HR8 1SX

RESOLVED:

No objection.

- 13.2 Application No. 221285 – Upper Hall Lodge, Ledbury, Herefordshire, HR8 1JA

RESOLVED:

No objection

- 13.3 Application No. 221306 – Ledbury Hand Car Wash, Ledbury, Herefordshire, HR8 1LG

Councillor Hughes advised that there were concerns in respect of drainage, noting that Herefordshire Council flood officers have suggested they need more information regarding this before they could comment, and that they needed more information on how they will be able to drain the site. Councillor Hughes proposed that committee wait until further information has been received in respect of this before providing a comment on this application.

RESOLVED:

That members wait for more information to be provided in respect of flood and drainage issues before submitting a comment on this application.

- 13.4 Application No. 221468 – Arknell Farm, Horse Road, Ledbury, Herefordshire, HR8 1LS

Councillor Bannister noted Horse Road is not Ledbury Parish.

RESOLVED:

No objection. However, the Clerk to ask a question of Herefordshire Council regarding whether this application is in the Ledbury parish.

- 13.5 Application No. 235782 – Hall House Farm, Ledbury, Herefordshire, HR8 2JE

Councillor Hughes noted that the application does not come up on the website with the number given.

RESOLVED:

That the Clerk re check the number given and members to revisit at the next meeting.

- 13.6 Application No. 221507 – Abbey House, 37 The Homend, Ledbury, Herefordshire, HR8 1BP

Councillor Howells questioned if this building was listed due to being in a conservation area.

RESOLVED:

No objection but the Clerk to establish whether there is a Listed Building application in respect of this due to it being in the conservation area.

- 13.7 Application No.220857 – 17-19 The Homend, Ledbury, Herefordshire, HR8 1BN

RESOLVED:

To note that this application has been withdrawn.

P587 PLANNING DECISIONS

RESOLVED:

That the Planning Decisions be received and noted.

P588 OUTCOME OF MEETING WITH VISTRY HOMES – PLANNING APPLICATION NO. 220855 RESERVED MATTERS

Four members of the public were present at the meeting and expressed their views in relation to the plans by Vistry Homes to interrupt the bund adjacent to Spring Grove Road. Councillor Howells believed representation should be made to Herefordshire Council regarding the matter of air pollution and noise from the bypass if the trees and bund are removed.

Councillor Howells gave an update on a meeting with Vistry Homes regarding application no. 220855, he noted that the breach of the bund and removal of trees was not discussed and thanked the members of the public who attended for bringing this to the committees attention. Councillor Morris added that members understood the issue and were supportive towards the public, he

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added that the Council would include these points in their response to Herefordshire planning.

RESOLVED:

1. That the Clerk investigates to establish whether there is a preservation order on the Oak tree in the field next to the bypass concerned.
2. That representation be made to Herefordshire Council regarding the removal of the trees and breach of the bund.

P589. a. MINUTES OF A MEETING OF THE TRAFFIC MANAGEMENT WORKING PARTY HELD ON 29 MARCH AND 3 MAY 2022

RESOLVED:

1. That the minutes of the Traffic Management Working Party meetings held on 29 March and 3 May 2022 be approved and signed as a correct record.
2. That the Clerk write to Herefordshire Council for Twenty's Plenty to be considered in Ledbury on the High Street and surrounding areas.
3. That the Clerk contact Gareth Davis to offer support from Ledbury Town Council in respect of "A Community Station Partnership for Ledbury/Colwall".

b. NEIGHBOURHOOD DEVELOPMENT PLAN (NDP)

Councillor Howells provided Members with an update on the current status of the Neighbourhood Development Plan Regulation 14. He also asked Members to give consideration to a quote received from Bill Bloxsome in relation to some additional work to prepare a Basic Condition Statement and Consultation Statement at a cost of £800.

RECOMMENDATION:

1. That members received and noted the update.
2. That a recommendation be submitted to the Finance, Policy & General Purposes Committee that the quotation received from Bill Bloxsome in respect of the provision of Basic Conditions Statement and Consultations Statement at a cost of £800.

c. MINUTES OF A MEETING OF THE MARKETS WORKING PARTY HELD ON 22 APRIL 2022

RESOLVED:

That the minutes of the Markets Working Party meeting held on 22 April 2022 be received and noted as a correct record.

P590 NOTES OF A LOCAL PLAN POLICY OPTIONS MEETING

RESOLVED:

That the notes of a Local Plan Policy options meeting be received and noted, noting that these would provide useful information in respect of the Spatial Plan Consultation response.

P591 SPATIAL PLAN CONSULTATION – DRAFT RESPONSE

Members were reminded that Councillors Bannister and Howells had offered to draft a response, and whilst it was noted that the council had been given an extension to the deadline for the return of their response, this had yet to be completed.

RESOLVED:

That the Spatial Plan Consultation draft response be differed to a meeting of Full Council on 9 June 2022.

P592 NOTIFICATION OF TREE PRESERVATION ORDER

RESOLVED:

That the notification of tree preservation order be received and noted.

P593 Further to the discussion held under "Public Participation" Members considered whether there was anything the council could do to support Mr Thomas.

RESOLVED:

- 1. That the Clerk investigate whether the Barn are breaching any of the licencing conditions placed upon the Barn and report back to a future meeting of the committee.**
- 2. The Clerk to write a letter to Mr Thomas and inform him that the council are gathering information from Herefordshire Council.**

EP21 CORPORATE PLAN

The Clerk advised that she would be organising a workshop with Councillors and staff regarding the Corporate Plan after to take place in June.

EP22 DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Economy & Planning Committee was scheduled for 16 June 2022 at 7:00PM.

The meeting ended at 8.35 pm.

Signed Dated
(Chair)

FULL COUNCIL	9 JUNE 2022	AGENDA ITEM: 11
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Report prepared by Angela Price – Town Clerk

ANNUAL GOVERNANCE ACCOUNTABILITY RETURN

Purpose of Report

The purpose of this report is to ask Members to complete Section 1- Annual Governance Statement of the Annual Governance Accountability Return and approve the publication of the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return.

Detailed Information

Enclosed with this report is the Annual Internal Auditors Report 2021/22, which provides an explanation on “Not Covered” responses, Internal Audit Summary, Internal Auditors Observations (which includes responses from the RFO in the comments box as agreed at the Finance, Policy & General Purposes Committee held on 26 May 2022). Also enclosed is the Section 1 – Annual Governance Statement 2021/22 form for completion by Council, Section 2 – Accounting Statements 2021/22, which is accompanied by a brief explanation of significant variations from last year to this year in Section 2 and a copy of the proposed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return for approval.

Recommendation

1. That Members receive and note the Internal Auditor Report and approve the responses provided by the RFO in the comments box of the Internal Auditors Observations, which once approved will be referred back to the Internal Auditor.
2. That Members complete Section 1 – Annual Governance Statement 2021/22, taking into account the comments made by the Internal Auditor above each group of observations.
3. That the Chairman be asked to sign Section 2 – Accounting Statements 2021/22 accordingly.
4. That the publication of the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return be approved.

Working details for ANNUAL RETURN - Year ended 31 March 2022

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	313,900	292,265	310	0	General Fund
1	0	113	320	0	Earmarked Reserves
1	Balances brought forward	313,900	292,378	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2	531,978	571,081	1900	220	Precept Income
2	(+) Precept or Rates and Levies	531,978	571,081	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3	27	922	1030	201	Market House Income
3	5,626	4,954	1033	301	Localities Grant For NDP
3	10,561	5,150	1090	301	Charter Market Income
3	9,174	8,238	1100	102	Cemetery Interment Income
3	0	400	1106	102	Exhumation Income
3	90	1,008	1110	102	Transfer Of Exclusive Right Of
3	6,085	2,444	1130	102	Cemetery Memorial Permit Incom
3	2,364	2,505	1160	102	Mortuary Rent Income
3	0	175	1161	102	Chapel Hire
3	15,321	0	1290	118	War Memorial Refurb Donation
3	100	0	1291	118	Bollard Refurb Donation
3	0	250	1292	118	Bench Donation
3	304	782	1450	105	Painted Room Sales Income
3	2,408	2,200	1451	105	Painted Room Donations Income
3	1,986	3,250	1460	120	Ceremony Room Income
3	0	275	1460	202	Ceremony Room Income
3	557	380	1471	127	Dog Poop Bags
3	0	90,000	1717	214	Grant Great Places to Visit
3	0	2,270	1718	214	October Fair Donation Income
3	358	140	1870	220	Bank Interest Received Income
3	12	0	1875	102	Miscellaneous Income
3	0	6	1875	125	Miscellaneous Income
3	175	0	1875	127	Miscellaneous Income
3	1,340	0	1876	220	Alarms
3	500	0	1901	220	Council Tax Support Grant
3	246	120	1902	220	Western Power WayLeave
3	(+) Total other receipts	57,235	125,468	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4	21,392	23,204	4000	102	Staff Salaries
4	0	1,054	4000	105	Staff Salaries
4	92,119	121,426	4000	230	Staff Salaries
4	7	0	4000	235	Staff Salaries
4	0	3,777	4016	103	Town Cleaner
4	45,340	58,455	4018	230	National Insurance
4	50,275	54,582	4019	230	Pension
4	8,723	7,693	4702	105	Tour Guides Salaries
4	(-) Staff costs	217,856	270,191	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI	

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Working details for ANNUAL RETURN - Year ended 31 March 2022

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
					contributions, employers pension contributions, gratuities and severance payments.
5	(-) Loan interest/capital repayments	0	0		Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	0	603	4001	102	Agency Cover
6	20,419	14,092	4001	230	Agency Cover
6	500	0	4007	120	Ceremony Room Licence Fee
6	0	181	4009	120	Wedding Refunds
6	0	891	4013	125	Devolved Services (grass cutti
6	0	2,464	4014	125	Lengthsman Scheme/P3 Scheme
6	2,016	0	4015	125	P3 scheme
6	0	73	4021	101	Rubbish Collection
6	0	893	4021	202	Rubbish Collection
6	594	3,931	4050	230	Staff Training
6	1,084	664	4051	230	Officers Travel/Conference/Sub
6	2,807	3,410	4110	102	Rates
6	1,622	414	4110	201	Rates
6	7,236	6,633	4110	202	Rates
6	152	90	4115	102	Water
6	0	443	4115	202	Water
6	1,630	942	4122	102	Electricity
6	6,871	1,401	4122	201	Electricity
6	0	8,620	4122	202	Electricity
6	0	0	4122	214	Electricity
6	70	0	4123	102	Lighting Heating, Running Cost
6	1,160	0	4123	201	Lighting Heating, Running Cost
6	12,016	0	4123	202	Lighting Heating, Running Cost
6	0	187	4130	202	Insurance
6	10,438	14,313	4130	220	Insurance
6	1,221	2,431	4150	202	Cleaning
6	0	25	4155	102	Housekeeping
6	65	445	4155	202	Housekeeping
6	35	35	4160	202	Window Cleaning
6	500	218	4170	102	Maintenance
6	116	0	4170	105	Maintenance
6	67	0	4170	110	Maintenance
6	2,639	100	4170	201	Maintenance
6	2,104	2,810	4170	202	Maintenance
6	0	0	4170	235	Maintenance
6	195	0	4171	202	PAT Testing
6	0	311	4172	102	Exhumation Costs
6	499	969	4175	110	CCTV Maintenance
6	10,192	8,251	4176	118	CCTV Link to Hereford
6	256	1,133	4182	202	Repairs
6	4,456	2,967	4185	202	Alarms

Continued over page

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Working details for ANNUAL RETURN - Year ended 31 March 2022

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>and Centre</u>	<u>Code Description</u>
6	125	704	4200	102	Tools and Materials
6	678	0	4203	101	Closed Churchyard Maint Contra
6	0	367	4204	108	Dog Hill Wood Management Plan/
6	1,769	129	4205	101	Grounds Maintenance (Contract)
6	6,857	5,850	4205	108	Grounds Maintenance (Contract)
6	10,297	11,955	4205	110	Grounds Maintenance (Contract)
6	755	2,512	4206	102	Grounds Maintenance
6	4,204	2,605	4206	110	Grounds Maintenance
6	54	0	4208	108	Dog Hill Wood Maintenance
6	683	53	4212	118	Definitive Footpaths
6	31,122	955	4221	118	War Memorial refurbishment
6	336	213	4224	101	Wheely Bins Refuse Collection
6	1,770	1,950	4225	102	Skip Hire
6	740	0	4227	102	Memorial Testing
6	495	950	4228	108	General Tree works
6	59	63	4230	110	ROSPA Reports
6	1,074	100	4231	118	Bollard Refurb
6	191	0	4235	110	Play Equipment-New
6	521	1,405	4236	110	Play Equipment Maintenance
6	990	250	4238	110	Youth Shelter Maintenance
6	0	1,523	4250	101	Tree Works/Property Maintenanc
6	2,010	606	4250	102	Tree Works/Property Maintenanc
6	0	3,263	4270	110	Litter Bins & Benches
6	3,424	675	4270	302	Litter Bins & Benches
6	350	265	4271	127	Dog Bags
6	48	0	4275	118	Street Furniture
6	96	102	4276	118	External power supply -High St
6	0	310	4285	118	Defibrillator
6	566	1,049	4300	102	Vehicle Repair
6	5,650	0	4310	302	Vehicle Rplacement/Refurb
6	1,019	1,614	4330	102	Fuel
6	837	899	4340	102	Insurance, Tax & MOT
6	3,006	3,619	4400	235	Stationery
6	772	901	4405	235	Photocopier Hire
6	2,040	3,025	4410	235	Photocopier Costs
6	0	38	4415	202	Office Support & Equipment
6	1,031	4,475	4415	235	Office Support & Equipment
6	1,524	4,066	4415	401	Office Support & Equipment
6	318	688	4416	102	Equipment Maintenance
6	25	0	4430	102	Advertising
6	497	160	4430	105	Advertising
6	1,572	2,747	4430	220	Advertising
6	0	50	4432	302	Phone Box
6	206	204	4444	235	Petty Cash
6	271	0	4455	235	Postage
6	427	909	4455	401	Postage

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2022

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>and Centre</u>	<u>Code Description</u>
6	1,081	3,992	4460	220	Subscriptions
6	1,121	0	4480	235	ICT-Computers
6	1,067	3,043	4480	401	ICT-Computers
6	438	0	4481	120	Telephones
6	261	0	4481	235	Telephones
6	4,825	4,864	4481	401	Telephones
6	292	910	4482	401	Website
6	7,100	4,540	4483	401	ICT Services & Software Lease
6	41	153	4500	225	Town Mayors Expenses
6	0	105	4501	210	Mayor's Hospitality
6	0	307	4520	225	Councillors Expenses
6	2,584	450	4525	225	Councillors Training
6	365	0	4529	210	Civic Insignia
6	40	0	4531	210	Roll of Honour
6	120	120	4532	210	Flag Pole
6	0	390	4535	210	Civic Hospitality
6	212	60	4540	225	Election Expenses
6	6,000	13,131	4543	301	Neighbourhood Plan
6	68	882	4545	225	Annual & Other Meetings
6	914	2,175	4546	301	Traffic Management
6	427	619	4550	220	Bank Charges
6	40	0	4551	220	Data Protection
6	5,026	755	4552	301	Localities Grant For NPD
6	450	400	4579	220	Audit Internal
6	1,300	4,385	4580	220	Audit External
6	120,485	7,014	4590	220	Professional Services
6	1,158	491	4592	102	PPE/Health & Safety
6	17	0	4592	115	PPE/Health & Safety
6	1,876	0	4592	202	PPE/Health & Safety
6	755	630	4592	220	PPE/Health & Safety
6	0	1,835	4594	102	Cemetery Mapping
6	80	120	4600	127	Town Crier/Fees & Subs
6	40	0	4601	127	Town Crier/Uniforms
6	777	0	4605	127	Events Barriers
6	5,514	5,652	4607	127	Events
6	16,038	18,367	4640	115	Christmas Lights
6	3,234	2,641	4650	115	Ledbury In Bloom
6	-228	500	4700	105	Stock Movement
6	0	2	4703	107	Promotional Material
6	0	65	4704	107	Tourism/ Town Plan Projects
6	33	0	4705	107	Signage
6	138	626	4800	214	Barrett Browning Clock
6	0	5,000	4825	214	CAB
6	0	10,000	4827	214	Community Action Ledbury
6	21	20	4850	127	Poppy Wreath
6	0	8,890	4857	214	Great Places to Visit Funding

Continued over page

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Working details for ANNUAL RETURN - Year ended 31 March 2022

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>and Centre</u>	<u>Code Description</u>
6	0	11,005	4858	214	Welcome Back Fund
6	284	121	4875	214	Distinguished Citizen Awards
6	0	250	4876	214	October Fair Expenditure
6	0	2,000	4885	302	Climate Change
6	29,516	6,000	4890	214	Unspecified Grants
6	(-) All other payments	392,879	263,695	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7	(=) Balances carried forward	292,378	455,041	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]	
8	8,118	14,866	200	0	Lloyds A/c (235) (Bus Ext)
8	120,230	287,352	202	0	Premier A/c (736) Comm Call
8	151,879	151,985	203	0	Public Sector Deposit Fund
8	123	0	210	0	DNU Petty Cash
8	0	54	215	0	Petty Cash
8	Total value of cash and short term investments	280,351	454,257	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9	784,419	0	9	0	Total Fixed Assets
9	Total fixed assets plus long term investments and assets	784,419	0	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10	Total Borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	

03/05/2022

Ledbury Town Council Current Year

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Balance Sheet as at 31st March 2022

31st March 2021

31st March 2022

Current Assets

4,987	Debtors	760
8,658	Vat Due	6,733
1,976	Stock	1,476
8,118	Lloyds A/c (235) (Bus Ext)	14,866
120,230	Premier A/c (736) Comm Call	287,352
151,879	Public Sector Deposit Fund	151,985
123	DNU Petty Cash	0
0	Petty Cash	54

295,972

463,226

295,972 Total Assets

463,226

Current Liabilities

3,544	Creditors	7,985
50	Receipts in Advance	200

3,594

8,185

292,378 Total Assets Less Current Liabilities

455,041

Represented By

292,265	General Fund	158,988
113	Earmarked Reserves	113
0	EMR - Recreation Ground Equipm	10,830
0	EMR - Traffic Management	9,000
0	EMR - Charter Market Improveme	1,000
0	EMR - Listed Buildings	110,000
0	EMR - Elections	10,000
0	EMR - Youth Support	5,000
0	EMR- Play/Skate Park	24,500
0	EMR - War Memorial	15,000
0	EMR - Paths, Bins, Benches	2,500
0	EMR - CCTV	5,000
0	EMR - Advertising	5,000
0	EMR - Climate Change	2,000
0	EMR - Perimeter Wall Cemetery	15,000
0	EMR Great Places to Visit	81,110

292,378

455,041

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03/05/2022

16:50

Ledbury Town Council Current Year

Balance Sheet as at 31st March 2022

31st March 2021

31st March 2022

The above statement represents fairly the financial position of the authority as at 31st March 2022 and reflects its Income and Expenditure during the year.

Signed :
Chairman

P. B. Howell

Date : _____

Signed :
Responsible
Financial

[Signature]

Date : 19/05/2022

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Closed Churchyard</u>								
4205 Grounds Maintenance (Contract)	0	0	1,500	1,500		1,500	0.0%	
4206 Grounds Maintenance	0	0	1,500	1,500		1,500	0.0%	
4224 Wheely Bins Refuse Collection	0	0	300	300		300	0.0%	
4250 Tree Works/Property Maintenance	0	0	2,000	2,000		2,000	0.0%	
Closed Churchyard :- Indirect Expenditure	0	0	5,300	5,300	0	5,300	0.0%	0
Net Expenditure	0	0	(5,300)	(5,300)				
<u>102 Cemetery & Buildings</u>								
1100 Cemetery Interment Income	742	742	10,000	9,258			7.4%	
1101 Memorial Bench	240	240	0	(240)			0.0%	
1130 Cemetery Memorial Permit Income	458	458	3,500	3,042			13.1%	
1160 Mortuary Rent Income	333	333	2,500	2,167			13.3%	
1161 Chapel Hire	0	0	150	150			0.0%	
Cemetery & Buildings :- Income	1,773	1,773	16,150	14,377			11.0%	0
4000 Staff Salaries	1,702	1,702	37,441	35,739		35,739	4.5%	
4001 Agency Cover	0	0	2,500	2,500		2,500	0.0%	
4110 Rates	233	233	2,700	2,467		2,467	8.6%	
4115 Water	0	0	200	200		200	0.0%	
4122 Electricity	183	183	2,000	1,817		1,817	9.2%	
4150 Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	0	0	2,000	2,000		2,000	0.0%	
4200 Tools and Materials	0	0	1,000	1,000		1,000	0.0%	
4201 Equipment Hire	0	0	1,000	1,000		1,000	0.0%	
4206 Grounds Maintenance	0	0	2,000	2,000		2,000	0.0%	
4223 Perimeter Wall Repairs	0	0	2,500	2,500		2,500	0.0%	
4225 Skip Hire	0	0	1,500	1,500		1,500	0.0%	
4227 Memorial Testing	0	0	1,000	1,000		1,000	0.0%	
4250 Tree Works/Property Maintenance	0	0	1,000	1,000		1,000	0.0%	
4300 Vehicle Repair	0	0	1,000	1,000		1,000	0.0%	
4330 Fuel	0	0	1,500	1,500		1,500	0.0%	
4340 Insurance, Tax & MOT	0	0	1,000	1,000		1,000	0.0%	
4416 Equipment Maintenance	0	0	1,000	1,000		1,000	0.0%	
4592 PPE/Health & Safety	0	0	500	500		500	0.0%	
Cemetery & Buildings :- Indirect Expenditure	2,118	2,118	62,091	59,973	0	59,973	3.4%	0
Net Income over Expenditure	(345)	(345)	(45,941)	(45,596)				

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Detailed Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>103 Grounds Maintenance</u>								
4016 Town Cleaner	0	0	27,092	27,092		27,092	0.0%	
Grounds Maintenance :- Indirect Expenditure	0	0	27,092	27,092	0	27,092	0.0%	0
Net Expenditure	0	0	(27,092)	(27,092)				
<u>105 Painted Room</u>								
1450 Painted Room Sales Income	0	0	750	750			0.0%	
1451 Painted Room Donations Income	0	0	1,000	1,000			0.0%	
Painted Room :- Income	0	0	1,750	1,750			0.0%	0
4000 Staff Salaries	180	180	0	(180)		(180)	0.0%	
4170 Maintenance	0	0	1,000	1,000		1,000	0.0%	
4430 Advertising	0	0	500	500		500	0.0%	
4700 Stock Movement	0	0	500	500		500	0.0%	
4702 Tour Guides Salaries	0	0	8,500	8,500		8,500	0.0%	
Painted Room :- Indirect Expenditure	180	180	10,500	10,320	0	10,320	1.7%	0
Net Income over Expenditure	(180)	(180)	(8,750)	(8,570)				
<u>107 Town Promotion</u>								
4703 Promotional Material	0	0	4,000	4,000		4,000	0.0%	
4704 Tourism/ Town Plan Projects	0	0	5,000	5,000		5,000	0.0%	
4705 Signage	0	0	4,000	4,000		4,000	0.0%	
Town Promotion :- Indirect Expenditure	0	0	13,000	13,000	0	13,000	0.0%	0
Net Expenditure	0	0	(13,000)	(13,000)				
<u>108 Amenity Areas</u>								
4174 CCTV New/ Security	0	0	1,000	1,000		1,000	0.0%	
4200 Tools and Materials	0	0	200	200		200	0.0%	
4205 Grounds Maintenance (Contract)	0	0	4,040	4,040		4,040	0.0%	
4209 Dog Hill Wood Maintenance	0	0	500	500		500	0.0%	
4210 Dog Hill Wood Coppicing	0	0	1,000	1,000		1,000	0.0%	
4228 General Tree works	495	495	1,500	1,005		1,005	33.0%	
4252 General Park Maintenance	0	0	2,000	2,000		2,000	0.0%	
4253 General Park Verges	0	0	250	250		250	0.0%	
Amenity Areas :- Indirect Expenditure	495	495	10,490	9,995	0	9,995	4.7%	0
Net Expenditure	(495)	(495)	(10,490)	(9,995)				

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Recreation Ground</u>								
4175 CCTV Maintenance	0	0	1,000	1,000		1,000	0.0%	
4205 Grounds Maintenance (Contract)	0	0	7,854	7,854		7,854	0.0%	
4206 Grounds Maintenance	0	0	5,000	5,000		5,000	0.0%	
4224 Wheely Bins Refuse Collection	0	0	700	700		700	0.0%	
4229 Street Light Maintenance	0	0	500	500		500	0.0%	
4230 ROSPA Reports	0	0	65	65		65	0.0%	
4235 Play Equipment-New	0	0	30,000	30,000		30,000	0.0%	
4236 Play Equipment Maintenance	0	0	5,000	5,000		5,000	0.0%	
4237 Skate Park	0	0	5,000	5,000		5,000	0.0%	
4238 Youth Shelter Maintenance	0	0	1,000	1,000		1,000	0.0%	
4270 Litter Bins & Benches	0	0	1,000	1,000		1,000	0.0%	
Recreation Ground :- Indirect Expenditure	0	0	57,119	57,119	0	57,119	0.0%	0
Net Expenditure	0	0	(57,119)	(57,119)				
<u>115 Town Centre Decorations</u>								
1270 Chritmas Lights Event	0	0	1,000	1,000			0.0%	
Town Centre Decorations :- Income	0	0	1,000	1,000			0.0%	0
4640 Christmas Lights	0	0	13,260	13,260		13,260	0.0%	
4650 Ledbury In Bloom	0	0	4,000	4,000		4,000	0.0%	
Town Centre Decorations :- Indirect Expenditure	0	0	17,260	17,260	0	17,260	0.0%	0
Net Income over Expenditure	0	0	(16,260)	(16,260)				
<u>118 Minor Infrastructure</u>								
4176 CCTV Link to Hereford	0	0	8,379	8,379		8,379	0.0%	
4212 Definitive Footpaths	0	0	510	510		510	0.0%	
4214 Gloucester Rd Seats Grass Cut	0	0	50	50		50	0.0%	
4218 War Memorial Cleaning	0	0	450	450		450	0.0%	
4276 External power supply -High St	0	0	110	110		110	0.0%	
Minor Infrastructure :- Indirect Expenditure	0	0	9,499	9,499	0	9,499	0.0%	0
Net Expenditure	0	0	(9,499)	(9,499)				
<u>120 Non-Statutory Services</u>								
1460 Ceremony Room Income	200	200	0	(200)			0.0%	
Non-Statutory Services :- Income	200	200	0	(200)				0
4020 Cleaning	0	0	500	500		500	0.0%	
Non-Statutory Services :- Indirect Expenditure	0	0	500	500	0	500		0
Net Income over Expenditure	200	200	(500)	(700)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>125 Green Spaces Maintenance</u>								
4013 Devolved Services (grass cutti	0	0	2,500	2,500		2,500	0.0%	
4014 Lengthsman Scheme/P3 Scheme	1,008	1,008	3,000	1,992		1,992	33.6%	
Green Spaces Maintenance :- Indirect Expenditure	1,008	1,008	5,500	4,492	0	4,492	18.3%	0
Net Expenditure	(1,008)	(1,008)	(5,500)	(4,492)				
<u>127 Services and Events</u>								
1471 Dog Poop Bags	55	55	1,000	945			5.5%	
Services and Events :- Income	55	55	1,000	945			5.5%	0
4271 Dog Bags	0	0	700	700		700	0.0%	
4600 Town Crier/Fees & Subs	0	0	500	500		500	0.0%	
4601 Town Crier/Uniforms	0	0	1,000	1,000		1,000	0.0%	
4605 Events Barriers	0	0	100	100		100	0.0%	
4607 Events	0	0	7,500	7,500		7,500	0.0%	
Services and Events :- Indirect Expenditure	0	0	9,800	9,800	0	9,800	0.0%	0
Net Income over Expenditure	55	55	(8,800)	(8,855)				
<u>201 Market House</u>								
1030 Market House Income	0	0	1,000	1,000			0.0%	
Market House :- Income	0	0	1,000	1,000			0.0%	0
4110 Rates	63	63	1,500	1,437		1,437	4.2%	
4115 Water	6	6	0	(6)		(6)	0.0%	
4122 Electricity	0	0	1,000	1,000		1,000	0.0%	
4150 Cleaning	0	0	100	100		100	0.0%	
Market House :- Indirect Expenditure	69	69	2,600	2,531	0	2,531	2.7%	
Net Income over Expenditure	(69)	(69)	(1,600)	(1,531)				
<u>202 Town Council Offices</u>								
4021 Rubbish Collection	0	0	1,000	1,000		1,000	0.0%	
4110 Rates	603	603	6,230	5,628		5,628	9.7%	
4115 Water	40	40	500	460		460	8.0%	
4122 Electricity	457	457	10,000	9,543		9,543	4.6%	
4150 Cleaning	364	364	0	(364)		(364)	0.0%	
4155 Housekeeping	13	13	500	487		487	2.5%	
4160 Window Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	0	0	3,000	3,000		3,000	0.0%	
4171 PAT Testing	0	0	250	250		250	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4179 Quinquennial Works	0	0	2,000	2,000		2,000	0.0%	
4185 Alarms	0	0	4,200	4,200		4,200	0.0%	
Town Council Offices :- Indirect Expenditure	1,476	1,476	27,930	26,454	0	26,454	5.3%	0
Net Expenditure	(1,476)	(1,476)	(27,930)	(26,454)				
<u>210 Civic Matters</u>								
4501 Mayor's Hospitality	0	0	1,000	1,000		1,000	0.0%	
4529 Civic Insignia	0	0	400	400		400	0.0%	
4531 Roll of Honour	0	0	50	50		50	0.0%	
4532 Flag Pole	0	0	120	120		120	0.0%	
535 Civic Hospitality	352	352	1,000	648		648	35.2%	
Civic Matters :- Indirect Expenditure	352	352	2,570	2,218	0	2,218	13.7%	0
Net Expenditure	(352)	(352)	(2,570)	(2,218)				
<u>214 Grants with Powers</u>								
1718 October Fair Donation Income	0	0	2,000	2,000			0.0%	
Grants with Powers :- Income	0	0	2,000	2,000			0.0%	0
4800 Barrett Browning Clock	0	0	150	150		150	0.0%	
4805 Citizens Advice Worcs	0	0	5,000	5,000		5,000	0.0%	
4826 Malvern Hills AONB Partnership	0	0	500	500		500	0.0%	
4827 Community Action Ledbury	0	0	10,000	10,000		10,000	0.0%	
4857 Great Places to Visit Funding	450	450	0	(450)		(450)	0.0%	
4870 Youth Budget	0	0	5,000	5,000		5,000	0.0%	
4875 Distinguished Citizen Awards	0	0	250	250		250	0.0%	
4890 Unspecified Grants	13,250	13,250	20,000	6,750		6,750	66.3%	
Grants with Powers :- Indirect Expenditure	13,700	13,700	40,900	27,200	0	27,200	33.5%	0
Net Income over Expenditure	(13,700)	(13,700)	(38,900)	(25,200)				
<u>220 Finance and General Purposes</u>								
1870 Bank Interest Received Income	64	64	500	436			12.8%	
1900 Precept Income	302,546	302,546	0	(302,546)			0.0%	
Finance and General Purposes :- Income	302,610	302,610	500	(302,110)			60521.9	0
4130 Insurance	0	0	14,022	14,022		14,022	0.0%	
4430 Advertising	0	0	1,000	1,000		1,000	0.0%	
4460 Subscriptions	794	794	2,500	1,706		1,706	31.8%	
4550 Bank Charges	52	52	350	298		298	14.8%	
4551 Data Protection	0	0	1,000	1,000		1,000	0.0%	

Detailed Income & Expenditure by Budget Heading 30/04/2022

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4579 Audit Internal	0	0	2,000	2,000		2,000	0.0%	
4580 Audit External	0	0	5,000	5,000		5,000	0.0%	
4590 Professional Services	1,033	1,033	15,000	13,967		13,967	6.9%	
4592 PPE/Health & Safety	0	0	500	500		500	0.0%	
Finance and General Purposes :- Indirect Expenditure	1,879	1,879	41,372	39,493	0	39,493	4.5%	0
Net Income over Expenditure	300,730	300,730	(40,872)	(341,602)				
<u>225 Councillors/Newsletter</u>								
4420 Newsletter	0	0	500	500		500	0.0%	
4500 Town Mayors Expenses	0	0	1,000	1,000		1,000	0.0%	
4502 Mayor's Advertising	0	0	500	500		500	0.0%	
4503 Mayor's Portrait/Caricature	0	0	500	500		500	0.0%	
4520 Councillors Expenses	0	0	500	500		500	0.0%	
4525 Councillors Training	0	0	2,000	2,000		2,000	0.0%	
4540 Election Expenses	0	0	500	500		500	0.0%	
4545 Annual & Other Meetings	50	50	1,000	950		950	5.0%	
Councillors/Newsletter :- Indirect Expenditure	50	50	6,500	6,450	0	6,450	0.8%	0
Net Expenditure	(50)	(50)	(6,500)	(6,450)				
<u>230 Management and Payroll</u>								
4000 Staff Salaries	12,276	12,276	230,688	218,412		218,412	5.3%	
4001 Agency Cover	0	0	10,000	10,000		10,000	0.0%	
4018 National Insurance	3,946	3,946	0	(3,946)		(3,946)	0.0%	
4019 Pension	4,998	4,998	0	(4,998)		(4,998)	0.0%	
4050 Staff Training	48	48	3,000	2,952		2,952	1.6%	
Management and Payroll :- Indirect Expenditure	21,267	21,267	243,688	222,421	0	222,421	8.7%	0
Net Expenditure	(21,267)	(21,267)	(243,688)	(222,421)				
<u>235 Office Facilities & Equipment</u>								
4400 Stationery	174	174	2,750	2,576		2,576	6.3%	
4405 Photocopier Hire	0	0	800	800		800	0.0%	
4410 Photocopier Costs	0	0	2,750	2,750		2,750	0.0%	
4415 Office Support & Equipment	0	0	1,500	1,500		1,500	0.0%	
4444 Petty Cash	11	11	0	(11)		(11)	0.0%	
Office Facilities & Equipment :- Indirect Expenditure	185	185	7,800	7,615	0	7,615	2.4%	0
Net Expenditure	(185)	(185)	(7,800)	(7,615)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>301 Planning/Economic Development</u>								
1090 Charter Market Income	480	480	5,000	4,520			9.6%	
Planning/Economic Development :- Income	<u>480</u>	<u>480</u>	<u>5,000</u>	<u>4,520</u>			<u>9.6%</u>	<u>0</u>
4542 Town Centre Facilities	0	0	5,000	5,000		5,000	0.0%	
4546 Traffic Management	0	0	2,000	2,000		2,000	0.0%	
4549 Charter Market improvements	0	0	2,500	2,500		2,500	0.0%	
Planning/Economic Development :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>9,500</u>	<u>9,500</u>	<u>0</u>	<u>9,500</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>480</u>	<u>480</u>	<u>(4,500)</u>	<u>(4,980)</u>				
<u>302 Special Projects</u>								
4117 CCTV Upgrade	0	0	5,000	5,000		5,000	0.0%	
4273 Scatter Garden & Memorial Tree	0	0	2,000	2,000		2,000	0.0%	
4432 Phone Box	0	0	1,500	1,500		1,500	0.0%	
4884 Smart Water	0	0	1,000	1,000		1,000	0.0%	
Special Projects :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>9,500</u>	<u>9,500</u>	<u>0</u>	<u>9,500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(9,500)</u>	<u>(9,500)</u>				
<u>401 Full Council</u>								
4415 Office Support & Equipment	(55)	(55)	2,000	2,055		2,055	(2.8%)	
4455 Postage	20	20	1,000	980		980	2.0%	
4480 ICT-Computers	0	0	1,000	1,000		1,000	0.0%	
4481 Telephones	12	12	4,500	4,488		4,488	0.3%	
4482 Website	460	460	1,500	1,040		1,040	30.7%	
4483 ICT Services & Software Lease	894	894	7,500	6,606		6,606	11.9%	
Full Council :- Indirect Expenditure	<u>1,331</u>	<u>1,331</u>	<u>17,500</u>	<u>16,169</u>	<u>0</u>	<u>16,169</u>	<u>7.6%</u>	<u>0</u>
Net Expenditure	<u>(1,331)</u>	<u>(1,331)</u>	<u>(17,500)</u>	<u>(16,169)</u>				
Grand Totals:- Income	305,118	305,118	28,400	(276,718)			1074.4%	
Expenditure	44,111	44,111	638,011	593,900	0	593,900	6.9%	
Net Income over Expenditure	<u>261,007</u>	<u>261,007</u>	<u>(609,611)</u>	<u>(870,618)</u>				
Movement to/(from) Gen Reserve	<u>261,007</u>	<u>261,007</u>						

**Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 1)**

<u>2021/2022</u>			<u>2022/2023</u>				<u>2023/2024</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
101	<u>Closed Churchyard</u>										
4021		0	73	0	0	0	0	0	0	0	0
4205		3,000	129	0	1,500	0	1,500	0	0	0	0
4206		0	0	0	1,500	0	1,500	0	0	0	0
4224		350	213	0	300	0	300	0	0	0	0
4250		2,000	1,523	0	2,000	0	2,000	0	0	0	0
		5,350	1,937	0	5,300	0	5,300	0	0	0	0
		(5,350)	(1,937)		(5,300)		(5,300)	0			
102	<u>Cemetery & Buildings</u>										
1100		10,000	8,238	0	10,000	0	10,000	742	0	0	0
1101		0	0	0	0	0	0	240	0	0	0
1106		0	400	0	0	0	0	0	0	0	0
1110		360	1,008	0	0	0	0	0	0	0	0
1130		5,000	2,444	0	3,500	0	3,500	458	0	0	0
1160		2,000	2,505	0	2,500	0	2,500	333	0	0	0
1161		150	175	0	150	0	150	0	0	0	0
		17,510	14,770	0	16,150	0	16,150	1,773	0	0	0
		22,877	23,204	0	37,441	0	37,441	1,702	0	0	0
4000		2,500	603	0	0	2,500	2,500	0	0	0	0
4110		2,600	3,410	0	2,700	0	2,700	233	0	0	0
4115		210	90	0	200	0	200	0	0	0	0
4122		2,000	942	0	2,000	0	2,000	183	0	0	0

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Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 1)

2021/2022			2022/2023					2023/2024			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4150	Cleaning	0	0	0	250	0	250	0	0	0	0
4155	Housekeeping	0	25	0	0	0	0	0	0	0	0
4160	Window Cleaning	60	0	0	0	0	0	0	0	0	0
4170	Maintenance	1,000	218	0	2,000	0	2,000	0	0	0	0
4172	Exhumation Costs	0	311	0	0	0	0	0	0	0	0
4200	Tools and Materials	1,000	704	0	1,000	0	1,000	0	0	0	0
4201	Equipment Hire	1,000	0	0	1,000	0	1,000	0	0	0	0
4206	Grounds Maintenance	2,000	2,512	0	2,000	0	2,000	0	0	0	0
4223	Perimeter Wall Repairs	2,500	0	0	0	2,500	2,500	0	0	0	0
4225	Skip Hire	1,500	1,950	0	1,500	0	1,500	0	0	0	0
4227	Memorial Testing	2,000	0	0	1,000	0	1,000	0	0	0	0
4250	Tree Works/Property Maintenance	2,000	606	0	1,000	0	1,000	0	0	0	0
4300	Vehicle Repair	970	1,049	0	1,000	0	1,000	0	0	0	0
4330	Fuel	1,500	1,614	0	1,500	0	1,500	0	0	0	0
4340	Insurance, Tax & MOT	862	899	0	1,000	0	1,000	0	0	0	0
4416	Equipment Maintenance	1,000	688	0	1,000	0	1,000	0	0	0	0
4592	PPE/Health & Safety	500	491	0	500	0	500	0	0	0	0
4594	Cemetery Mapping	0	1,835	0	0	0	0	0	0	0	0
	Overhead Expenditure	48,079	41,151	0	57,091	5,000	62,091	2,118	0	0	0
	Movement to/(from) Gen Reserve	(30,569)	(26,381)		(40,941)		(45,941)	(345)	0		
103	Grounds Maintenance										
4016	Town Cleaner	19,132	3,777	0	0	27,092	0	27,092	0	0	0
	Overhead Expenditure	19,132	3,777	0	0	27,092	0	27,092	0	0	0

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	<u>2021/2022</u>		<u>2022/2023</u>						<u>2023/2024</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	(19,132)	(3,777)			(27,092)		(27,092)	0	0		
Movement to/(from) Gen Reserve											
105 Painted Room											
1450 Painted Room Sales Income	500	782	0	0	750	0	750	0	0	0	0
1451 Painted Room Donations Income	1,000	2,200	0	0	1,000	0	1,000	0	0	0	0
Total Income	1,500	2,981	0	0	1,750	0	1,750	0	0	0	0
4000 Staff Salaries	0	1,054	0	0	0	0	0	180	0	0	0
4170 Maintenance	1,000	0	0	0	1,000	0	1,000	0	0	0	0
4430 Advertising	460	160	0	0	500	0	500	0	0	0	0
4700 Stock Movement	510	500	0	0	500	0	500	0	0	0	0
4702 Tour Guides Salaries	6,550	7,693	0	0	8,500	0	8,500	0	0	0	0
Overhead Expenditure	8,520	9,407	0	0	10,500	0	10,500	180	0	0	0
Movement to/(from) Gen Reserve	(7,020)	(6,426)			(8,750)		(8,750)	(180)			
107 Town Promotion											
4703 Promotional Material	4,000	2	0	0	4,000	0	4,000	0	0	0	0
4704 Tourism/ Town Plan Projects	5,000	65	0	0	5,000	0	5,000	0	0	0	0
4705 Signage	4,000	0	0	0	4,000	0	4,000	0	0	0	0
Overhead Expenditure	13,000	67	0	0	13,000	0	13,000	0	0	0	0
Movement to/(from) Gen Reserve	(13,000)	(67)			(13,000)		(13,000)	0			
108 Amenity Areas											
4174 CCTV New/ Security	0	0	0	0	1,000	0	1,000	0	0	0	0

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**Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 1)**

<u>2021/2022</u>			<u>2022/2023</u>					<u>2023/2024</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4200		0	0	0	200	0	200	0	0	0	0
4204		1,000	367	0	0	0	0	0	0	0	0
4205		4,040	5,850	0	4,040	0	4,040	0	0	0	0
4209		500	0	0	500	0	500	0	0	0	0
4210		1,000	0	0	1,000	0	1,000	0	0	0	0
4228		1,561	950	0	1,500	0	1,500	495	0	0	0
4252		2,000	0	0	2,000	0	2,000	0	0	0	0
4253		500	0	0	250	0	250	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 1)

<u>2021/2022</u>			<u>2022/2023</u>					<u>2023/2024</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
			0	0	9,499	0	9,499	0	0	0	0
					(9,499)		(9,499)	0	0		
<u>120</u>	<u>Non-Statutory Services</u>										
1460	Ceremony Room Income	1,500	3,250	0	0	0	0	200	0	0	0
	Total Income	1,500	3,250	0	0	0	0	200	0	0	0
4009	Wedding Refunds	0	181	0	0	0	0	0	0	0	0
4020	Cleaning	500	0	0	500	0	500	0	0	0	0
4430	Advertising	520	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	1,020	181	0	500	0	500	0	0	0	0
	Movement to/(from) Gen Reserve	480	3,069		(500)		(500)	200	0		
<u>125</u>	<u>Green Spaces Maintenance</u>										
1875	Miscellaneous Income	0	6	0	0	0	0	0	0	0	0
	Total Income	0	6	0	0	0	0	0	0	0	0
4013	Devolved Services (grass cutti	2,500	891	0	2,500	0	2,500	0	0	0	0
4014	Lengthsman Scheme/P3 Scheme	3,000	2,464	0	0	3,000	3,000	1,008	0	0	0
	Overhead Expenditure	5,500	3,355	0	2,500	3,000	5,500	1,008	0	0	0
	Movement to/(from) Gen Reserve	(5,500)	(3,349)		(2,500)		(5,500)	(1,008)	0		
<u>127</u>	<u>Services and Events</u>										
1471	Dog Poop Bags	0	380	0	0	1,000	0	1,000	0	0	0

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**Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 1)**

2021/2022			2022/2023						2023/2024		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
			0	0	1,000	0	1,000	55	0	0	0
			0	0	700	0	700	0	0	0	0
			0	0	500	0	500	0	0	0	0
			0	0	1,000	0	1,000	0	0	0	0
			0	0	100	0	100	0	0	0	0
			0	0	7,500	0	7,500	0	0	0	0
			0	0	0	0	0	0	0	0	0
			0	0	9,800	0	9,800	0	0	0	0
					(8,800)		(8,800)	55	0		
			0	0	1,000	0	1,000	0	0	0	0
			0	0	1,500	0	1,500	63	0	0	0
			0	0	0	0	0	6	0	0	0
			0	0	1,000	0	1,000	0	0	0	0
			0	0	100	0	100	0	0	0	0
			0	0	0	0	0	0	0	0	0
			0	0	2,600	0	2,600	69	0	0	0
					(1,600)		(1,600)	(69)	0		
			0	0	1,915		1,915				
			(8,665)		(993)		(993)				
	</										

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**Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 1)**

<u>2021/2022</u>			<u>2022/2023</u>					<u>2023/2024</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1460	Ceremony Room Income	0	275	0	0	0	0	0	0	0	0
	Total Income	0	275								
4021	Rubbish Collection	0	893	0	1,000	0	1,000	0	0	0	0
4110	Rates	6,127	6,633	0	6,230	0	6,230	603	0	0	0
4115	Water	500	443	0	500	0	500	40	0	0	0
4122	Electricity	8,000	8,620	0	10,000	0	10,000	457	0	0	0
4130	Insurance	0	187	0	0	0	0	0	0	0	0
4150	Cleaning	0	2,431	0	0	0	0	364	0	0	0
4155	Housekeeping	0	445	0	500	0	500	13	0	0	0
4160	Window Cleaning	250	35	0	250	0	250	0	0	0	0
4170	Maintenance	2,000	2,810	0	3,000	0	3,000	0	0	0	0
4171	PAT Testing	0	0	0	250	0	250	0	0	0	0
4179	Quinquennial Works	0	0	0	2,000	0	2,000	0	0	0	0
4182	Repairs	2,040	1,133	0	0	0	0	0	0	0	0
4185	Alarms	4,151	2,967	0	4,200	0	4,200	0	0	0	0
4415	Office Support & Equipment	0	38	0	0	0	0	0	0	0	0
4592	PPE/Health & Safety	0	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	23,068	26,635	0	27,930	0	27,930	1,476	0	0	0
	Movement to/(from) Gen Reserve	(23,068)	(26,360)		(27,930)		(27,930)	(1,476)			
210	Civic Matters										
4501	Mayor's Hospitality	1,000	105	0	1,000	0	1,000	0	0	0	0
4529	Civic Insignia	400	0	0	400	0	400	0	0	0	0

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**Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 1)**

2021/2022			2022/2023						2023/2024		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4531	50	0	0	0	50	0	50	0	0	0	0
4532	157	120	0	0	120	0	120	0	0	0	0
4535	1,000	390	0	0	1,000	0	1,000	352	0	0	0
Overhead Expenditure		2,607	615	0	2,570	0	2,570	352	0	0	0
Movement to/(from) Gen Reserve		(2,607)	(615)	(2,570)				(352)	0		
214 Grants with Powers											
1717	0	90,000	0	0	0	0	0	0	0	0	0
1718	0	2,270	0	0	2,000	0	2,000	0	0	0	0
Total Income		0	92,270	0	2,000	0	2,000	0	0	0	0
4122	0	0	0	0	0	0	0	0	0	0	0
4800	150	626	0	0	150	0	150	0	0	0	0
4805	0	0	0	0	5,000	0	5,000	0	0	0	0
4825	5,000	5,000	0	0	0	0	0	0	0	0	0
4826	500	0	0	0	500	0	500	0	0	0	0
4827	10,000	10,000	0	0	10,000	0	10,000	0	0	0	0
4857	0	8,890	0	0	0	0	0	450	0	0	0
4858	0	11,005	0	0	0	0	0	0	0	0	0
4870	5,000	0	0	0	5,000	0	5,000	0	0	0	0
4875	250	121	0	0	250	0	250	0	0	0	0
4876	0	250	0	0	0	0	0	0	0	0	0
4890	16,500	6,000	0	0	20,000	0	20,000	13,250	0	0	0
Overhead Expenditure		37,400	41,891	0	40,900	0	40,900	13,700	0	0	0

Continued on next page

**Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 1)**

		<u>2021/2022</u>		<u>2022/2023</u>					<u>2023/2024</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
214 Net Income over Expenditure		-37,400	50,379	0	0	-38,900	0	-38,900	-13,700	0	0	0
6000	plus Transfers from EMR	0	8,890	0	0	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	90,000	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(37,400)</u>	<u>(30,731)</u>			<u>(38,900)</u>		<u>(38,900)</u>	<u>(13,700)</u>	<u>0</u>		
<u>220 Finance and General Purposes</u>												
1870	Bank Interest Received Income	800	140	0	0	500	0	500	64	0	0	0
1900	Precept Income	571,081	571,081	0	0	0	0	0	302,546	0	0	0
1902	Western Power WayLeave	0	120	0	0	0	0	0	0	0	0	0
Total Income		571,881	571,341	0	0	500	0	500	302,610	0	0	0
4130	Insurance	10,432	14,313	0	0	0	14,022	14,022	0	0	0	0
4430	Advertising	1,000	2,747	0	0	1,000	0	1,000	0	0	0	0
4460	Subscriptions	2,500	3,992	0	0	2,500	0	2,500	794	0	0	0
4550	Bank Charges	350	619	0	0	0	350	350	52	0	0	0
4551	Data Protection	1,000	0	1,000	0	0	0	1,000	0	0	0	0
4579	Audit Internal	2,000	400	2,000	0	0	0	2,000	0	0	0	0
4580	Audit External	5,462	4,385	0	0	5,000	0	5,000	0	0	0	0
4590	Professional Services	15,000	7,014	0	0	15,000	0	15,000	1,033	0	0	0
4592	PPE/Health & Safety	1,000	630	0	0	0	500	500	0	0	0	0
Overhead Expenditure		38,744	34,099	3,000	0	23,500	14,872	41,372	1,879	0	0	0
Movement to/(from) Gen Reserve		<u>533,137</u>	<u>537,242</u>			<u>(23,000)</u>		<u>(40,872)</u>	<u>300,730</u>	<u>0</u>		
<u>225</u>	<u>Councillors/Newsletter</u>											

Continued on next page

**Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 1)**

2021/2022			2022/2023						2023/2024		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4420	1,000	0	0	0	500	0	500	0	0	0	0
4500	1,000	153	0	0	1,000	0	1,000	0	0	0	0
4502	510	0	0	0	500	0	500	0	0	0	0
4503	500	0	0	0	500	0	500	0	0	0	0
4520	500	307	0	0	500	0	500	0	0	0	0
4525	2,000	450	0	0	2,000	0	2,000	0	0	0	0
4540	0	60	0	0	500	0	500	0	0	0	0
4545	1,000	882	1,000	0	0	0	1,000	50	0	0	0
			1,000	0	5,500	0	6,500	50	0	0	0
					(5,500)		(6,500)	(50)			
	</										

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**Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 1)**

<u>2021/2022</u>			<u>2022/2023</u>						<u>2023/2024</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4405	762	901	0	0	800	0	800	0	0	0	0
4410	2,500	3,025	0	0	2,750	0	2,750	0	0	0	0
4415	1,000	4,475	0	0	1,500	0	1,500	0	0	0	0
4444	500	204	0	0	0	0	0	11	0	0	0
	7,312	12,224	0	0	7,800	0	7,800	185	0	0	0
	<u>(7,312)</u>	<u>(12,224)</u>			<u>(7,800)</u>		<u>(7,800)</u>	<u>(185)</u>	<u>0</u>		
301	<u>Planning/Economic Development</u>										
1033	0	4,954	0	0	0	0	0	0	0	0	0
1090	5,000	5,150	0	0	5,000	0	5,000	480	0	0	0
	5,000	10,104	0	0	5,000	0	5,000	480	0	0	0
4542	0	0	0	0	5,000	0	5,000	0	0	0	0
4543	6,000	13,131	0	0	0	0	0	0	0	0	0
4546	10,000	2,175	0	0	0	2,000	2,000	0	0	0	0
4549	5,000	0	2,500	0	0	0	2,500	0	0	0	0
4552	0	755	0	0	0	0	0	0	0	0	0
	21,000	16,061	2,500	0	5,000	2,000	9,500	0	0	0	0
	<u>(16,000)</u>	<u>(5,957)</u>			<u>0</u>		<u>(4,500)</u>	<u>480</u>	<u>0</u>		
302	<u>Special Projects</u>										
4117	0	0	0	0	5,000	0	5,000	0	0	0	0
4270	0	675	0	0	0	0	0	0	0	0	0
4273	0	0	0	0	2,000	0	2,000	0	0	0	0

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**Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 1)**

2021/2022			2022/2023					2023/2024			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4432 Phone Box	0	50	0	0	1,500	0	1,500	0	0	0	0
4884 Smart Water	0	0	0	0	1,000	0	1,000	0	0	0	0
4885 Climate Change	0	2,000	0	0	0	0	0	0	0	0	0
6000											
									</		

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ANNUAL RETURN - ENGLAND

FOR THE YEAR ENDED 31 MARCH 2022

Ledbury Town Council 2021/2022

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer



Date

1/6/2022

I confirm that these accounts are approved by the Council and recorded as council minute reference



Dated



Signed on behalf of the above Council (Chair)



Date



Last Year £

This Year £

General Notes for Guidance

1	Balances brought forward	313,900	292,378	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2	(+) Precept or Rates and Levies	531,978	571,081	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	(+) Total other receipts	57,235	125,468	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4	(-) Staff costs	217,856	270,191	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5	(-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	(-) All other payments	392,879	263,695	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	(=) Balances carried forward	292,378	455,041	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total value of cash and short term investments	280,351	454,257	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9	Total fixed assets plus long term investments and assets	784,419	0	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10	Total Borrowings	0	794,559	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March



The Clerk
Ledbury Town Council
Ledbury Town Council Offices
Church Street
Ledbury
Herefordshire
HR8 1DH

20-May-22

Explanation of "Not Covered" responses

Further to our Internal Audit of your Council for the financial year 2021/22 I am pleased to submit the signed Internal Report for your Annual Return. We have completed our work and I can confirm that we have not given a Negative response for any of the Internal Control Objectives.

You will note that we have given 'Not Covered' responses in respect of Control Objective K, L and O and we are required to explain why we have done this.

- The reason for the "Not Covered" response for Objective K is that it is not applicable to your Council as the Council did not certify itself exempt from limited assurance review in 2020/21.
- The reason for the Not Covered response for Objective L is that it is not applicable to your Council as your 'annual turnover' exceeds £25,000.
- The reason for the Not Covered response for Objective O as it is our understanding that the Council does not act as Trustee.

The External Auditor may query why we have responded 'Not Covered' and, if so, you should provide them with a copy of this letter.

Yours sincerely,

Kevin Rose ACMA
Director

Annual Internal Audit Report 2021/22

Ledbury Town Council

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

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

14/05/2021

Name of person who carried out the internal audit

Kevin Rose ACMA - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit



Date

20/05/2022

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

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

Ledbury Town Council



Internal Audit Summary 2021-22

Year End Audit Date

17/05/2022

Internal Control Objective		Negative Analysis				Responses				Recommendations	
		Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked	
A	Appropriate accounting records have been properly kept throughout the financial year.	0	1	0	0	0	4	1	0	0	1
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	0	0	2	0	0	18	2	4	14	2
C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	0	0	0	0	0	5	0	2	4	0
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	0	0	0	0	0	11	0	3	1	0
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	0	1	1	0	0	3	2	7	11	2
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	0	0	2	0	0	8	1	0	0	2
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	0	1	0	0	0	15	0	8	0	1
H	Asset and investments registers were complete and accurate and properly maintained.	0	2	1	0	0	4	2	4	0	3
I	Periodic bank account reconciliations were properly carried out during the year.	0	0	3	0	0	6	3	7	0	3
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	0	0	0	0	0	6	0	3	0	0
K	If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered"	0	0	0	0	0	0	0	3	0	0
L	If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.	0	0	0	0	0	0	0	7	0	0

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Internal Control Objective		Negative Analysis				Responses				Recommendations	
		Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A		Not Checked
M	The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	0	1	0	0	0	4	1	0	0	1
N	The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	0	0	0	0	0	7	0	1	0	0
O	(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee	0	0	0	0	0	0	0	5	0	0
Total		0	6	9	0	0	91	12	54	30	15

226 2700

Ledbury Town Council



Internal Audit Detailed Analysis 2021-22


Year End Audit Date

17/05/2022

Internal Control Objective		Negative Analysis					Responses				
		Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked	Recommendations
A	Appropriate accounting records have been properly kept throughout the financial year.	0	1	0	0	0	4	1	0	0	1
	Accounting system	0	0	0	0	0	2	0	0	0	0
	Record keeping	0	0	0	0	0	2	0	0	0	0
	Minutes	0	1	0	0	0	0	1	0	0	1
	Other	0	0	0	0	0	0	0	0	0	0
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	0	0	2	0	0	18	2	4	14	2
	Financial Regulations & Standing Orders	0	0	0	0	0	9	0	0	1	0
	RFO	0	0	0	0	0	2	0	0	2	0
	Powers	0	0	0	0	0	0	0	0	2	0
	Payment Controls	0	0	0	0	0	4	0	1	3	0
	Expenditure Controls	0	0	1	0	0	0	1	1	1	1
	VAT Compliance	0	0	0	0	0	2	0	0	0	0
	Credit/Debit Cards	0	0	0	0	0	1	0	0	2	0
	Tenders	0	0	1	0	0	0	1	2	0	1
	Grants	0	0	0	0	0	0	0	0	3	0
	Other	0	0	0	0	0	0	0	0	0	0
	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	0	0	0	0	0	5	0	2	4	0
	Risk	0	0	0	0	0	3	0	1	0	0
	Minutes	0	0	0	0	0	1	0	1	0	0
	Insurance	0	0	0	0	0	1	0	0	2	0
D	Internal Controls	0	0	0	0	0	0	0	0	2	0
	Other	0	0	0	0	0	0	0	0	0	0
	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	0	0	0	0	0	11	0	3	1	0
	Budget & Precept setting	0	0	0	0	0	6	0	0	0	0
	Auditors Reports	0	0	0	0	0	1	0	2	0	0
	Accounting Statements	0	0	0	0	0	2	0	0	0	0
	Budget monitoring	0	0	0	0	0	1	0	0	0	0
	Reserves	0	0	0	0	0	1	0	1	1	0
	Other	0	0	0	0	0	0	0	0	0	0
	E	Expected Income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	0	1	1	0	0	3	2	7	11
Investments		0	1	0	0	0	0	1	3	0	1
Fees & Charges		0	0	0	0	0	0	0	0	3	0
Leases		0	0	1	0	0	1	1	1	0	1
Debt control		0	0	0	0	0	0	0	1	0	0

[illegible]

2703

Ledbury Town Council					
Financial Year 2021-22					
Year End	Internal Audit Observations				IAC Audit and Consultancy Ltd
				Visit date:	17- May -2022
A	Appropriate accounting records have been properly kept throughout the financial year.				
No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Have Minutes been signed in accordance with the requirements of Schedule 12- paragraph 41 (2) the Local Government Act 1972 (this requires each page to be initialled and the final page signed)	<i>It was noted that a number of Minutes had not been signed in accordance with the requirements of the Local Government Act 1972. These include Minutes of both Full Council and sub-committees</i>	The Council to ensure that Minutes of meetings are signed in accordance with the legislative requirements. In particular Minutes of meetings should be initialled on each page and signed and dated on the final page.	High	Recognise that this has not been managed in line with Sch 12 of the LGA 1972 – procedures now in place to ensure that the clerk of each meeting provides a copy of the minutes for signing at every meeting
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.				
No.	Audit Test	Observation	Recommendation	Priority	Comments

1	Have invoices been approved as required under Council Financial Regulations? (paragraph 5.3 of the NALC Model Financial Regulations)	<i>Invoices have not been approved as required under the Councils Financial Regulation 5.3 which states that "All invoices for payment shall be examined, verified and certified by the RFO..."</i>	Council to ensure that invoices are approved in accordance with Financial Regulations. (This could be either through signature on each individual invoice, or by signature on each batch of invoices)	Medium	Invoices have been checked by the RFO in the past and they have always been verified by the Chair/Vice Chair of the Finance Committee. RFO and Accounts Clerk have put in place procedures to ensure invoices are verified and certified by the RFO.
2	Tender threshold set at £25,000 consistent with the Public Contract Regulations and NALC Model Financial Regulations	<i>It was noted that the tender threshold set out in the Councils Financial Regulations/Standing Order does not comply with the £25,000 limit set out in the Public Contract Regulations. Tender threshold value has been set at £60,000 in the Financial Regulations.</i>	The Council to review its Financial Regulations and consider setting the tender limit at £25,000.	Medium	Amended copy of Financial Regulations to be considered at full council meeting on 9 June 2022
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.				
No.	Audit Test	Observation	Recommendation	Priority	Comments

1	Is there is an investment policy in place? (obtain copy)	<i>The Council does not have a formal Investment Policy in place.</i>	The Council should note that it is a specific requirement of the 'Statutory Guidance on Local Government Investments' paragraph 14 that Local Councils with total investments above £100,000 have in place an Investment Strategy. (An example strategy has been provided to the Clerk)	High	Policy received from internal auditor to be included on Finance, Policy & General Purposes Committee agenda on 28 July 2022
2	If the Council receives income under leases, are the lease agreements current?	<i>The lease agreements for the Mortuary expired 31st March 2021. It is understood that this is under renewal</i>	Council to review and update its lease agreements	Medium	Mortuary Lease currently under review
F	Rental cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for				
No.	Audit Test	Observation	Recommendation	Priority	Comments

1	There is a formal system for reimbursement of petty cash expenditure	<i>The current practice is for Petty Cash to be topped up on a 'lump sum' basis, with cheques drawn for £250.</i>	The Council to consider the operation of Petty Cash on an Imprest basis, where cheques are drawn to reimburse the exact amount spent (and the Petty Cash topped up to the £250), the reimbursement to be supported by receipts of cash payments made. This will increase control and approval of expenditure through Petty Cash.	Medium	Accounts Clerk advised that in future the top amount should only be of a sufficient sum to ensure £250 is in the petty cash
2	Petty cash reimbursement is carried out regularly	<i>Finance Officer advises that Petty Cash is rarely reimbursed (volume and value of transactions is low)</i>	The Council to review the frequency of claims for petty cash reimbursement. As part of this review the Council should consider whether the value of petty cash held is higher than required by the value of payments made.	Medium	It is not possible to cash cheques for cash in Ledbury and therefore one of the signatories has to collect from Hereford branch of bank. Therefore, it would be sensible to retain the petty cash value
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.				
No.	Audit Test	Observation	Recommendation	Priority	Comments

1	Salaries paid agree with those approved by the council	<i>It was not possible to agree the rates of pay paid to all staff with Contracts of Employment (it is understood that there may have been some subsequent amendments agreed to salaries)</i>	Council to review and confirm the rates of pay for all members of staff and ensure that these agree to the amounts actually paid.	High	Differences due to annual increments and pay awards. Clerk to review all contracts and ensure correct and provide report to Resources committee once completed.
H	Asset and investments registers were complete and accurate and properly maintained.				
No.	Audit Test	Observation	Recommendation	Priority	Comments

1	There is a register of owned assets	<p><i>The Council maintains an asset register as a Word document. The asset listing does not appear complete (it aggregates items such as 'Mowers and Other Machinery' and 'General Contents') and does not add up to the value stated in the Box 9 of the Annual Accounting Statements. It was noted that the Total values on the asset register are typed in numbers and not a sum of the assets on the listing.</i></p>	<p>The Council, as a priority, to review the value of assets as stated in the Asset Register. This should include a review of the completeness of the register (all relevant assets are included), the valuation of assets on the register, and the total value of assets.</p>	High	Asset register needs to be reviewed, clerk to consider this within workload
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2	Continuing existence of assets is checked on a regular basis (when was last check?)	<i>Given the nature of the current asset register it is not possible for a physical verification of the Council's asset register to be undertaken.</i>	The Council should put in place a process for the regular review and verification of its assets. Assets of a high value or which may be particularly vulnerable should be subject to verification at more frequent intervals. As soon as the asset register has been updated to record the assets the Council owns, the existence of the assets should be subject to formal physical verification.	Medium	Asset register is reviewed at the Annual Meeting. Accounts Clerk requested to create spreadsheet for purchases and consideration to be given to obsolete items being removed
3	Total of Asset Register agrees to Box 9 value of Accounting Statements	<i>It was not possible to agree the Asset Register to the value stated in Box 9 of the Accounting Statements</i>	Council to review the value stated in Box 9 and ensure that it agrees to the total value stated on the Asset Register.	High	RFO to ensure that final document includes updated figure for box 9
1	Periodic bank account reconciliations were properly carried out during the year.				
No.	Audit Test	Observation	Recommendation	Priority	Comments

1	Cash floats & balances are supported with cashier's certificate (Year End)	<i>Cash floats & balances are not supported with a cashier's certificate. (The Finance Officer counts and verifies the cash balances, but it is not currently practice for the actual cash value to be written down and agreed to the Rialtas reconciliation report)</i>	Cash balances held should be supported with a cash statement stating the denomination and value of cash held. This should be signed and date by the cash custodian, and an independent person. The balance held should be agreed to the balance stated in the Councils accounting system.	Medium	Accounts Clerk requested to implement new procedure
2	Bank reconciliations have been signed and dated as evidence of independent review (Year End)	<i>At the date of the year end audit visit the bank reconciliations had not been signed and dated as evidence of independent review</i>	Prior to the approval of the Annual Accounting Statements the year end bank reconciliation should be reviewed, agreed to supporting bank statements, and signed and dated as evidence of this review.	Medium	Due to the date of the year end closedown and internal audit Accounts Clerk had not had time to request Chair of Finance to visit offices to sign - this has now been rectified
3	Year End Cash balances have been subject to independent confirmation	<i>Year End Cash balances have not been subject to independent confirmation</i>	The Council should ensure that, in future, year end cash balances are subject to independent confirmation.	Medium	Recommend that this be responsibility of Chair of Finance

The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the				
M No.	Audit Test	Observation	Recommendation	Priority
				Comments
1	Council Minutes record the dates set for the Exercise of Public Rights	<i>Council Minutes do not record the dates set for the Exercise of Public Rights.</i>	In future the Council to ensure that the date set for the Period of Exercise of Public Rights is recorded in Council Minutes.	High Clerk to ensure that this is recorded in Full Cou

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

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

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

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

and recorded as minute reference:

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

Chairman

Clerk

Section 2 – Accounting Statements 2021/22 for

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	313,900	292,378	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	531,978	571,081	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	57,235	125,468	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	217,856	270,191	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	392,879	263,695	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	292,378	455,041	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	280,351	454,257	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	784,419	794,559	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
			<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

01/06/2022

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

as recorded in minute reference:

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

Brief explanation of significant variations from last year to this year in Section 2.

Line 3 – Income in 2021/22 is significantly higher due to £90,000 being received in respect of Great Places to visit fund.

Line 4 – Salaries were increased in 2021/22 from the 2020/21 figure due to two reasons:

1. New roles created for CDO, and Town Maintenance Operative
2. In 2020/21 meetings were being held via zoom and therefore there was less overtime being paid for minute takers and also the Clerk as it reduced the hours worked due to them being at home for the meetings

Line 6 – the total expenditure in 2020/21 including the cost of the Viaduct Inquiry

Lines 7 & 8 – Due to issues with staffing and Covid not as many projects were completed as had been anticipated, therefore resulting in an increase in the overall reserves of the council

Line 9 – This figure was not available at the time of closedown, however this will need to be included in the final papers sent due to be sent to the Auditor

WHAT PARISH MEETINGS NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The [Local Audit and Accountability Act 2014](#) and the [Accounts and Audit Regulations 2015](#) require that:

- 1) The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority (i.e. the parish meeting) and including the first 10 working days of July.
- 2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
- 3) The Chair must, on behalf of that authority, publish (**which must include publication on the authority's website where the parish meeting has a website**):
 - a) the Accounting Statements (i.e. Section 2 of either Form 2PM or 3PM, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:
 - i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;
 - ii) the Annual Governance Statement (i.e. Section 1 of either Form 2PM or Form 3PM, whichever is relevant, of the AGAR); and
 - b) a statement that sets out—
 - i) the period for the exercise of public rights;
 - ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
 - iii) the name and address of the local auditor;
 - iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

HOW DO YOU DO IT?

- 1) You will meet statutory requirements if you fully and accurately **complete the notice** of public rights pro forma in this document, and
- 2) If the parish meeting has a website, **publish the following documents** on the website, the day before the public rights period commences. If the parish meeting has no website, the following documents must simply be displayed in the local area for 14 days:
 - a) the approved Sections 1 and 2 of either Form 2PM or 3PM, whichever is relevant to your smaller authority, of the AGAR; and
 - b) the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following **suggested** dates: Monday 13 June – Friday 22 July 2022. (The latest possible dates that comply with the statutory requirements are Friday 1 July – Thursday 11 August 2022); and
 - c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

LEDBURY TOWN COUNCIL
NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
<p>1. Date of announcement: Friday, 10 June 2022</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2022, these documents will be available on reasonable notice by application to:</p> <p>(b) Angela Price, Town Clerk Ledbury Town Council Church Lane, Ledbury. HR8 1DH</p> <p>commencing on (c) <u>Monday 13 June 2022</u></p> <p>and ending on (d) <u>Friday 22 July 2022</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD sba@pkf-l.com</p> <p>5. This announcement is made by: Phillip Howells, Town Mayor</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Chair or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the Chair of the parish meeting</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including parish meetings where there is no parish council.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2022 for 2021/22 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here

means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

FULL COUNCIL	9 JUNE 2022	AGENDA ITEM: 13
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Report prepared by Angela Price – Town Clerk

HOLDING MEETINGS IN COMMITTEE ROOM

Purpose of Report

The purpose of this report is to answer concerns raised by Councillor Bradford at the decision taken at the Annual Council meeting on 12 May 2022, to hold committee meetings in the Committee Room of the Council offices.

Detailed Information

At the Annual Council Meeting it was resolved, by a majority vote, that all Committee meetings would in future be held in the Committee Room in the Council Offices on Church Lane and that Council meetings would continued to be held in the Burgage Hall.

Councillor Bradford expressed concerns over the decision and following the vote advised that he would not be attending any committee meetings held in the committee room, due to concerns over it being a smaller space than the Burgage Hall. He did not feel that it the space was sufficient in view of Covid and felt that his constitutional right to attend meetings was being taken away. The Clerk was instructed to get advice on this issue and report back.

The Clerk subsequently contacted several organisations and the advice received is that a risk assessment should be carried out on the room to be used and mitigations offered to reduce the risk, and that this should then be provided to Members for consideration. A risk assessment is attached for consideration.

The Clerk was advised that mitigations that could be considered were that the individuals who feel at risk could wear a mask, all those attended could be encouraged to wear a mask, windows and doors could be left open to allow for ventilation of the room, and council could consider purchasing an air purifier. Further to this the advice given was that if these practicable mitigations were to be put in place to reduce the risk to individuals and considered sufficient, it would be for the individuals to decide whether they wish to attend meetings in the committee room.

Recommendation

That Members give consideration to the information above and the attached Risk Assessment an agree on a way forward in respect of the decision to hold Committee meetings in the Council's Committee room.

Company name: LEDBURY TOWN COUNCIL

Assessment carried out by: Angela Price

Date of next review: 31 May 2023

Date assessment was carried out: 31 May 2022

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Meetings being held in the committee room – room is small and does not provide sufficient space to meet safely due to Covid	Councillors Staff Members of the Public	Anyone who feels they are at risk should wear a mask, windows and doors could remain open for ventilation	Council could consider purchasing a suitably sized air purifier	Mask wearing should be considered by all individuals attending meetings Staff to ensure windows and doors are open for ventilation Clerk to purchase air purifier if agreed	Immediately	

Signed Date

FULL COUNCIL	9 JUNE 2022	AGENDA ITEM: 14
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FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

TERMS OF REFERENCE

QUORUM – The quorum of the Finance, Policy & General Purposes Committee shall be three Members.

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

1. Purpose

The purpose of the Finance, Policy & General Purposes Committee is:

- a. To monitor the administration of the Council's accounts and to generally have the management of the financial affairs of the Council including regular budget monitoring and the recommendation in year virements
- b. To receive, approve and review all Council policies and procedures.

2. Under Delegated Powers

- a. To determine applications for financial assistance through the grants process.
 - b. To authorise expenditure in respect of recommendations from Standing Committees and Working Parties in accordance with the Council's Financial Regulations.
1. To make decisions in respect of the use of reserves and review and determine the Reserves Policy.
 2. To review and determine the Council's Investment Strategy annually.
 3. To make in-year decisions to authorise orders and contracts for new works, goods, or services outside of existing budget provision taking into account budget monitoring and reserves policy.
 4. To review and determine arrangements for insurances in respect of the Council's activities.
 5. To investigate the recovery of monies due to the Council, not falling within the remit of any other committee.

6. To carry out the powers and duties of the Council with regard to advertising and publicity in accordance with the Council's Financial Regulations.
 7. To promote and maintain good public relations with all local stakeholders, and with regional and national agencies.
 8. To receive and approve revised, updated or newly drafted policies recommended from other committees or officers.
 9. To draft the financial and economic policies of the council considering where appropriate the recommendations of other committees and officers.
 10. The Chair or Vice-Chair of the Committee will attend the meetings of other council committees to explain why the Finance, Policy & General Purposes Committee has rejected a recommendation/proposal put forward by that committee.
 11. To develop strategies and action plans to achieve objectives set within the Council's Corporate Plan
 12. To establish the Working Parties, including Task & Finish Groups and set their Terms of Reference as appropriate. (Current Working Parties are Grants and Budget Monitoring)
3. **By Way of Recommendation to Full Council**
- a. To review and make recommendations regarding the effectiveness of the Council's work, its use of resources, and standard levels of service provided.
 - b. To draft and finalise the Council's four-year Corporate Plan including the consideration of recommendations of any Committee in regard to the Corporate Plan before it is submitted for approval of Council.
 - c. To consider and make recommendations regarding any other matters concerning or affecting the town which do not fall within the terms of reference of any other committee.
 - d. To make recommendations concerning the levying of precepts by the Town Council.
 - e. To make recommendations concerning applications to Government Departments for sanction on the borrowing of money in relation to matter's coming within the parameters of the Council.
 - f. To make recommendations regarding loans required by the Council

- g. To submit for approval of the council draft capital and revenue budgets and proposals for supplementary estimates.
- h. To review the Standing Orders and Financial Regulations of the Council making recommendations where appropriate.
- i. Give initial consideration to all matters affecting the town passing through Parliament, local authorities, and public bodies, unless delegated to another committee or working party.
- a. To make recommendations on the collection and legal proceedings for the recovery of monies due to the Council, not falling within the remit of any other committee.

4. **Establishment of Terms of Reference and Review**

- a. These Terms of Reference will be approved by Council at its Annual meetings and received and noted at the first meeting of the Environment & Leisure Committee each Municipal Year.)
- b. If when receiving and noting the Terms of Reference the Committee make any recommendations to change them, the amended Terms of Reference will be submitted to the next meeting of Council for approval.

FINANCE, POLICY & GENERAL PURPOSES

APPENDIX TO TERMS OF REFERENCE

Corporate Plan Objectives

Corporate Governance

Overall Outcome – A competent council with robust Corporate Governance

Objective 2: To maintain appropriate and robust governance framework

- a. Ensure budget is in alignment with Corporate Plan priorities and review regularly, in accordance with Financial Regulations

Corporate Objectives

Overall Outcome – A Resilient Ledbury

Objective 3: Ledbury Wears its Beauty Lightly

- a. Encourage grant applicants to demonstrate how their organisation contributes towards the health and wellbeing of the residents of the town.

Overall Outcome – A More Equal Ledbury

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

- a. Ensure grant funding is allocated equitably amongst a diverse range of organisations

Objective 2: To ensure all staff and Councillors have a clear understanding of the principles of Equalities Legislation

- a. Assess all new policies, plans or projects for Equality & Diversity compliance in respect of protected characteristics
- b. Draft and adopt a new Equality Policy

Overall Outcome – Cohesive Communities in Ledbury

Objective 2: To provide financial assistance support to a thriving voluntary community within Ledbury

- a. Annual grants giving exercise
- b. Request feedback from organisations granted financial assistance to establish the impact of their group on the town and its community

- c. To ensure good publicity of the Council's grants processes

Overall Outcome – Vibrant Culture & Heritage in Ledbury

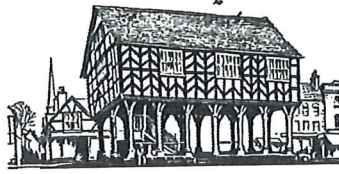
Objective 2: Encourage participation in sports and recreation

- a. Support local sports clubs via finance assistance grants

Overall Outcome – A Globally Responsible Ledbury

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

- a. Staff to consider supply chain when entering into the purchase of goods and services



Ledbury Town Council

Finance Regulations

Adopted 28.02.19

Amended 07.11.19

Updated 24.06.21

Updated 27.05.2022

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These Financial Regulations were adopted by the council at its meeting held on 28 February 2019.

1. General

- 1.1 These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2 The council is responsible in law for ensuring that its financial management is adequate and effective, and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3 The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4 These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5 At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6 Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7 Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8 The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

¹ Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council Finance Committee.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report

thereon to the council within the timescales set by the Accounts and Audit Regulations.

- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
 - 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
 - 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the financial decision making, management or control of the council.
 - 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
 - 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
 - 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
 - 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.
- 3. Annual estimates (budget) and forward planning**
- 3.1. Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council

not later than the end of November each year including any proposals for revising the forecast.

- 3.2. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committee and the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - the council for all items over £5,000;
 - a duly delegated committee of the council for items over £500; or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy

schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to the Finance, Policy & General Purposes Committee. The committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council or Finance Committee meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee; or
 - c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Finance, Policy & General Purposes Committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or Finance Committee.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they

have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council and countersigned by the Clerk, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council or Finance Committee at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a

banker's standing order shall be renewed by resolution of the council at least every two years.

- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on

any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two members and the Clerk. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and Deputy Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance Committee. Transactions and purchases made will be reported to the Finance Committee and authority for topping-up shall be at the discretion of the Finance Committee.
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and Deputy Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. The Clerk and Deputy Clerk will each be issued with a credit card with a limit of £1,000 per card.
- 6.22. The credit cards will be kept locked in the Council safe when not in use.
- 6.23. All purchased on the credit card will be made in accordance with Financial Regulation 4 above "Budgetary Control and Authority to Spend" and no purchase shall be made on the credit card without prior knowledge and approval by the Clerk or Deputy Clerk in their absence.
- 6.24. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
 - a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. Payment of salaries

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council relevant committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff, the council must consider a full business case.

8. Loans and investments

- 8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. Orders for work, goods and services

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

- 10.6 Quotes for sustainable and/or renewable goods and from eco/green suppliers will be sought in the first instance.

11. Contracts

- 11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

i. for the supply of gas, electricity, water, sewerage and telephone services;

ii. for specialist services such as are provided by legal professionals acting in disputes;

iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

vii. Quotes for sustainable and/or renewable goods and from eco/green suppliers will be sought in the first instance.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413)

- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Order 18, Financial Controls and Procurement and shall refer to the terms of the Bribery Act 2020.
- h) When it is to enter into a contract of less than **£25,000** in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties, and estates

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall affect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.
- 15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. Charities

- 16.1. Where the council is sole managing trustee of a charitable body the Clerk shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. Risk management

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. Suspension and revision of Financial Regulations

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

**MINUTES OF A MEETING OF LEDBURY CARNIVAL ASSOCIATION
HELD ON WEDNESDAY 9 MARCH 2022- LEDBURY MARKET HOUSE**

PRESENT: Harold Armitage (HA), Paul Bartlett (PB), Johnny Chan (Chair) (JC), Sue Hughes (SH), Jill Jupp (JJ) (Via Phone) and Janet Meredith (JM).

APOLOGIES: Laura Clarke (LC), Ken Davis (President) (KD), Keith Francis (KF), Jamie Hobby (JH), Dee Knight (DK), Ashley Norton (AN) and Olivia Trueman (OT) Community Development Officer Ledbury Town Council

IN ATTENDANCE: None

**Carnival Theme: Ledbury Blooms
Carnival Date: Monday 29th August 2022**

1.	<p>WELCOME AND APOLOGIES: JC welcomed everyone to the meeting. Apologies were as listed above.</p> <p>JJ was attending the Meeting via a phone link and with the agreement of those present was also recording the Meeting. This would be deleted after the Minutes were agreed.</p>	
2.	<p>MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING:</p> <p>The Minutes of the previous meeting which took place on 9 February were agreed. To be signed by JC as a correct record.</p>	JC
3.	<p>TREASURER'S REPORT: Balances: JM reported that the balances were as for the Meeting on 9 February 2022:</p> <p>£11,397.18 Current Account</p> <p>£ 2,139.80 Deposit Account</p> <p>£13,536.98 TOTAL</p>	
4.	<p>LEDBURY CARNIVAL 2022 MAIN EVENTS BANDS, CHILDREN'S ENTERTAINMENT ETC.: HIGH STREET AND BYE STREET: Children's Entertainment: SH reported that as noted previously, Looby Lou and Joey the Juggler and DJ Chris (Children's Disco) were booked.</p> <p>Looby Lou and Joey the Juggler were usually located under the Market House or they could be in the car park. If not under the Market House, provision for shelter from the sun would be required. SH had a gazebo, 4 ft x 4 ft that she was prepared to loan.</p> <p>Main Events and Bands: SH reported that Front Runner were booked to do 2 x one-hour sessions at a total cost of £1200.00</p>	

	<p>SH was also in contact with David Kettle's Band 'Band for Life' 4 singers and 4 instrumentalists.</p> <p>After discussion the suggested running order for the Main Stage was as follows:</p> <p>1.30 – 2.30 pm Front Runner</p> <p>2.45 – 3.45 pm Band for Life</p> <p>4.00 pm Raffle</p> <p>4.15 – 5.15 pm Front Runner.</p> <p>Hereford Hospital Radio would cover any gaps with music and commentary.</p> <p>JM advised that she had been in contact with Tim Keyes from the Ledbury Bell Ringers and although they would not have a stall they may be able to ring, timing to be confirmed.</p> <p>JC noted that the 360 Degree Camera was now fixed.</p> <p>JJ noted that Clive Brookes at ABE had responded positively re request for lorry for staging for the High Street. (Had not yet requested smaller lorry for car park).</p> <p>Entertainment for St Katherines or Bye Street Car Park:</p> <p>SH advised that she was going to contact Carol Lee Sampson (CLS), who with her partner had played at the previous year's Ledbury Carnival Party in the Car Park. SH would be asking them to cover 2 slots.</p> <p>DJ Chris would be asked to do two slots as he was so popular with the children.</p> <p>SH had contacted Dance in Motion regarding participating in the Carnival Procession. If they agreed to come, they could also be invited to perform in whichever car park was being used</p> <p>If CLS could not attend, SH would contact The Raintrees who were originally booked to play at Ledbury Carnival Party in the Car Park</p> <p>Need to ask DJ Chris if he was bringing his own generator. If so, would he be prepared to let the other band access it.</p> <p>Defer decision until next meeting re which car park to be used. (Would also depend upon situation re maintenance works which Herefordshire Car Parks had advised may be taking place at the time). Clear signage required whichever location was used.</p>	<p>JJ</p> <p>SH</p> <p>SH</p> <p>SH</p> <p>SH</p> <p>SH</p> <p>SH</p> <p>COMMITTEE</p>
5.	<p>STALLS AND STREET ORGANISATION: JM had spoken to a number of organisations.</p>	

	<p>Walsingham, Eastnor Cricket Club, Ledbury Amateur Dramatic Society and Guide Dogs had confirmed attendance; most organisations were awaiting decisions from their committees.</p> <p>JJ suggested contacting the Ledbury Repair Shop to see if they would like a stall.</p> <p>HA suggested contacting Transition Herefordshire and Malvern Hills Conservators.</p> <p>JM had spoken to Rowlands Fair. They were happy to attend with the usual arrangements: locating larger rides etc. in Bye Street and some smaller rides in the car park.</p>	JJ
6.	<p>EVENTS MANAGEMENT/SECURITY: JJ had forwarded all of the relevant papers relating to the 2019 Carnival to Shaun Roberts, Safe to Go (SR).</p> <p>A site visit was planned with SR, JC, AN and JJ on Sunday 20 March 2022 11.00 am to walk the route of the procession.</p> <p>OT had sent through pictures of the barriers etc. that the Town Council had available for loan. These had been forwarded to SR.</p> <p>JM advised that she had a telephone meeting with Towergate Insurers for a full review of the Carnival Insurance the following week.</p>	SR/JC/AN/JJ JM
7.	<p>PROCESSION: Road Closure and Related Work: See Item 6</p> <p>JJ had received the paperwork from Fiona Miles at BBLP re the Road Closure and Loan of Equipment etc. Completed paperwork needed to be submitted in April. Fiona had dates and copy of procession route.</p> <p>JH had agreed to be the Procession Co-ordinator and deal with entries for floats etc.</p> <p>JJ had been in contact with Don McCall, Commercial Operations Manager at Ledbury Rugby Club and he had confirmed that the Carnival could use the car park and other facilities at the Club for the judging and presentation of the floats etc. for the procession.</p> <p>JJ had also contacted Howard Pugh who confirmed that the Carnival could use his field for the Park and Ride. She had contacted Paul Smith regarding the co-ordination of the car park, which he had carried out for a number of years and was waiting to hear back.</p>	JJ JH
8.	<p>CARNIVAL PRINCESS: Thank You Event: No report in LC's absence.</p> <p>LC had confirmed the arrangements for the 'Thank You Tea' for the outgoing Carnival Princess and Attendants. This would take place</p>	

	<p>on Saturday 2 April 2022 at the Market House Café. Following this LC would be standing down.</p> <p>The need for a replacement Co-ordinator had been circulated via the Carnival Facebook Page. Continue to highlight the need as a new Coordinator was needed very soon.</p> <p>JM to contact the Ledbury Reporter.</p> <p>SH would ask at Ledbury Community Choir.</p> <p>JJ to contact LC and ask her for a job description for the role.</p> <p>Judging Arrangements for 2022 Competition: Aim to hold the competition during May in order that there was a new Princess and Attendants in place for the Jubilee Weekend, 2 – 5 June 2022.</p>	<p>COMMITTEE</p> <p>JM</p> <p>SH</p> <p>JJ</p>
9.	<p>RAFFLE AND SHOP WINDOW COMPETITION: JH had offered to take on the Shop Window Competition in addition to being Procession Co-ordinator. (JM and JJ would try to support).</p> <p>JM had obtained licence for raffle.</p> <p>Focus on having a couple of larger prizes.</p> <p>Number of tickets required could be decided nearer the time.</p>	<p>JH</p> <p>JM</p>
10.	<p>FUNDRAISING AND SPONSORSHIP: Letters in process of being drafted for local businesses and Traders Association.</p> <p>JM had submitted Grant Application to Ledbury Town Council.</p> <p>Categories of floats to be discussed and reduced. Prize monies to be confirmed. Suggest retaining current amounts.</p>	<p>JM</p> <p>COMMITTEE</p>
11.	<p>PROGRAMME AND PUBLICITY: JC to send through current prices for advertising in the brochure.</p> <p>It had been suggested that the winning entry from the Photography Competition, in tribute to Andy Ward, could be used for the front cover.</p> <p>Photographs from previous year's Carnivals could be submitted, a maximum of three entries per person.</p> <p>Tribute to Andy Ward to be included in the Carnival Programme.</p> <p>The competition would need to run in May 2022 and promotion to be in place for end April, to allow time for entry and selection etc.</p> <p>Articles to be done for Ledbury Reporter and Ledbury Focus. Keep feeding information through on a regular basis.</p>	<p>JC</p> <p>COMMITTEE</p> <p>JM</p>
12.	<p>HEALTH AND SAFETY: JM had contacted St John's Ambulance to book the provision of First Aid cover. Awaiting a response re the price.</p> <p>Health and Safety Policy to be reviewed. April/May Meeting.</p>	<p>JM</p> <p>COMMITTEE</p>

13.	<p>A.O.B.: Community Day Saturday 4 June 2022: It was agreed that this would be a good opportunity to promote the Carnival event.</p> <p>Publicise the theme, encourage floats, walking groups etc. for the procession.</p> <p>Display Boards to be updated.</p> <p>JM/JJ to attend on the day.</p> <p>Working with Other Carnival Organisations: JM reported that Ross-on-Wye were holding their Carnival on Saturday 6 August 2022.</p> <p>JM had approached Craig and Andrew from the Ross Committee to ask they if they could help with Stewarding at Ledbury Carnival, as they had in the past. Confirmed that they can.</p> <p>Usually, representatives from Ledbury Carnival Committee would help at the Ross Carnival to reciprocate. JM said that she and her sister could attend. Was anyone else available?</p>	<p>JM/JJ</p> <p>JM</p>
14.	<p>JC thanked everyone for attending and the meeting closed at 8.40 pm.</p> <p>DATE AND VENUE OF NEXT MEETING: WEDNESDAY 6 APRIL 2022 7.30 PM LEDBURY MARKET HOUSE</p>	



Agenda Item
17 (b)

Ledbury-Strömstad Twinning Association

NEWSLETTER APRIL 2022

A MESSAGE FROM THE PRESIDENT OF THE ASSOCIATION : Adam Munthe

Dear Friends

We have lasted, survived, grown, and served our communities for 20 years, and with so much to be proud of; international relations maintained despite Brexit, lives shared, challenges sustained; and understanding, affection, life experiences developed!

It's been a joy for me personally to be back recently with Strömstad friends in Sweden, and to talk about new ideas as our Association approaches maturity and the voting age!

This year our Swift girls and ladies will be back in Strömstad playing again after three years. Whitecross and Strömstiernaskolan will be in discussion about the Carbon Cycle, and the damage caused by plastics. There are projects being discussed, we're talking the talk together and ideas are generating aplenty across the water both ways!

Looking forward to seeing many of you to celebrate in the coming months. Thank you for all you do!

Adam

CHAIR'S REPORT: Caroline Alexander

I hope this newsletter finds everyone safe and well following the last two challenging years that we have all experienced.

2022 is going to be an eventful and exciting year for Ledbury and Strömstad Twinning Association as we will be belatedly celebrating our 20th year of friendship with Strömstad and have some fun events planned for late June and early July.

Throughout the pandemic we have been able to keep some of our school links, thanks to the tremendous efforts of school teachers, Katie Horne from Whitecross school and Ninni Ingegerd Liljestrand Qvicklund from Strömstiernaskolan. We thank them very much for their continued support with developing our friendship links between the two towns.

We held a quiz night in March which was well supported raising funds to support some of the activities and events for our visitors from Strömstad and when groups go over to Strömstad. Thank you for continued support with these events.

Sadly, as some of you will be aware our dear friend Andy Ward (former landlord of The Talbot Hotel) passed away earlier this year. Andy supported the Twinning Association in many ways, hosting many events arranged in the Talbot and even named one of the bars "Little Strömstad". Our deepest condolences are sent to his wife Maria.

Thank you to Ledbury Strömstad Twinning Association Committee Members for their continued hard work without which none of the above would happen.

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

Caroline

2752

A MESSAGE FROM THE MAYOR OF STRÖMSTAD:

Here in west Sweden, we are preparing for the Easter Holiday. This year, we welcome neighbours from Norway who traditionally pays us a visit with a car parade and music arrangements, always on Thursday.

Strömstad is finding a new path post-Corona. Tourism and shopping continue to be the core in business life, but complementary, new enterprises are developing. Strengthening local business is one of the major priorities for the period to come.

We also look forward to summertime which always is a period of vibrant social activities in our town and we hope to pay Ledbury a visit in June/July to celebrate our Twinning Association.

It's a turbulent and in many ways worrying situation in Europe. Strömstad is prepared to locate refugees from Ukraine and we stand up for Ukraine 140 percent, outside the Town Hall, the yellow and blue flag in blowing in the wind!

Happy Easter and Best Regards

**Kent Hansson Mayor,
Strömstad Municipality**



A MESSAGE FROM THE MAYOR OF LEDBURY

In Ledbury we are enjoying the Easter holidays with the children being off school for the duration.

This is a special year for Great Britain and the Commonwealth as our Queen Elizabeth II will have reigned for 70 years in early June. Preparations are being made to celebrate Her Majesty's Platinum Jubilee. For the first time in British history we have a monarch that has achieved such a milestone, which is a truly unique and monumental occasion.

There are other events coming up and as my term as Mayor of Ledbury ends on 12th May 2022 I'm sure that you will hear about that from them.

In the meantime I wish you all a very Happy Easter from the people of Ledbury and all at Ledbury Town Council.

Best regards

**Andy Manns Mayor
Ledbury Town Council**

Ledbury Supports the Ukraine



TWENTIETH ANNIVERSARY CELEBRATIONS:

2020 marked 20 years of Ledbury's special relationship with Strömstad. Over this time a great deal has been achieved around education links, music, sports etc. Apart from these more formal links very genuine friendships have been formed and many wonderful memories.

The events of 2020 with the onset of the COVID-19 Pandemic curtailed these plans but plans are now underway for them to take place this summer.

Swedish Smorgasbord Evening Saturday 25 June 2022 7.30 pm The Talbot Hotel Ledbury
Enjoy an Evening of Traditional Swedish Food and Twinning Culture.

To Include Three Courses with a selection of hot and cold Swedish Food.

Price to be Confirmed.

Saturday 2 July 2022 2.30—5.00 pm Ledbury Recreation Ground

A fun family event, to celebrate 20 years of Twinning with Strömstad Bring a picnic. The event will include:

Dancing around a Swedish style Midsummer Pole, family picnic etc. in much the way they do in Sweden at Midsummer. We will have some of our Swedish visitors here to encourage and assist.

The Twinning Committee will be offering some children's craft activities including making the flower head dresses and decorating stones with Swedish Words. If any of the membership are able to help this would be greatly appreciated.

Ledbury Swifts Under 18 Girls Footballers will be arranging other children's activities ahead of their visit to Strömstad to take part in the annual tournament there later in the month.

Ledbury Poetry Festival are hoping to have some of their children's events running alongside on the Recreation Ground, as the Festival commences the day before.

Ledbury Community Choir will be singing party songs (ABBA possibly) and a couple of Swedish songs

So a fun family event. Ahead of this we will be going into some of the local schools and Ledbury Brownies to talk to the children about our Twinning links and doing some activities with them.



TWENTIETH ANNIVERSARY CELEBRATIONS CONTINUED:

Little Strömstad —The Talbot Hotel

The Committee are in the process of adding photographs and artefacts to Little Strömstad the back bar at the Talbot Hotel. So named by a group of some of our very early visitors from Strömstad, the Cecilia and Laudate Choir, who enjoyed a drink in there during their stay. Swedish visitors since have continued to enjoy this space and we are grateful to Wadsworth for enabling the Association to retain this area.

As part of our celebrations we will re-launch Little Strömstad on the afternoon of Sunday 3 July 2022, including a toast to one of our greatest supporters Andy Ward.

For more information regarding all of these events please contact the Secretary on 01531 635129 or jill_jupp@hotmail.co.uk

LEDBURY SWIFTS RETURN TO STRÖMSTAD:

We are delighted that Ledbury Swifts, Under 18 Girls and Ladies, will return to take part in matches with the IFK Club in Strömstad, towards the end of July. The participation of players from both clubs, in matches in this way, has spanned the majority of the twenty years plus of our Twinning with Strömstad. Their motto **Vanskap Genom Sport 'Friendship Through Sport'** sums this up.

STUDENT EXCHANGE FOR SWEDISH TEENAGERS AT STRÖMSTIERNASKOLAN IN STRÖMSTAD AND STUDENTS AT WHITECROSS HIGH, HEREFORD:

Thanks to the efforts of teachers Ninni Liljestränd Qvicklund and Joanna Larsen at Strömstjernaskolan and Katie Horne at Whitecross High, in Hereford. Students from both schools met via Zoom to discuss the Carbon Cycle and the effects of single use plastics. Some of the Strömstad students Leo, Oscar, Mahmoud and Tom, had prepared a presentation regarding Micro-Plastics in the Ocean and shared some frightening facts. Many items including bags, tea bags, masks etc. can pass through waste water plants without being captured, having a devastating impact on the marine population; over a millions marine animals die per annum, due to the consumption of microplastics. The students from Whitecross school asked a number of

questions and were very impressed with the English skills of the Swedish students.

Lilias said "I really enjoyed it. I learnt a lot about plastics and the carbon cycle - I thought the presentation was really interesting and I liked the pictures!"

The Swedish Students shared innovative ways in which beach clean ups are carried out in Strömstad.

We are looking forward to the next meeting.



SWEDISH EASTER TRADITIONS:

Easter, the word for Easter in Sweden is Påsk. They say Glad Påsk.

The children dress up as witches in brightly coloured clothing, bright head scarves and red painted cheeks. They go from house to house in their neighbourhood with pictures they have drawn and coloured to give the occupants in the hope of exchanging them for sweets or candy 'Godis'.

They have Easter Eggs Påskägg (Easter eggs) - they are egg shaped containers brightly decorated full of 'godis'. Sometimes these decorated containers seem more popular than the contents.

They also decorate Easter Trees.



A lot of Swedes do also go to Church and celebrate the Easter Story of Christ's resurrection.

TRIBUTETO FORMER MEMBERS: The Association were saddened to lose two long standing members at the end of 2021 and earlier this year. They will be much missed.

ANDY WARD: was one of the founder members of Ledbury Strömstad Twinning Association and a great supporter of the friendship between our two towns. Many visitors from Strömstad have fond memories of spending time in The Talbot with Andy.



Peter Dafteryd, Emergency Preparations Co-ordinator/Head of Security at Strömstad Kommun and former Mayor of Strömstad, has visited Ledbury on many occasions, since 2001, said 'Andy and The Talbot played a special role in our Twinning with Ledbury. Little Strömstad, which he created, has been a place that has given us fantastic memories, much joy and laughter'.

Strömstad Kommun have made a generous donation to the Twinning Association in Andy's memory

As part of the re-launch of Little Strömstad we plan to include a reminder of Andy and raise a toast to his memory.

JOHN GROVE: had been a member for many years and a staunch supporter of Ledbury's links with Strömstad, with a special interest in the field of education. We send our sincere condolences to John's widow Zsousa.

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LOOKING AHEAD:

Links with Schools: Talks are in the process of being arranged with local primary schools as part of awareness raising for the Twentieth Anniversary celebrations.

In addition to the discussions between Strömstiernaskolan and Whitecross School students, around Climate Change and the Environment etc. we want to re-initiate links between Ledbury Primary School and schools such as the Rosso Skola in Strömstad.

Social Events: We held a very successful quiz in March, at the Ledbury British Legion Club raising funds to support activities around youth exchange.

The Smorgasbord Evening on Saturday 25 June 2022 7.30 pm at the Talbot Hotel is the next planned event more information on Page 3.

Annual General Meeting: Tuesday 24 May 2022 7.30 pm: Venue to be confirmed.

The Meeting will be followed by the opportunity to socialise in 'Little Strömstad' at The Talbot Hotel. We look forward to seeing you.

Ledbury Carnival 2022: The Carnival Association are arranging the first traditional Street Carnival, since 2019, to take place on Bank Holiday Monday 29 August 2022. The Twinning Association will take part in the procession and have an activity stand at the event. The theme is 'Ledbury Blooms' around rejuvenation, growth, sustainability, recycling, eco friendly etc.

Talks to Other Groups: We have recently given a talk to Ledbury Probus, further talks are currently planned for Ledbury Ladies Welcome Group, The Evergreen Club and Ledbury Brownies. If you would like more information please contact the Secretary.

Malvern Community Partnership: The Association are in contact with Mark Young, Secretary of the Malvern Community Partnership. Malvern is twinned with Mariánské Lázně in Czechoslovakia. They have similar aims around international cooperation as ourselves and are building up links and activities again following the challenges created by Covid over the last two years. We hope to find more opportunities to work together in the coming months.

MEMBERSHIP RENEWAL: Our apologies that the membership renewal for 2022 is so late going out. In 2023 we will revert to an end of March renewal. We hope that you enjoy the Newsletter and are understanding about the delay in distribution.

OFFICERS AND COMMITTEE

President Adam Munthe

Officers:

Chairman Caroline Alexander

Vice Chairman Steve Onions

Secretary Jill Jupp

Treasurer Sue Bettington

Links & Visits Clive Jupp

Committee Members:

Hilary Jones Pauline Bates

Bob Barnes Malcolm Hughes

Carol Barnes Howard Mayell

Phil Bettington Nick Fish

Cllr Phillip Howells

For further information about membership please contact the Secretary:

01531 635129 or e-mail at: jill_jupp@hotmail.co.uk

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Agenda Item
17(c)

**MINUTES OF LEDBURY STRÖMSTAD TWINNING ASSOCIATION
TUESDAY 22 MARCH 2022 – LEDBURY MARKET HOUSE**

PRESENT: Pauline Bates (PSB), Sue Bettington (SB), Hilary Jones (HJ), Clive Jupp (CJ), Jill Jupp (JJ) and Steve Onions (Vice Chair) Ledbury Swifts (SO)

APOLOGIES: Caroline Alexander (CA) – Chairman), Robert Barnes (RB), Carol Barnes (CB), Phil Bettington (PB), Nick Fish (NF), Mal Hughes (MH) Sue Hughes (SH) (both Ledbury Community Choir), and Howard Mayell (HM))

IN ATTENDANCE: None

ITEM NO:	SUBJECT	ACTION
1.	WELCOME AND INTRODUCTIONS: In CA's absence SO welcomed everyone to the meeting.	
2.	MINUTES OF PREVIOUS MEETING AND MATTERS ARISING: The minutes of the previous meeting, 1 February 2022 had been circulated prior to the meeting. They were agreed and signed by SO as a correct record.	
3.	TREASURER'S REPORT: SB reported that the balance in the Bank Account was £1521.68. The balance included the £55.00 received from the Strömstad Kommun in memory of Andy Ward. The balance excluded the proceeds from the recent quiz, £121.00. £30.00 was due to HJ for the hire of the venue.	
4.	ARRANGEMENTS FOR TWENTIETH ANNIVERSARY CELEBRATIONS 2022: Family Event on Recreation Ground Saturday 2 July 2022 2.00 – 5.00 pm: The event to be held on the Recreation Ground with a Swedish Pole and traditional Swedish dancing which could involve local school children. Contacts in Strömstad had been notified. JJ updated re attendees: Ingegerd Liljestränd Qvicklund (Ninni) Strömstiernaskolan and one of her daughters, Elvira Anna Algotsson and her father (student who visited in 2017) Nina and Bosse Markendahl Waiting to hear from Kent Hansson, Mayor of Strömstad.	

<p>JJ had contacted local schools and groups and received positive responses from:</p> <p>Ledbury Primary School – contact there is now Zoe Williams</p> <p>Bromesberrow Heath School</p> <p>Ledbury Brownies</p> <p>Promote to other schools in 'the cluster' when information finalised.</p> <p>All would welcome a talk about the Twinning and Midsummer traditions etc. and some activities, children helping to make decorations and flower crowns. Hopefully this would encourage families to attend on the day.</p> <p>Ledbury Community Choir to attend and sing some Swedish songs at the event.</p> <p>SO had spoken with NF re making the Swedish Pole and they may be able to source a Maypole which could be adapted.</p> <p>HJ following up re flowers to decorate the Pole and also for the Crowns.</p> <p>JJ had contacted Chloe Garner at Ledbury Poetry Festival re having a children's activity on the Recreation Ground alongside the Twinning Event. The Festival usually arranged children's activities during one of the weekends of the Poetry Festival, which was running 1 – 10 July 2022. Waiting to hear.</p> <p>JJ had notified the date of the event to Ledbury Town Council and had the paperwork to complete. An Events Management Plan and Risk Assessment would be required. It would also be necessary to apply for an Entertainment's Licence.</p> <p>First Aid provision would also be required. JJ to source.</p> <p>JJ had forwarded information regarding the celebratory events to Adam Munthe and he had responded positively.</p> <p>Activities:</p> <p>Families to bring picnics.</p> <p>Flower crown making</p>	<p>NF/SO</p> <p>HJ</p> <p>JJ</p> <p>JJ</p>
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	<p>Dancing around the pole. Swedish visitors to encourage participation.</p> <p>Ledbury Community Choir singing.</p> <p>Swifts to organise some activities (Under 18 Girls Team going to Strömstad in July). – treasure hunt, beat the goalie etc.</p> <p>Decorating of pebbles with Swedish words, flags, etc. Other crafts.</p> <p>Little Strömstad Re-Launch Ceremony: to unveil a plaque in Little Strömstad to commemorate the 20 years and also as a tribute to the late Andy Ward. (See Agenda Item 9). Date Sunday 3 July, late afternoon.</p> <p>Celebratory Cake to be organised. SO to speak to Rebecca Swan (Swifts Parent).</p> <p>JJ had already contacted Richard at The Talbot and would now provide more information.</p> <p>Time Capsule: Time capsule to be buried in a green area in the town. Walled Garden/Recreation Ground suggested as a possible location. Schools on both sides of the North Sea to be involved,</p> <p>Agree on location at next meeting and make schools aware.</p> <p>Swifts Future Visits: SO reported it had not been possible for a sufficient number of the Under 16 Boys to commit to visiting Strömstad, so the opportunity had been offered to the Under 18 Girls. The latter were able to go but owing to their existing commitments and those of IFK Strömstad the date had had to be brought forward by a week.</p> <p>There was now a new Culture Secretary in Strömstad.</p> <p>Dates were now Wednesday 20 – Monday 25 July 2022.</p> <p>Ninni was planning a celebration in Strömstad for the adults who had been involved in the Twinning since its inception. There would be a separate activity for the young people.</p> <p>Members of the Twinning Committee were planning to visit Strömstad at the same time as the Swifts but the change of dates may make this difficult.</p>	<p>SO</p> <p>COM'TEE</p>
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5.	<p>EDUCATIONAL LINKS WITH LOCAL SCHOOLS – LEDBURY AND STROMSTAD: JJ reported that a link-up between students from Whitecross School and the Strömstiernaskolan, via Teams or Zoom with their teachers Katie Horne, Ninni Liljestrang and Jonna Larsen was planned for the next day, over the lunchtime period. The topic would be the Carbon Circle and the Human Impact on the Carbon Circle and the Environment. A project on plastics and the environment was also due to start that week.</p> <p>JJ would be joining the 'meeting'.</p>	
6.	<p>TALKS TO LOCAL GROUPS: CA and JJ had delivered a talk to Ledbury Probus on Monday 14 March 2022. They had received a positive response with a good number of questions.</p> <p>A talk to Ledbury Ladies Welcome Club would be taken place on Wednesday 20 April.</p> <p>Ledbury and Bromesberrow Primary Schools and Ledbury Brownies had been approached re talks in connection with the Twentieth Anniversary celebrations.</p>	<p>HJ/JJ/CA</p> <p>JJ</p>
7. E	<p>SOCIAL EVENTS AND FUND RAISING: Quiz: This had taken at the British Legion on Friday 18 March 2022. David Williams was the Quiz Master as for previous quizzes. SO said that it had been a well-attended and fun evening. £121.00 had been taken on the night.</p> <p>Smorgasbord Evening: at take place at the Talbot Hotel. On Saturday 25 June 2022 7.30 pm. JJ liaising with Richard and Layne at the Talbot re menus etc.</p> <p>Entertainment to include a quiz, background presentation re Strömstad, Swedish music etc.</p> <p>Maximum of 30 could be accommodated in the dining room.</p> <p>Malvern Twinning Association, who were twinned with Mariánské Lázně in Czechoslovakia were planning events over the summer and had offered to advertise Ledbury Strömstad Twinning Events in their brochure.</p> <p>JJ to prepare flier to include the Smorgasbord Evening and the Family Event on 2 July 2022.</p>	<p>JJ</p> <p>JJ</p>

8.	<p>SPRING NEWSLETTER AND MEMBERSHIP RENEWAL: To go out end March/early April. To include the following:</p> <ul style="list-style-type: none"> • Details of the forthcoming celebrations, • Swifts visit to Strömstad. • Links between schools. • Tribute to Andy Ward and John Grove. • Swedish Easter Recipes 	JJ
9.	<p>ANDY WARD TRIBUTE: After discussion it was agreed to incorporate a tribute to Andy into the reopening of Little Strömstad, on Sunday 3 July 2022, as part of the celebrations for the Twentieth Anniversary.</p> <p>There would be a plaque to celebrate the twenty years of twinning and Andy's involvement; he was one of the founder members.</p> <p>JJ spoke about the donation of £55.00 from the Strömstad Kommun in Andy's Memory. The Kommun had expressed the wish that the donation went to the Twinning Association; Maria had not specified a charity in Andy's memory.</p> <p>A quiz was due to be held in the Talbot on Wednesday 6 April 2022 at 8.30 pm. SO, CA, CJ, JJ to meet at 8.00 pm in Little Strömstad to discuss photos and other artefacts to be placed there. Other Committee Members welcome.</p> <p>(The 'Ode to Twinning and Andy and Maria' with photographs is now located in the entrance way to the Talbot).</p>	SO/ CA/CJ/JJ
10.	<p>A.O.B: Community Day Saturday 4 June 2022: A discussion took place; some members would also be involved in a display for the Carnival Association too.</p> <p>Two suggestions were made:</p> <ul style="list-style-type: none"> • Arrange a display in SO's Club Sport and HJ's Ledbury Funerals windows, as in previous years. • Join with the coffee morning in the British Legion Club being held for the Poppy Appeal, on that morning, 10.00 am – 12.00 noon. HJ to approach British Legion. 	HJ

11.	Date of Annual General Meeting: Tuesday 24 May 2022 7.30 pm. Venue to be confirmed.	
12.	DATE OF NEXT MEETING: Tuesday 26 April 2022 7.30 pm (to focus on Twentieth Anniversary Celebrations) Venue to be confirmed. The Meeting closed at 9.00 pm. SO thanked everyone for attending.	

FULL COUNCIL	9 JUNE 2022	AGENDA ITEM: 19
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Report prepared by Angela Price – Town Clerk

CULTIVATION LICENCES

Purpose of Report

The purpose of this report is to ask Members to give consideration to whether they wish to take over the responsibility of grass cutting and/or grass/verge areas in Ledbury.

Detailed Information

At a recent meeting the issue around the time it is taking to process Cultivation Licences was discussed, and it was suggested by Councillor Harvey that a request should be submitted to Balfour Beatty/Herefordshire Council in respect of a possible blanket cultivation licence for Ledbury.

The Clerk contacted Balfour Beatty in respect of a possible blanket cultivation licence and the following response has been received:

“With regards to a blanket cultivation licence, Fi did inform me that the Council last year agreed that they did not want to take over grass cutting or responsibility for any grass/verge areas in Ledbury so I would suggest the way forward would be for Ledbury Town Council to resolve at one of its meetings that this is now the wishes of the Council and they map out the areas they wish to agree licences for and the works the council will be responsible for delivering for each area. Once this has been resolved by Council this will enable a starting point for consideration and discussion which Herefordshire Council can consider and apply any terms and conditions they wish to apply.”

Recommendation

1. Members are asked to give consideration to the response from Balfour Beatty and agree what areas, if any, they wish to take over the responsibility of via a cultivation licence, with a view to providing further information to Balfour Beatty/Herefordshire Council.
2. That should Members agree to provide a list of areas for licences, that a Task and Finish Group be set up to undertake this.

LEDBURY TOWN COUNCIL

FULL COUNCIL	9 JUNE 2022	AGENDA ITEM: 20
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Report Prepared by Julia Lawrence – Deputy Town Clerk

SKATEPARK UPDATE - RECREATION GROUND, LEDBURY

Purpose of Report

The purpose of this report is to provide Members of the Environment and Leisure Committee with an update regarding works at the skatepark on the Recreation Ground in Lawnside.

Detailed Information

Members of the Environment and Leisure Committee will recall that at the committee meeting held on 17 March 2022, members questioned the installation costs presented for the two quotations that had been submitted by Company 3. Subsequently, at the Environment and Leisure Committee meeting held on 21 April 2022, the queries raised were resolved following further explanation from the company and Members agreed to proceed with Option Two for Company 3 to provide new equipment at a cost of £34,221.00 plus VAT.

A purchase order was then raised with the Company, Full Circle Leisure Ltd/Evolution Skateparks for £34,221.00 plus VAT in respect of the quotation received for the "Manufacture, delivery and installation of the new skate ramp units onto existing hard standing areas to facilitate revised layout Concept 1" as per their illustration. Upon providing the purchase order number to the company the Deputy Clerk was informed by the company that they were awaiting a further purchase order for £20,095.00 to facilitate the balance of works, as detailed in their other quotation "Carry out priority maintenance/riding surface replacement on existing skate park equipment". The Deputy Clerk reminded the Company that two quotes had been requested, one for repair work and one for new equipment and it appears that there had been a misunderstanding. The Deputy Clerk advised the company that £34,221.00 had been allocated for works; Full Circle Leisure Ltd agreed to revisit the works programme and ascertain what could be done within the budget allocated and advised that they would be in touch in due course.

Several weeks have passed without any communication from the Company despite telephoning and emailing the contact for an update on numerous occasions, leaving voice messages and sending emails which had bounced back. Due to the absence of any response, the Deputy Clerk reviewed the Company's records at Companies House to establish whether the company had ceased trading, however, this was not the case. On 23 May 2022, a letter was sent to the company via recorded delivery requesting a response. On 24 May 2022, the Deputy Clerk was contacted by a representative of the company and had been advised that they had been off on long term sick and unfortunately nobody in the company had picked up any of their work.

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However, during this time, Mr Paul Trickey, the sole director of Full Circle Leisure Ltd had been reassessing the company's future and had made a decision to scale back work commitments quite significantly resulting in a different work portfolio going forward which would impact upon what Ledbury Town Council were hoping to do. In view of this, the Deputy Clerk was advised by the company to cancel the purchase order currently in place.

Whilst the above was disappointing to note, the Deputy Clerk was advised that he would be setting up his own company which would focus on repairing existing skateparks or providing new skateparks, as he would still have access to gaining materials from Full Circle Leisure Limited. He had acknowledged that contractors do not want to repair other contractors work and he recognised that this could be a niche market as indeed this was one of the problems encountered when tendering for the works in the first place.

Alastair has 19 years expertise in the skatepark industry, and he has demonstrated his skills and expertise whilst working with him to date, accepting that budgets can be limited but also making improvements appropriate to the situation at any given time. Members of the Committee will recall that Alastair (Full Circle Leisure Ltd) had shown an incredible amount of flair and enthusiasm and whilst his new company will have no direct credentials to demonstrate a previous work history, he nevertheless has the knowledge and expertise as several of his colleagues who have worked with him for the past 19 years will be joining his company.

This now leaves the Council with two options:

- 1 To continue with Alastair and his team, because of their knowledge and expertise, under a new company; or
- 2 Restart the process requesting tenders from other companies.

Subject to what the Members wish to decide, and in view of the limited companies that are willing to quote and taking into account the current condition of the skatepark noting that unless action is taken, Ledbury Town Council will have no option but to close it, the Deputy Clerk has asked Alastair to provide quotations for the 3 options shown below.

- i) In line with the Current Layout Plan, attached at Appendix A, to provide a cost to replace the existing surfaces shown in yellow in order that it will bring the skatepark out of a high-risk status and therefore mean that there will be no requirement to close the skate park. It should be noted that the red non-compliant structures would not be removed as stated but would be left in-situ as otherwise costs would be incurred to install new railings.
- ii) A cost to move units (1), (2), (4) and (5) so that they are all situated closer to the perimeter fencing. This was simply to allow a better momentum for users between the ramps so, subject to costs, would not be a necessity but a "nice to have" option.

- iii) A cost to replace the spine (3) as shown on the Current Layout Plan with the configuration shown on the Revised Layout Option 1, attached at Appendix B. This means replacing (3) with (C) (D) and (E). It may be that to do this would be outside the overall budget but if there was a possibility, Ledbury Town Council could demonstrate that some changes had been carried out, whether this was replacing ramps for new ones or undertaking extensive repair works.

Subject to what the revised costs will be, will determine to a degree what works can be done this year or could potentially be phased and completed next year. Members of the Committee will already be well aware of the rising costs of materials and should note that the cost for sheets of plywood has doubled since this project was first commenced, going from £65 to £120 per sheet. Members should note that a provision of between £5,000 and £6,000 was set aside for any resurfacing works that may be required to the tarmac should the ramps be moved.

Recommendation

- 1 That members note the updates regarding the skatepark.**
- 2 That members authorise the Deputy Clerk to obtain revised proposals as noted above from Alastair and his new company.**

or

- 3 That members authorise the Deputy Clerk to seek new companies willing to submit proposals for repair works due to the time constraints. Should this option be pursued, to still allow Alastair the opportunity to quote.**

LEDBURY SKATEPARK

Current Layout (Feb 2022)



	Existing Surfaces - Acceptable
	Existing Surfaces - To Be Replaced
	Non Compliant Structures - Remove
	Indicates Damaged Tarmac

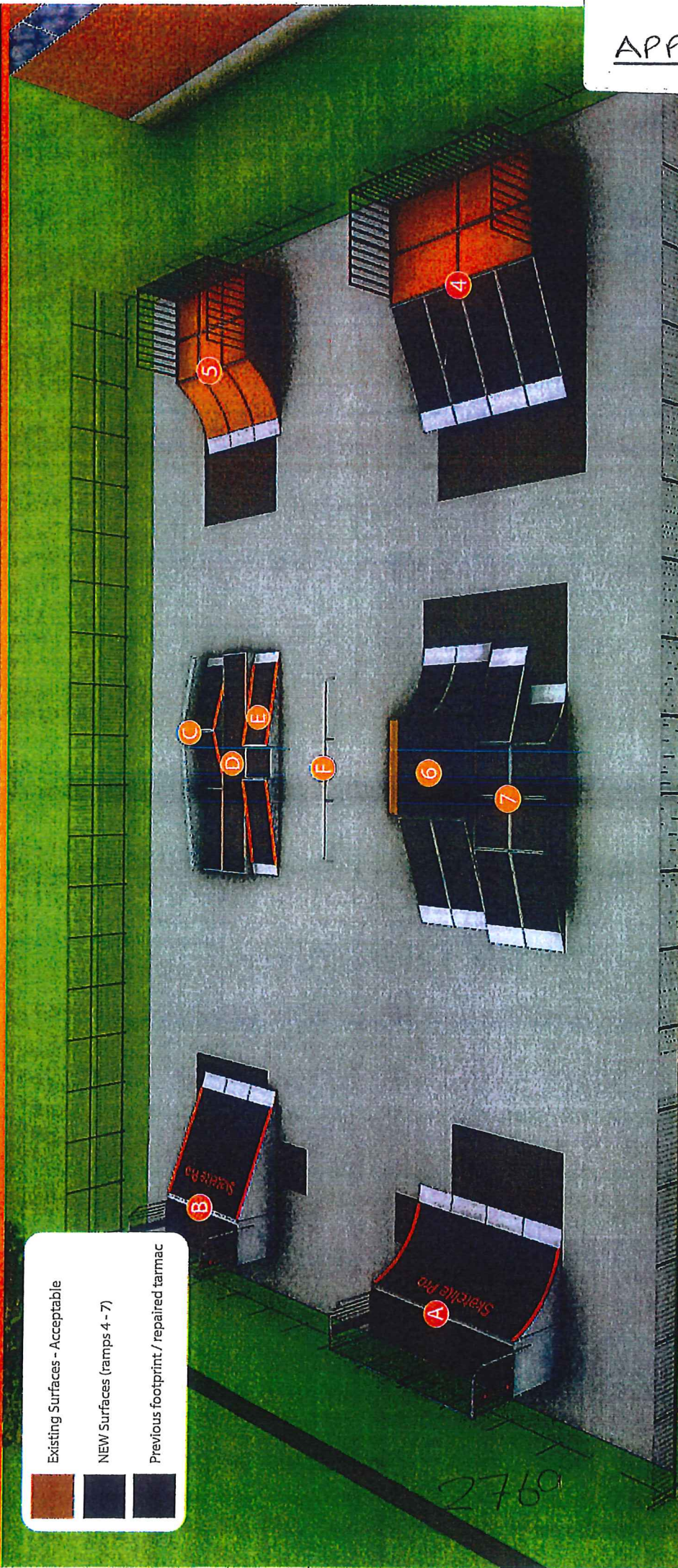
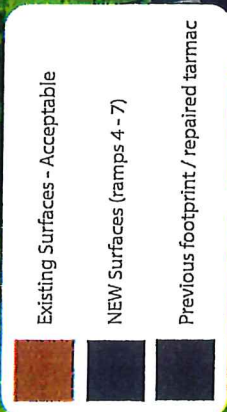


APPENDIX A



Skatelite Pro™

Client / Organisation : Julia Lawrence / Ledbury Town Council
 Project : Ledbury Skatepark Repair/Upgrade/Reconfiguration Proposals
 Design Date : Existing / Current (as of Feb 2022)
 Design concepts remain the property of Full Circle Leisure Ltd / Evolution Skateparks
 Tel : 01929 472 030



Client / Organisation : Julia Lawrence / Ledbury Town Council
 Project : Ledbury Skatepark Repair/Upgrade/Reconfiguration Proposals
 Design Date : 04th February 2022
 Design concepts remain the property of Full Circle Leisure Ltd / Evolution Skateparks
 Tel : 01929 472 030



Skatelite ProTM



LEDBURY TOWN COUNCIL

FULL COUNCIL	9 JUNE 2022	AGENDA ITEM: 21
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Report prepared by Julia Lawrence, Deputy Town Clerk

REVIEW OF CLEANING CONTRACT – LEDBURY TOWN COUNCIL

Purpose of Report

The purpose of this report is to request Members to give consideration to information in respect of a review of the current Cleaning Contract.

Detailed Information

At a meeting of the Resources Committee in September 2021, Members noted that the current cleaning contractor advised that due to Covid and the increase in the cost of cleaning products that they would be increasing their hourly rate and the Clerk suggested that it would be appropriate to review the current cleaning contract.

Subsequent to the request made above, a tender specification was issued to six companies within a 10-mile radius of Ledbury to put forward a quotation to carry out the cleaning contract on behalf of Ledbury Town Council. Four companies visited the offices but only three put forward quotations.

The quotations were to be based on the same criteria as our current cleaning provider, as follows:

- Cleaning to be undertaken over two days, preferably Monday and Thursday.
- 4 hours requirement each week (2 hours per day), outside of office hours.
- Cleaning to cover all working offices, committee room and communal amenities within the building.
- Cleaning to include emptying of bins, office desks wiped down, toilets cleaned, kitchen cleaned including fridge (monthly), removal of cobwebs, hoovering of carpets, moping stone tiled floors, wiping skirting boards/windowsills/stairs and bannisters.

At present, the current cleaning provider charges £18.00 per hour and although they stated that they would increase their rates, have not done so yet.

A brief summary of each of the three companies is set out below.

Company 1

A local company registered in Ledbury has been trading since October 2014. It is a member of the Domestic Cleaning Business network, holding Employers Liability Insurance and Public Liability up to £5,000,000. All the staff are trained by supervisors when they start but there are no certificates. If successful, the company would provide relevant COSHH reports and Risk Assessments for the work involved. The company would be providing cleaning materials and equipment necessary for the work to be undertaken.

Weekly cost: £70.00/£17.50 per hour.

Company 2

Also local to Ledbury, having traded since February 2012 although the owner of the business has a further 2-years' experience having previously undertaken private assignments. Public liability insurance is up to £1 million. Staff and management have attended online courses in order to stay up to date with new regulations and staff assigned to Ledbury Town Council would hold a British Cleaning Award Certificate that will have been completed online within the company which covers all basic training, PPE and hazardous substance knowledge. If successful, the company would provide relevant COSHH reports and Risk Assessments for the work involved. The company would provide its own antibacterial cleaning products.

Weekly cost: £76.00/£19.00 per hour.

Company 3

This company has been trading for approximately ten years with a portfolio of clients in the domestic, commercial, and industrial sectors. The company has the relevant insurance cover, and all staff are fully trained and CRB checked. If successful, the company would provide relevant COSHH reports and Risk Assessments for the work involved. The company would provide its own equipment and cleaning products.

Weekly cost £80.00/£20.00 per hour

The table below summarises the costs received from the three companies:-

Company	Unit cost/hour	Weekly cost, ex VAT
1	£17.50	£70.00
2	£19.00	£76.00
3	£20.00	£80.00

Recommendation

That Members give consideration to the above information and authorise the Clerk to appoint one of the three companies and enter into a five-year contract for the provision of cleaning services for Ledbury Town Council offices.

FULL COUNCIL	9 JUNE 2022	AGENDA ITEM: 22
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Report prepared by Angela Price – Town Clerk

UPDATE ON PROGRESS OF WAR MEMORIAL REPAIRS

Purpose of Report

The purpose of this report is to provide Members with an update on the progress of the War Memorial repairs.

Detailed Information

Members will recall that at an extraordinary meeting of Council held on 9 February 2022, it was agreed that the works to the War Memorial should be progressed without delay.

Following that meeting the Clerk, Deputy Clerk, Councillors Chowns and Knight met with Hannah Grayson of Caroe & Partners and Andrea Briscoombe (Herefordshire Council Conservation Officer) to discuss the next steps. Hannah advised that she would prepare documents ready for submission to Herefordshire Council Planning Department and these documents are attached for Councillors information. Hannah has advised that all that was required was an OS Plan for the location, however, the Clerk was unaware of whether the Council had such a plan, and it was agreed that Hannah would purchase one on the Council's behalf at a cost of circa £22.

The plan has now been purchased and the documents are ready for submission to the planning department. It is likely to take 8-weeks for the planning process to be completed.

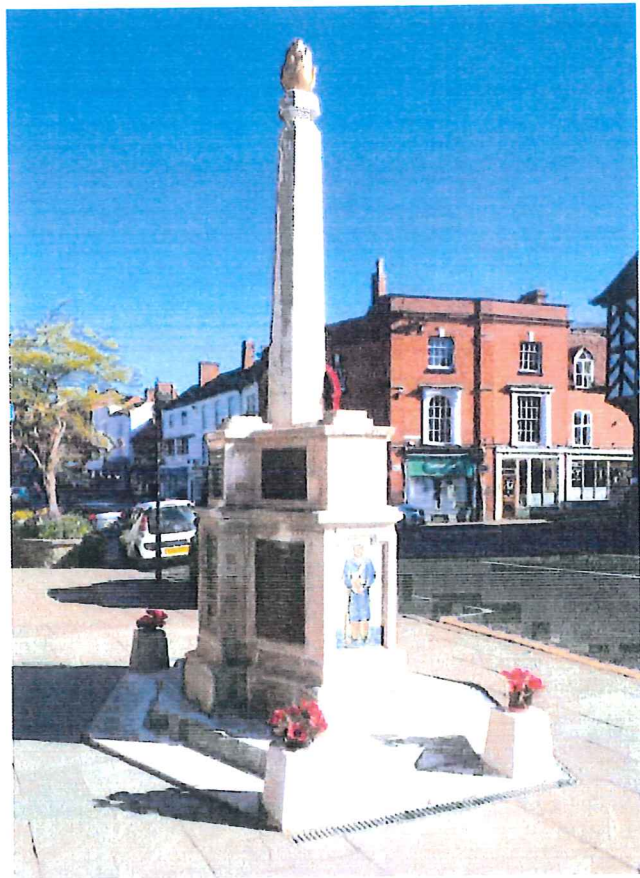
In May test pits were dug to enable a CCTV cable to be fed under the Memorial to inspect the base and establish whether there were any issues with subsidence or other concerns. The structural engineer has reported there did not appear to be any issues with the base of the monument, however they did confirm that the paving was inadequate, which was as expected. Once the structural engineer's proposals have been received by Caroe they will be in a position to go out to tender. This will be carried out whilst the planning department undertake their process and once planning approval has been received, it is hoped that the council would have had the opportunity to consider all tenders and appoint a contract in order to avoid delay in the works commencing.

Recommendation

Members are requested to receive and note the information above and attached.

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H1930 Ledbury Council War Memorial Repairs



Design, Access and Heritage
Statement
May 2022

34- 36 Church Street
Tewkesbury
GL20 5SN
01531 634848

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I. INTRODUCTION

- I.1 This application relates to proposed repairs to the Ledbury War Memorial. This is to rectify previous inappropriate works and put in place a strategy of repair and maintenance for future repairs.
- I.2 The memorial is Grade II listed and in a prominent location on Ledbury high street.
- I.3 This statement should be read in conjunction with the drawings and all other documents submitted as part of the application.


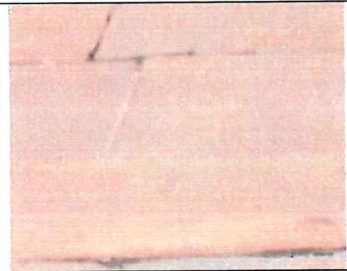
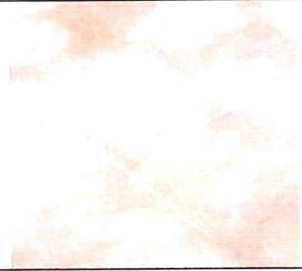



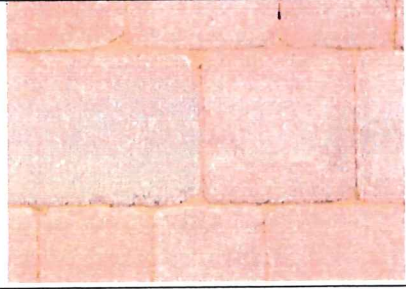
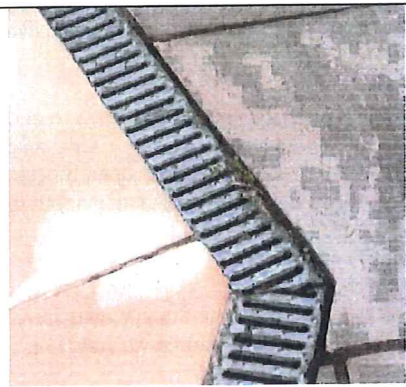
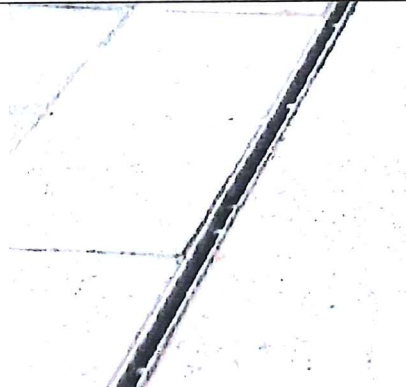
Fig. 1. View from the South

2. DESIGN

- 2.1 The monument takes the form of a Portland limestone obelisk on a Portland stone base, with polished granite and mosaic tesserae panels, and was designed by Joseph Thewlis of Headingley, Leeds. Construction was completed in December 1920, and an additional tier with painted ceramic tiles and further granite plaques was added to the base in 1986.
- 2.2 The area around the memorial was historically cobbled, as noted in the listing description. Water pooled at the base of the monument, which appeared to be 'sinking', necessitating renewal of surface finishes and their bedding.
- 2.3 Recently installed paving is randomly laid out stone flags, of differing sizes, an average size of approx. 450 x 450mm. They are 22mm thick. Paving is limestone, likely imported. Flags have cracked following installation.
- 2.4 The ACO channel drain recently installed is presumed to be polymer concrete with a galvanized steel grating. Its lightweight appearance suggests it's an 'extra light duty' or Load Class A drain, suitable for domestic occasional foot traffic.
- 2.5 Following renewal of a stone to the obelisk, the arrises do not line up and the monument has lost its visual crispness. The new section of stone does not appear to be to the original profile. The joint between the new and the original stone is large and uneven, approx. 12mm wide in some places, and ledges have been created where the lower stone projects further out.
- 2.6 Pointing around granite and tile plaques appears to be resin-based, and is largely intact.
- 2.7 Mortar joints, particularly to the base of the monument, have failed. Recent pointing is a poor match to previous work.
- 2.8 Pointing to mosaic tesserae has eroded, so the edges of the tesserae are exposed. There are small amounts of missing tiles, most noticeably to the sailor's hand.
- 2.9 The monument is regularly cleaned. It is apparent that stonework has become porous, and efflorescence has occurred, particularly to the base stones, this may have been caused by too frequent or abrasive cleaning. Mouldings to stonework and the pointing to tesserae have been eroded. Dark stains are building up below projecting mouldings, and algae is building up to the lower parts of the monument.
- 2.10 Temporary planters have been placed to the edge of the monument to protect people from trip hazards caused by uneven paving and the ACO channel, this is exacerbating the issues with moisture to the base of the monument. Trip hazards urgently need addressing so the environment of the monument can be improved.
- 2.11 The paving surrounding the monument are to be renewed, in Yorkstone slabs with a band of stone effect setts closer to the road. These will follow the lines and types of adjacent finishes. Paving and subbases will be to a structural engineer's specification to ensure they are appropriate for the type of traffic.
- 2.12 The decision has been made not to reinstate the previous cobbles, as traversing them is difficult for people who use mobility aids.
- 2.13 A band of stone effect setts is proposed closer to the road as this replicates adjacent finishes and should be more robust when vehicles overrun in this area, which the regularly do.
- 2.14 The ACO channel will be renewed with a slot drain suitable for the traffic in this area, to a structural engineer's specification and designs. The drain will be extended to all sides of the monument to ensure all water drains away from the base of it.
- 2.15 The poorly shaped obelisque stone will be renewed to its original profile and by a suitably skilled mason.

- 2.16 Stonework, ceramic tiles and mosaic tesserae will be repointed in an appropriate lime mortar, following approval of samples.
- 2.17 The monument will be cleaned by a suitably experienced conservator, and following a variety of methods chosen according to the severity and type of staining.
- 2.18 Following this the extent of localised putty lime mortar repairs will be reviewed, to reinstate the visual crispness of mouldings where they have been eroded, and lime mortar slurry applied where stone is particularly porous or laminating. Wider sheltercoating will be considered to further protect the stone as a retreatable element of the monument's continued maintenance.

		
Existing stone paving	Adjacent Stone Paving	Proposed Stone Paving (colour may vary, following approval of samples)

	
Existing stone effect setts	Proposed stone effect setts (to match existing)
	
Existing ACO channel	Proposed drainage channel

3. ACCESS

- 3.1 The kerb to the pavement surrounding the war memorial steps out, allowing pedestrians to circle around and view the details. During parades and remembrance events, participants gather along the paving next to the memorial and on the road across from it, leaving space on the road side of the monument for wreath laying. This means a level, obstruction-free area around the monument is crucial to the use of it.
- 3.2 The road adjacent to it is busy with multiple waiting or maneuvering vehicles, present due to parking and loading areas, a bus stop, and the small market opposite. Vehicles regularly overrun the kerb. It is hoped that the band of stone effect setts will be a greater visual indicator of this area of paving and will be more resistant to damage.
- 3.5 Before repair works in the 1980s, the lowest stones were above the surrounding pavement by around 70mm, as shown in the following archive:
<https://herefordshirehistory.org.uk/archive/herefordshire-images/ledbury-images/market-house-ledbury>.
A level junction between the base stones and paving was achieved within the limitations of the bumpy cobbles, this relationship will be maintained, as it makes this area easier to navigate and because the introduction of a raised kerb has changed levels in this area.
- 3.6 The recently installed ACO and paving slabs have uneven edges which have introduced trip hazards. The new drainage channel and paving will be carefully set out to blend levels and provide flush junctions. Inclusive mobility advice notes that 'uneven surfaces, gaps between paving slabs etc whether within or outside buildings can cause problems for people using sticks and crutches, visually impaired cane users and wheelchair users'. This has led the decision not to revert to cobbles.
- 3.8 The government advice suggests that gratings should be a maximum 13mm wide, to avoid confusion to visually impaired people. The new slot drain will meet this criteria.

4. HERITAGE

- 4.1 The monument is Grade II listed. The listing description notes the following reason:
'Historic Interest: as an eloquent witness to the tragic impact of world events on this local community, and the sacrifice it has made in the conflicts of the C20'.
- 4.2 It also is part of a group of other historic and/or listed structures in the Ledbury Conservation Area, including the Grade I listed market hall across the road, the Grade II listed St Katherine's Hospital and Almshouses next to it, and the Grade II listed Barrett Browning Institute directly down the road from it.
- 4.3 Previous repairs, as described in section 2, have been inappropriate, for the maintenance, use and appearance of the monument. Most notable is the poorly shaped obelisk stone, which is a departure from the graceful geometry of the original design. Details caused by the repairs, such as open mortar joints, misaligned stonework and the need for barriers to reduce trip hazards have had a negative effect not only on the appearance of the monument but also the way it will weather.
- 4.4 As a historic monument, the memorial has communal, evidential and aesthetic value. Conservation principles of strict minimal intervention require balancing against the way the monument has been historically and presently used as a tribute to 'the gallant men from this town who gave their lives'. Part of this monument to be smart well maintained, to best present this message.
- 4.5 Accordingly the work proposed will restore the monument to its previous appearance, and take an opportunity to further protect it, with an appropriately experienced conservator helping to develop a methodology for cleaning the monument and protecting vulnerable details.
- 4.6 All the proposed work will have a positive impact on the heritage value of the monument, for the improvement to its communal use, visibility as part of a cluster of historic buildings, and future maintenance. Historic details and materials will not be altered.

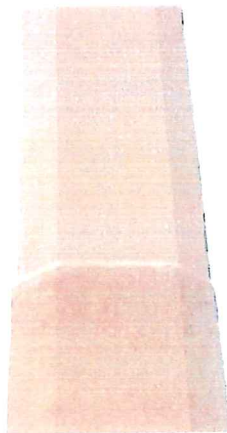


Fig. 2. Existing obelisk stone



Fig. 3. Monument prior to recent works

May 2022

1.1 Repair to the monument will be carried out with the following principles:

- 1.2 Allow for recording by the contractor through photographs or annotation of drawings supplied by the architect precise repairs or interventions undertaken.

- 1.3 Carry out all works described in accordance with preliminaries, specification and drawings provided with this schedule.

- 1.4 Provide the following samples, to be incorporated into the final works if accepted:

5 no. mortar mixes - for repointing of the monument stonework, and of the mosaic tesserae.

Pointing samples of stonework and mosaic

2 no. samples of Portland limestone for stonework renewal, from different sources

Carving of obelisque stone.

Samples of paving for the surrounding area.

- 1.5 Agree method of securing site to meet the Council's requirements, including controlling access to works in this busy pedestrian area and complying with health and safety requirements, allow for arranging footpath closures and diverting pedestrians during the works. The monument is to provisionally be enclosed with HERAS fencing for the duration of the works, to control access.

2.1 Paving details and sub base are to be as the structural engineer's specification, which is to be confirmed following a review of trial hole findings and a CCTV drainage survey.

- 2.2 The existing unsuitable ACO channel is to be lifted, and a new one is to be installed, provisionally RainDrain Brickslot B 125, with a sump and to extend to all sides of the monument as the engineer's requirements, connected into surface water drainage routes, improvements may be necessary.
- 2.3 All unsuitable paving is to be lifted, excavating and improvements to the sub base may be necessary.
- 2.4 New natural Yorkstone paving flags are to be laid as layout plan drawing 200, and pointed, as the engineer's specification, levels are to blend with adjacent paving and monument to avoid trip hazards, setting out is to be agreed on site before works commence. Paving is to be from a UK-based quarry, colour and texture are to be agreed following a review of available products for a good match with existing paving.
- 2.5 Paving joints are to be mortar filled 5-10mm wide and are to be flush with the surface, the difference in level between adjacent units is to be no more than twice the joint width (with a 5mm max difference in level).
- 2.6 Lay stone or stone composite setts to the area indicated on layout plan drawing 200, as the engineer's specification, product is to match adjacent blocks/setts in width, colour and texture, provisionally Marshalls Tegula Sett Paving in Burnt Ochre.
- 2.7 Allow for engraving to Ino. paving slab, wording as the existing sponsor's dedication.
- 3 STONEMASONRY REPAIRS
 - 3.1 Remove recent stonemasonry renewal to obelisk and renew stone section to original profile, investigate assumed existing metal rod, and fix. Extent of stonemasonry renewal and joint with upper gilded 'flame' to be agreed following access. The new stone is to be bedded in lime mortar to the original pre-repair joint width.
 - 3.2 Stone is to be good quality Portland limestone, free from vents, fissures, cracks and other faults, selected so that it is fit for its purpose, and laid in its natural or quarry bed. Stone is to be a good match for the existing both visually and in geological characteristics.
 - 3.3 Carry out repointing of the stonemasonry throughout the monument, including careful raking out of older assumed resin based mortar and failed recent pointing. Repoint throughout in agreed mortar mix, to provide unified appearance. Repoint to the perimeter of the ceramic tiles. This is to be carried out by a suitably experienced conservator. Allow for areas of deep repointing and hand grouting to the base of the monument. Mortar is to generally be a hot lime/non-hydraulic mix, an NHL 2 mix may be used for the base of the monument. Mortar mixes are to be agreed following samples, with a ratio of 1:2.5 lime to sand as a starting point.
 - 3.4 Remove mortar from joints without causing any damage to arrises using toothed masonry, plugging and jointing chisels along with hacksaw blades or bent spikes. Never use hacking hammers or cold chisels. Never cut into masonry or wider

width of joint. Joints are to be raked out to a depth of 20 mm. Where joints are particularly fine, use fine-toothed saw blades or hooked knife to depth of 25mm. Use the inserted blades to gauge when an adequate depth has been cut out. Flush out the joints using a large 30mm hypodermic syringe and clean water until the water runs clean. Joints shall be carefully filled up to the face of the work and cleaned off after the initial set has taken place with a wet sponge wielded towards the joint so as to lift off excess mortar, to leave a slightly recessed joint to follow any irregularities of individual stones.

- 3.5 Mortar is to be well and firmly pressed into the joints to fill the whole of the cavity, taking care to avoid smearing over the face of adjoining masonry. Deeper joints may require deep tamping with a drier mix of mortar to the depth of the joint. Care should be taken not to overwork the surface of the mortar, and mortar should be adequately protected until it is fully cured.

- 3.6 Carry out repair of mosaic tesserae panels, including potential grouting of the substrate, by a suitably experienced conservator. Allow for conservator's assessment and report including recommendations for future cleaning and maintenance.

4 STONWORK CLEANING

- 4.1 To most stained area of stonework at low level, provisionally allow for a trial with poultice work, to assess its viability in stain removal.

- 4.2 Allow for gentle cleaning of the monument by a suitably experienced conservator and following discussion and approval of method and trials involving the following methods:

Cleaning with soft dry brushes, followed by limited amounts of sprayed water and cleaning with toothbrush.

Gentle steam-based cleaning Doff, Thermatech or equivalent

Poultice application, such as aluminium carbonate

Very gentle mechanical removal of black lichen, if present, with scalpels

- 4.3 The cleaning is to be extended to all stained stonework to the monument and the level and method is cleaning is to be agreed according to severity of staining.

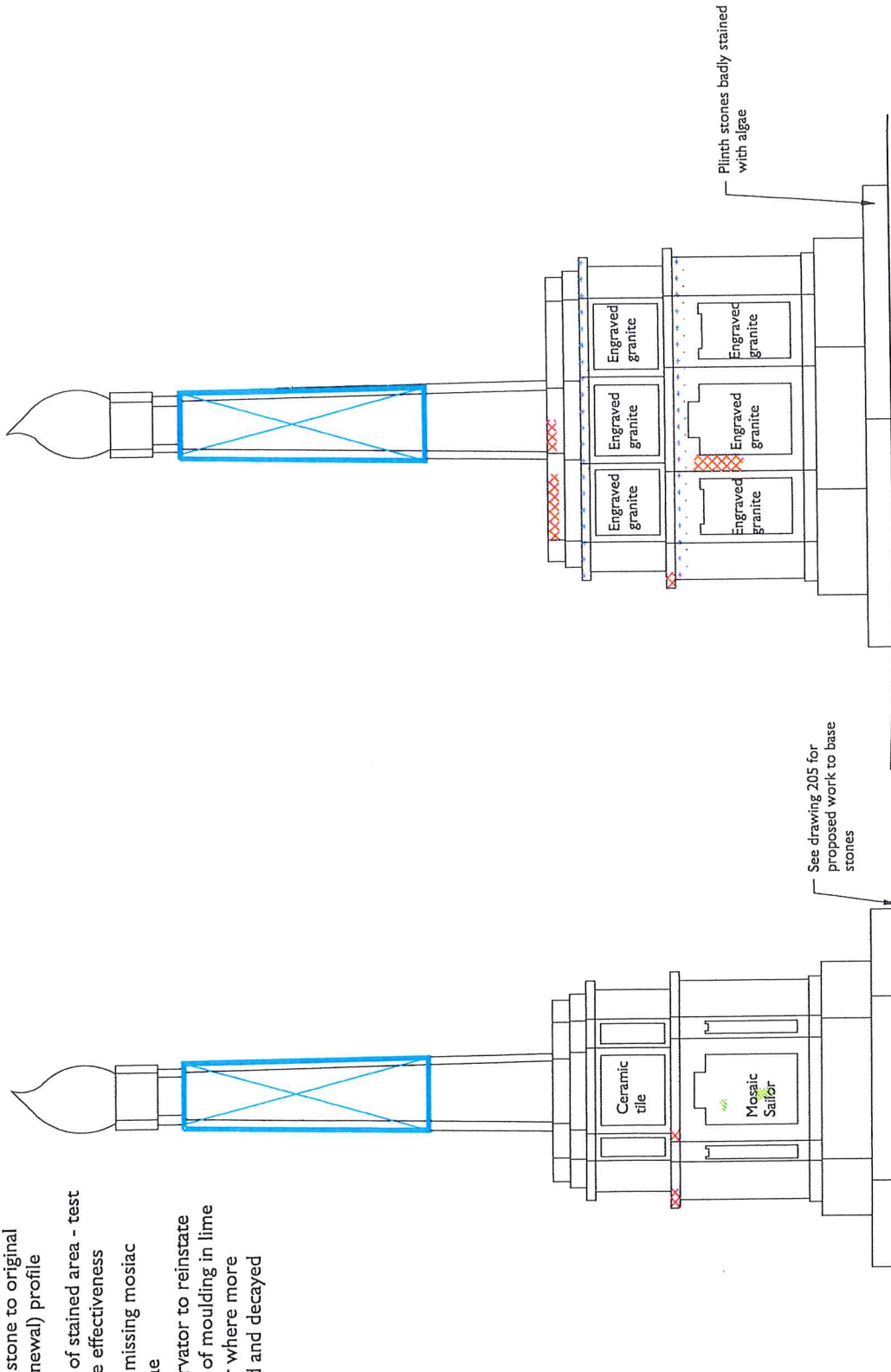
- 4.4 Provisionally allow for localised consolidation using limewater and lime mortar repairs to areas of weathered stone mouldings and to restore lost details, to be assessed following cleaning. Lime mortar is to be mixed to match the colour of the native stone; provide a palette of different mixes to establish a good colour match and to allow for varying mixes and therefore colours over the area of the work.

- 4.5 Provisionally allow for a sheltercoat to be applied by a specialist conservator, to fill the surface pores in the limestone, carefully chosen to match the existing stone. This will be reviewed following cleaning and other localised repairs to the monument.

- 4.6 The specialist conservator is to provide a report on the process and recommendations for future cleaning and maintenance.

Repair Key

-  Renew stone to original (pre-renewal) profile
-  Worst of stained area - test poultice effectiveness
-  Repair missing mosaic tesserae
-  Conservator to reinstate profile of moulding in lime mortar where more eroded and decayed



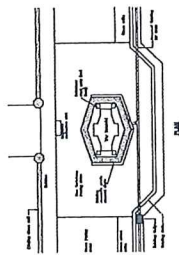
1 South Elevation Proposed Repairs
Scale 1:25

2 West Elevation Proposed Repairs
Scale 1:25

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To be read in conjunction with schedule of works which describes further repairs and cleaning throughout the monument

0 1000mm Approx.

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Project

LEDBURY WAR MEMORIAL
Repairs

Drawing

Elevations as Proposed - South and West

Drawing No.

H19307202

Scale

1:25 @ A3

Date

May 2022

Drawn By

HG

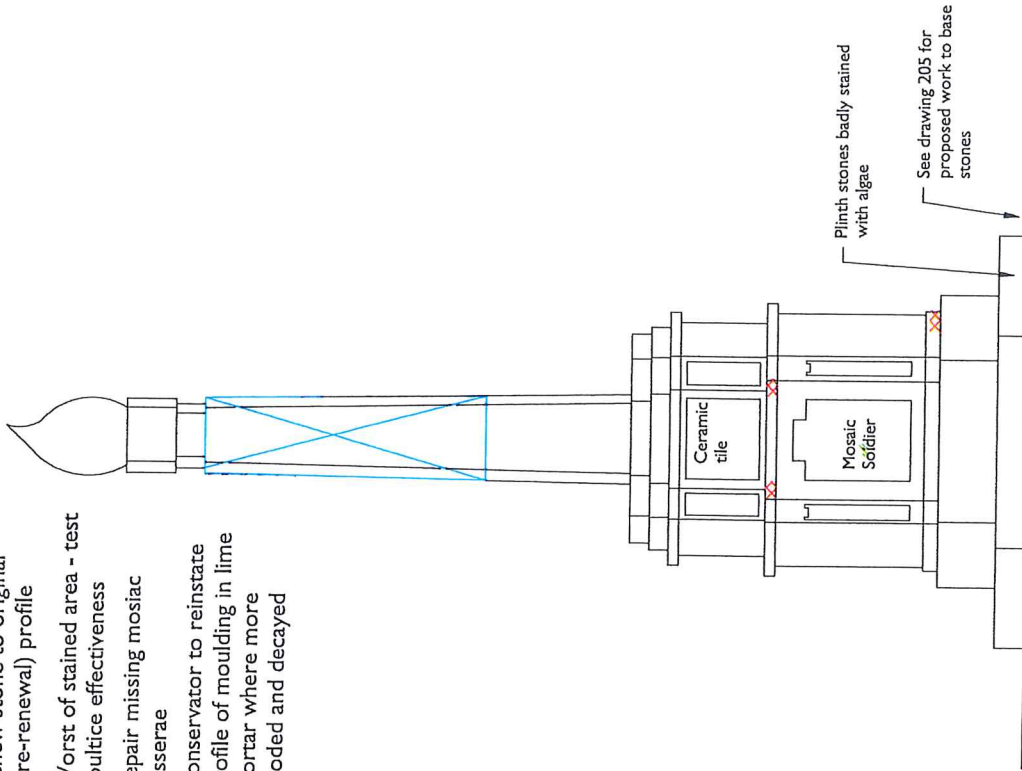
Purpose

Planning

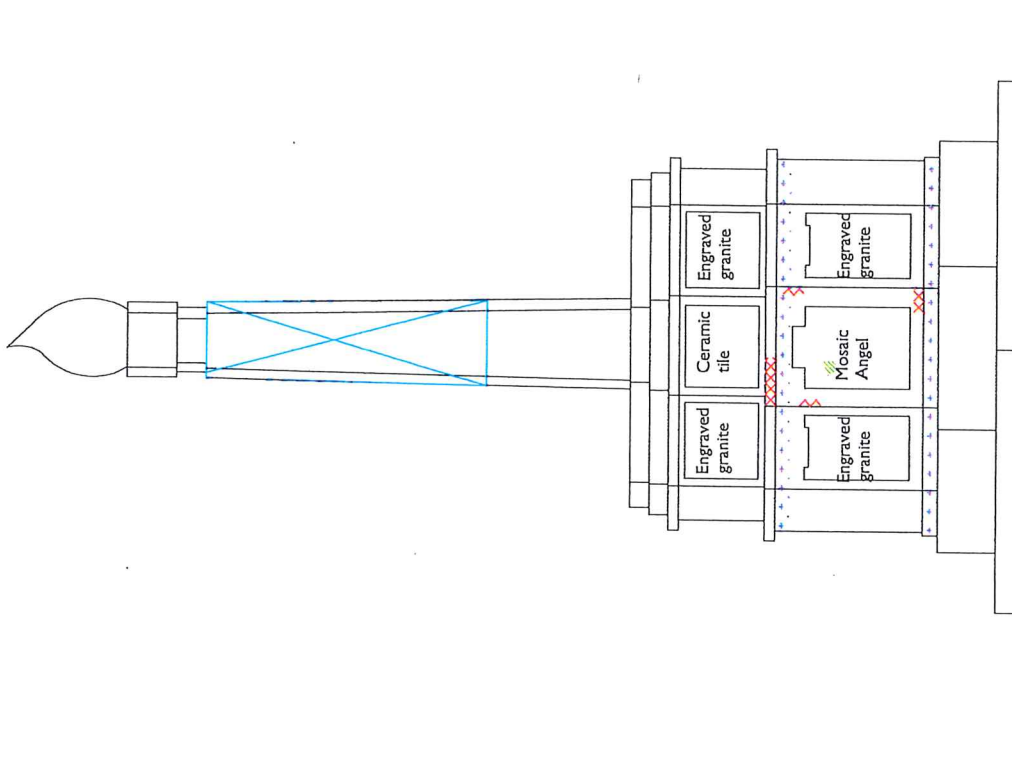
2783

Repair Key

-  Renew stone to original (pre-renewal) profile
-  Worst of stained area - test poultice effectiveness
-  Repair missing mosaic tesserae
-  Conservator to reinstate profile of moulding in lime mortar where more eroded and decayed



1 North Elevation Proposed Repairs
Scale 1:25



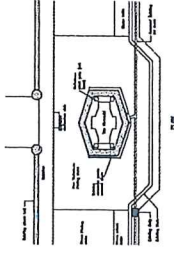
2 East Elevation Proposed Repairs
Scale 1:25

2784

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To be read in conjunction with schedule of works which describes further repairs and cleaning throughout the monument

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Project

LEDBURY WAR MEMORIAL Repairs

Drawing

Elevations as Proposed - North and East

Drawing No. Scale

H1930/201 1:25 @ A3

Date

May 2022

Drawn By

HG

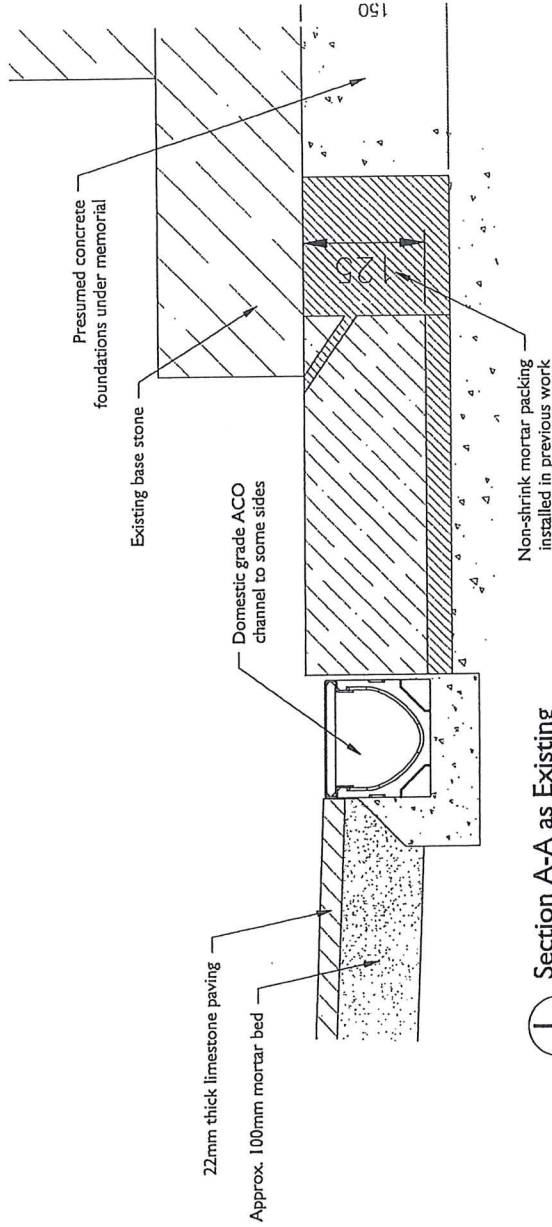
Purpose

Planning

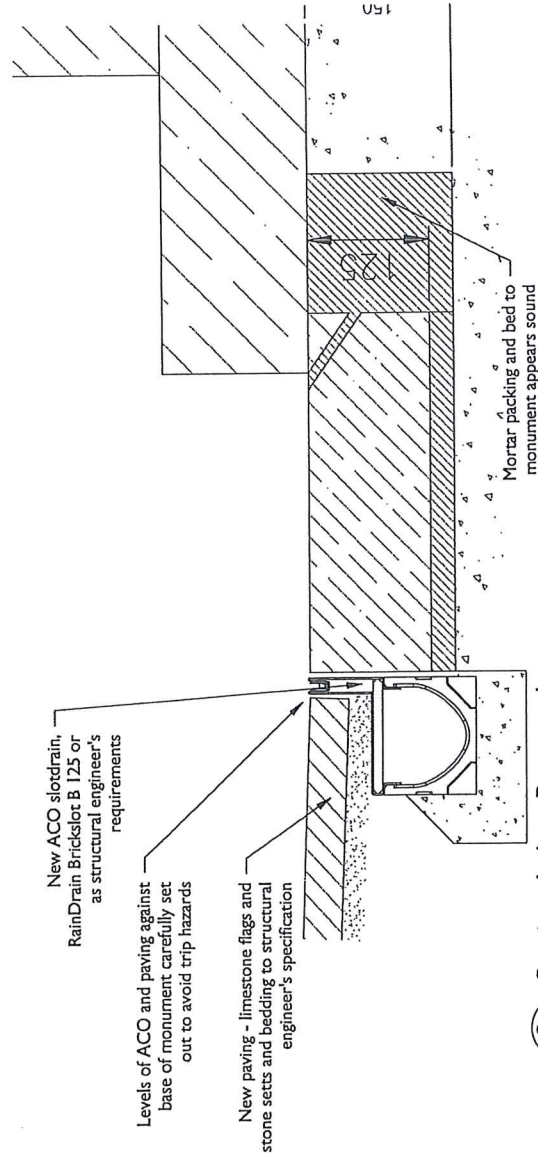
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1 Section A-A as Existing
Scale 1:5



2 Section A-A as Proposed
Scale 1:5

0 250mm
Scale 1:5

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Project

LEDBURY WAR MEMORIAL Repairs

Drawing

Section A-A Through Base of Monument

Drawing No.

H1930/205

Scale

1:5 @ A3

Date

May 2022

Drawn By

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Purpose

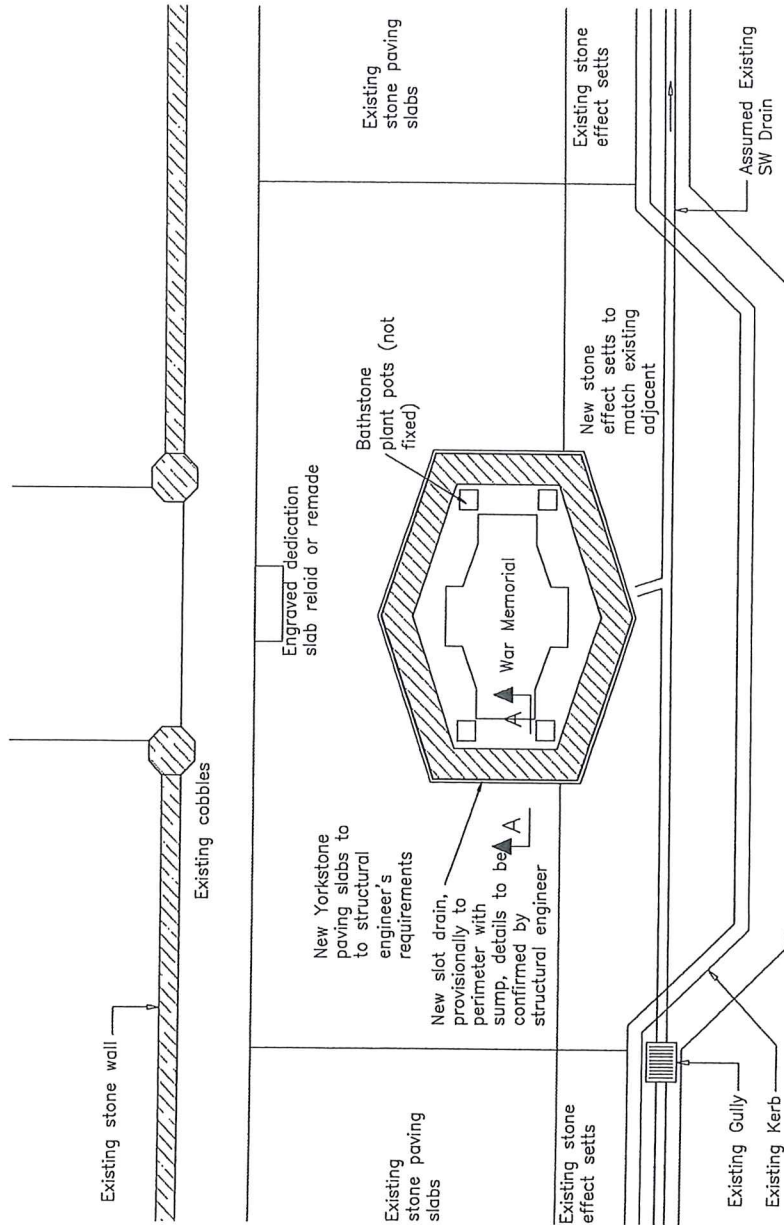
Planning

5872

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Project

**LEDBURY WAR MEMORIAL
Repairs**

Drawing
Plan as Proposed

Drawing No.	Scale
H1930/200	1:50 @ A3

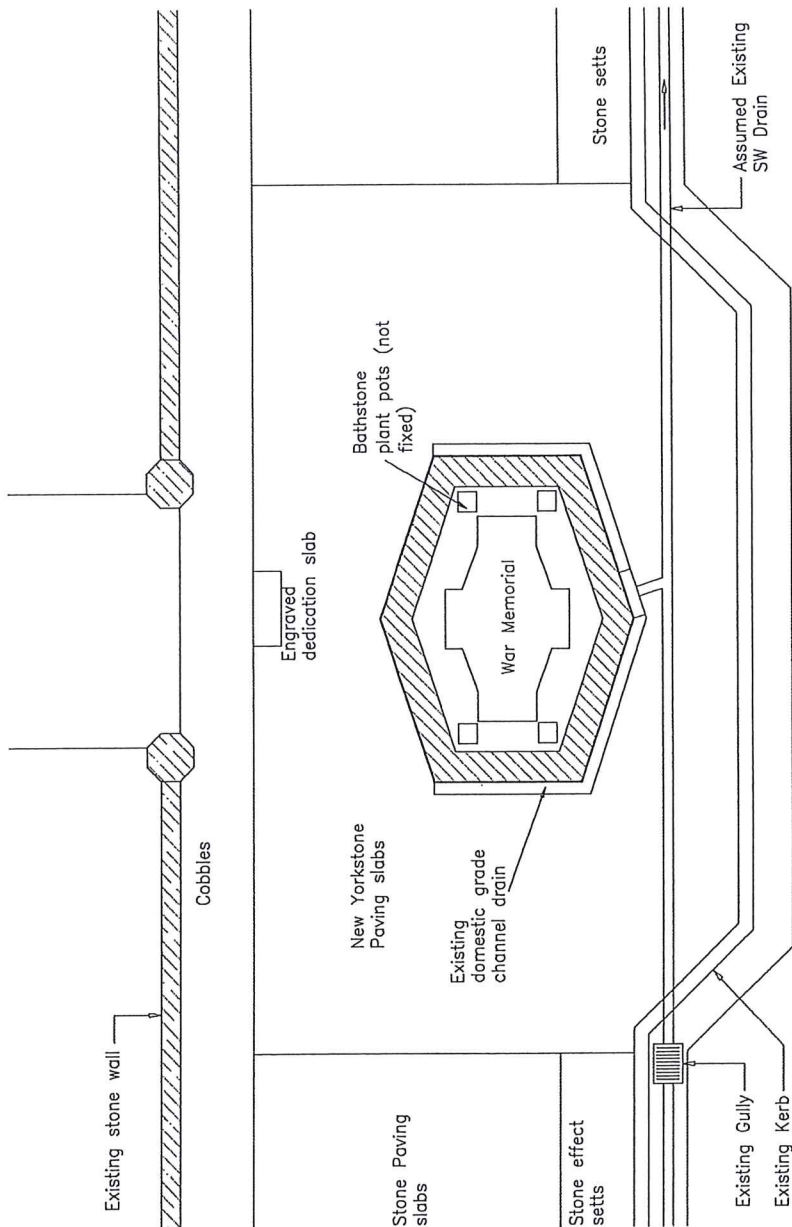
Date	Drawn By	Purpose
May 2022	HG	Planning

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Project

LEDDBURY WAR MEMORIAL
Repairs

Drawing
Plan as Existing

Drawing No. Scale
H1930/100 1:50 @ A3

Date Drawn By Purpose
May 2022 HG Planning

2787

FULL COUNCIL	9 JUNE 2022	AGENDA ITEM: 23
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Report prepared by Angela Price – Town Clerk

GWR COMMUNITY FUND

Purpose of Report

The purpose of this report is to ask Members to consider a recommendation from the Grants Working Party to authorise the Clerk to apply for a grant from the GWR Community Fund for the purpose of obtaining a feasibility study into improved access at the Ledbury Train Station.

Detailed Information

At a meeting of the Grants Working Party held on 25 May 2022 Councillors were provided with details of a grant funding stream via GWR Community Fund, copies attached for information.

It was noted that applications could be submitted for feasibility studies and accessibility issues related to travel and Councillors agreed that a recommendation should be submitted to Council to request that the Clerk be authorised to apply for a grant for the purpose of carrying out a feasibility study into improving access at Ledbury Train Station.

Recommendation

That Members approve the recommendation from the Grants Working Party to authorise the Clerk to apply to for a grant via the GWR Community Fund for the purposes of carrying out a feasibility study into improving access at Ledbury Train Station.

GWR

Community Fund 2022/23



2789

Contents

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What type of applications we are looking for.....	6
What we are not looking for.....	10
How to apply.....	11
What happens next?.....	12
Contacts.....	13

Front page picture:
The Ark Trust's project supported people from Bracknell Forest and the surrounding areas, encouraging them to get 'Out and About' and travel by train. The charity supports people with disabilities and/or long-term health conditions, carers, young people who are not in education, employment or training; and the community and voluntary sector, ensuring equality for all to engage in citizenship and community. This project encouraged people to use the rail network to access places for support, socialising, leisure, learning and work. It supported them to travel safely and independently on trains and plan their route, including connecting with other public transport such as buses.

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Welcome

Great Western Railway's Community Fund supports projects that have a community benefit or address an area of social need across our network.

GWR is pleased to announce that we are inviting funding bids for community projects.

This handbook provides details on the type of projects we are looking for, the application process, and how to contact us should you have further questions.

We look forward to seeing a wide range of bids from all parts of our network.

Our Community Fund is designed to support small and medium projects that can be completed over the course of the year. We are particularly interested in schemes that increase rail travel, encourage carbon reduction, connect communities, people and places, support economic growth, promote inclusion and diversity, and educational programmes that support careers in rail or increase awareness and experience of public transport and rail safety.



The Lions Barber Collective is an international collection of top barbers who together help raise awareness of mental health for the prevention of suicide. They offer free haircuts with their pop up barber shops at stations and use this as a vehicle to connect with the community and start conversations around mental health. They create nonclinical, nonjudgmental safe spaces where people feel comfortable to talk about their mental health and the barbers signpost clients to support and information.



The No Way Trust organised interactive and educational experiences for 11 to 15-year-olds at schools in Maidenhead and Didcot, involving crime and safety agencies, professionals and volunteers. These sessions also included a workshop focussing on trespass, anti-social behaviour and the consequences of fare evasion.

16792

General Advice

Our Community Fund offers the chance to bid for funding for projects that address an area of social need, educate, or engage with the community throughout the Great Western network. This handbook is designed to help you with your funding application.

Applications will be judged against a number of criteria; this handbook describes what we are looking for and the process for submitting a proposal to us.

infrastructure improvements. Bids can include familiarisation, training, education and careers help. We are looking for innovation and excitement.

Successful bids from previous projects include a wide range of schemes, from diversity and outreach projects helping to open up rail travel to more communities, through to skills and job training as well as

If you have any questions or queries, we would be delighted to hear from you about your idea and in the back of this handbook you will find our contact email for further questions and queries.

- We want to support projects that have a tangible community benefit
- We can consider ideas from community and voluntary groups, local authorities, places of study and not for profit organisations. We cannot accept bids from commercial organisations
- A good bid will have clear aims and objectives showing how the community will benefit and a robust delivery plan with timescales
- Match funding is welcomed but not essential. Those bids that have match funding should demonstrate they have the funding confirmed and include details of any requirements that need to be met to release the funding
- Deliverability is a key element of what we are looking for in a good bid. Projects where costs are known and any third-party consents have been secured will be considered favourably
- Bids can only be accepted for projects within our network area and any project should be completed by 31 March 2023.

What type of applications are we looking for?

We welcome a wide range of applications; the list below identifies some of the types of schemes we are looking for.

Educational - programmes which deliver safety education, promote the rail industry as a positive career choice, reduce crime, support vocational skills training and work experience for young people or other marginalised groups, or increase awareness of local public transport. A good bid will contain details of how the project will continue in the years following the funding provision if required.

Promoting rail travel - promoting train services or providing information that will help marginalised groups use rail services benefiting the community. A good bid will encourage further use of public transport and make it easier to access and use train services.

History & heritage - enriching the community through developing historic links with the Great Western network. A good bid will show how the project links to GWR's heritage and increases educational awareness of our rich history.

Under represented groups - We are looking for any projects that promote inclusion and diversity, including activities to promote groups who are typically under-represented in the rail industry workforce, including, women and those from an ethnically diverse background. A good bid will show how the activity will help GWR to be a more diverse and inclusive employer.

Research - Feasibility Surveys or Studies - to support future bids or to show ways to promote rail travel and careers in rail. A good bid will show how the feasibility study will support future development.

Accessibility - aiding groups who may feel unable to use train services as part of daily life, to reduce social isolation and to showcase rail. This includes both infrastructure and non-infrastructure projects that improve the rail experience of people with disabilities and other specific needs. A good bid will demonstrate the ongoing positive impact on individuals from participating in the project or the impact the proposed changes will have.



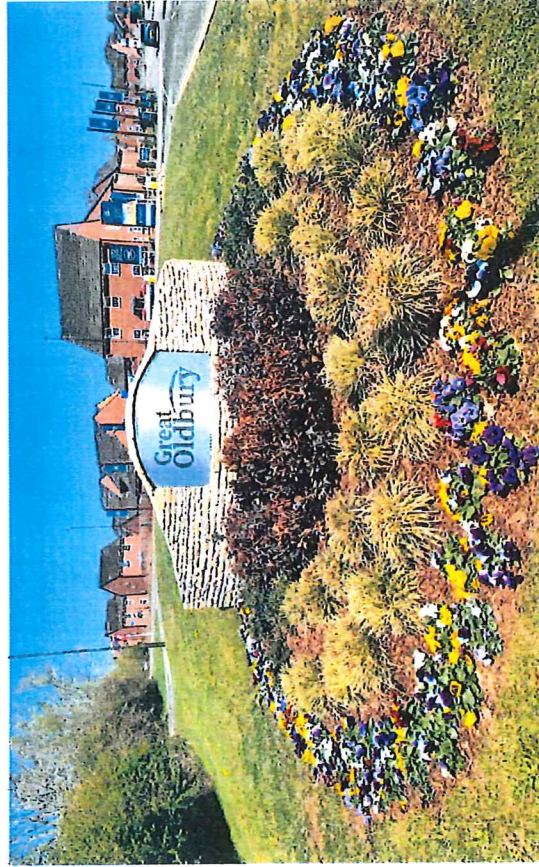
This project was delivered by MV Balmoral, the iconic coastal passenger vessel moored in the city's harbour, and My Future My Choice, an education charity working with business, schools and alternative venues to help children explore possible futures. The pandemic meant schools are increasingly reluctant to make excursions and to hire coaches. This project used the rail network and ferry boats to provide affordable safe travel for young people on school excursions. It enabled teachers to complete training and tailor risk-assessments so that they have confidence in using the rail network and chartered ferry boats to access the landscapes and venues in and around the Floating Harbour, Avonmouth and Severn Beach.

Disused buildings - bringing back into use a building, on or near the station, for the benefit of the community. Good submissions will consider the building's future potential, how it will assist the community, and how the maintenance and upkeep of the facilities will be managed in the years to come.

Walking and Cycling - promoting walking and cycling links to and from stations. A good bid will detail convenience, potential numbers of users and how the facility will be maintained in years to come.

Public transport integration - encouraging integration between public transport modes. A good bid will aim to quantify benefits, explain how this will benefit the local community and have identified other relevant public transport operators to integrate with.

Promotion and Wayfinding - improving information to make using rail easier and promoting services through signs, posters, social media, film and music. A good bid will identify the issue being addressed and show who will be benefit.



Gloucestershire Community Rail Partnership is leading on a project designed to better connect new communities to rail. The project also strengthens working relationships between local authorities, consultants, developers, rail and bus operators, and, importantly, the local communities they serve. The "Connecting New Communities to Rail" project has already been put into use to help support travel planning and community engagement activity at Great Oldbury, a new development under construction to the west of Stonehouse which will eventually see 1,350 new homes built.

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Okehampton Station will enjoy even more of a 'wow' factor thanks to a project lead by the Devon and Cornwall Rail Partnership to transform the booking office and disused rooms into heritage assets and provide an information centre for visitors using the newly-restored Dartmoor Line.

The project has turned previously largely-disused rooms into a period waiting room, a new bookshop for the Dartmoor Railway Association and a Dartmoor Information Centre. It will also allow the heritage of the booking hall to be enhanced and the booking office itself to be turned into a period ticket office.

What we are not looking for

Certain improvements are not eligible for support; this includes schemes that are commercially viable.

Our Community Fund is intended to support projects which, generally, would not meet normal commercial criteria bids or that would generate direct revenue benefits to GWR and these types of projects are unlikely to be successful.

We are also not able to fund day-to-day resourcing of organisations, or provide funding for the ongoing employment of individuals.

Bids can only be accepted for projects within our network area and any project should be completed by 31 March 2023.

Bids for projects that require ongoing funding will need to show how this will be secured without access to further GWR funding. Bids of this nature are unlikely to succeed if there is a risk they will fail to be delivered after one year.



The Greater Change Foundation has set up contactless tapping points across Oxford city centre where people can make charity donations to support homeless people. Thames Valley Police have worked with Greater Change and Oxfordshire Homeless Movement to support the project. The money raised will pay for outreach workers, homeless prevention schemes and other projects. This is a forward-thinking scheme which can help reduce homelessness on the streets of Oxford by ensuring money goes directly to those support networks who know how to put it to the best use.

2794

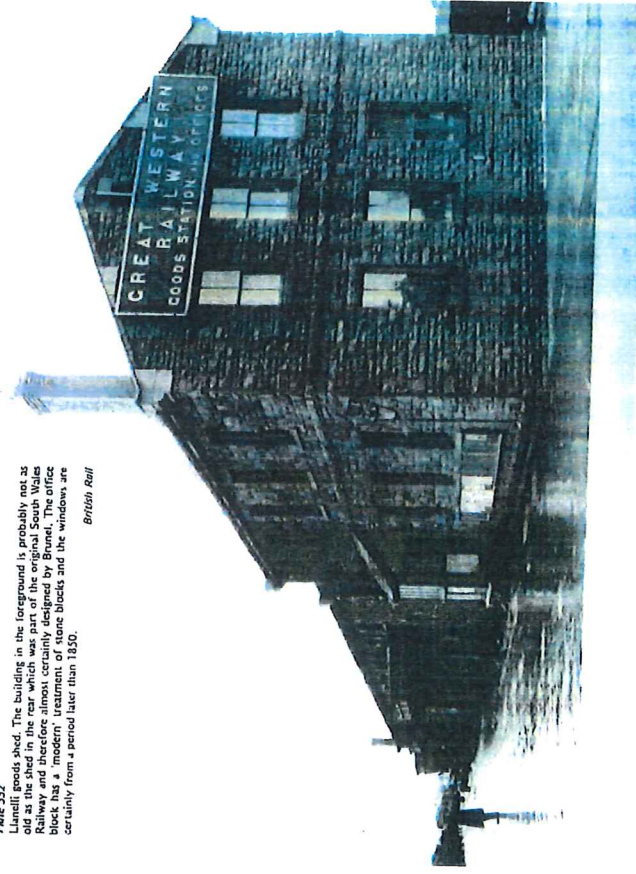
How to apply

Applications must be made online through <https://communityfund/application>. We have kept the form as simple as possible, with strict word limits. If we need more information we will contact you.

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Plate 532
Llanelli goods shed. The building in the foreground is probably not as old as the shed in the rear which was built for the Great Western Railway and therefore almost certainly designed by Brunel. The shed block has a 'modern' treatment of stone blocks and the windows are certainly from a period later than 1850.

British Rail



The Llanelli goods shed was built by GWR in 1875 and is located in the Tyisha area of Llanelli, one of the top 10 per cent most deprived wards in Wales. The Llanelli Railway Goods Shed Trust is turning the building into a flagship social enterprise and community hub which will become a multi-use facility addressing social, economic, environmental and cultural issues and will help to regenerate this disadvantaged area.

What happens next?

Bids will be accepted up until midnight on Monday 27 June 2022. Once you have submitted your application it will be reviewed and considered for funding.

Projects will be classified as either:

- The project is one we would like to explore and will go through to the next stage.
- The project has potential; however we have some reservations and would like you to answer some further questions before we can consider its potential for this year.
- The project is not successful. We will try and tell you this quickly and explain why we could not support your application.

Schemes which have potential may be subject to further assessment, such as a site visit by one of our team.

Successful bidding organisations will be required to provide appropriate financial and bank account details, agree a joint press release, and countersign a community funding agreement with GWR.

Once that is complete, we will help you get the project underway and then keep in touch as you deliver your project.

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Contacts

If you have any further queries about the application process, please contact:

Amend to Community Fund on
CommunityFund@gwr.com

GWR welcomes and encourages station adoption. If you would like to join an existing station friends group, or you would like more information about setting up a group please contact us on **community.rail@gwr.com**

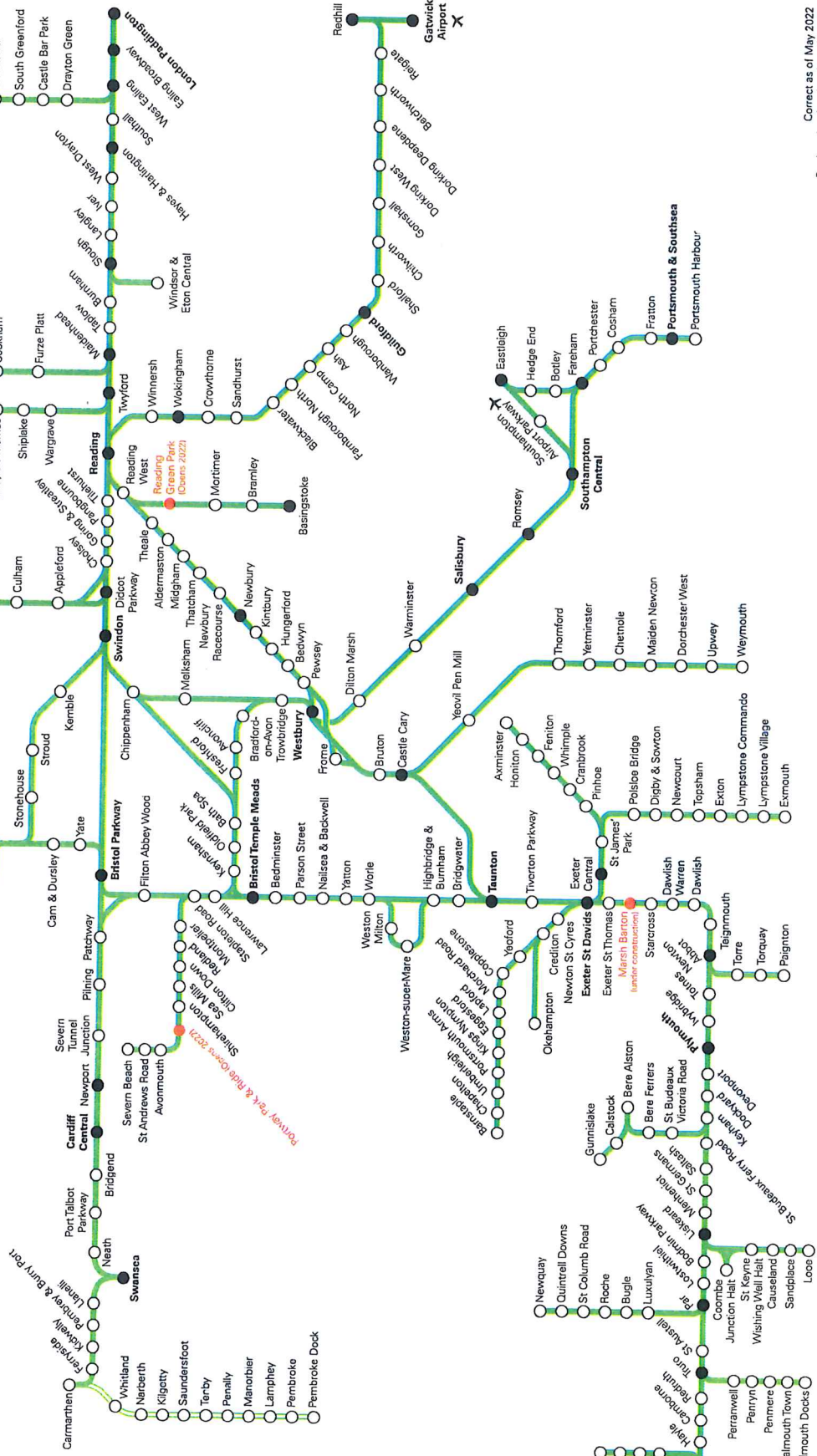


The Groundwork South Trust's IMIPACT Programme empowers migrants and refugees in London and Bristol to use transport systems confidently, increasing their integration in their new community by encouraging opportunities to use public transport to commute to interviews, work, socialise with friends, take children to school and generally explore their new local area.

GWR

Our network

- Seasonal GWR route
- GWR served station
- Key interchange station
- Station under construction



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GWR

FULL COUNCIL	9 JUNE 2022	AGENDA ITEM: 24
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Report prepared by Angela Price – Town Clerk

BUSINESS OPTIMISATION VIA WEBSITE

Purpose of Report

The purpose of this report is to ask Members to give consideration to a proposal from the Councils website host, to help optimise the Councils website visibility.

Detailed Information

During a recent discussion with the website provider, Advansys, they mentioned an option that the council may wish to consider to help optimise its website and the Clerk agreed that they should provide a proposal for submission to council for consideration.

They have advised that by doing the optimisation it will assist the visibility of the council in the Google "snack-packs" MAPS and local Search Engine to help widen the audience.

Attached is the proposal submitted by Advansys in the sum of £400.

Recommendation

That Members give consideration as to whether they would wish to leverage on Google My Business to increase its visibility in Google "snack-packs" MAPS at a cost of £400.

Quotation

Experts in web and ecommerce since 2000



Quotation: Google My Business Optimisation

Quotation Date: 08/04/2022

Reference: ADV2022-40273

1 Google My Business Optimisation: Ledbury Town Council

1.1 Google My Business

1.1.1 Features

Value Based Marketing:

Advansys to action and complete where applicable

The profil will need to be claimed

- Cover Image
- Address
- Business Category
- Additional Images
- Company Name
- Logo
- Value Statement
- Call to action
- Contact Details
- Categories (up to 4)
- Products (up to 4)
- Services
- Review Strategy document and training
- Repurpose content training (how to post future products)
- Overview of Insights

Goal:

Increase visibility on local SEO:

- In the 'snack pack'
- Searching via local terms
- Searching via maps

Cost £400+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% 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.

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Quotation Acceptance

Reference: ADV2022-40273

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:

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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.

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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.

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.

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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 30 days 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 30 days notice to be provided in writing.

(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's Site.

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.

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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.

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