



# LEDBURY TOWN COUNCIL

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17 April 2026

To: All Councillors

Dear Councillor

You are **summoned** to attend a meeting of **LEDBURY TOWN COUNCIL**, to be held on **Thursday, 23 April 2026 at 7.00 pm** in the **Town Council Offices, Church Lane, Ledbury, HR8 1DH** for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Angela Price PSLCC, MIWFM, AICCM  
CiLCA (England & Wales)  
Town Clerk

## FILMING AND RECORDING OF COUNCIL MEETING

Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording, or broadcasting of meetings, those exercising the rights to film, record or broadcast must respect the rights of other people attending under the Data Protection Act (GDPR) 2018.

## AGENDA

1. **To receive apologies for absence**
2. **To receive 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 note the Nolan Principles**  
<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>
4. **To note the General Duty on Public Authorities of Section 149 of the Equality Act 2010** (Page 6222)
5. **To approve and sign as a correct record the minutes for meetings of Council held on 2 April 2026** (Pages 6224-6238)
6. **To receive and note the Action sheet** (Pages 6240-6243)
7. **To receive Chairman's Communications**
8. **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 of 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."*

9. **To receive motions presented by Councillors in accordance with Standing Order 9**

**Notice of Motion received from Councillor Harvey:**

*"This council has stated its intention to invest in improving the market offering in the town and to continue to contribute positively to the economic health of the town centre.*

*With this in mind, I would like to propose that:*

*This council instruct officers to urgently draft proposals to:*

- *increase use of the undercroft and upstairs of the Market House on Charter Market days*
- *take forward the TMAP report recommendations as they relate to our markets; and*
- *reduce the Traffic Regulation Order area of on-street parking which is designated for market trading on market days."*

**FINANCE, POLICY & GENERAL PURPOSES**

10. **Invoices for Payment (include salaries)** (To follow)
11. **Month 12 Budget Monitoring Reports** (Pages 6244-6274)

- i. Receipts and Payments 1 to 31 March 2026
- ii. Balance sheet and Trial Balance – Month 12
- iii. Budget Monitoring Reports 1 April – 31 March 2026

12. **2025/26 Year-end financial reports** (To Follow)

## **GOVERNANCE**

13. **To receive any updates in respect of Code of Conduct Matters**  
(Standing Item)

14. **Councillor Resignation** (Pages 6276-6277)

## **PLANNING, ECONOMY & TOURISM**

15. **To consider Planning Consultations** (Pages 6278-6279)

16. **To receive and note update on Planning Decisions** (Pages 6280-6283)

17. **Representation at Herefordshire Council Planning Committee**  
(Standing Item)

18. **Ward Member speech presented at Herefordshire Planning Committee meeting held in respect of planning application P242783/O**  
(For information only) (Pages 6284-6286)

## **ENVIRONMENT AND LEISURE**

19. **Potential Asset Transfer of Play Areas in Ledbury** (Pages 6288-6290)

20. **Draft Tree Policy** (Pages 6292-6304)

## **RESOURCES**

21. **To receive and note the minutes of a meeting of the Resources Committee held on 2 April 2026 and to give consideration to any recommendations therein** (Pages 6305-6307)

## **GENERAL**

22. **Outside Bodies** (Pages 6308-6314)

- i. Minutes of a meeting of Ledbury Carnival held on 1 April 2026
- ii. Minutes of a meeting of the Ledbury Community Choir held on 27 February 2026

23. **Date Of Next Meeting**

To note that the next meeting of Council is scheduled for Thursday, 7 May 2026

24. **Exclusion Of Press & 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

25. **To give consideration to any urgent recommendations from the Resources Meeting held on 23 April 2026**

Distribution: Full agenda and reports to all Councillors (11)  
Plus file copy

Agenda and reports excluding confidential items to:  
Local press (1), Library (1), Council Website (1)

### **SECTION 149 OF THE EQUALITIES ACT 2010**

Members are requested to note the information provided below and give due consideration to Section 149 in their decision making as set out within.

#### **Equality Duty**

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

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

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

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



**LEDBURY TOWN COUNCIL  
MINUTES OF A MEETING OF FULL COUNCIL  
HELD ON 2 APRIL 2026**

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**PRESENT:** Councillors Bradford, Chowns, Harvey (Chairman), Hughes, Kettle, Troy

**ALSO PRESENT:** Angela Price – Town Clerk  
Councillor Simmons (Ledbury South)

**C1227. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Morris.

The Chair reminded Members that if they are unable to attend a meeting of Council, they do need to tender formal apologies to the Clerk, reminding them that they are “Summoned” to attend a meeting of Council and therefore should make every effort to attend.

**C1228. DECLARATIONS OF INTEREST**

None received.

**C1229. TO NOTE THE NOLAN PRINCIPLES**

**RESOLVED:**

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

**C1230. TO NOTE THE GENERAL DUTY ON PUBLIC AUTHORITIES OF SECTION 149 OF THE EQUALITY ACT 2010**

**RESOLVED:**

**That the General Duty on Public Authorities of Section 149 of the Equality Act 2010 be received and noted, noting that the Clerk would advise Members when it is appropriate for the matters to be considered under the Duty.**

**C1231. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 12 MARCH 2026**

The Clerk advised that Councillor Morris had advised of some typos within the minutes. The Chair asked that these be identified for the record, it was noted that the copy within the agenda pack was not the corrected version.

**RESOLVED:**

**That the minutes of the meeting of Council held on 12 March 2026 be deferred to the next meeting of Council to allow for the typos to be identified and recorded accordingly.**

**C1232. TO RECEIVE AND NOTE THE ACTION SHEET**

**RESOLVED:**

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

**C1233. WARD COUNCILLOR REPORTS**

Councillor Bradford noted the information in respect of disabled access at Ledbury Train Station. He stated that he was surprised at the figure within the Ward reports of £10 Million for installing a pedestrian bridge with lifts. He asked whether there were alternative options that could be looked at.

Councillor Simmons advised that various options had been discussed during the meeting and that the figure quoted was based on the costs involved at other stations.

Members were advised that during the meeting Councillors were made aware that as there is no disability access at the station under the Disability Discrimination Act 1995 Network Rail will pay for a taxi from the station to the next available station.

**RESOLVED:**

- 1. That the Ward reports be received with thanks.**
- 2. That the Council promotes the information in respect of taxis with the general public via its social media, noticeboards, website, and newsletter.**
- 3. That Network Rail be asked to put a sign up at the station making disabled users aware of the taxi service.**

**C1234. CHAIRMAN'S COMMUNICATIONS**

**RESOLVED:**

**That the Chairman's Communications be received and noted.**

**C1235. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(e) and s(f)**

None received.

**C1236. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9**

None received.

**C1237. BUDGET MONITORING**

**RESOLVED:**

- 1. That the notes of Budget Monitoring Meeting held on 19 March 2026 be received and noted.**
- 2. That the following year end budget movements be approved and carried out prior to the year-end closedown:**
  - 2.1** A virement of £10,447 be undertaken from 102/4001 to 102/4169
  - 2.2** A virement of £607 be undertaken from budget line 102/4200 to 4206
  - 2.3** Funds to cover overspend to be taken from the General Reserve in-year; Provision is made within the 2026/27 and 2027/28 budget to replace funds.
  - 2.4** A virement of £2,859.00 be undertaken from 102/4000 to 103/4000.
  - 2.5** It was noted that the increase in the Painted Room opening hours had been agreed after the budget for 2025/26 had been set. Propose overspend be managed via additional income from Painted Room (increase of £13,000).
  - 2.6** Artisan books purchased on a sale or return - underspend to be off-set by increased in-year sales income (increase of £1,550).
  - 2.7** Vire £391.00 from 102/4122. Officers were asked to consider an appropriate time to switch off the underfloor heating and service area convector heater in Bye Street Toilets.
  - 2.8** Propose move £400 from EMR 336 to 118/4285
  - 2.9** Virement of £5,079.53 from 102/4000 to 201/4122.
  - 2.10** Move £913.00 from EMR 324 to 202/4170
  - 2.11** Overspend be journaled from 202/4185 to 202/4170. 202/4170 overspend be managed via a movement from EMR 324.
  - 2.12** Virement of £178.00 be made from 202/4021. Officers to investigate water meter.

- 2.13 Virement of £2,470 from 214/4891 to 202/4122
- 2.14 Virement of £2,044 from 214/4900 to 220/4590
- 2.15 Virement of £25,712 from 102/4000 to 230/4000.
- 2.16 Virement of £1,506 from 235/4170
- 2.17 To note that the overspend of 235/4415 is due to installation of lease line and will be covered in-year from general reserve then paid back via arrangements made in 2026/27 & 2027/28 financial years.
- 2.18 401/4483 Cover in-year from General Reserve and then pay back via Funds allocated in 2026/27 and 2027/28 budget to replace overspend.

3. That the following year end movements to/from Ear Marked Reserves be completed as part of the year end closedown process:

- 3.1 **101/4206 – Grounds Maintenance.**  
Proposed underspend be moved to EMR 335 - £1,000.
- 3.2 **102/4223 – Perimeter Wall Repairs**  
Proposed underspend be moved to EMR 335 - £2.,000.
- 3.3 **102/4273 – Scatter Garden**  
Funds be carried forward to 2026/27.
- 3.4 **102/4310 – Vehicle Replacement/Refurb**  
Proposed underspend be moved to EMR 339 - £5,000.
- 3.5 **102/431 – Green Vehicle**  
Proposed underspend be moved to EMR 339 - £3,000.
- 3.6 **105/4434 – Music License**  
Proposed underspend be moved to EMR 336 - £500 – funds being allocated annually to cover cost of music licence which is due every three years.
- 3.7 **108/4204 – Dog Hill Wood Management Plan**  
Proposed underspend be moved to EMR 335 - £1,000.
- 3.8 **108/4210 – Dog Hill Wood Coppicing**  
Proposed underspend be moved to EMR 335 - £1,000.
- 3.9 **110/4237 – Skate Park Maintenance**  
Proposed underspend be moved to EMR 335 - £500.
- 3.10 **110/4238 – Youth Shelter Maintenance**  
Proposed underspend be moved to EMR 335 - £200.
- 3.11 **110/4229 – Street Light Maintenance**  
Proposed underspend be moved to EMR 335 - £500.
- 3.12 **301/4553 – Tourist Information Centre**  
Funds to be carried forward into 2026/27 budget -£1,000.
- 3.13. **301/4554 – Charter Market Strategy**  
Funds to be carried forward into 2026/27 budget - £5,000

**C1238. INVOICES FOR PAYMENT**

**RESOLVED:**

1. That the invoices approved for payment by the Chairman, Chair of Finance, Policy & General Purposes Committee and Clerk via delegated powers in the sum of £11,854.54 plus VAT be noted, noting that the Chairman declared an interest in the two payments to Love Ledbury due to being a Trustee and therefore these two invoices were approved by the Chair of the Finance, Policy & General Purposes Committee and the Clerk only.
2. That the invoices for payment in the sum of £278.85 plus VAT be approved.
3. That the information relating to staff salaries for January, February and March 2026 be received and noted.

**C1239. CREDIT CARD COMPARISON REPORT**

Members were asked to consider a comparison report in respect of a Council credit card.

**RESOLVED:**

1. That the Responsible Finance Officer be instructed to apply for a credit card with Lloyds Bank.
2. That the Responsible Finance Officer be instructed to review ethical banking accounts and provide a report to a future meeting of Council for consideration of changing banks.

**C1240. LIVE STREAMING OF COUNCIL MEETINGS (PRE-LEGISLATION)**

Members were requested to consider a report on future live streaming of Council meetings.

The Chair raised concerns in respect of live streaming via Teams rather than YouTube and considered that delivery model Option A – View only livestream should be the option to move forward with at this time.

**RESOLVED:**

1. That the introduction of live streaming of Council meetings in advance of legislation be approved as per Option A – View only livestream using the same format as other local councils.

2. That Members support the procurement of suitable audio visual equipment, including consideration of the Owl Labs Meeting Owl 4.
3. That officers provide a clear specification in terms of equipment required to deliver a system to work in Ledbury Town Council offices.
4. That officers develop a draft procedure and guidance for live streaming.

**C1241. TO RECEIVE AND NOTE UPDATE IN RESPECT OF CODE OF CONDUCT MATTERS**

The Chairman provided an update on the progress of the current Code of Conduct that had been submitted on behalf of the Council. She advised that she had received a draft report on the ongoing Code of Conduct Complaint and advised that the deadline for a response was 8 April 2026, following which a final version of the report would be produced.

**RESOLVED:**

That the update received from the Chairman in respect of the ongoing Code of Conduct complaint be received and noted.

**C1242. PLANNING CONSULTATIONS**

1. **Application No. 260461** – Single storey kitchen extension and associated external works – Old Plastow, Rhea Lane, Ledbury, Herefordshire, HR8 2PU

**RESOLVED:**

**No objection**

2. **Application No. 260462** - Single storey kitchen extension and associated external works – Old Plastow, Rhea Lane, Ledbury, Herefordshire, HR8 2PU **LISTED BUILDING CONSENT**

**RESOLVED:**

**No objection**

3. **Application no. 250297** – Dayroom/laundry room for consented mobile homes site (part retrospective) – **Little Bush Pitch, Ledbury, Herefordshire, HR8 2PX**

The Chair provided some historical information in respect of this application, pointing out that there is a huge bungalow on this

site which had started as a small washroom for mobile home pitches, which had subsequently been inhabited which had become regularised retrospectively, which it is likely would not have received planning permission. In addition to that washroom, which was now a large residential house with two static caravan pitches on the site, which is a single family site.

She advised that this planning application segmented the site and only considers the area where the two static homes are and that they are now asking, partly retrospectively, for a further dayroom/laundry facility on the site.

**RESOLVED:**

- 1. That the Clerk query with Planning Officers why this single-family site is being split in this way when those two static pitches are only there as a consequence of being part of the single-family site that was given the original planning permission.**
- 2. That this planning application be deferred to a future meeting of Council once a response has been received from the Planning Officers.**
- 4. Application No. 260761 – Two storey rear extension – New House, Bridge Street, Ledbury, Herefordshire, HR8 2AW**

**RESOLVED:**

**No objection.**

Councillor Simmons advised of a planning matter in relation to application no. 260577 – 24 Lambourne Close for a Certificate of Lawfulness, change of use from a dwelling house C3 to a children's residential C2 Care Home for up to two children and two adults.

**RESOLVED:**

**That this planning application be included on the next Council agenda for consideration.**

**C1243. PLANNING DECISIONS**

**RESOLVED:**

**That the planning decisions be received and noted.**

**C1244. UK TOWN OF CULTURE**

Councillor Kettle provided a verbal update on the progress of the Expressions of Interest by the Community Hub. He advised that the final EOI had now been submitted.

He advised that the anticipated outcome of this stage will hopefully be provided in June 2026.

The Chair queried what is meant by “demountable venue” which had been targeted at the recreation ground for potentially 500 people.

Councillor Kettle explained that it was a “pop-up” venue but advised that the detail had not been looked into at this stage. The Clerk added that it was her understanding that it was proposed as a wooden structure with a hard base that could be put up and taken down as required.

It was noted that this is only an Expression of Interest at this time, which is community led.

**RESOLVED:**

**That the update be received and noted and a copy of the final submission be provided to all councillors.**

**C1245. TO GIVE CONSIDERATION TO A DRAFT TRAFFIC REGULATION ORDER SUBMISSION IN RESPECT OF SOUTHEND/MABELS FURLONG PARKING AND ROAD SAFETY REQUEST**

Members were reminded that this item had been deferred from the meeting of Council held on 12 March 2026, due to one Councillor having submitted a declaration of interest which rendered the meeting inquorate.

The Council were being asked to support the approach as proposed by Councillor Simmons.

**RESOLVED:**

**That Ledbury Town Council supports the approach being proposed by Councillor Simmons as far as Highways Engineers look at the issues raised and provide recommendations for solutions for Mabels Furlong and Southend.**

**C1246. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE MAJOR PLANNING APPLICATIONS WORKING PARTY**

**RESOLVED:**

**That the minutes of the meeting of the Major Planning Applications Working Party be received and noted.**

**C1247. FEES AND CHARGES**

Councillor Harvey expressed concern that a report had been presented to council, as it had been her understanding that a further report would be referred back to a further meeting of the Working Party providing the missing information from the report.

It was considered that this information was not ready to be considered by Full Council and did not contain the information that the working party had asked for, particularly in relation to market fees in comparison to other markets in the area and also to look at recommendations from the TEMAP report in terms of what has been agreed as the initiative to be taken forward in respect of the markets.

**RESOLVED:**

- 1. That the minutes of a meeting of the Fees and Charges Working Party meeting held on 19 March 2026 be received and noted.**
- 2. That the Report be referred back to the Working Party for further consideration and a recommendation from them on what Council should be doing in respect of their fees and charges.**
- 3. That officers arrange a further Working Party meeting and that this be held late afternoon (4.00 pm).**
- 4. That officers look beyond Herefordshire for market fees comparisons.**

**C1248. TO GIVE CONSIDERATION TO QUOTATIONS RECEIVED IN RESPECT OF WORKS REQUIRED AT LEDBURY CEMETERY**

**1. Repointing works**

Members were requested to give consideration to quotes received in response to much needed repointing works to the perimeter wall of the cemetery.

Members were concerned about the spread of quotes in relation to these works and it was noted that the report advised that some of the contractors who had provided quotes had carried out works for the Council, however there was no correlation

between which quotes were from companies who had carried out work for the Council previously and whether their work had been of an acceptable standard.

**2. Gravel Footpath in front of the storage container**

Members were unclear as to whether the contractors that had submitted quotes for these works were different to those for the works to the perimeter wall.

Concerns were raised in respect of the dimensions of the diagram included in the report and asked that this be amended prior to the report being resubmitted to Council and clarity being sought on the measurements provided to contractors as these may have an impact on the costs quoted.

The Chair noted that with both of the items in this report she would not expect an in-year budget to cover the costs entirely for the works required. The Clerk advised that funds have been put into earmarked reserves for the repair of the perimeter wall.

Members expressed regret but felt they had no choice but to defer a decision on these two items pending further information.

**RESOLVED:**

- 1. That the report in respect of the repairs to the perimeter wall be deferred to enable information to be included in respect of which quotes are from companies who have undertaken work on behalf of the Council previously and whether those works were to an acceptable standard.**
- 2. That the dimensions of the diagram included within the report in respect of the footpath be revisited and a copy of the specification provided to the contractors be provided within the amended report.**

**C1249. TO GIVE CONSIDERATION TO QUOTATIONS RECEIVED IN RESPECT OF MARKET HOUSE STAIRCASE REPAIRS**

Members raised a number of concerns in respect of the proposed works to the Market House staircase.

Members considered it would be appropriate to have a report from a suitably qualified person stating that whilst there are repairs required to the staircase it is structurally sound for use at this time.

Members were concerned that there is a 100% difference between the two quotes and sought clarification on some of the additional costs within one of the quotes.

**RESOLVED:**

- 1. That this item be deferred to a future meeting of Council pending further information and clarification in respect of the quotes received.**
- 2. That the Deputy Clerk contact Caroe for confirmation that the staircase is structurally sound and safe to be used prior to the proposed works being undertaken.**
- 3. That officers provide Councillor Bradford with reports in respect of the future use of the Market House.**

**C1250. TO GIVE CONSIDERATION TO OPTIONS IN RESPECT OF DISPOSAL OF SURPLUS FURNITURE**

Members were provided with an update on the surplus furniture which is in the Market House. They were advised that there is less urgency in respect of this matter due to a significant amount of the furniture having been moved to storage within the Cemetery buildings.

It was noted that there was no indication within the report about timescales for discussions with the third party and it was felt that it would be helpful to have this information.

**RESOLVED:**

- 1. That this report be deferred until a timeframe for the outcome of the third-party discussions is provided.**
- 2. That the furniture is not offered for sale at the forthcoming antiques market.**
- 3. That a list of dates for upcoming auctions at Pugh's be provided within the deferred report.**

**C1251. UPDATE ON DEFIBRILLATORS**

It was noted that there whilst the report advised on the balance of EMR 336, no indication of the costs of the defibrillators within the report.

It was noted that the suite of reports provided within the Environment & Leisure section of the agenda were particularly disappointing in respect of the information that had not been provided within.

**RESOLVED:**

**That the Defibrillator report be deferred for further information in respect of costs to enable Members to make a decision in the event that other organisations do not wish to support the defibrillators via donating towards their purchase.**

**C1252. OUTCOME OF EXPRESSION OF INTEREST IN RESPECT OF PLAY AREAS IN LEDBURY**

The Clerk advised that she had received notification from Herefordshire Council that they had confirmed their acceptance of the Expression of Interest from Ledbury Town Council in respect of a possible asset transfer. She also confirmed that since writing the report she had received further information from Herefordshire Council in respect of the funds available to support the asset transfer and that this would be reported to Council at their meeting scheduled for 23 April 2026.

**RESOLVED:**

**That the update in respect of the potential asset transfer of play areas in Ledbury be received and noted.**

**C1253. EVENTS WORKING PARTY**

**1. Events Working Party Minutes – 23 March 2026**

The Clerk provided Members with information in respect of an Event that the Traders would like to bring to the High Street in conjunction with Eastnor Land Rover. The proposal is to bring a number of Land Rovers and military vehicles to the High Street along with street food traders. It would involve closing off the High Street from 4.00 pm to 8.00 pm on Saturday, 19 September and the Events Working Party had agreed to invite the organisers to their next meeting in order to provide more details of the event.

It was suggested that it would be helpful to have the events calendar appended to the minutes of the Events Working Party.

**2. To give consideration to the Events Strategy**

Members were asked to give consideration and provide feedback in respect of the draft Events Strategy.

It was suggested that it would be helpful to include a more incremental approach to events around Ledbury and to see Ledbury doing things to support these events, i.e., Malvern Show Ground Spring and Autumn events, two Big Apple Events, Chilli Festival and other Eastnor events. It is an opportunity to do things in Ledbury to support these events and encourage visitors to the area to stop off in the town.

It was felt that the Strategy is a good start but that there is more work that could be done to improve the final document.

Clarification was sought in respect of section 7 of the Strategy as to what this means. Does it mean that if events do not meet the preferred criteria Ledbury Town Council would not support these events?

**3. To receive outcome report on Ledbury World Bookfest 2026**

It was noted that the report did not contain any metrics in respect of the success of the event like those mentioned in Section 9 of the Events Strategy.

**RESOLVED:**

- 1. That the minutes of the Events Working Party be received and noted.**
- 2. That the event calendar be appended to future copies of the minutes of the Events Working Party.**
- 3. That the Events Working Party gives consideration as to how a more incremental approach to events around Ledbury can be incorporated into the Events Strategy and how the current events plan aligns with the Strategy and where the gaps are that Council would be looking to fill.**
- 4. That the Events Working Party consider providing a checklist for things to consider for groups other than the Town Council to consider when planning an event.**
- 5. That the Ledbury World Bookfest 2026 update be received and noted, noting that it would be helpful to have detailed metrics about the whole event.**

**C1254. SUSPENSION OF STANDING ORDER 3(x)**

**RESOLVED:**

**That Standing Order 3(x) be suspended for a period of 20 minutes to allow for the remaining business of the agenda to be considered.**

**C1255. TO RECEIVE AND NOTE LEDBURY CELEBRATION DAY AND GREAT BIG GREEN WEEK EVENT UPDATE**

It was noted that the Community Hub had budgeted for use of a commercial grade gazebo. Members queried whether one of the Council gazebos would be suitable.

**RESOLVED:**

1. That the update of the Ledbury Celebration Day and Great Big Green Week be received and noted.
2. That officers query with the Community Hub as to whether one of the Council's gazebos would be suitable for their event.

**C1256. GRANTING OF EXCLUSIVE RIGHT OF BURIALS**

**RESOLVED:**

That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 807, 812, 813 and 814 and signed accordingly.

**C1257. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 12 MARCH 2026 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

**RESOLVED:**

That the minutes of the meeting of the Resources Committee held on 12 March 2026 be received and noted.

**C1258. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE LEDBURY CARNIVAL ASSOCIATION HELD ON 4 FEBRUARY 2026**

**RESOLVED:**

That the minutes of the Ledbury Carnival Association held on 4 February 2026 be received and noted.

**C1259. DATE OF NEXT MEETING**

**RESOLVED:**

To note that the date of the next meeting of Council is 23 April 2026.

**C1260. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

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

**C1261. UPDATE IN RESPECT OF SMALL CLAIMS ACTION**

Members were provided with an update in respect of the proposal to apply to the Small Claims Court taken in the meeting on 12 March 2026.

**RESOLVED:**

**That Members note officers' actions in respect of the small claims court action, noting that if no written response is received from the business by Friday, 10 April confirming their agreement to the terms presented, officers will proceed with the Small Claims Court Action.**

**The meeting ended at 21.06 pm.**

**Signed ..... Date .....**



FULL COUNCIL

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
13-Nov-25					
C1034(3)	The Clerk to contact the LTC's current electricity provider to seek clarification in respect of implications for electricity costs due to the TNUoS increase.	TC	Dec-25	Clerk has made initial enquiries with Octopus. Despite this information being available on line Octopus advised that they were not aware of any increase in April 2026 - Clerk is continuing to look into this.	In progress
C1044(5)	Officers to prepare a draft long-term plan concerning all heritage buildings owned by the council.	DTC	Jan-26		On going
08-Jan-26					
C1094.3	That officers ensure that all necessary adaptations to the mountings and electricity points for the Christmas Lights be progressed as a matter of priority.	TC	Jan-26	TC in communication with Festive Lighting and fabrication company re new design for mounting points. Letters to be sent to property owners to advise of the need to change the mounting points. TC to contact Planning Authority re two of the properties as these are Listed Buildings	On-going
C1109.3	That consideration be given to the installation of a panic button in the Painted Room subject to it being possible to install one in reception at a later date once a decision has been made regarding council accommodation.	DTC	Feb-26	Information awaited from contractors	In progress
25-Feb-26					

C1160.iii.2	That Ledbury Poetry provide Members with sight of the branding artwork when available.	Led Poetry	Mar-26		In progress
C1162.8	That officers obtain reassurance from the Christmas lights installers that the lights will be installed with sufficient time to resolve any snagging issues that may arise.	DTC	Apr-26	Meeting to be arranged with new account manager to review all issues previously encountered	In progress
12 March 2026					
C1210(3)	That a further round of Co-option be undertaken in May/June 2026 and that the Clerk make the necessary arrangements for this to be promoted	TC	May/June 2026	Advertisement being drafted	In progress
02 April 2026					
C1233.2	The Council to promote information in respect of taxis with the general public via social media, noticeboards, website and newsletter.	CEO	Apr-26	Community Engagement Officer asked to obtain information for publication	completed
C1233.3	Network Rail be asked to erect a sign at the station making disabled users aware of the taxi service.	TC	Apr-25		In progress
C1237.2	That the year end budget movements (as listed in the minutes) be carried out prior to year end close down.	AC	09.04.2026		Completed
C1237.3	That the year end budget movements from Ear-Marked Reserves (as listed in the minutes) be carried out prior to year end close down.	AC	21.04.2026	To be completed as part of year end closedown	In progress
C1239.1	The RFO is to apply for a credit card with Lloyds Bank	TC	Apr-26		In progress
C1239.2	THE RFO is to review ethical banking accounts and provide a report to Council.	TC	Jun-26	To be investigated following April/May year end	In progress

C1240.3	Officers are to provide a clear specification in terms of livestreaming equipment.	TC	07.05.2026	Further report to be provided to meeting of 07.05.2026	In progress
C1240.4	Officers are to provide a draft procedure and guidance for live streaming.	TC	07.05.2026	Draft policy to be available at 07.05.2026 meeting	In progress
C1242.3	The clerk to query with planning officers why the site is being split in this way.	TC	13.04.2026	email sent to Case Officer response awaited	Completed
C1244	Final Town of Culture EOI be distributed to all Councillors.	SR	10.04.2026	Final version emailed to all cllrs	Completed
C1247(2)	That the report be referred back to the working party for further consideration and a recommendation from them on what Council should be doing in respect of their fees	DTC	Apr-26	DTC asked to arrange meeting	In progress
C1247(3)	Officers to arrange a further working party meeting and that this be held late afternoon	DTC	Apr-26	DTC asked to arrange meeting	In progress
C1247.4	Officers to enquire as to market fees beyond Herefordshire.	DTC	Apr-26	DTC advised of request and instructed to obtain comparisons for consideration at working party	In progress
C1248(1)	That the report in respect of the repairs to the perimeter wall be deferred to enable informal to be included in respect of which quotes are from companies who have undertaken work of LTC previously and whether those works were to an acceptable standard	DTC	May-26	DTC unable to provide amended report for 23.04.2026 agenda - reports to be provided to 07.05.2026 meeting	In progress
C1248(2)	That the dimensions of the diagram included within the report in respect of the new gravel path at the cemetery be revisited and a copy of the specification provided to the contractors to be provided with the amended report	DTC	May-26	DTC unable to provide amended report for 23.04.2026 agenda - reports to be provided to 07.05.2026 meeting	In progress

C1249(1)	That the report in respect of the Market House Staircase be deferred to a future meeting of Council pending further information and clarification in respect of quotes received	DTC	May-26	DTC unable to provide amended report for 23.04.2026 agenda - reports to be provided to 07.05.2026 meeting	In progress
C1249.2	The DTC is to contact Caroe for confirmation that the staircase is structurally sound and safe to be used prior to the work being undertaken.	DTC	14.04.2026	Email sent to Caroe	Completed
C1249.3	Officers provide Cllr Bradford with reports in respect of future use of the Market House.	Admin	16.04.2026	Information sent to Cllr Bradford	completed
C1250(1)	The report in respect of surplus furniture be deferred until a timeframe for the outcome of the third-party discussions is provided	DTC	TBC		In progress
C1250(2)	That the surplus furniture is not offered for sale at the forthcoming antiques market	DTC	13.04.2026	DTC advised of outcome of meeting - further details awaited in respect of anticipated timescale	In progress
C1250(3)	That a list of dates for upcoming auctions at Pugh's be provided within the deferred report	DTC	14.04.2026	Email sent to Pugh's - response awaited	completed
C1255.2	Officers to ask the Community Hub is the Council's gazebos would be suitable for their event.	CEO	13.04.2026	CEO asked to speak with community hub - response awaited	completed

<b>FULL COUNCIL</b>	<b>23 APRIL 2026</b>	<b>AGENDA ITEM: 11</b>
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Report prepared by Angela Price – Town Clerk/Responsible Finance Officer

### **FINANCE OVERVIEW REPORT FOR 12 MONTHS ENDING 31 MARCH 2026**

This report provides a high-level summary of the 12 months balance sheet/trial balance and budget performance the full analysis is contained within agenda item 11.

	Actual to date (£)	Annual Budget (£)	Variance to Annual Budget (£)	% Spend to Budget
Income - Precept	734,622	734,622	0	100.0%
Income - Other	72,949	51,103	+£21,846	142.75%
Expenditure	794,775	785,725	9,050	101.15%

Note: The Income budget as stated in the Detailed Income & Expenditure report has been adjusted for the National Lottery Fund John Masefield receipt due later in the financial year.

Expenditure has been adjusted for the EMR transfers contained within the Detailed Income & Expenditure report, together with John Masefield Matters expenditure. The EMR transfers relate to the following expenditure:

Tree works and perimeter wall (Church Yard)	£ 9,045
New CCTV in council offices	£ 4,113
Cemetery Grounds maintenance	£ 1,000
Ledbury in Bloom (watering)	£ 4,564
IT Services and Software	£15,000
Park maintenance	£ 2,292
Quinquennial reports	£ 1,900
Defibrillator	<u>£ 2,130</u>
<b>TOTAL EMR TRANSFERS</b>	<b><u>£40,044</u></b>

The actual total expenditure for 2025/26 represents 101.15% of the annual budget at year end. Total income for 2025/26 represents 142.75% at year end.

Cash balances at the end of March were £268,552, which includes the receipt of the annual precept funds, and the National Lottery Fund John Masefield award and additional income carried forward from 2024/25.

At year end a total of £40,044 has been allocated from reserves. The general reserves at year end stand at £126,920 and ear-marked reserves at £141,632.

## **RECOMMENDATION**

That the above information be received and noted, noting the 2025/26 year-end net position (Income v Expenditure) is as follows:

Actual Income £807,571 – actual budget £794,775 = £12,796 surplus, which is due to higher than expected “other income” even though expenditure is slightly over budget (£9,050)

<b>FULL COUNCIL</b>	<b>23 APRIL 2026</b>	<b>AGENDA ITEM: 11</b>
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Report prepared by Angela Price – Town Clerk/Responsible Finance Officer

**FINANCE OVERVIEW REPORT PROVIDING PROJECTED OUTTURN FOR 2025/26 FINANCIAL YEAR**

This report provides a high-level summary of the budget performance the full analysis is contained within agenda item 19.

	Actual to date (£)	Annual Budget (£)	Variance to Annual Budget (£)	% Spend to Budget
Income - Precept	734,622	734,622	0	100.0%
Income - Other	67,479	51,103	16,376	132.05%
Expenditure	715,786	785,725	69,939	91.10%

Note: The Income budget as stated in the Detailed Income & Expenditure report has been adjusted for the National Lottery Fund John Masefield receipt due later in the financial year.

Expenditure has been adjusted for the EMR transfers contained within the Detailed Income & Expenditure report, together with John Masefield Matters expenditure. The EMR transfers relate to the following expenditure:

Tree works and perimeter wall (Church Yard)	£11,337
New CCTV in council offices	£ 4,413
Cemetery Grounds maintenance	£ 1,000
Ledbury in Bloom (watering)	£ 4,564
ICT Services and Software lease	<u>£15,000</u>
<b>TOTAL EMR TRANSFERS</b>	<b><u>£36,314</u></b>

The actual total expenditure to date represents 91.10% of the annual budget which is just within the expected 91.67% at the end of month 11 of the financial year.

Cash balances at the end of February 2026 were £359,836, which includes the receipt of the annual precept funds, and the National Lottery Fund John Masefield award carried forward from 2024/25.

To date £36,314 has been allocated from reserves. The general reserves stand at £216,651 and ear-marked reserves at £146,675 at the end of February 2026.

**RECOMMENDATION**

That the above information be received and noted, noting that the 2025/26 budget is In line with the expected percentage of 91.67% at the end of month 11 of the financial year.

## Receipts for Month 12

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>46,343.88</b>					<b>46,343.88</b>	
INT	Banked: <b>09/03/2026</b>	<b>11.01</b>						
INT	Lloyds Bank	11.01			1870	220	11.01	Bank Interest
Banked: <b>16/03/2026</b>		<b>1,368.50</b>						
	Sales Recpts Page 11	1,368.50	1,368.50		100			Sales Recpts Page 11
Banked: <b>17/03/2026</b>		<b>40,000.00</b>						
736-235	Premier A/c (736) Comm Call	40,000.00			202		40,000.00	736-235
Banked: <b>26/03/2026</b>		<b>30,000.00</b>						
736-235	Premier A/c (736) Comm Call	30,000.00			202		30,000.00	736-235
Banked: <b>26/03/2026</b>		<b>70,000.00</b>						
736-235	Premier A/c (736) Comm Call	70,000.00			202		70,000.00	736-235
CARD	Banked: <b>31/03/2026</b>	<b>1,007.20</b>						
CARD	Barclaycard	181.00			1451	105	181.00	Painted Room Donations
CARD	Barclaycard	126.70			1450	105	126.70	Painted Room Sales
CARD	Barclaycard	500.00			1273	109	500.00	MM event tickets
CARD	Barclaycard	199.50			1460	120	199.50	Wedding income
<b>Total Receipts for Month</b>		<b>142,386.71</b>	<b>1,368.50</b>	<b>0.00</b>			<b>141,018.21</b>	
<b>Cashbook Totals</b>		<b>188,730.59</b>	<b>1,368.50</b>	<b>0.00</b>			<b>187,362.09</b>	

## Payments for Month 12

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/02/2026	Amazon EU UK Branch	461	2.98	2.98		500			Stickers WBD
03/02/2026	Making Meaning	462	2,650.00	2,650.00		500			Dementia Art Workshops
03/02/2026	Amazon EU UK Branch	463	17.04	17.04		500			Paper bags with handles
03/02/2026	Love Ledbury	682.19	682.19	682.19		500			Reimburse electricity
03/02/2026	Ledbury Civic Society	468	120.00	120.00		500			Hire of Burgage Hall for WBD
03/02/2026	Ledbury Hardware Ltd	469	11.98	11.98		500			Bin bags and extension lead
03/02/2026	County Signpost Ltd	470	486.00	486.00		500			Signpost and County Magazine
03/02/2026	THEOC CONSERVATION LIMITED	471	2,040.00	2,040.00		500			Repair of reception ceiling
03/02/2026	Hoople Group	473	408.00	408.00		500			Restructure advice
03/02/2026	Ledbury Traders Association	474	350.00	350.00		500			Contribution Love Local
03/02/2026	DATUM Office Technologies Ltd	475	39.04	39.04		500			Printer readings
03/02/2026	Signworx Hereford Ltd	476	1,004.80	1,004.80		500			LTC Newsletter
03/02/2026	Shredall SDS Group	478	107.70	107.70		500			Confidential waste
03/02/2026	Parish Online	479	336.00	336.00		500			Mapping Software
03/02/2026	Ledbury Community Association	480	100.00	100.00		500			Community event MM
01/03/2026	ICO	BACS	47.00			4460	220	47.00	Data Protection
02/03/2026	Steve Maund	417	560.00	560.00		500			Lengthsman works
02/03/2026	G & P Group Enterprise Ltd	418	5.60	5.60		500			Ledbury Reporter
02/03/2026	G & P Group Enterprise Ltd	419	4.50	4.50		500			Train Ticket for MM event
02/03/2026	Sophie Rudd	420	30.00	30.00		500			Re-imbusement eye test
02/03/2026	D M Property Maintenance	421	1,608.74	1,608.74		500			Contract works
02/03/2026	A J Roberts Farm & Garden Serv	422	1,200.00	1,200.00		500			Fence repair and tree works
02/03/2026	Bliss Cleaning Services (Ledbu	424	412.80	412.80		500			LTC cleaning
02/03/2026	Angela Price	425	129.90	129.90		500			Canva
02/03/2026	Ledbury Community Association	426	203.42	203.42		500			Electricity for hoting CCTV
02/03/2026	Ledbury Leaf	427	1,000.00	1,000.00		500			Hire of St Katherines
02/03/2026	Aardman Animations Ltd	428	954.00	954.00		500			AARDMAN model making workshop
02/03/2026	ACAS	429	110.00	110.00		500			Parental law and changes
02/03/2026	Caroe & Partners Architects	431	1,920.00	1,920.00		500			Quinquennial inspection MM
02/03/2026	Herefordshire Council	432	38.00	38.00		500			Hire of Masters House
02/03/2026	Sentinel Security Ltd	433	1,246.04	1,246.04		500			Engineer visit
02/03/2026	Viking Office UK Ltd	435	254.20	254.20		500			Stationery items
02/03/2026	HUE (Ascent Information Techno	436	158.08	158.08		500			Modelling Clay
02/03/2026	Emma Clowsley	437	50.21	50.21		500			Meetings and mileage
02/03/2026	Angela Price	438	116.73	116.73		500			Mileage
02/03/2026	Herefordshire & Worcestershire	439	600.00	600.00		500			Fire warden training
02/03/2026	NPower Business Solutions	440	68.89	68.89		500			Market Stall electricity
02/03/2026	Olivia Truman	441	70.00	70.00		500			Eye test
02/03/2026	Take Payments	DD	30.00		5.00	4433	220	25.00	LTC Card Machine

## Payments for Month 12

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/03/2026	Take Payments	DD	30.00		5.00	4433	105	25.00	PRoom Card Machine
02/03/2026	Advansys Ltd	DD	123.60		20.60	4483	401	103.00	Web Hosting
03/03/2026	Octopus Energy	DD	152.93		25.49	4122	202	127.44	LTC electricity
04/03/2026	O2	DD	265.26		44.21	4481	401	221.05	LTC Mobiles
05/03/2026	LEAF	BACS	20.00			4607	107	20.00	Deposit for hire of hall
06/03/2026	EE Limited	DD	10.80		1.80	4481	401	9.00	LTC Mobile
09/03/2026	Welsh Water	DD	20.39			4115	202	20.39	LTC Water
09/03/2026	Welsh Water	DD	31.74			4115	202	31.74	LTC Water
10/03/2026	Barclaycard	DD	10.00			4433	105	10.00	PR Card Machine
10/03/2026	Barclaycard	DD	10.00			4133	110	10.00	LTC Card Machine
11/03/2026	Octopus Energy	DD	34.12		5.69	4122	102	28.43	Cemetery Electricity
16/03/2026	Citation Limited	DD	62.14		10.36	4590	220	51.78	Employee Assistance
17/03/2026	Amazon EU UK Branch	490	31.95	31.95		500			Toothpicks
17/03/2026	2FacedDance	493	1,720.00	1,720.00		500			John Masefield
17/03/2026	Amazon EU UK Branch	494	33.08	33.08		500			Book for WBD
17/03/2026	LEAF-Locally Encouraging All t	495	167.50	167.50		500			Hall Hire for WBD
17/03/2026	Amazon EU UK Branch	497	27.99	27.99		500			Shoulder Harness Strap
17/03/2026	Emma Clowsley	498	58.65	58.65		500			MM Expenses
17/03/2026	SLCC Enterprise Ltd	499	316.00	316.00		500			Membership for JL
17/03/2026	AED Donate	500	3,456.00	3,456.00		500			Defibrillator and Cabinet
17/03/2026	G & P Group Enterprise Ltd	501	11.20	11.20		500			Ledbury Reporter
17/03/2026	EXECUTIVE CLEANING	502	70.00	70.00		500			Clean of 30 chairs
17/03/2026	Engaging Heritage	505	3,877.75	3,877.75		500			MM Consultation
17/03/2026	Caroe & Partners Architects	506	1,032.00	1,032.00		500			Improvement to Church St door
17/03/2026	Amazon EU UK Branch	507	29.48	29.48		500			Coin Collection buckets
17/03/2026	Quickskip Recycling	508	288.00	288.00		500			Cemetery Skip
17/03/2026	Ledbury Poetry Ltd	509	5,000.00	5,000.00		500			LTC Grant
17/03/2026	Worknest Limited	510	2,581.70	2,581.70		500			Insurance and fee
17/03/2026	SLCC Enterprise Ltd	512	63.00	63.00		500			Membership Fee
17/03/2026	Premier A/c (736) Comm Call	17032026	40,000.00				202	40,000.00	Transfer 736-235
17/03/2026	Octopus Energy	DD	1,065.42		177.57	4122	202	887.85	LTC Electricity
17/03/2026	OMS UK Ltd	DD	2,132.63		355.44	4483	401	1,777.19	IT Managed Services
17/03/2026	Emma Clowsley	BACS	-0.01			4051	109	-0.01	MM expenses
19/03/2026	Francotyp Postalia	BACS	121.20		20.20	4455	401	101.00	Postbase Ink
19/03/2026	Chubb Electronic Security	BACS	363.08		60.51	4170	202	302.57	Service
20/03/2026	West Mercia Energy	DD	43.05		2.05	4800	214	41.00	Town Colock electricity
23/03/2026	Sentinel Security Systems	DD	90.00		15.00	4175	110	75.00	CCTV Maintenance
24/03/2026	Lloyds Bank	DD	19.20			4550	220	19.20	Service Charge
25/03/2026	LTC staff salaries	35324.79	35,324.79			4000	103	2,859.02	Payroll Mth 12
						4000	105	258.09	Payroll Mth 12
						4000	109	6,283.78	Payroll Mth 12
						4000	230	25,923.90	Payroll Mth 12
26/03/2026	Premier A/c (736) Comm Call	26032026	30,000.00				202	30,000.00	Transfer 736-235
26/03/2026	E.on	DD	5,113.62		852.27	4122	201	4,261.35	E.on
26/03/2026	Herefordshire Council	DD	79.00			4110	201	79.00	Market House Rates
26/03/2026	Herefordshire Council	DD	101.00			4110	102	101.00	Mortuary Rates
26/03/2026	Herefordshire Council	DD	213.00			4110	102	213.00	Cemetery Rates
26/03/2026	Herefordshire Council	DD	697.00			4110	202	697.00	LTC Rates
27/03/2026	Lloyds Bank	DD	8.50			1870	220	8.50	Bank Charges

Continued on Page 651

## Payments for Month 12

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
30/03/2026	Spadwick Motors	515	358.80	358.80		500			Service of LTC van
30/03/2026	Waterplus Group Ltd	516	20.92	20.92		500			LTC water drainage
30/03/2026	Love Ledbury	517	112.22	112.22		500			Re-imburse Bye St elec
30/03/2026	Gudrun Leitz	518	700.00	700.00		500			Themed activities Ukranian Fam
30/03/2026	Dr Philip W Errington	519	133.20	133.20		500			Mileage June archive session
30/03/2026	Breakthrough Communications	520	114.00	114.00		500			Assertiveness workshops
30/03/2026	Ledbury Community Association	521	90.00	90.00		500			Community Hall Annual meet
30/03/2026	Janey's	522	114.00	114.00		500			Packed Lunches for MM
30/03/2026	Caroe & Partners Architects	523	360.00	360.00		500			Quinquennial Inspection
30/03/2026	AED Donate	524	122.39	122.39		500			Defibrillator Signage
30/03/2026	Amazon EU UK Branch	525	11.63	11.63		500			USB Card Reader
30/03/2026	Olivia Truman	529	28.80	28.80		500			Mileage for workshops
30/03/2026	Sally Edwards	530	15.60	15.60		500			Travel to Malvern College
30/03/2026	Herefordshire Council	531	2,756.61	2,756.61		500			Contribution to CCTV
30/03/2026	Herefordshire Council	532	87.75	87.75		500			Sulo Bin St Michaels church
30/03/2026	EON Next Energy	533	61.93	61.93		500			Market Stall electricity
30/03/2026	Ledbury Civic Society	534	120.00	120.00		500			Hire of Burgage Hall
30/03/2026	Bliss Cleaning Services (Ledbu	535	412.80	412.80		500			LTC Cleaning
30/03/2026	D M Property Maintenance	536	1,608.74	1,608.74		500			Contractor Works
30/03/2026	D M Property Maintenance	537	1,608.74	1,608.74		500			Contract Works
30/03/2026	Ledbury Places	538	74.76	74.76		500			Replace Bulbs BBI clocktower
30/03/2026	Sentinel Security Ltd	539	90.00	90.00		500			Engineer visit CCTV
30/03/2026	Jill Jupp	540	69.50	69.50		500			Decoration for Ceremony room
30/03/2026	Herefordshire Council	541	126.10	126.10		500			Trade re-cycling LTC
30/03/2026	Red Earth Arts	542	475.00	475.00		500			Childrens activities WBD MM
30/03/2026	Herefordshire Council	544	66.00	66.00		500			WBD event Masters House
30/03/2026	Quickskip Recycling	545	288.00	288.00		500			Skip exchange cemetery
30/03/2026	Viking Office UK Ltd	546	297.95	297.95		500			Stationery
30/03/2026	Looby Lou Parties	547	260.00	260.00		500			Face Painting WBD
30/03/2026	Angela Price	548	33.49	33.49		500			British Newspaper Archive MM
30/03/2026	Contacta Systems Ltd	549	1,926.60	1,926.60		500			Hearing Loop Heritage Centre
30/03/2026	Dolphin Tec	DD	368.70		61.45	4405	235	307.25	Photocopier readings
31/03/2026	Thompson & Co	DD	55.20		9.20	4590	220	46.00	Payroll
31/03/2026	Onecom Limited	DD	487.44		81.24	4481	401	406.20	LTC Telephones
<b>Total Payments for Month</b>			167,537.47	50,406.67	1,753.08			115,377.72	
<b>Balance Carried Fwd</b>			21,193.12						
<b>Cashbook Totals</b>			188,730.59	50,406.67	1,753.08			136,570.84	

## Receipts for Month 12

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	135,752.08					135,752.08	
	Banked: 01/03/2026	319.50						
	Sales Recpts Page 10	319.50	319.50		100			Sales Recpts Page 10
10	Banked: 02/03/2026	19.50						
10	Fatboy Bakes	19.50			1090	301	19.50	Charter Market
INTER	Banked: 02/03/2026	195.83						
INTER	The Co-operative Group (CGP)	195.83			1100	102	195.83	Interment
	MM Banked: 06/03/2026	150.00						
	MM P Carter	150.00			1273	109	150.00	MM Tickets for event
2599	Banked: 09/03/2026	199.50						
2599	Guy James	199.50			1460	120	199.50	Ceremony Room income
	MM Banked: 09/03/2026	75.00						
	MM Mr R Gates	75.00			1273	109	75.00	MM event tickets
2608	Banked: 09/03/2026	47.00						
2608	Home Cooking Kitchen	47.00			1090	301	47.00	Charter Market
2611	Banked: 09/03/2026	39.00						
2611	Fabionis	39.00			1090	301	39.00	Charter Market
Interest	Banked: 09/03/2026	77.20						
Interest	Lloyds Bank	77.20			1870	220	77.20	Bank Interest
090126	Banked: 10/03/2026	23.50						
090126	Caroline Workshop	23.50			1090	301	23.50	Charter Market
2552	Banked: 10/03/2026	199.50						
2552	L Rees	199.50			1460	120	199.50	Ceremony Room
	MM Banked: 11/03/2026	150.00						
	MM Harley Estate	150.00			1273	109	150.00	MM event tickets
803	Banked: 13/03/2026	172.00						
803	D Turner	172.00			1130	102	172.00	Memorial stone
TAYN	Banked: 13/03/2026	90.00						
TAYN	Taynton Farm Sales	90.00			1090	301	90.00	Charter Market
2598	Banked: 17/03/2026	199.50						
2598	Matthew Andrews	199.50			1460	120	199.50	Ceremony Room
	Banked: 17/03/2026	40,000.00						
17032026	Lloyds A/c (235& 174)(Bus Ext)	40,000.00			200		40,000.00	Transfer 736-235
	CM8 Banked: 25/03/2026	319.50						
	CM8 Ledbury Funeral Services	319.50			1100	102	319.50	Interment
	Banked: 26/03/2026	30,000.00						
26032026	Lloyds A/c (235& 174)(Bus Ext)	30,000.00			200		30,000.00	Transfer 736-235
	MM Banked: 27/03/2026	75.00						

## Receipts for Month 12

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	MM G M Greenall	75.00			1273	109	75.00	MM event tickets
2589	Banked: 30/03/2026	564.00						
2589	R Wilson	564.00			1090	301	564.00	Charter Market
2600	Banked: 30/03/2026	493.50						
2600	R Wilson	493.50			1090	301	493.50	Charter Market
Total Receipts for Month		73,409.03	319.50	0.00			73,089.53	
Cashbook Totals		<u>209,161.11</u>	<u>319.50</u>	<u>0.00</u>			<u>208,841.61</u>	

## Payments for Month 12

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
17/03/2026	Lloyds A/c (235& 174)(Bus Ext)	736-235	40,000.00			200		40,000.00	736-235
26/03/2026	Lloyds A/c (235& 174)(Bus Ext)	736-235	30,000.00			200		30,000.00	736-235
26/03/2026	Lloyds A/c (235& 174)(Bus Ext)	736-235	70,000.00			200		70,000.00	736-235
Total Payments for Month			140,000.00	0.00	0.00			140,000.00	
Balance Carried Fwd			69,161.11						
Cashbook Totals			<u>209,161.11</u>	<u>0.00</u>	<u>0.00</u>			<u>209,161.11</u>	

## Receipts for Month 12

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	177,535.16					177,535.16	
Interest	Banked: 31/03/2026	512.47						
Interest	The Public Sector Deposit Fund	512.47			1870	220	512.47	Bank Interest
Total Receipts for Month		512.47	0.00	0.00			512.47	
Cashbook Totals		<u>178,047.63</u>	<u>0.00</u>	<u>0.00</u>			<u>178,047.63</u>	

## Payments for Month 12

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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0.00

Total Payments for Month			0.00	0.00	0.00			0.00	
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Balance Carried Fwd			178,047.63						
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Cashbook Totals			178,047.63	0.00	0.00			178,047.63	
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## Receipts for Month 12

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	205.05					205.05	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
	Cashbook Totals	<u>205.05</u>	<u>0.00</u>	<u>0.00</u>			<u>205.05</u>	

## Payments for Month 12

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/03/2026	Ledbury Hardware Limited	PCASH	3.25		0.54	4170	202	2.71	Hinges storage shed
05/03/2026	Post Office Ltd	PCASH	4.25		0.71	4455	401	3.54	Postage for Ink Cartridges
09/03/2026	Meetings	PCASH	5.39		0.90	4155	202	4.49	Biscuits PTrack Meeting
27/03/2026	Post Office Ltd	PCASH	3.60		0.60	4455	401	3.00	Postage for Cllr Bradford
27/03/2026	Westbury She Repairs	PCASH	39.00		6.50	4170	202	32.50	Keys for storage container
Total Payments for Month			55.49	0.00	9.25			46.24	
Balance Carried Fwd			149.56						
Cashbook Totals			205.05	0.00	9.25			195.80	

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
100	Debtors			2,507.50	
120	Vat Due			9,687.64	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			21,193.12	
202	Premier A/c (736) Comm Call			69,161.11	
203	Public Sector Deposit Fund			178,047.63	
215	Petty Cash			149.56	
310	General Fund				180,337.12
324	EMR - Listed Buildings				104,955.97
331	EMR - Advertising				5,000.00
335	EMR - Amenity & Public Spaces				15,404.05
336	EMR - Community Projects				12,585.35
339	EMR - Vehicle Replacement/Ref				5,000.00
500	Creditors				12,111.92
1021	Apprentice Income	230	Management and Payroll		500.00
1030	Market House Income	201	Market House		1,722.00
1034	Tourist Information Centre	301	Planning/Economic Development		92.62
1036	Photocopier Printing	235	Office Facilities & Equipment		678.70
1090	Charter Market Income	301	Planning/Economic Development		6,875.50
1100	Cemetery Interment Income	102	Cemetery & Buildings		13,701.69
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		1,392.50
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		68.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		1,254.17
1161	Chapel Hire	102	Cemetery & Buildings		286.00
1270	Christmas Lights Event	115	Town Centre Decorations	95.00	
1271	Event Sponsorship	127	Services and Events		550.00
1273	Event Income	109	Masefield Matters		2,375.00
1273	Event Income	127	Services and Events		2,465.00
1289	War Memorial Refund	118	Minor Infrastructure		1,666.68
1450	Painted Room Sales Income	105	Painted Room		3,676.25
1451	Painted Room Donations Income	105	Painted Room		7,642.60
1452	UKSPF Funding	105	Painted Room		9,000.00
1460	Ceremony Room Income	102	Cemetery & Buildings		723.50
1460	Ceremony Room Income	120	Non-Statutory Services		6,382.52
1460	Ceremony Room Income	127	Services and Events		52.50
1460	Ceremony Room Income	205	Ceremony Room		190.00
1470	Photocopies Income	235	Office Facilities & Equipment		5.10
1471	Dog Poop Bags	127	Services and Events		251.90
1710	Lengthsman (basic) Income	125	Green Spaces Maintenance		1,680.00
1718	October Fair Donation Income	214	Grants with Powers		2,500.00
1870	Bank Interest Received Income	220	Finance and General Purposes		9,749.94
1900	Precept Income	220	Finance and General Purposes		734,622.00

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
1902	Western Power WayLeave	220	Finance and General Purposes		125.95
4000	Staff Salaries	103	Grounds Maintenance	38,503.73	
4000	Staff Salaries	105	Painted Room	35,992.06	
4000	Staff Salaries	109	Masefield Matters	73,480.58	
4000	Staff Salaries	202	Town Council Offices	0.36	
4000	Staff Salaries	230	Management and Payroll	332,617.55	
4001	Agency Cover	230	Management and Payroll	3,816.70	
4004	Wedding Decorations	120	Non-Statutory Services	119.33	
4006	Ceremony Room Facilities	120	Non-Statutory Services	69.50	
4013	Devolved Services	125	Green Spaces Maintenance	52.08	
4014	Lengthsman Scheme/P3 Scheme	125	Green Spaces Maintenance	2,893.33	
4020	Cleaning	120	Non-Statutory Services	300.00	
4021	Rubbish Collection	101	Closed Churchyard	87.75	
4021	Rubbish Collection	202	Town Council Offices	344.22	
4050	Staff Training	109	Masefield Matters	550.00	
4050	Staff Training	230	Management and Payroll	5,598.47	
4051	Officers Travel/Conference/Sub	109	Masefield Matters	870.03	
4051	Officers Travel/Conference/Sub	110	Recreation Ground	510.00	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	2,081.06	
4110	Rates	102	Cemetery & Buildings	3,455.52	
4110	Rates	201	Market House	864.11	
4110	Rates	202	Town Council Offices	8,749.33	
4115	Water	102	Cemetery & Buildings	119.46	
4115	Water	105	Painted Room	15.76	
4115	Water	106	Bye Street Toilets	114.70	
4115	Water	201	Market House	86.09	
4115	Water	202	Town Council Offices	880.80	
4115	Water	235	Office Facilities & Equipment	0.40	
4116	Confidential Waste - Shredding	202	Town Council Offices	1,272.71	
4119	CCTV New	202	Town Council Offices	4,112.62	
4122	Electricity	102	Cemetery & Buildings	387.15	
4122	Electricity	106	Bye Street Toilets	998.11	
4122	Electricity	108	Amenity Areas	386.84	
4122	Electricity	115	Town Centre Decorations	1,827.80	
4122	Electricity	201	Market House	5,079.09	
4122	Electricity	202	Town Council Offices	15,830.78	
4130	Insurance	220	Finance and General Purposes	20,121.01	
4133	Insurance (Rec Ground)	110	Recreation Ground	10.00	
4150	Cleaning	102	Cemetery & Buildings	4.78	
4150	Cleaning	127	Services and Events	70.00	
4150	Cleaning	202	Town Council Offices	3,415.38	
4150	Cleaning	230	Management and Payroll	15.60	

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4155	Housekeeping	106	Bye Street Toilets	119.65	
4155	Housekeeping	109	Masefield Matters	1.21	
4155	Housekeeping	202	Town Council Offices	642.10	
4155	Housekeeping	235	Office Facilities & Equipment	2.90	
4169	Grounds Contractors	102	Cemetery & Buildings	10,446.50	
4170	Maintenance	102	Cemetery & Buildings	1,048.32	
4170	Maintenance	106	Bye Street Toilets	713.30	
4170	Maintenance	201	Market House	640.00	
4170	Maintenance	202	Town Council Offices	6,922.18	
4170	Maintenance	235	Office Facilities & Equipment	21.67	
4175	CCTV Maintenance	110	Recreation Ground	150.00	
4176	CCTV Link to Hereford	118	Minor Infrastructure	11,344.03	
4179	Quinquennial Works	202	Town Council Offices	4,200.00	
4181	CCTV Maintenance Contract	102	Cemetery & Buildings	110.00	
4185	Alarms	202	Town Council Offices	5,865.51	
4185	Alarms	220	Finance and General Purposes	102.38	
4200	New Equipment	102	Cemetery & Buildings	96.94	
4200	New Equipment	108	Amenity Areas	132.96	
4205	Grounds Maintenance (Contract)	101	Closed Churchyard	1,890.00	
4205	Grounds Maintenance (Contract)	106	Bye Street Toilets		0.34
4205	Grounds Maintenance (Contract)	108	Amenity Areas	4,823.60	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	10,530.00	
4206	Grounds Maintenance	102	Cemetery & Buildings	3,753.32	
4224	Wheely Bins Refuse Collection	101	Closed Churchyard	253.71	
4225	Skip Hire	102	Cemetery & Buildings	1,180.00	
4228	General Tree works	108	Amenity Areas	4,345.00	
4230	ROSPA Reports	110	Recreation Ground	62.50	
4233	Gazebos	301	Planning/Economic Development		780.00
4235	Play Equipment-New	110	Recreation Ground	9,358.91	
4236	Play Equipment Maintenance	110	Recreation Ground	3,110.37	
4238	Youth Shelter Maintenance	110	Recreation Ground	100.00	
4250	Tree Works/Property Maintenanc	101	Closed Churchyard	6,850.00	
4250	Tree Works/Property Maintenanc	102	Cemetery & Buildings	1,425.00	
4252	General Park Maintenance	108	Amenity Areas	3,788.37	
4271	Dog Bags	127	Services and Events	469.20	
4276	External power supply -High St	118	Minor Infrastructure	824.30	
4285	Defibrillator Maintenance	118	Minor Infrastructure	5,760.00	
4300	Vehicle Repair	102	Cemetery & Buildings	336.19	
4312	Storage Container	102	Cemetery & Buildings	3,755.00	
4330	Fuel	102	Cemetery & Buildings	745.62	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	824.95	
4400	Stationery	108	Amenity Areas	336.66	

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4400	Stationery	202	Town Council Offices		0.07
4400	Stationery	225	Councillors/Newsletter	148.50	
4400	Stationery	235	Office Facilities & Equipment	2,518.24	
4405	Photocopier Hire	235	Office Facilities & Equipment	5,313.39	
4415	Office Support & Equipment	220	Finance and General Purposes	148.50	
4415	Office Support & Equipment	235	Office Facilities & Equipment	4,625.65	
4416	Equipment Maintenance	102	Cemetery & Buildings	249.00	
4416	Equipment Maintenance	202	Town Council Offices	99.00	
4420	Newsletter	225	Councillors/Newsletter	798.33	
4430	Advertising	105	Painted Room	624.00	
4430	Advertising	109	Masefield Matters	920.45	
4430	Advertising	220	Finance and General Purposes	1,301.54	
4433	Card Machine rental	105	Painted Room	428.49	
4433	Card Machine rental	220	Finance and General Purposes	434.00	
4436	Consultancy	109	Masefield Matters	95.00	
4439	Contingency	109	Masefield Matters	1,200.00	
4455	Postage	401	Full Council	511.97	
4460	Subscriptions	220	Finance and General Purposes	3,587.71	
4481	Telephones	401	Full Council	5,922.94	
4482	Website	108	Amenity Areas	103.00	
4482	Website	401	Full Council	2,388.41	
4483	ICT Services & Software Lease	401	Full Council	31,925.57	
4500	Town Mayors Expenses	225	Councillors/Newsletter	361.95	
4501	Mayor's Hospitality	210	Civic Matters	11.95	
4525	Councillors Training	225	Councillors/Newsletter	562.50	
4529	Civic Insignia	210	Civic Matters	50.00	
4531	Roll of Honour	210	Civic Matters	20.00	
4535	Civic Hospitality	210	Civic Matters	1,598.41	
4545	Annual & Other Meetings	225	Councillors/Newsletter	144.00	
4546	Traffic Management	301	Planning/Economic Development	267.16	
4549	Charter Market improvements	301	Planning/Economic Development	1,800.00	
4550	Bank Charges	220	Finance and General Purposes	522.92	
4579	Audit Internal	220	Finance and General Purposes	2,399.00	
4580	Audit External	220	Finance and General Purposes	2,944.00	
4590	Professional Services	220	Finance and General Purposes	19,121.21	
4592	PPE/Health & Safety	102	Cemetery & Buildings	243.59	
4592	PPE/Health & Safety	103	Grounds Maintenance	4.58	
4592	PPE/Health & Safety	220	Finance and General Purposes	367.28	
4595	Climate Change	127	Services and Events	1,939.69	
4601	Town Crier/Uniforms	127	Services and Events	500.00	
4605	Events Barriers	127	Services and Events	100.00	
4607	Events	107	Town Promotion	20.00	

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4607	Events	109	Masefield Matters	1,419.99	
4607	Events	127	Services and Events	10,173.03	
4607	Events	202	Town Council Offices	344.00	
4640	Christmas Lights & Install	115	Town Centre Decorations	15,000.00	
4650	Ledbury In Bloom	115	Town Centre Decorations	4,986.34	
4700	Stock Purchase	105	Painted Room	997.48	
4703	Promotional Material	107	Town Promotion	1,585.33	
4704	Tourism/ Town Plan Projects	107	Town Promotion	4,901.78	
4705	Signage	107	Town Promotion	551.34	
4706	Town Plan Projects	107	Town Promotion	150.00	
4800	Barrett Browning Clock	214	Grants with Powers	850.37	
4805	Citizens Advice Worcs	214	Grants with Powers	5,000.00	
4827	Community Action Ledbury	214	Grants with Powers	12,000.00	
4850	Poppy Wreath	127	Services and Events	86.65	
4875	Distinguished Citizen Awards	214	Grants with Powers	250.00	
4876	October Fair Expenditure	214	Grants with Powers	19.26	
4890	Unspecified Grants	214	Grants with Powers	21,797.50	
4892	Dream Your Future	214	Grants with Powers	1,500.00	
4893	Ledbury Food Bank	214	Grants with Powers	2,500.00	
4894	Ledbury Methodist Church	214	Grants with Powers	1,500.00	
4897	LEAF	214	Grants with Powers	10,440.00	
4898	Ledbury Carnival	214	Grants with Powers	4,500.00	
4900	Buses 4 Us	214	Grants with Powers	5,000.00	
4903	Professional Fees	109	Masefield Matters	13,223.39	
4906	Event Costs	109	Masefield Matters	9,329.90	
4907	Equipment and Materials	109	Masefield Matters	1,663.88	
5990	Transfer to Reserves			5,000.00	
6000	Transfers from EMR	101	Closed Churchyard		6,850.00
6000	Transfers from EMR	102	Cemetery & Buildings		1,000.00
6000	Transfers from EMR	108	Amenity Areas		4,487.00
6000	Transfers from EMR	115	Town Centre Decorations		4,564.00
6000	Transfers from EMR	118	Minor Infrastructure		2,130.00
6000	Transfers from EMR	202	Town Council Offices		6,012.62
6000	Transfers from EMR	401	Full Council		15,000.00
Trial Balance Totals :				<u>1,186,448.56</u>	<u>1,186,448.56</u>
Difference				0.00	

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	2,508	
120	Vat Due	9,688	
150	Stock	1,728	
200	Lloyds A/c (235) (Bus Ext)	21,193	
202	Premier A/c (736) Comm Call	69,161	
203	Public Sector Deposit Fund	178,048	
215	Petty Cash	150	
	Total Current Assets		282,474
	<u>Current Liabilities</u>		
500	Creditors	12,112	
	Total Current Liabilities		12,112
	Net Current Assets		270,362
	Total Assets less Current Liabilities		<u>270,362</u>
	<u>Represented by :-</u>		
300	Current Year Fund	(92,964)	
310	General Fund	221,694	
324	EMR - Listed Buildings	104,043	
331	EMR - Advertising	5,000	
335	EMR - Amenity & Public Spaces	15,404	
336	EMR - Community Projects	12,185	
339	EMR - Vehicle Replacement/Ref	5,000	
	Total Equity		<u>270,362</u>

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Closed Churchyard</b>								
4021 Rubbish Collection	0	88	0	(88)		(88)	0.0%	
4122 Electricity	29	0	0	0		0	0.0%	
4205 Grounds Maintenance (Contract)	452	1,890	1,500	(390)		(390)	126.0%	
4206 Grounds Maintenance	0	0	1,000	1,000		1,000	0.0%	
4224 Wheely Bins Refuse Collection	331	254	250	(4)		(4)	101.5%	
4227 Memorial Testing	480	0	0	0		0	0.0%	
4250 Tree Works/Property Maintenanc	0	6,850	1,000	(5,850)		(5,850)	685.0%	6,850
Closed Churchyard :- Indirect Expenditure	1,292	9,081	3,750	(5,331)	0	(5,331)	242.2%	6,850
Net Expenditure	(1,292)	(9,081)	(3,750)	5,331				
6000 plus Transfers from EMR	0	6,850	0	(6,850)				
Movement to/(from) Gen Reserve	(1,292)	(2,231)	(3,750)	(1,519)				
<b>102 Cemetery &amp; Buildings</b>								
1100 Cemetery Interment Income	9,412	13,702	11,000	(2,702)			124.6%	
1105 Exclusive Right of Burial	304	0	0	0			0.0%	
1130 Cemetery Memorial Permit Incom	1,849	1,393	2,500	1,108			55.7%	
1131 Cemetery Deed Transfers Income	195	68	360	292			18.9%	
1160 Mortuary Rent Income	2,394	1,254	2,500	1,246			50.2%	
1161 Chapel Hire	275	286	150	(136)			190.7%	
1460 Ceremony Room Income	0	724	0	(724)			0.0%	
Cemetery & Buildings :- Income	14,428	17,426	16,510	(916)			105.5%	0
4000 Staff Salaries	37,451	0	33,952	33,952		33,952	0.0%	
4001 Agency Cover	8,055	0	12,000	12,000		12,000	0.0%	
4018 National Insurance	(0)	0	0	0		0	0.0%	
4019 Pension	(1)	0	0	0		0	0.0%	
4110 Rates	2,800	3,456	3,350	(106)		(106)	103.1%	
4115 Water	150	119	100	(19)		(19)	119.5%	
4122 Electricity	411	387	1,000	613		613	38.7%	
4150 Cleaning	30	5	100	95		95	4.8%	
4169 Grounds Contractors	0	10,447	0	(10,447)		(10,447)	0.0%	
4170 Maintenance	2,702	1,048	0	(1,048)		(1,048)	0.0%	
4181 CCTV Maintenance Contract	0	110	100	(10)		(10)	110.0%	
4183 Memorial Board	1,077	0	100	100		100	0.0%	
4200 New Equipment	130	97	1,100	1,003		1,003	8.8%	
4201 Equipment Hire	0	0	500	500		500	0.0%	
4206 Grounds Maintenance	3,078	3,753	2,200	(1,553)	54	(1,607)	173.0%	1,000
4223 Perimeter Wall Repairs	0	0	2,000	2,000		2,000	0.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4225 Skip Hire	1,980	1,180	1,800	620	465	155	91.4%	
4227 Memorial Testing	3,119	0	1,000	1,000		1,000	0.0%	
4250 Tree Works/Property Maintenanc	494	1,425	2,500	1,075		1,075	57.0%	
4273 Scatter Garden & Memorial Tree	0	0	2,000	2,000		2,000	0.0%	
4300 Vehicle Repair	577	336	1,000	664	275	389	61.1%	
4310 Vehicle Replacement/Refurb	0	0	5,000	5,000		5,000	0.0%	
4311 Green Vehicle	0	0	3,000	3,000		3,000	0.0%	
4312 Storage Container	0	3,755	2,000	(1,755)	3,755	(5,510)	375.5%	
4330 Fuel	1,200	746	1,100	354		354	67.8%	
4340 Insurance, Tax & MOT	1,066	825	1,100	275		275	75.0%	
4415 Office Support & Equipment	0	0	0	0		0	0.0%	
4416 Equipment Maintenance	946	249	2,000	1,751		1,751	12.4%	
4433 Card Machine rental	25	0	0	0		0	0.0%	
4592 PPE/Health & Safety	89	244	500	256		256	48.7%	
4594 Cemetery Mapping	0	0	395	395		395	0.0%	
<b>Cemetery &amp; Buildings :- Indirect Expenditure</b>	<b>65,381</b>	<b>28,181</b>	<b>79,897</b>	<b>51,716</b>	<b>4,549</b>	<b>47,167</b>	<b>41.0%</b>	<b>1,000</b>
<b>Net Income over Expenditure</b>	<b>(50,952)</b>	<b>(10,755)</b>	<b>(63,387)</b>	<b>(52,632)</b>				
6000 plus Transfers from EMR	4,573	1,000	0	(1,000)				
<b>Movement to/(from) Gen Reserve</b>	<b>(46,379)</b>	<b>(9,755)</b>	<b>(63,387)</b>	<b>(53,632)</b>				
<b>103 Grounds Maintenance</b>								
4000 Staff Salaries	30,094	38,504	35,057	(3,447)		(3,447)	109.8%	
4018 National Insurance	0	0	0	0		0	0.0%	
4019 Pension	(1)	0	0	0		0	0.0%	
4592 PPE/Health & Safety	0	5	0	(5)		(5)	0.0%	
<b>Grounds Maintenance :- Indirect Expenditure</b>	<b>30,094</b>	<b>38,508</b>	<b>35,057</b>	<b>(3,451)</b>	<b>0</b>	<b>(3,451)</b>	<b>109.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(30,094)</b>	<b>(38,508)</b>	<b>(35,057)</b>	<b>3,451</b>				
<b>105 Painted Room</b>								
1450 Painted Room Sales Income	2,543	3,676	2,000	(1,676)			183.8%	
1451 Painted Room Donations Income	5,555	7,643	5,000	(2,643)			152.9%	
1452 UKSPF Funding	0	9,000	0	(9,000)			0.0%	
<b>Painted Room :- Income</b>	<b>8,098</b>	<b>20,319</b>	<b>7,000</b>	<b>(13,319)</b>			<b>290.3%</b>	<b>0</b>
4000 Staff Salaries	28,639	35,992	25,711	(10,281)		(10,281)	140.0%	
4018 National Insurance	0	0	0	0		0	0.0%	
4019 Pension	(0)	0	0	0		0	0.0%	
4115 Water	0	16	0	(16)		(16)	0.0%	
4150 Cleaning	(16)	0	0	0		0	0.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4205 Grounds Maintenance (Contract)	337	0	0	0		0	0.0%	
4429 UKSPF Funding	3,975	0	0	0		0	0.0%	
4430 Advertising	535	624	800	176		176	78.0%	
4433 Card Machine rental	440	428	600	172		172	71.4%	
4434 Music Licence	167	0	500	500		500	0.0%	
4700 Stock Purchase	1,017	997	1,550	553		553	64.4%	
<b>Painted Room :- Indirect Expenditure</b>	<b>35,094</b>	<b>38,058</b>	<b>29,161</b>	<b>(8,897)</b>	<b>0</b>	<b>(8,897)</b>	<b>130.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(26,997)</b>	<b>(17,739)</b>	<b>(22,161)</b>	<b>(4,422)</b>				
<b>106 Bye Street Toilets</b>								
4115 Water	0	115	0	(115)		(115)	0.0%	
4122 Electricity	225	998	500	(498)		(498)	199.6%	
4155 Housekeeping	0	120	500	380	34	346	30.7%	
4170 Maintenance	0	713	500	(213)		(213)	142.7%	
4205 Grounds Maintenance (Contract)	673	(0)	0	0		0	0.0%	
<b>Bye Street Toilets :- Indirect Expenditure</b>	<b>899</b>	<b>1,945</b>	<b>1,500</b>	<b>(445)</b>	<b>34</b>	<b>(479)</b>	<b>132.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(899)</b>	<b>(1,945)</b>	<b>(1,500)</b>	<b>445</b>				
<b>107 Town Promotion</b>								
4607 Events	0	20	0	(20)		(20)	0.0%	
4703 Promotional Material	0	1,585	2,000	415	1	414	79.3%	
4704 Tourism/ Town Plan Projects	592	4,902	4,000	(902)		(902)	122.5%	
4705 Signage	115	551	3,000	2,449		2,449	18.4%	
4706 Town Plan Projects	0	150	0	(150)		(150)	0.0%	
<b>Town Promotion :- Indirect Expenditure</b>	<b>707</b>	<b>7,208</b>	<b>9,000</b>	<b>1,792</b>	<b>1</b>	<b>1,791</b>	<b>80.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(707)</b>	<b>(7,208)</b>	<b>(9,000)</b>	<b>(1,792)</b>				
<b>108 Amenity Areas</b>								
4122 Electricity	1,153	387	1,000	613		613	38.7%	
4200 New Equipment	0	133	200	67		67	66.5%	
4204 Dog Hill Wood Management Plan/	565	0	1,000	1,000		1,000	0.0%	
4205 Grounds Maintenance (Contract)	4,934	4,824	4,540	(284)		(284)	106.2%	
4208 Dog Hill Wood Maintenance	337	0	0	0		0	0.0%	
4210 Dog Hill Wood Coppicing	0	0	1,000	1,000		1,000	0.0%	
4228 General Tree works	2,480	4,345	2,000	(2,345)		(2,345)	217.3%	2,195
4239 Bye St Toilets	553	0	0	0		0	0.0%	
4252 General Park Maintenance	0	3,788	1,000	(2,788)		(2,788)	378.8%	2,292
4400 Stationery	0	337	0	(337)		(337)	0.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4482 Website	0	103	0	(103)		(103)	0.0%	
Amenity Areas :- Indirect Expenditure	10,022	13,916	10,740	(3,176)	0	(3,176)	129.6%	4,487
Net Expenditure	(10,022)	(13,916)	(10,740)	3,176				
6000 plus Transfers from EMR	500	4,487	0	(4,487)				
Movement to/(from) Gen Reserve	(9,522)	(9,429)	(10,740)	(1,311)				
<u>109 Maselfield Matters</u>								
1020 National Heritage Funding	111,110	0	111,110	111,110			0.0%	
1273 Event Income	0	2,375	0	(2,375)			0.0%	
Maselfield Matters :- Income	111,110	2,375	111,110	108,735			2.1%	0
4000 Staff Salaries	3,985	73,481	108,850	35,369		35,369	67.5%	
4050 Staff Training	0	550	1,000	450		450	55.0%	
4051 Officers Travel/Conference/Sub	0	870	5,240	4,370		4,370	16.6%	
4155 Housekeeping	0	1	0	(1)		(1)	0.0%	
4430 Advertising	0	920	9,500	8,580	120	8,460	11.0%	
4436 Consultancy	0	95	7,700	7,605		7,605	1.2%	
4439 Contingency	0	1,200	20,561	19,361		19,361	5.8%	
4607 Events	0	1,420	0	(1,420)		(1,420)	0.0%	
4902 New Staff	3,144	0	0	0		0	0.0%	
4903 Professional Fees	872	13,223	8,800	(4,423)	225	(4,648)	152.8%	
4904 Recruitment	0	0	2,000	2,000		2,000	0.0%	
4906 Event Costs	210	9,330	17,950	8,620	4,999	3,621	79.8%	
4907 Equipment and Materials	1,518	1,664	9,680	8,016		8,016	17.2%	
Maselfield Matters :- Indirect Expenditure	9,729	102,754	191,281	88,527	5,344	83,183	56.5%	0
Net Income over Expenditure	101,381	(100,379)	(80,171)	20,208				
<u>110 Recreation Ground</u>								
4051 Officers Travel/Conference/Sub	0	510	0	(510)		(510)	0.0%	
4133 Insurance (Rec Ground)	0	10	0	(10)		(10)	0.0%	
4175 CCTV Maintenance	489	150	0	(150)		(150)	0.0%	
4205 Grounds Maintenance (Contract)	10,187	10,530	10,000	(530)		(530)	105.3%	
4206 Grounds Maintenance	(0)	0	0	0		0	0.0%	
4224 Wheely Bins Refuse Collection	66	0	150	150		150	0.0%	
4229 Street Light Maintenance	0	0	500	500		500	0.0%	
4230 ROSPA Reports	0	63	80	18		18	78.1%	
4235 Play Equipment-New	0	9,359	10,000	641		641	93.6%	
4236 Play Equipment Maintenance	952	3,110	5,000	1,890	654	1,235	75.3%	
4237 Skate Park Maintenance	0	0	500	500		500	0.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4238 Youth Shelter Maintenance	0	100	300	200		200	33.3%	
Recreation Ground :- Indirect Expenditure	11,694	23,832	26,530	2,698	654	2,044	92.3%	0
Net Expenditure	(11,694)	(23,832)	(26,530)	(2,698)				
<u>115 Town Centre Decorations</u>								
1270 Christmas Lights Event	15	(95)	2,500	2,595			(3.8%)	
Town Centre Decorations :- Income	15	(95)	2,500	2,595			(3.8%)	0
4122 Electricity	832	1,828	1,000	(828)		(828)	182.8%	
4640 Christmas Lights & Install	15,000	15,000	15,000	0		0	100.0%	
4650 Ledbury In Bloom	3,504	4,986	4,000	(986)		(986)	124.7%	4,564
Town Centre Decorations :- Indirect Expenditure	19,335	21,814	20,000	(1,814)	0	(1,814)	109.1%	4,564
Net Income over Expenditure	(19,320)	(21,909)	(17,500)	4,409				
6000 plus Transfers from EMR	0	4,564	0	(4,564)				
Movement to/(from) Gen Reserve	(19,320)	(17,345)	(17,500)	(155)				
<u>118 Minor Infrastructure</u>								
1289 War Memorial Refund	3,333	1,667	1,667	0			100.0%	
Minor Infrastructure :- Income	3,333	1,667	1,667	0			100.0%	0
4176 CCTV Link to Hereford	13,085	11,344	12,000	656		656	94.5%	
4233 Gazebos	493	0	0	0		0	0.0%	
4276 External power supply -High St	1,084	824	1,000	176		176	82.4%	
4285 Defibrillator Maintenance	339	5,760	750	(5,010)	990	(6,000)	900.0%	2,130
Minor Infrastructure :- Indirect Expenditure	15,002	17,928	13,750	(4,178)	990	(5,168)	137.6%	2,130
Net Income over Expenditure	(11,668)	(16,262)	(12,083)	4,179				
6000 plus Transfers from EMR	0	2,130	0	(2,130)				
Movement to/(from) Gen Reserve	(11,668)	(14,132)	(12,083)	2,049				
<u>120 Non-Statutory Services</u>								
1460 Ceremony Room Income	7,429	6,383	4,000	(2,383)			159.6%	
Non-Statutory Services :- Income	7,429	6,383	4,000	(2,383)			159.6%	0
4004 Wedding Decorations	0	119	250	131		131	47.7%	
4006 Ceremony Room Facilities	0	70	0	(70)		(70)	0.0%	
4020 Cleaning	38	300	300	0		0	100.0%	
4110 Rates	171	0	0	0		0	0.0%	
4430 Advertising	142	0	500	500		500	0.0%	
Non-Statutory Services :- Indirect Expenditure	350	489	1,050	561	0	561	46.6%	0
Net Income over Expenditure	7,078	5,894	2,950	(2,944)				

	Actual Last Year	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>								
1710 Lengthsman (basic) Income	3,168	1,680	3,000	1,320			56.0%	
Green Spaces Maintenance :- Income	<u>3,168</u>	<u>1,680</u>	<u>3,000</u>	<u>1,320</u>			56.0%	0
4013 Devolved Services	737	52	1,000	948		948	5.2%	
4014 Lengthsman Scheme/P3 Scheme	2,376	2,893	3,000	107		107	96.4%	
4015 P3 scheme	316	0	0	0		0	0.0%	
Green Spaces Maintenance :- Indirect Expenditure	<u>3,429</u>	<u>2,945</u>	<u>4,000</u>	<u>1,055</u>	0	1,055	73.6%	0
Net Income over Expenditure	<u>(261)</u>	<u>(1,265)</u>	<u>(1,000)</u>	<u>265</u>				
<u>127 Services and Events</u>								
1271 Event Sponsorship	469	550	0	(550)			0.0%	
1272 Climate Change Income	65	0	0	0			0.0%	
1273 Event Income	8,939	2,465	0	(2,465)			0.0%	
1460 Ceremony Room Income	0	53	0	(53)			0.0%	
1471 Dog Poop Bags	653	252	500	248			50.4%	
Services and Events :- Income	<u>10,126</u>	<u>3,319</u>	<u>500</u>	<u>(2,819)</u>			663.9%	0
4150 Cleaning	0	70	0	(70)		(70)	0.0%	
4171 PAT Testing	(10)	0	0	0		0	0.0%	
4271 Dog Bags	722	469	700	231		231	67.0%	
4444 Petty Cash	8	0	0	0		0	0.0%	
4595 Climate Change	426	1,940	2,000	60	1	59	97.0%	
4600 Town Crier/Fees & Subs	347	0	500	500		500	0.0%	
4601 Town Crier/Uniforms	0	500	500	0		0	100.0%	
4605 Events Barriers	0	100	100	0		0	100.0%	
4607 Events	17,112	10,173	12,000	1,827	2,981	(1,154)	109.6%	
4850 Poppy Wreath	53	87	40	(47)		(47)	216.6%	
Services and Events :- Indirect Expenditure	<u>18,658</u>	<u>13,339</u>	<u>15,840</u>	<u>2,501</u>	2,981	(480)	103.0%	0
Net Income over Expenditure	<u>(8,532)</u>	<u>(10,019)</u>	<u>(15,340)</u>	<u>(5,321)</u>				
6000 plus Transfers from EMR	350	0	0	0				
Movement to/(from) Gen Reserve	<u>(8,182)</u>	<u>(10,019)</u>	<u>(15,340)</u>	<u>(5,321)</u>				
<u>201 Market House</u>								
1030 Market House Income	1,167	1,722	1,100	(622)			156.5%	
Market House :- Income	<u>1,167</u>	<u>1,722</u>	<u>1,100</u>	<u>(622)</u>			156.5%	0
4110 Rates	664	864	1,900	1,036		1,036	45.5%	
4115 Water	0	86	100	14		14	86.1%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4122 Electricity	1,121	5,079	1,000	(4,079)		(4,079)	507.9%	
4150 Cleaning	0	0	100	100		100	0.0%	
4170 Maintenance	5,270	640	4,500	3,860		3,860	14.2%	
Market House :- Indirect Expenditure	<u>7,055</u>	<u>6,669</u>	<u>7,600</u>	<u>931</u>	<u>0</u>	<u>931</u>	<u>87.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(5,888)</u>	<u>(4,947)</u>	<u>(6,500)</u>	<u>(1,553)</u>				
6000 plus Transfers from EMR	5,000	0	0	0				
Movement to/(from) Gen Reserve	<u>(888)</u>	<u>(4,947)</u>	<u>(6,500)</u>	<u>(1,553)</u>				
<u>202 Town Council Offices</u>								
4000 Staff Salaries	0	0	0	(0)		(0)	0.0%	
4021 Rubbish Collection	475	344	1,000	656		656	34.4%	
4110 Rates	8,357	8,749	7,500	(1,249)		(1,249)	116.7%	
4115 Water	853	881	630	(251)		(251)	139.8%	
4116 Confidential Waste - Shredding	968	1,273	780	(493)		(493)	163.2%	
4119 CCTV New	0	4,113	0	(4,113)		(4,113)	0.0%	4,113
4122 Electricity	18,028	15,831	15,500	(331)		(331)	102.1%	
4150 Cleaning	3,685	3,415	3,000	(415)		(415)	113.8%	
4155 Housekeeping	296	642	500	(142)	24	(166)	133.2%	
4170 Maintenance	7,716	6,922	5,000	(1,922)	189	(2,111)	142.2%	
4179 Quinquennial Works	0	4,200	2,000	(2,200)	300	(2,500)	225.0%	1,900
4185 Alarms	5,700	5,866	4,620	(1,246)		(1,246)	127.0%	
4400 Stationery	0	(0)	0	0		0	0.0%	
4416 Equipment Maintenance	182	99	0	(99)		(99)	0.0%	
4444 Petty Cash	36	0	0	0		0	0.0%	
4607 Events	0	344	0	(344)		(344)	0.0%	
Town Council Offices :- Indirect Expenditure	<u>46,296</u>	<u>52,679</u>	<u>40,530</u>	<u>(12,149)</u>	<u>513</u>	<u>(12,662)</u>	<u>131.2%</u>	<u>6,013</u>
Net Expenditure	<u>(46,296)</u>	<u>(52,679)</u>	<u>(40,530)</u>	<u>12,149</u>				
6000 plus Transfers from EMR	1,823	6,013	0	(6,013)				
Movement to/(from) Gen Reserve	<u>(44,474)</u>	<u>(46,666)</u>	<u>(40,530)</u>	<u>6,136</u>				
<u>205 Ceremony Room</u>								
1460 Ceremony Room Income	0	190	0	(190)			0.0%	
Ceremony Room :- Income	<u>0</u>	<u>190</u>	<u>0</u>	<u>(190)</u>				<u>0</u>
Net Income	<u>0</u>	<u>190</u>	<u>0</u>	<u>(190)</u>				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 Civic Matters</u>								
4444 Petty Cash	58	0	0	0		0	0.0%	
4501 Mayor's Hospitality	105	12	1,100	1,088		1,088	1.1%	
4529 Civic Insignia	145	50	400	350		350	12.5%	
4531 Roll of Honour	15	20	50	30		30	40.0%	
4532 Flag Pole	193	0	200	200		200	0.0%	
4535 Civic Hospitality	158	1,598	2,042	444	9	435	78.7%	
Civic Matters :- Indirect Expenditure	674	1,680	3,792	2,112	9	2,103	44.6%	0
Net Expenditure	(674)	(1,680)	(3,792)	(2,112)				
<u>214 Grants with Powers</u>								
1718 October Fair Donation Income	2,250	2,500	2,500	0			100.0%	
1724 Shop Front Contribution	4,068	0	0	0			0.0%	
Grants with Powers :- Income	6,318	2,500	2,500	0			100.0%	0
4800 Barrett Browning Clock	809	850	500	(350)		(350)	170.1%	
4805 Citizens Advice Worcs	5,000	5,000	5,000	0		0	100.0%	
4809 John Masefield Mem Project	164	0	0	0		0	0.0%	
4827 Community Action Ledbury	12,000	12,000	12,000	0		0	100.0%	
4875 Distinguished Citizen Awards	55	250	250	0		0	100.0%	
4876 October Fair Expenditure	(564)	19	500	481		481	3.9%	
4890 Unspecified Grants	17,560	21,798	20,000	(1,798)	163	(1,960)	109.8%	
4891 Age Uk Hereford Localities	4,000	0	4,000	4,000		4,000	0.0%	
4892 Dream Your Future	1,500	1,500	1,500	0		0	100.0%	
4893 Ledbury Food Bank	6,500	2,500	2,500	0		0	100.0%	
4894 Ledbury Methodist Church	1,350	1,500	1,350	(150)		(150)	111.1%	
4896 Winter of Well Being	1,500	0	0	0		0	0.0%	
4897 LEAF	10,440	10,440	10,440	0		0	100.0%	
4898 Ledbury Carnival	0	4,500	4,500	0		0	100.0%	
4900 Buses 4 Us	16,000	5,000	8,000	3,000		3,000	62.5%	
4901 John Masefield Memorial Projec	5,761	0	0	0		0	0.0%	
Grants with Powers :- Indirect Expenditure	82,075	65,357	70,540	5,183	163	5,020	92.9%	0
Net Income over Expenditure	(75,757)	(62,857)	(68,040)	(5,183)				
<u>220 Finance and General Purposes</u>								
1870 Bank Interest Received Income	11,415	9,750	6,000	(3,750)			162.5%	
1900 Precept Income	682,400	734,622	734,622	0			100.0%	
1902 Western Power WayLeave	126	126	126	0			100.0%	
Finance and General Purposes :- Income	693,941	744,498	740,748	(3,750)			100.5%	0

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4115 Water	(100)	0	0	0		0	0.0%	
4130 Insurance	18,872	20,121	20,000	(121)		(121)	100.6%	
4185 Alarms	0	102	0	(102)		(102)	0.0%	
4415 Office Support & Equipment	0	149	0	(149)		(149)	0.0%	
4430 Advertising	817	1,302	1,000	(302)	375	(677)	167.7%	
4433 Card Machine rental	395	434	600	166		166	72.3%	
4460 Subscriptions	3,695	3,588	5,000	1,412	748	664	86.7%	
4483 ICT Services & Software Lease	25	0	0	0		0	0.0%	
4550 Bank Charges	465	523	500	(23)		(23)	104.6%	
4551 Data Protection	39	0	500	500		500	0.0%	
4579 Audit Internal	375	2,399	2,500	101		101	96.0%	
4580 Audit External	1,680	2,944	3,000	56		56	98.1%	
4590 Professional Services	21,871	19,121	15,000	(4,121)	60	(4,181)	127.9%	
4592 PPE/Health & Safety	114	367	500	133	37	96	80.9%	
Finance and General Purposes :- Indirect Expenditure	48,249	51,050	48,600	(2,450)	1,220	(3,670)	107.6%	0
Net Income over Expenditure	645,692	693,448	692,148	(1,300)				
<u>225 Councillors/Newsletter</u>								
4400 Stationery	0	149	0	(149)		(149)	0.0%	
4420 Newsletter	0	798	1,500	702		702	53.2%	
4500 Town Mayors Expenses	1,039	362	1,000	638		638	36.2%	
4502 Mayor's Advertising	786	0	500	500		500	0.0%	
4503 Mayor's Portrait/Caricature	0	0	500	500		500	0.0%	
4520 Councillors Expenses	38	0	300	300		300	0.0%	
4525 Councillors Training	118	563	1,500	938		938	37.5%	
4545 Annual & Other Meetings	0	144	500	356	160	196	60.8%	
4550 Bank Charges	66	0	0	0		0	0.0%	
Councillors/Newsletter :- Indirect Expenditure	2,048	2,015	5,800	3,785	160	3,625	37.5%	0
Net Expenditure	(2,048)	(2,015)	(5,800)	(3,785)				
<u>230 Management and Payroll</u>								
1021 Apprentice Income	1,000	500	0	(500)			0.0%	
Management and Payroll :- Income	1,000	500	0	(500)				0
4000 Staff Salaries	292,978	332,618	299,480	(33,138)		(33,138)	111.1%	
4001 Agency Cover	16,904	3,817	7,000	3,183		3,183	54.5%	
4018 National Insurance	0	0	0	0		0	0.0%	
4019 Pension	0	0	0	0		0	0.0%	
4050 Staff Training	6,338	5,598	6,000	402	398	4	99.9%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4051 Officers Travel/Conference/Sub	1,974	2,081	2,500	419		419	83.2%	
4150 Cleaning	0	16	0	(16)		(16)	0.0%	
4444 Petty Cash	5	0	0	0		0	0.0%	
Management and Payroll :- Indirect Expenditure	318,199	344,129	314,980	(29,149)	398	(29,547)	109.4%	0
Net Income over Expenditure	(317,199)	(343,629)	(314,980)	28,649				
<u>235 Office Facilities &amp; Equipment</u>								
1036 Photocopier Printing	22	679	0	(679)			0.0%	
1470 Photocopies Income	22	5	0	(5)			0.0%	
Office Facilities & Equipment :- Income	45	684	0	(684)				0
4001 Agency Cover	(0)	0	0	0		0	0.0%	
4115 Water	0	0	0	(0)		(0)	0.0%	
4155 Housekeeping	19	3	0	(3)		(3)	0.0%	
4170 Maintenance	315	22	1,650	1,628		1,628	1.3%	
4400 Stationery	4,961	2,518	4,000	1,482	119	1,363	65.9%	
4405 Photocopier Hire	2,531	5,313	3,500	(1,813)		(1,813)	151.8%	
4410 Photocopier Costs	2,141	0	0	0		0	0.0%	
4415 Office Support & Equipment	5,502	4,626	2,500	(2,126)		(2,126)	185.0%	
4444 Petty Cash	229	0	0	0		0	0.0%	
Office Facilities & Equipment :- Indirect Expenditure	15,698	12,482	11,650	(832)	119	(951)	108.2%	0
Net Income over Expenditure	(15,654)	(11,798)	(11,650)	148				
<u>301 Planning/Economic Development</u>								
1034 Tourist Information Centre	307	93	200	107			46.3%	
1090 Charter Market Income	9,999	6,876	6,000	(876)			114.6%	
1460 Ceremony Room Income	565	0	0	0			0.0%	
1471 Dog Poop Bags	7	0	0	0			0.0%	
Planning/Economic Development :- Income	10,878	6,968	6,200	(768)			112.4%	0
4233 Gazebos	0	(780)	500	1,280		1,280	(156.0%)	
4543 Neighbourhood Plan	0	0	500	500		500	0.0%	
4546 Traffic Management	4,813	267	2,000	1,733		1,733	13.4%	
4549 Charter Market improvements	315	1,800	2,000	200		200	90.0%	
4553 Tourist Information Centre	193	0	1,000	1,000		1,000	0.0%	
4554 Charter Market Strategy	0	0	5,500	5,500		5,500	0.0%	
Planning/Economic Development :- Indirect Expenditure	5,321	1,287	11,500	10,213	0	10,213	11.2%	0
Net Income over Expenditure	5,558	5,681	(5,300)	(10,981)				
6000 plus Transfers from EMR	3,249	0	0	0				
Movement to/(from) Gen Reserve	8,806	5,681	(5,300)	(10,981)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>302 Special Projects</u>								
4432 Phone Box	59	0	0	0		0	0.0%	
Special Projects :- Indirect Expenditure	<u>59</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
Net Expenditure	<u>(59)</u>	<u>0</u>	<u>0</u>	<u>0</u>				
6000 plus Transfers from EMR	50	0	0	0				
Movement to/(from) Gen Reserve	<u>(9)</u>	<u>0</u>	<u>0</u>	<u>0</u>				
<u>401 Full Council</u>								
4400 Stationery	7	0	0	0		0	0.0%	
4444 Petty Cash	43	0	0	0		0	0.0%	
4455 Postage	648	512	400	(112)		(112)	128.0%	
4480 ICT-Computers	2,209	0	0	0		0	0.0%	
4481 Telephones	6,330	5,923	6,000	77		77	98.7%	
4482 Website	4,186	2,388	4,000	1,612		1,612	59.7%	
4483 ICT Services & Software Lease	9,747	31,926	11,000	(20,926)		(20,926)	290.2%	15,000
Full Council :- Indirect Expenditure	<u>23,168</u>	<u>40,749</u>	<u>21,400</u>	<u>(19,349)</u>	<u>0</u>	<u>(19,349)</u>	<u>190.4%</u>	<u>15,000</u>
Net Expenditure	<u>(23,168)</u>	<u>(40,749)</u>	<u>(21,400)</u>	<u>19,349</u>				
6000 plus Transfers from EMR	1,140	15,000	0	(15,000)				
Movement to/(from) Gen Reserve	<u>(22,028)</u>	<u>(25,749)</u>	<u>(21,400)</u>	<u>4,349</u>				
Grand Totals:- Income	871,056	810,135	896,835	86,700			90.3%	
Expenditure	770,527	898,099	977,948	79,849	17,135	62,714	93.6%	
Net Income over Expenditure	<u>100,530</u>	<u>(87,964)</u>	<u>(81,113)</u>	<u>6,851</u>				
plus Transfers from EMR	16,684	40,044	0	(40,044)				
Movement to/(from) Gen Reserve	<u>117,214</u>	<u>(47,920)</u>	<u>(81,113)</u>	<u>(33,193)</u>				



<b>FULL COUNCIL</b>	<b>23 APRIL 2026</b>	<b>AGENDA ITEM:</b>
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Report prepared by Angela Price – Town Clerk

## **COUNCILLOR RESIGNATION**

### **Purpose of Report**

The purpose of this report is to formally notify the Council of the resignation of Councillor X in accordance with statutory requirements.

### **Detailed Information**

On 7 April 2024 Councillor Sinclair submitted his resignation from office to the Town Clerk, copying in all Councillors. The resignation has been received in writing and complies with the requirements set out in Section 84 of the *Local Government Act 1972*.

Under Section 84 of the *Local Government Act 1972*, a member of a local authority may resign their office by giving written notice to the proper officer of the authority. The resignation takes effect upon receipt of such notice.

The Proper Officer confirms that written notice has been duly received from Councillor Sinclair, and the resignation is therefore effective from Tuesday, 7 April 2026

### **Implications**

The resignation creates a casual vacancy and in accordance with the relevant provisions of the *Local Government Act 1972* and associated electoral regulations:

- A public notice of vacancy has been issued.
- If a request for an election is received within the statutory timeframe, a by-election will be held.
- If no such request is received, the vacancy may be filled by co-option (where applicable).

### **Financial and Legal Implications**

There are no direct financial implications arising from the resignation itself. However, should a by-election be required, costs will be incurred in line with electoral procedures.

The process followed complies with the *Local Government Act 1972* and associated legislation.

## **Recommendation**

That the Council notes the resignation of Councillor Sinclair and the consequent casual vacancy

<b>FULL COUNCIL</b>	<b>23 APRIL 2026</b>	<b>AGENDA ITEM:</b>
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Report prepared by Sophie Rudd – Administration Assistant to the Town Clerk

## **PLANNING CONSULTATIONS**

### **Purpose of Report**

The purpose of this report is to provide Members with a list of Planning Consultations received from Herefordshire Council.

### **Detailed Information**

Below is a list of planning consultations received from Herefordshire Council for comment from Ledbury Town Council, as a Statutory Consultee.

		<b>Deadline for comments/ determination</b>	<b>Application details</b>
1.	<a href="#"><u>250297</u></a>	Deadline date for comments <b>17/04/2026</b> Target determination date <b>30/04/2026</b>	Dayroom/laundry room for consented mobile homes site (part retrospective). - <b>Little Bush Pitch Bush Pitch Ledbury Herefordshire HR8 2PX</b>
2.	<a href="#"><u>260577</u></a>	Deadline date for comments Target determination date <b>11/05/2026</b>	Application for a Lawful Development Certificate for confirmation that the proposed use as a residential care home for up to 2 children and 2staff (C2) would not be materially different to the property's current use as a dwelling house (C3) - <b>24 Lambourne Close Ledbury Herefordshire HR8 2HW</b>
3.	<a href="#"><u>260812</u></a>	Deadline date for comments <b>23/04/2026</b> Target determination date <b>13/05/2026</b>	Demolition of an existing stable outbuilding and erection of a new build side extension along with the conversion of the existing garage into ensuite bedroom accommodation. - <b>The Elms New Street Ledbury Herefordshire HR8 2EQ</b>
4.	<a href="#"><u>260833</u></a>	Deadline date for comments <b>07/05/2026</b> Target determination date <b>14/05/2026</b>	Variation of condition 2 of planning permission 250786 (Proposed two storey rear extension, internal reconfiguration to dwelling and detached flat roof 3 bay car port) - amendment to proposed external

			materials - <b>Beechcroft New Street Ledbury Herefordshire HR8 2EA</b>
5.	<a href="#"><u>260870</u></a>	Deadline date for comments <b>08/05/2026</b> Target determination date <b>18/05/2026</b>	Alterations to the existing shopfront, installation of a larger metal fascia sign positioned over the existing timber fascia; and the installation of overhead lighting. (Retrospective) - <b>71 The Homend Ledbury Herefordshire HR8 1BP</b>

### **Recommendation**

Members are requested to give consideration to the above planning consultations and provide relevant comments where applicable to be submitted to Herefordshire Council accordingly.

Planning Decisions Log

Planning App	Details	Case Officer	LTC's Recommendation	HFDS Decision
<b>LTC MEETING 9 JANUARY 2025</b>				
<a href="#"><u>242956</u></a>	Proposed damp proofing to be applied to masonry walls with internal finish being re-applied in a like for like manner – <b>82 The Homend, Ledbury, Herefordshire, HR8 1BX</b> <b>(LISTED BUILDING CONSENT)</b>	<b>AM</b>	No objection	<b>No decision</b>
<b>LTC MEETING 30 OCTOBER 2025</b>				
<a href="#"><u>252286</u></a>	Application of reserved matters relating to layout, scale, appearance and landscaping pursuant to Outline permission 171532 APP/W1850/W/20/3244410 (Site for a mixed use development including the erection of up to 625 new homes (including affordable housing), up to 2.9 hectares of B1 employment land, a canal corridor, public open space (including a linear park), access, drainage and ground modelling works and other associated works. The proposal is for outline planning permission with all matters reserved for future consideration with the exception of access) for 43 dwellings with associated parking, garages, highway and drainage infrastructure (Phase 2A) – <b>Land North of Viaduct adjoining Orchard Business Park, Ledbury, Herefordshire</b>	<b>CS</b>	Lengthy Response Prepared	<b>No decision</b>
<b>LTC MEETING 8 JANUARY 2026</b>				
<a href="#"><u>253317</u></a>	Part change of use from a mixed residential and retail use, to residential use. - <b>123 The Homend Ledbury Herefordshire HR8 1BP - LISTED BUILDING CONSENT</b>	<b>AM</b>	No objection	<b>No decision</b>
<a href="#"><u>253316</u></a>	Part change of use from a mixed residential and retail use, to residential use. - <b>123 The Homend Ledbury Herefordshire HR8 1BP</b>	<b>AM</b>	No objection	<b>No decision</b>

<a href="#"><u>253088</u></a>	Replacement of existing plant with new, removal of existing cold room and alterations to 2 no. openings to the rear, proposed laundrette and parcel lockers to front, and general redecoration to store – <b>Co-op Supermarket, New Street, Ledbury, Herefordshire, HR8 2EZ</b>	<b>KR</b>	No objection	<b>No decision</b>
<a href="#"><u>253480</u></a>	Refurbishment of existing building – <b>233 The Homend, Ledbury, Herefordshire, HR2 1BS – LISTED BUILDING CONSENT</b>	<b>KR</b>	No objection	<b>Approved with conditions</b>
<b>29 JANUARY 2026</b>				
<a href="#"><u>251528</u></a>	Proposed replacement of 16 windows to purpose built double glazed casement hard wood windows, painted white plus sandblasted glass to the right of the front door. - <b>54 The Homend Ledbury Herefordshire HR8 1BT</b>	<b>KR</b>	No objection	<b>No decision</b>
<b>LISTED BUILDING CONSENT</b>				
<a href="#"><u>253580</u></a>	Part change of use and conversion of detached double garage from residential (Use Class C3) to commercial (Use Class E(c)(ii)) - <b>4 Progress Close Ledbury Herefordshire HR8 2QZ</b>	<b>AM</b>	Objection on the grounds of noise nuisance, parking and traffic management issues related to a commercial premises being located in a residential area and noting plans to change the layout of this road in the future, which is likely to contribute to the traffic management issues.	<b>Withdrawn</b>
<a href="#"><u>250939</u></a>	Proposed clearance of the site and erection of a shop with associated vehicular access and parking. - <b>Land to the West of 1 New Mills Hereford Road Ledbury Herefordshire</b>	<b>AM</b>	The Clerk be instructed to ask for an extension for provision of comments.	<b>No decision</b>
<b>25 FEBRUARY 2026</b>				

<a href="#"><u>253537</u></a>	Repairs to damaged chimney stack. - <b>25 High Street, Ledbury, Herefordshire, HR8 1DS - LISTED BUILDING CONSENT</b>	KR	No objection	No decision
<a href="#"><u>253580</u></a>	Part change of use and conversion of detached double garage from residential (Use Class C3) to commercial (Use Class E(c)(ii)) - <b>4 Progress Close Ledbury Herefordshire HR8 2QZ</b>	AM	No objection – Councillor Harvey to address in ward Councillor Role	Withdrawn
<a href="#"><u>253088</u></a>	Replacement of existing plant with new, removal of existing cold room and alterations to 2 no. openings to the rear, proposed laundrette and parcel lockers to front, and general redecoration to store – <b>Co-op Supermarket, New Street, Ledbury, Herefordshire, HR8 2EZ.</b>	KR	No objection	No decision
<b>12 MARCH 2026</b>				
<a href="#"><u>253506</u></a>	Side and rear extensions together with attic conversion - <b>3 Beggars Ash Cottages, Beggars Ash, Wellington Heath, Ledbury, Herefordshire, HR8 1LN</b>	KR	No objection	No decision
<a href="#"><u>253580</u></a>	Part change of use and conversion of detached double garage from residential (Use Class C3) to commercial (Use Class E(c)(iii)) - <b>4 Progress Close, Ledbury, Herefordshire, HR8 2QZ</b>	AM	No objection	Withdrawn
<b>02 APRIL 2026</b>				
<a href="#"><u>260461</u></a>	Single-storey kitchen extension and associated external works - <b>Old Plastow, Rhea Lane, Ledbury Herefordshire HR8 2PU</b>	KR	No objection	No decision
<a href="#"><u>260462</u></a>	Single-storey kitchen extension and associated external works - <b>Old Plastow, Rhea Lane, Ledbury Herefordshire HR8 2PU – LISTED BUILDING CONSENT</b>	KR	No objection	No decision
<a href="#"><u>250297</u></a>	Dayroom/laundry room for consented mobile homes site (part retrospective) – <b>Little Bush Pitch, Ledbury, Herefordshire, HR8 2PX</b>	AM	The Clerk to query with Planning Officers	No decision

<a href="#"><u>260761</u></a>	Two-storey rear extension - New House, Bridge Street, Ledbury, Herefordshire,, HR8 2AW	KR	No objection	No decision
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## Ward Member Speech to Planning Committee - Application P242783/O

### Chair, Members of the Committee,

I come to you today to urge refusal of this application on grounds of **inadequate retail impact assessment, policy non-compliance, and systematic under-estimation of harm** to Ledbury's town centre.

### Fundamental Assessment Failures

This application uses a **convenience trading density of £6,902/m<sup>2</sup>** - a figure that is demonstrably unrealistic when compared to recent UK applications:

- **Lidl Thornbury (April 2025):** £8,425/m<sup>2</sup> [internationalsupermarketnews.com](https://www.internationalsupermarketnews.com)
- **Lidl Tring (November 2024):** £8,230/m<sup>2</sup>
- **Lidl Sandford (December 2024):** £8,975/m<sup>2</sup>

The Council's own **2022 Retail Assessment** shows Aldi and Lidl trade at **~150% above benchmark** locally, and Lidl's own application here suggests Ledbury's existing Aldi is overtrading massively against the sales density used when it was granted permission which was £9,808/m<sup>2</sup> for convenience goods way back in 2016. Yet the assessment for this application uses figures **30-40% below** recognised industry standards for this discount retailer. This isn't robust methodology - it's systematic under-estimation.

Given the trading densities put forward by Lidl in similar applications elsewhere in the country, it is puzzling and concerning that this has not been adequately dealt with in this application.

### Policy Breaches

**Policy E2 (Core Strategy):** Requires comprehensive viability assessment and 12-month marketing evidence for employment land loss. **Neither has been provided.**

**Policy E5 (Core Strategy):** The retail impact assessment methodology is fundamentally flawed, failing to assess individual trader vulnerability by aggregating impacts across all town centre uses including comparison retailers.

**Policy EE1.2 (Ledbury NDP):** Intended for **additional** healthcare provision, not relocation of existing town centre services.

### Missing Critical Analysis

The assessment ignores the **structural impact** of healthcare relocation. With **13,400+ registered patients**, the GP practice generates thousands of town centre visits annually. Healthcare visits create essential **linked trips** - patients combine appointments with shopping, particularly elderly residents who rely on combined journeys.

**Tesco's professional objection** identifies the crucial missing element: dependency analysis. Many independent businesses operate "**on the edge**" - even small reductions in footfall can be fatal. The appeal Inspector's previous decision found "**serious risks**" to the town centre from similar development.

Sequential testing of the site which – since this application was first approved will not now be coming forward as a McCarthy Stone retirement apartment complex within the existing footprint

of the town and adjacent to the existing Tesco supermarket - has not been undertaken by the applicant and has not been required of them by our officers.

### Cumulative Harm

This isn't just retail competition - it's **systematic town centre hollowing-out**:

1. **Artificially low impact assessment** using unrealistic trading densities
2. **Major anchor store impacts**: 12.5% on Tesco, 8.4% on Co-op
3. **Healthcare service relocation** removing thousands of annual linked trips
4. **Precedent for further service dispersal**

### Independent Validation

My concerns aren't a parochial objection - they're validated by:

- **Industry expertise**: Tesco's commercial assessment of significant harm
- **Professional planning advice**: Previous appeal Inspector's forensic analysis
- **Empirical evidence**: Trading densities 30-40% higher in comparable applications elsewhere in the UK
- **Policy analysis**: Multiple development plan conflicts

### Recommendation

**Chair, this application fails multiple policy tests.** The retail impact assessment uses demonstrably unrealistic assumptions, ignores healthcare relocation impacts, and lacks the forensic business-by-business analysis that previously the Planning Inspector deemed essential.

**Policy E2** is breached through inadequate assessment. **Policy E5** is breached through flawed methodology. The **development plan taken as a whole** does not support this proposal.

I urge the Committee to **refuse this application** and require a comprehensive, realistic assessment that reflects actual trading performance and properly evaluates the cumulative structural damage to Ledbury's retail core.

**We have the opportunity to make the correct decision on this application here today. The evidence shows this application would cause significant harm that current methodology systematically under-estimates. Please refuse this application.**

*Thank you, Chair.*

### Supporting Policy References:

- Core Strategy Policies E1, E2, E5
- Ledbury NDP Policies EE1.2, EE3.2
- NPPF paragraphs 86, 89, 90 (town centre impact)
- CIL Regulation 122 (planning obligations tests)





<b>FULL COUNCIL</b>	<b>23 APRIL 2026</b>	<b>AGENDA ITEM: 19</b>
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Report prepared by Angela Price – Town Clerk

**CONSIDERATION OF COMMUNITY ASSET TRANSFER IN RESPECT OF PLAY AREAS IN LEDBURY**

**Purpose of Report**

The purpose of this report is to provide Members with the information received from Herefordshire Council in respect of play areas owned by them in Ledbury, and the funding being offered to Ledbury Town Council should it wish to proceed with the Community Asset Transfer of these play areas.

**Detailed Information**

Members will recall that they previously agreed for Officers to submit an Expression of Interest (EOI) in respect of potential capital funding to be made available for investment in play areas during 2025/26 and 2026/27, and to enter into an asset transfer process in respect of the following play areas:

- Browning Road
- Browning Road / Kemply Brook
- Prince Rupert Road
- Yeomans Close
- John Lee Road
- Deer Park, Villa Way
- Childer Road

A response has now been received confirming that Herefordshire Council has provisionally accepted these sites as being in scope for the capital funding programme. Details of the proposed funding allocations have also been provided.

The estimated allocation of funding per play area is as follows (based on the most recent ROSPA inspection reports):

Browning Road	£20,000
Kemply Brook	£20,000
Prince Rupert Road	£20,000
Yeomans Close	£20,000
John Lee Road	£20,000
Deer Park, Villa Way	£75,000
Childer Road	£20,000

Subject to Council confirming its wish to proceed, the next step will be for Officers to complete a Business Case Template for each play area and return these to Herefordshire Council by 15 May 2026.

The Business Cases will require detailed information on how the Council intends to invest in, improve, and manage each asset. This will include reference to ROSPA reports to identify priority works and future requirements, alongside:

- The benefits of the transfer to the local community
- The Council's capacity to manage and maintain the assets
- Financial planning, including maintenance, compliance, insurance, and legal considerations

Officers are currently preparing a schedule of requirements for each play area. This will be reviewed by a specialist in play area development to inform and support the completion of the Business Cases.

Support is also available from Herefordshire Council's Community Asset Transfer Team throughout this process.

### **Financial Implications**

Should the Council wish to proceed with the development of Business Cases, it should be noted that the funding offered by Herefordshire Council is limited to the 2026/27 financial year.

The Council would therefore be required to make provision within future budgets for the ongoing maintenance, inspection, repair, and replacement of play equipment, as well as associated costs including insurance and compliance.

A clear and sustainable financial plan will be essential to ensure the long-term viability of the assets.

### **Sustainability Impact**

The proposed Community Asset Transfer offers a number of sustainability benefits. From an environmental perspective, local control may enable the adoption of more sustainable maintenance practices, including the use of environmentally friendly materials, improved waste management, and opportunities to enhance biodiversity within play areas.

From a social perspective, the retention and improvement of accessible play spaces support health and wellbeing, encourages outdoor activity, and strengthens community cohesion. Local management may also foster greater community involvement and ownership.

From an economic perspective, while the initial capital investment is externally funded, the Council must ensure that long-term financial commitments are sustainable. Robust asset management planning will be required to balance service provision with financial resilience.

## **Equality Impact Assessment (EQA) – Equality Act 2010**

In accordance with Section 149 of the Equality Act 2010 (Public Sector Equality Duty), the Council must have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations.

The proposed transfer is considered to have a positive equality impact. The continued provision and enhancement of play areas will support inclusive access for children and families across the community.

In developing the Business Cases, particular consideration will be given to:

- Accessibility and inclusive design for children with disabilities
- Provision for a range of age groups and abilities
- Creating safe, welcoming environments for all users
- Ensuring equitable access across different areas of Ledbury

No adverse impacts have been identified at this stage. Equality considerations will be embedded throughout the design, improvement, and management of the play areas.

### **Recommendation**

That Members:

1. Consider the information provided by Herefordshire Council in respect of the proposed Community Asset Transfer of the seven play areas in Ledbury.
2. Agree, in principle, to proceed with the development of detailed Business Cases for each of the identified play areas.
3. Instruct Officers to complete and submit the required Business Case Templates to Herefordshire Council by 15 May 2026.
4. Note the financial implications associated with the long-term maintenance and management of the play areas, and that provision will need to be made within future Council budgets.
5. Receive a further report for consideration once the Business Cases have been completed, prior to any final decision being made on the acceptance of the asset transfers.



<b>FULL COUNCIL</b>	<b>23 APRIL 2023</b>	<b>AGENDA ITEM: 20</b>
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Report prepared by Angela Price – Town Clerk

## **DRAFT TREE POLICY**

### **Purpose of the Report**

The purpose of this report is to present the draft Tree Management Policy for consideration and formal adoption.

### **Detailed Information**

The Town Council owns and manages a range of trees across its parks, open spaces, and other landholdings. Trees are an important environmental asset, contributing to biodiversity, climate resilience, and the visual amenity of the area. At the same time, the Council has a legal duty of care to ensure that its trees are maintained in a safe condition and do not pose a risk to the public or property. The attached Tree Management Policy has been developed to provide a clear, consistent, and structured framework for managing these responsibilities.

### **Key Elements of the Policy**

The policy establishes:

- A risk-based approach to tree inspection and maintenance, including a three-year inspection cycle carried out by qualified arboricultural professionals.
- The Council's legal responsibilities, including compliance with relevant legislation such as health and safety and wildlife protection laws.
- Clear guidance on how the Council will respond to common tree-related issues, including:
  - Overhanging branches
  - Loss of light
  - Property damage
  - Interference with services
- Defined criteria for when tree works will and will not be undertaken, ensuring decisions are proportionate, consistent, and sustainable.
- Consideration of environmental and ecological constraints, including protections for birds and bats.

### **Benefits of Adopting the Policy**

Adoption of this policy will:

- Ensure a consistent and transparent approach to tree management decisions
- Support the Council in meeting its legal duty of care
- Help balance public safety with environmental protection

- Provide clarity for residents, councillors, and officers when dealing with tree-related enquiries and complaints
- Promote the long-term sustainability and health of the Council's tree stock

### **Sustainability Impact**

The policy has a positive sustainability impact.

Trees play a vital role in mitigating climate change through carbon sequestration, improving air quality, supporting biodiversity, and contributing to urban cooling. The policy supports the retention and proactive management of healthy trees, ensuring that environmental benefits are preserved wherever possible.

While tree works may occasionally be required for safety or operational reasons, the policy adopts a balanced approach, ensuring removal is only undertaken where justified and that biodiversity and ecological considerations are taken into account. This includes compliance with wildlife legislation and protection of habitats.

Overall, the policy contributes to the Council's wider environmental and sustainability objectives by promoting responsible stewardship of natural assets.

### **Equality Impact – Section 149 Equality Act 2010**

In accordance with the Public Sector Equality Duty under Section 149 of the Equality Act 2010, due regard has been given to the need to:

- Eliminate discrimination, harassment, and victimisation
- Advance equality of opportunity between persons who share a protected characteristic and those who do not
- Foster good relations between different groups

An Equality Impact Assessment has informed the development of this policy . The policy is considered to have a neutral to positive impact overall.

The policy includes flexibility to consider **exceptional circumstances**, particularly where tree-related issues may impact on the health or wellbeing of residents. This ensures that individual needs can be taken into account while balancing the wider community and environmental benefits of tree retention.

No adverse impacts on protected groups have been identified.

### **Financial Implications**

Tree works will continue to be managed within existing budgets. The policy supports prioritisation of works based on risk, helping ensure that available resources are used effectively.

### **Legal Implications**

The policy aligns with the Council's statutory duties under relevant legislation, including health and safety, highways, and environmental protection laws. It reinforces the Council's obligation to take reasonable steps to manage foreseeable risks associated with tree ownership.

### **Risk Implications**

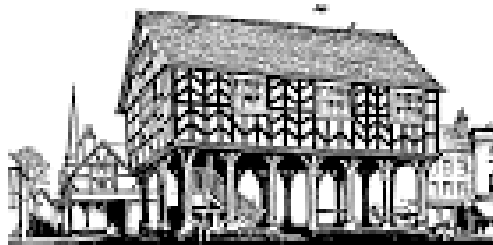
Failure to adopt a formal policy could lead to:

- Inconsistent decision-making
- Increased exposure to liability claims
- Inefficient use of resources

The policy mitigates these risks by providing a structured and defensible framework.

### **Recommendation**

That Members approve and adopt the Draft Tree Management Policy attached to this report, subject to any amendments agreed at this meeting.



## Ledbury Town Council

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# TREE MANAGEMENT POLICY

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ADOPTED:

### Version Control

Version	Description of change	Officer	Reviewing Committee	Frequency of Review	Version Approval Date	Next Review Date
1.	Creation	Town Clerk	Environment and Leisure	Two Years		

## 1. Introduction

- 1.1 This policy aims to deal with tree management to land Ledbury Town Council's (the Town Council) owns or manages, and to any land that in the future the Town Council acquires or chooses to manage and maintain. The policy will ensure that tree stock is retained while ensuring the health, safety and well-being of the public and property.
- 1.2 This Policy does not apply to trees located on another authority's land, or land in private ownership which are outside of the Town Council's control, and the responsibility of the relevant owner.
- 1.2 Other tree matters such as Tree Preservation Orders, Conservation Areas and legislation on hedges is the responsibility of Herefordshire Council.
- 1.3 This policy is intended to act as a point of reference for Town Council staff, councillors, members of the public and other interested parties to enable informed decision making and to establish a clear, consistent and structured approach to issues affecting trees.
- 1.4 Trees are highly valued features within the town's landscape, treasured for their environmental and aesthetical importance to residents and the Town Council. They make a contribution to the character and beauty of our parks and open spaces, provide habitat for wildlife, enrich the biodiversity, act as the lungs for the town and help to reduce the impact of climate change. Some trees in the Town Council's ownership may help absorb traffic noise in built-up areas and can help reduce noise pollution. The Town Council recognises these benefits and seeks to preserve healthy trees.
- 1.6 Though they have a positive role to play, the Town Council recognises that they can, in some instances, cause a range of problems from being a nuisance or inconvenience to potentially causing serious injury or even death. As a tree owner, the Town Council has responsibility for ensuring their trees do not pose a danger to the public or property and are managed appropriately. This policy sets out the Town Council's approach to tree management.

## 2. Legislation

- 2.1 The Town Council has a responsibility to maintain trees within their ownership/management to ensure they are in a safe condition and not causing an unreasonable danger or actionable nuisance.
- 2.2 Like any other individual, as an owner and manager of trees, the Town Council has a legal duty of care to take all reasonable steps to ensure that any foreseeable hazards can be identified and made safe. This duty is contained in legislation:
- Occupiers Liability Act 1984
  - Health and Safety at Work Act 1974, section 3
- 2.3 Any required tree works will be carried out while ensuring compliance with laws around conservation and wildlife, including:
- Wildlife and Countryside Act 1981 (amended 1995)
  - The Wildlife and Countryside Act 1981 (England and Wales) (Amendment) Regulations 2004
  - Countryside and Rights of Way Act 2000
  - The Town and Country Planning (Trees) (Amendment) (England) Regulations 2008
  - The Conservation of Habitats and Species Regulations 2010
  - The Conservation (Natural Habitats, etc.) (Amendment) Regulations 2007
  - The Hedgerows Regulations 1997
  - The Highways Act 1980.

## 3. Tree Surveys and Inspections

- 3.1 The Town Council works to a risk-based approach to tree management using a programme of inspections identifying and prioritising potential hazards. The cycle of inspection for trees will be set according to their location and area of risk. A full inspection of all tree stock will happen every three years. Inspections are carried out by an appropriately qualified arboriculturist, in line with the Town Council's Financial Regulations.
- 3.2 The inspection programme is designed to assess the tree's condition and health while highlighting any work that may be required to ensure the tree is retained in the best possible condition.
- 3.3 The decision to prescribe tree work to a tree is calculated on a risk basis. Risk is calculated through the process of a visual tree assessment. An evaluation of the tree takes into account may factors, including:
- Location
  - Size
  - Species

- Presence of structural decay or defects
  - Relationship of any fungal infection relative to species.
- 3.4 Tree defects are identified where they are likely to cause a hazard, categorised, prioritised with a timescale recommended from the inspectors, and following planning approval, if needed, work is undertaken to remove hazard where appropriate.
- 3.5 In bad weather even the healthiest of trees can become hazardous. The Town Council will take prompt action in such emergencies, to ensure that everything possible is done to protect road users, residents and property.
- 3.6 When the level of risk has been established by surveying the tree, any works required will be dependent on reducing the risk to an acceptable level. The legal framework does not require the elimination of risk altogether, but that the risk is minimised to an acceptable level.
- 3.7 A tree highlighted to be dead, dying diseased or dangerous and is posing an unacceptable risk to public safety, will be identified for felling.
- 3.8 There may be exceptional circumstances when a higher risk may be acceptable, for example if there is a tree of particular additional value or for reasons of heritage. In these circumstances the advice from an independent consultant will be sought. In addition to this, further arboricultural advice or investigations into the condition of the tree may be sought.

#### 4. Tree Maintenance/ Management

- 4.1 The Town Council will ensure that tree maintenance work will be conducted as a result of information gathered during tree inspections. However, reactionary tree maintenance will always form a key element of overall tree maintenance operations and normally originate from enquiries from officers, councillors, residents, contractors or utility companies.
- 4.2 The Town Council receives requests and complaints regarding trees. It is important that individual issues are dealt with consistently and that decisions are balanced against the positive contribution that trees make to the environment and enjoyment of the area by local residents and visitors. Much of the communication received is based on seasonal issues which are generally considered to be foreseeable or social problems associated with living near trees, which can potentially be minimised through careful pruning and careful species selection when planting.

- 4.3 In all cases, consideration will be given as to whether the tree in question meets the necessary criteria for protection. The Town Council will respond positively to tree issues raised regarding safety and endeavour to undertake works to alleviate damage to property, though it is not possible or desirable to undertake all works requested. Some requests would not alleviate the problem whilst others would only be a temporary measure which could not be repeated due to restricted budgets. Pruning can be to the detriment of many trees and can have the adverse effect of accelerating additional growth.
- 4.4 To ensure that request for works to trees are dealt with efficiently, consistency and fairly, the Town Council's policy in relation to the more common types of request is outlined below.

## 5. Overhanging Trees/ Branches

- 5.1 The Town Council has no legal obligation to prune overhanging trees unless they are causing direct damage to an adjacent property or are dangerous. The Town Council will not prune trees that overhang neighbouring properties unless the trees are dangerous, or are causing an actionable nuisance. This reflects the Town Council's position as an owner of a large tree stock and the resources available.
- 5.2 Adjacent landowners are entitled to prune encroaching tree branches or roots back to the boundary of their property providing that the works do not unbalance the tree or do other damage to it. Planning permission is required where trees have a Tree Preservation Order (TPO) on them or where they are located in Conservation Area. Legally, they are required to retain the prunings and offer them back to the Town Council, but the Town Council is not obliged to accept them.
- 5.3 Where access to Town Council land is required in order to undertake tree works, the adjacent landowner must seek the permission of the Town Council to enter their land. This will not be unreasonably refused.
- 5.4 It is a requirement that all contractors working on Town Council land are suitably qualified to undertake the proposed works, they have adequate public liability insurance (a minimum of £5m or £10m when adjacent to a highway) and that appropriate risk assessments and method statements have been completed. The Town Council will request evidence of this before permitting access.

## 6. Improvement of Light

- 6.1 The Town Council receives communications about trees blocking light from properties or shading gardens. However, the Town Council recognises that the seriousness of this complaint is variable and often the removal of the tree will have little effect on the amount of sunlight reaching the dwelling or garden. For example, where a house is north facing and the tree is small or at a distance.

- 6.2 There is no right to light in law, meaning the Town Council has no legal obligation to abate this perceived nuisance.
- 6.3 The Town Council will, however, consider taking action by pruning or felling, in the following circumstances:
- Trees over 12m in height where the distance between the base of the tree and the window of the nearest habitable room is less than 5m.
  - Trees smaller than 12m high where the distance between the base of the tree and the window of the nearest habitable room is less than half the height of the tree.
  - Where the separation between the tree canopy and vertical line through that window is less than 2m.
  - A 'habitable room' means a dining room, lounge, kitchen, study or bedroom but excludes WCs, bathrooms, utility rooms, landings and hallways.
- 6.4 It is recognised through the preparation of the Equalities Impact Assessment that there are exceptional circumstances in which this approach needs to be more flexible. Where it can be established that the presence of trees is causing a detriment to the health of residents, further consideration will be given to the management approach of trees. This consideration will also take into account the quality and importance of the tree in question. This is important as the presence of trees also has a beneficial impact on other residents and the reduction in the number or size of trees may have a greater impact than on just one original enquirer.
- 6.5 Where a situation falls within these guidelines, cases will be prioritised according to proximity and account will also be taken of the orientation of the affected window. The results of any consultation exercise may modify decisions if it appears that any work would be by and large unpopular with the rest of the community.

## 7. Improvement of Television, Radio or Satellite Reception

- 7.1 Interference with television or satellite reception can be a cause of some complaints. Interference is worse when trees are in full leaf and in very windy and rainy conditions. Satellite Reception can be more sensitive to interference than television reception.
- 7.2 There is no right to good reception and in many cases it is possible to resolve issues of poor reception by finding an engineering solution.
- 7.3 The Town Council will only consider requests to prune trees to improve reception where all of the following conditions have been met.

7.4 Efforts have been made to find an engineering solution to the problem and have not been successful.

7.5 The work required can be executed within financial resources available.

## 8. Clearance of Overhead Power Cables and Telecommunications Equipment

8.1 In accordance with Schedule 4 of the Electricity Act 1989, electricity suppliers are empowered to remove obstruction to their equipment. This applies where any tree is or will be in such close proximity to an electric line or electrical plant that it will obstruct or interfere with the installation, maintenance or working of the line or plant; or constitutes an unacceptable source of danger to the public. In accordance with Schedule 3A of the Communications Act 2003, telecoms operators may require trees to be looped to prevent obstruction or interference.

## 9. Prevention of Direct Damage to Property

9.1 Trees or branches proven beyond reasonable doubt to be the cause of serious structural damage to buildings as identified by a competent professional assessor may be removed by the Town Council. The Town Council endeavours to provide a 1.5m clearance from overhanging trees to a dwelling house (not property boundaries).

9.2 The Town Council will cut back trees from properties where they touch windows, walls, roofs or gutters. This will ensure that damage to property such as aerials, tiles or gutters is avoided.

9.3 Cases of direct root damage will be considered on an individual basis. A balance will be struck between the nuisance experienced by individuals and the benefits offered by the tree to the wider community.

9.4 The Town Council will not normally take action in response to complaints that the Town Council trees are damaging drains. Trees do not have the capacity to break into a sound drain, but they will ruthlessly exploit any existing fault. The removal of one tree will not prevent other vegetation from exploiting the same opportunity. The Town Council's presumption is that the appropriate way to deal with tree root blockage of drains is for the property owner to ensure that the drains are watertight.

9.5 It is often possible to rebuild or repair garden walls and fences to take into account adjacent trees. This can be achieved in a number of ways including installing a section of railing or bridging foundations around the base of a tree. Therefore, where trees are considered to be causing damage to walls or fences, the Town Council will only consider tree removal if the walls or fence are irreplaceable and of exceptional importance e.g. a retaining wall or of historical importance, or if there is a risk to public health in leaving the tree which cannot otherwise be

mitigated. If a damaged wall or fence was constructed after planting of the tree, it may mean that the design or construction has failed to take the presence of nearby trees into account and will not be considered appropriate for replacement.

- 9.6 It is often possible to repair paths to take account of adjacent trees and tree roots. Where roots protrude, they can be root pruned, or the path re-laid around the tree with flexible materials such as asphalt, to provide a smooth surface. Where trees are considered to be causing damage to paths or footpaths, the Town Council will not normally consider tree removal except where there is a risk to public health which cannot otherwise be mitigated.

## 10. Tree Management

- 11.1 Tree management schedules will be produced in accordance with the principles as outlines within the tree inspections, both programmed inspections and those undertaken in response to enquiries from members of the public.
- 11.2 The Town Council will respond positively to tree issues raised regarding safety and endeavour to undertake works to alleviate damage to property. Is it not possible or desirable to undertake all works requested. Some requests would not alleviate the problem other would only be a temporary measure which could not be repeated due to restricted budgets. Pruning can be to the detriment of many trees and can have the adverse effect of accelerating additional growth.
- 11.3 Where a problem cannot be remedied by pruning, a tree may need to be removed, planning permission permitted.
- 11.4 Tree works **WILL** take place in the following situations, planning permission permitted:
- Dead, dying or dangerous trees and branches that are or likely to be a danger to public safety;
  - Trees or branches proven or likely to cause damage to a dwelling/ property. The Town Council will endeavour to provide 1.5m clearance from overhanging trees to a dwelling/ property.
  - Trees or branches creating unreasonable obstruction to a public highway, public right of way or access to property; or
  - Trees obstructing established essentials fixtures and services situated in the highway.
  - A tree which is proven beyond reasonable doubt to be the cause of serious structural damage to buildings as identified by a competent professional assessor.

11.5 Tree works **MAY** take place in the following situations, planning permission permitting:

- Trees deemed by the Town Council to be an inappropriate species for their situation;
- Trees in an area which is designed for development or redevelopment;
- To maintain historic or important vistas or in the interest of preservation of heritage or locally important structures;
- Re-pollarding or re-coppicing on a regular cycle;
- Trees giving rise to justifiable fears about risk of crime, or trees that have provided access and/or cover for criminal activity;
- Trees and branches restricting other grounds maintenance operations;
- Trees which need formative pruning to shape or train them during the early years;
- Thinning of trees where it will be benefit adjacent specimens or those of more favourable species;
- The trees is a species which is known to ultimately outgrow its location and in doing so unreasonably restricts the use of the area;
- Trees restricting repairs and maintenance of property;
- To protect or enhance biodiversity;
- To improve the aesthetics of the designed landscape; or
- Self- set trees on the boundaries where they are a significant nuisance.

11.6 The Town Council will not undertake tree work operations which may be to the detriment of the tree. Tree works **WILL NOT** be carried out in the following situations or for the following reasons:

- Shade prevention;
- Interference with television/ satellite/ internet signals and private CCTV operations;
- Branches overhanging neighbouring property where there is no risk to a person or dwelling/ property;
- Prevention of animal or insect droppings;
- Because trees are perceived as being too large by a member of the public;
- Prevention of clearance of seasonal occurrences such as leaf, flower, seed blossom, pollen, fruit fall, cones etc.
- Obstruction of views from private residence;
- Where tree roots have entered gardens or drains;
- To allow construction of new access or driveway to property; or
- To facilitate the implementation of non- essential underground or overground works.

## 11. Other Factors Constraining Work to Trees

- 11.1 **Birds:** under the Wildlife and Conservation Act 1981 (as amended) it is an offence to kill, injure or take wild birds, their young, their eggs or nests. Non-urgent major tree work involving tree removal or reduction and hedge cutting operations should not normally be undertaken during bird nesting/breeding season (1<sup>st</sup> March to 31<sup>st</sup> July).
- 11.2 **Bats:** These are a European Protected Species and protected under the Conservation of Habitats and Species Regulations 2010 and the Wildlife and Countryside Act 1981 (as amended). Causing damage to a roosting/nesting site is a criminal offence which can lead to imprisonment. Trees displaying signs of roosting bats will be referred to an Ecologist before any work commences. Any trees supporting roosting bats will not be worked on until Natural England is consulted.

## 12. Vandalism and Damage to Council Owned/Managed Trees

- 12.1 Vandalism is an increasing pressure on trees. Usually, it is newly planted trees which are damaged, however, mature trees can also be damaged. There are various ways in which vandalism can be counteracted, but none of these are 100% effective against a determined attack.
- 12.2 The main methods of deterring vandals are to plant large numbers of very young trees, known as whips, or to plant larger robust trees depending on the site. Another method is to put guards or fencing around trees, but these must be large enough and strong enough to offer real protection.
- 12.3 This latter approach tends to be the most expensive method and only appropriate in very high-profile positions. In the long run, increasing environmental awareness within schools and communities should help reduce vandalism.
- 12.4 We will investigate any reports of vandalism or damage to trees in Town Council ownership/management and try to repair any damage where possible. Where appropriate, the Town Council will take legal action against the person(s) causing the damage.
- 12.5 Any felling or heavy pruning of Town Council trees on Town Council land is deemed as criminal damage. The perpetrator will be investigated and under Anti-Social Behaviour, Crime and Policing Act 2014 a community Protection Notice may be issued, breach of which would result in a fine of up to £2,500 for an individual and £20,000 for a body.

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE  
HELD ON 2 APRIL 2026**

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**PRESENT:** Councillors Chowns, Harvey (Chair) and Hughes

**ALSO PRESENT:** Angela Price – Town Clerk

**R338. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Morris.

**R339. DECLARATIONS OF INTEREST**

None received.

**R340. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 12 MARCH 2026**

**RESOLVED:**

**That the minutes of the meeting of the Resources Committee held on 12 March 2026 be approved and signed as a correct record.**

**R341. DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the next meeting of the Resources Committee is scheduled for 23 April 2026.**

**R342. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

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

**R343. STAFFING MATTERS**

**1. Sickness Absence February 2025 – February 2026**

Members were provided with a report advising of the sickness absence levels at Ledbury Town Council, against the national average. It was noted that the sickness absence levels are considerably above the national average.

Members raised concerns in respect of the management of the sickness absence.

## **2. Employee Assistance Programme (EAP)**

Members were advised that due to the decision not to renew the provision of HR support with Citation the contract ended on 16 February 2026 which included the Employee Assistance Programme (EAP) provided by Citation.

Members were asked to consider two quotations in respect of EAP services; however, it was noted that one of the quotes only provided costs for 10 employees and therefore it was agreed that this item would be deferred pending further information.

## **3. Complaints Received**

Members were updated in respect of a complaint against a member of staff and a Councillor.

The Clerk advised that both complaints were being handled in line with the Council's complaints procedure.

## **4. Staffing Review Update**

The Clerk provided an update in respect of the staffing review, noting that the Job Descriptions/Person Specifications had been reviewed by Hoople and that the Clerk had a meeting scheduled with Hoople for 15 April 2026 to discuss next steps.

### **RESOLVED:**

- 1. That the Clerk takes advice from Hoople in respect of sickness absence management, with a view to reviewing the sickness absence policy.**
- 2. That the Clerk meets with the Deputy Clerk to go through the sickness absence report and make her aware that the Resources Committee are unhappy with the current sickness absence levels and that this cannot continue.**
- 3. That a review of all individual sickness absence levels be undertaken and any staff who exceed the trigger points as set out in the Sickness Absence Policy be invited to a sickness absence review meeting.**
- 4. That the Clerk seeks further information in support of the quotations in respect of an Employee Assistance**

**Programme, to include any potential increase in staff numbers as a result of the ongoing staff review.**

- 5. That the update in respect of complaints received be received and noted.**
- 6. That the update in respect of the staffing review be received and noted.**

The meeting ended at 18:36

Signed ..... Dated .....

DRAFT

**MINUTES OF LEDBURY CARNIVAL ASSOCIATION COMMITTEE  
HELD ON WEDNESDAY 1<sup>st</sup> APRIL 2026 at TOWN COUNCIL OFFICES, CHURCH ST.**

**PRESENT:** Chairman Mal Hughes (MH), Sue Hughes (SH), Sonia Bowen (SB), Johnny Chan (JC), Robin Hiseman (RH), Harold Armitage (HA), David Kettle (DK), Juri Hayes (JH), Ann Price (AP) and Lesley Wilkinson (LW).

		Action by
1.	<p><b>APOLOGIES:</b> Not in attendance were Anita Griškjāne (AG), Nic Sims (NS), Cllr. Liz Harvey (LH) and Olivia Trueman (LTC).</p>	
2.	<p><b>MINUTES OF PREVIOUS MEETING AND REPORT ON ACTION POINTS</b> MH reported the Minutes of the meeting held 4<sup>th</sup> March 2026 had been previously circulated and accepted as an accurate record. Action Points are noted in the appropriate Minute below.</p>	
3.	<p><b>TREASURER'S REPORT</b> Today's bank balance was £6,289.57. For clarity, LW will forward the Stalls bookings details to AP. AP to approach LTC regarding payment of their sponsorship grant.</p>	
4.	<p><b>SECRETARY'S REPORT</b> <b>Action Points from last meeting:</b> 1. No news yet from NS regarding possible joint working with the Community Hub, although imminently expected. a. SH reported that we have had the offer to use the Community Hub for meetings to facilitate closer working with them. SH to book from June to try it out.</p>	SH  SH
5.	<p><b>ENTERTAINMENTS</b> a. All entertainments are now booked, Frontrunner and Counterpoint on main stage at very competitive fees. b. It was agreed we should relocate the Carnival Stand to by or under the Market House, next to HHR for ease of communication and as a better focal point.</p>	
6.	<p><b>PROCESSION</b> a. SB confirmed Co-op and Rugby Club are booked. We will use the pavement area in front of the Co-op for the mobility scooter competition for safety. b. SB has booked Pughs car park and CAL minibus for park n Ride. c. The Co-op Manager has agreed to supply 20 trolleys for the local traders to use in the Procession (to start at the Co-op). d. Ledbury Plant Hire have declined to attend, which may impact on transport for Children's Ambassadors. e. SB will ask Chris Wragg (volunteer) if he can help. f. SB to ask SoXsighted if they would dance at the Co-op.</p>	SB
7.	<p><b>ROAD CLOSURE/MARSHALLING/SECURITY</b> <b>Action Points from last meeting:</b> 1. MH to meet with Police re incidents at 2025 Carnival. JH asked for feedback after that meeting. a. JH advised Dragonstar needed a little more information to finalise their quote.</p>	JH/MH  JH
8.	<p><b>HEALTH AND SAFETY</b> <b>Action Point from last meeting:</b> a. JH has a meeting with SAG to define what the requirements actually are.</p>	JH
9.	<p><b>WEBSITE</b> RH continues to update the website with text passed to him. Embedded documents to be preferably pdf or zip.</p>	All

10.	<b>CARNIVAL PROGRAMME</b> The deadline for receiving Programme ads is 15th June.	
11.	<b>PUBLICITY</b> <b>Action Points from last meeting:</b> 1. RH/AG not yet contacted school about using Carnival in their youth media studies. a. SB suggested approaching NS to possibly offer Comms/Social Media to a younger person. LW suggested approaching JMHS. b. Flyers/leaflets will be produced in the near future. c. SB asked if we could entice TV cameras to Carnival Day. LW offered to investigate. d. MH suggested, finances permitting, to get newer/bigger/more professional banners to advertise Carnival. SH/LW/RH to bring prices to next meeting <b>Update:</b> LW has agreed to be Comms Officer.	RH/AG  LW SH/LW/RH
12.	<b>SOCIAL MEDIA</b> <b>Action Point from last meeting:</b> 1. Original Facebook page not yet taken down. LW offered to assist in its closure. a. Any text sent to RH will be posted. RH has a house style. b. LW to set up Instagram and X accounts. c. Any pics need to be portrait.	JC/LW  LW
13.	<b>FUNDRAISING/SPONSORSHIP</b> <b>Action Point from last meeting:</b> 1. Sponsorship letters not all yet sent. DK to complete as soon as possible. a. High net worth individuals have been contacted for support. b. DK will apply to HBid.	DK/LW  DK
14.	<b>STALLS</b> a. DK not yet received a copy of the signed letter from us to M&M Ices stating exclusivity terms. Required urgently. b. Idea of Artisan market has been very well received and stalls being booked. c. Charity and Traders stalls bookings also being received. d. HA advised that last year he was asked where toilets are and where cash machines are. This information should go in the Carnival Programme/Carnival Stand. e. JH asked if Risk Assessment documents could be made available if SAG ask for them.	DK
15.	<b>RAFFLE</b> a. Major prize offered by One Stop – decision was to ask for iPad. b. JC to donate something Pokemon from Japan. c. LTC CEO offered something from Lakefest. d. Other suggestions were: Ledbury stay for two; Theme park family ticket; Landrover driving experience; voucher for a bike; Nintendo Switch. e. SB asked how many tickets should be printed: 1500. f. Raffle tickets need to be available for 1 <sup>st</sup> week in August.	SH
16.	<b>SHOP WINDOW COMPETITION</b> No report.	
17.	<b>ANY OTHER NOTIFIED BUSINESS</b> a. <b>Events Working Party:</b> SB is attending as Carnival rep. a. LTC have taken on a new sustainable plan and asked that we avoid using single use plastic and use a biodegradable alternative – to be passed on to stallholders. b. LTC is also moving away from using corrugated plastic signs/notices in favour of more sustainable ones.	DK/LW

	<p>c. LTC are also fixing street wide banner holders (catenary wires across Homend) which we could use.</p> <p>d. Landrover and Eastnor Castle have both indicated promoting their events in Ledbury town. SB to approach them for sponsorship to Carnival.</p> <p>e. LTC now have access to visitor data via HBid which we could use.</p> <p><b>b. Stage Steps:</b> Agreed to ask Tewkesbury AgeUK via RH to refurbish stage steps to a maximum of £100. Can we put lockable castors on them? RH to liaise with AgeUK to get a breakdown of works to next meeting.</p>	<p><b>SB</b></p> <p><b>RH</b></p>
<p><b>18.</b></p>	<p><b>DATE OF NEXT MEETING</b></p> <p>Wed 6<sup>th</sup> May in Council Offices, Church Street, 7.30pm.</p> <p>Please diary these future meeting dates: 3<sup>rd</sup> June; 1<sup>st</sup> July; 15<sup>th</sup> July; 5<sup>th</sup> August; 19<sup>th</sup> August. Meeting closed at 9pm.</p>	



# LEDBURY COMMUNITY CHOIR

[www.lchoir2.com](http://www.lchoir2.com)

## Minutes of Committee Meeting held on 27<sup>th</sup> February 2026

**Present: Jeff Sherwood, (Chair) Mal Hughes (Musical Director), Sue Hughes(Music) ,Sue Chopping, (Membership) Sue Bettington, (Social)Jane Stinchcombe (Joint Sec), Sue Sherwood (2<sup>nd</sup> Alto Section Leader**

<b>1. Apologies for Absence</b>		
	Rachel Boughen, (Social Media) Ann Price (Treasurer), Sarah Rea (Sops section leader) Ronnie Parker(Joint sec)	
<b>2. Minutes of Previous Meeting</b>		
	Accepted as a true record. Need to add a section in the minutes for section leader's comments.	JAS/ RP
<b>3. Treasurers Report</b>		
	As of the 26 <sup>th</sup> of Feb 2026, the balance is £11,66.15p Compared to last year which was £ 8,801.62p Choir fees are being paid from September 2025 up to Feb 2026 and Jeff feels this is a long time and will discuss this with Ann and ways of how to reconcile it.	AP
<b>4. Secretary's Report</b>		
	The Burgage Hall has been provisionally booked for 2 extra practices 4 <sup>th</sup> May and 25 <sup>th</sup> May 2026 Sue to inform me of its suitability before finally booking. Community Day on Saturday 6 <sup>th</sup> June involvement has been recorded and waiting for further confirmation from the council have requested a stall in St Katherines Hall.	JAS
<b>5. Membership Report</b>		
	71 Confirmed members paid up with their subs. Good to see 4 new members. If you wish to volunteer on a rota to represent the choir on Community Day to encourage new members, please talk to Sue Chopping	SC
<b>6. Musical Director's Report</b>		
	<ul style="list-style-type: none"> <li>• Christmas concert was extremely successful in both its performance and financially! In fact, Mal said it was one of the choir's best performances musically as members were familiar with the songs and the audience were very complimentary about the concert. Well Done everyone!</li> <li>• Mal is wary of introducing new music as some members expect teaching whereas others practice at home using the teaching tracks / CDs which makes it easier to rehearse on a Monday evening. Congratulations to Mark and choir members it was a terrific concert!</li> <li>• Also, thanks to Sue Bettington and all the members who gave the items for organising the raffle which raised a lot of money for the Mayors Charity. Also, thanks to the event manager and members who all contributed to the event making it run so smoothly.</li> <li>• The choir is already rehearsing the next concert to celebrate Earth Day on 27<sup>th</sup> April 2026 with Sue Hughes and Jeff Sherwodd co-ordinating the event. It was discussed and the consensus was to</li> </ul>	MH

	<p>hold a raffle and charge for tickets with the proceeds being given to a local environmental charity.</p> <ul style="list-style-type: none"> <li>• With new pieces of music being introduced there are 2 pieces of difficult music being performed well so far. The format to introduce each song at the concert night was discussed and will be formalised in the next meeting.</li> <li>• The American Songbook concert on the 6<sup>th</sup> July 2026 will consist of 12-14 pieces of music with nothing new to the choir and Mal has a lot of work to do to finalise this. This will be an informal concert with donations for choir funds</li> <li>• There will be a couple of sessions at the end of July including the AGM when we will sing a few familiar songs</li> <li>• Our Christmas Concert will be on Monday 21<sup>st</sup> December 2026 and a suggestion was made to have Carols Around the World as a possible theme.</li> </ul>	
<b>7. Social Activities</b>		
	Successful quiz evening was held with an idea to hold a skittles evening in April with a ploughman's meal to accompany it. To be discussed next meeting following discussion with choir members.	SB
<b>8. Social Media</b>		
	New members found us through our website and Facebook . Rachel Boughen continues to maintain our Facebook page A reminder that if anyone has any photos from events, please forward copies to RB on <a href="mailto:LedburyCCphotos@outlook.com">LedburyCCphotos@outlook.com</a> .	RB
<b>9.</b>	<b>Section Leaders report</b> A query was raised about the lack of seating available for the Sops and the Altos in rehearsals. Sue H explained that it was important to ensure people were used to being sat in rows to prepare for seating on the staging for concerts. However, it was agreed to increase the number of rows from 3 to 4 to accommodate people in rehearsals. It was stated that no one has a fixed seat and if possible, to fill in the seats from the front. It was suggested that 1 <sup>st</sup> and second sopranos sit together. Also, members were reminded to wear their badges especially for the new members of the choir.	SS
<b>10 AOB</b> A question was raised about the Community Choir not performing with the Swedish event The reason is that the Swedish singer requested a small backing group, and it was felt that a choir of 60 members was too large .As the choir organiser for the carnival is unavailable to take on this role for this year's theme of <b><i>Once Upon A Time</i></b> we need a volunteer to co -ordinate a float for this year's carnival. Anyone interested please see a member of the committee to express your interest.  A new printer has been purchased. JAS/RP to confirm concert dates are in the diary at the Rugby Club.( confirmed)		

**Date of next meeting: 24<sup>th</sup> April 2026 at 7 Pound Close HR8 2 SU at 7 p.m.**

## CHOIR CALENDAR

As at 5<sup>th</sup> March 2026

DATE	EVENT	VENUE	EVENT MANAGER
Saturday 21 <sup>st</sup> March	Town Quiz	Community Hall	SB& Jill Jupp
Monday 6 <sup>th</sup> April	Bank Holiday no choir		
Friday 24 <sup>th</sup> April	Skittles Evening	British legion	SB
Monday 27 <sup>th</sup> April	Earth Day concert	Rugby Club	Sue Hughes & Jeff Sherwood
Monday 4 <sup>th</sup> May	Rehearsal	Burgage Hall	
Monday 25 <sup>th</sup> May	Rehearsal	Burgage Hall	
Sat 6 <sup>th</sup> June	Community Day	St Katherines Hall	
Monday 6 <sup>th</sup> July	Summer Concert (Independence Day)	Rugby Club	
Monday 20 <sup>th</sup> July	AGM	Rugby club	
Monday 21 <sup>st</sup> Dec	Christmas Concert	Rugby Club	TBC