



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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27 June 2025

To All Councillors

Dear Councillor

You are **summoned** to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 3 July 2025 at 7.00pm** 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, AICCM, MIWFM  
Town Clerk

## FILMING AND RECORDING OF COUNCIL MEETINGS

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

## A G E N D A

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

To receive any declarations of interest and written requests for dispensations.

*Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011.*

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

3. **To 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 3970)
5. **To approve and sign as a correct record the minutes of a meeting of council held on 12 June 2025** (To follow)
6. **To receive and note the action sheet** (To follow)
7. **Mayor’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 on the agenda. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting”*
9. **To receive motions presented by Councillors in accordance with Standing Order 9**

## **FINANCE**

10. **To receive and note Month 2 financial reports** (Pages 3972 - 3998)
  - i. Receipts and Payments – 1 – 31 May 2025
  - ii. Balance sheet and Trial Balance – Month 2
  - iii. Budget Monitoring Reports
11. **To confirm verification of bank statements and reconciliations for April and May 2025**
12. **Invoices for Payment July 2025** (To follow)
13. **Grant Applications** (Pages 4000 - 4003)
14. **Subscriptions** (Standing Item)
15. **Request for release of funding in respect Masefield Matters Sea Fever Activity** (To follow)

## **PLANNING, ECONOMY & TOURISM**

- 16. Planning Consultations (Pages 4004 - 4005)**
- 17. Planning Decisions (Pages 4006 - 4008)**
- 18. Draft response to Local Transport Plan 5 – 2025-2041 (Pages 4010 - 4015)**
- 19. Notes of a meeting of a meeting to consider the Councils Draft proposed amended S106 Wish List (Pages 4016 – 4017)**
- 20. Neighbourhood Planning Funding Position (Pages 4018 - 4019)**
- 21. TEMAP Working Party (Pages 4020 - 4031)**
  - i. To receive and note the minutes of a meeting of the TEMAP Working Party held on 3 June 2025
  - ii. Update report in respect of Consultants Report
- 22. Painted Room Visitor Numbers March and April (Page 4032)**

## **ENVIRONMENT & LEISURE**

- 22. Climate Change Working Party - Outcome of meeting between Councillor Chowns and Nina Shields (Sustainable Ledbury) (To follow)**
- 23. To approve draft partnership agreement between Ledbury Town Council and Love Ledbury (Ledbury & District Community Benefit Society) in relation to Bye Street Toilets and consider request in respect of future arrangements for Insurance Cover for the premises and events (To Follow)**
- 24. To receive and note minutes of the Events Working Party Meeting held on Tuesday, 3 June 2025 (Pages 4034 - 4038)**
- 25. To receive notes of a meeting of the ICT Task and Finish Group held on 4 June 2025 (Pages 4040 - 4044)**

## **GENERAL**

### **26. Outside Bodies**

#### **i. Outside Body Representation**

To receive nominations for Councillor representation on the following outside bodies:

- a. RMTG Local Councillor Panel – Rural Vulnerable Young**
- b. RMTG Local Councillor Panel – Rural Older People**

### **27. Date of next meeting**

To note that the next meeting of Council is scheduled for Thursday, 24 July 2025

**Distribution: - Full agenda reports to all Councillors (9)  
Plus file copy**

**Agenda reports excluding Confidential items to:  
Local Press (1)  
Library (1)  
Police (1)**

<b>FULL COUNCIL</b>	<b>3 JULY 2025</b>	<b>AGENDA ITEM: 4</b>
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### **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.



## Lloyds A/c (235&amp; 174)(Bus Ext)

Receipts received between 01/05/2025 and 31/05/2025

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	FPI Banked: 01/05/2025	277.78						
	FPI The Stone Workshop	277.78			1289	118	277.78	War Memorial Refund
	Interest Banked: 09/05/2025	12.44						
	Interest Lloyds Bank	12.44			1870	220	12.44	Bank Interest
	VAT Banked: 14/05/2025	8,016.92						
	VAT HMRC	8,016.92			120		8,016.92	VAT
	Banked: 21/05/2025	40,000.00						
736-235	Premier A/c (736) Comm Call	40,000.00			202		40,000.00	Transfer 736 - 235
	Banked: 21/05/2025	46,000.00						
736-235	Premier A/c (736) Comm Call	46,000.00			202		46,000.00	Transfer 736 - 235
500528	Banked: 23/05/2025	757.00						
500528	Painted Room	757.00			1450	105	139.70	PR Donations & Sales
					1451	105	617.30	PR Donations & Sales
500529	Banked: 23/05/2025	78.00						
500529	Max's Fish Sales	78.00			1090	301	78.00	Charter Market
	BGC Banked: 28/05/2025	-4,000.00						
	BGC Age UK LTC Grant	-4,000.00			4891	214	-4,000.00	Grant
	BGC Banked: 28/05/2025	4,000.00						
	BGC Age Uk	4,000.00			4891	214	4,000.00	Grant
CARD	Banked: 31/05/2025	465.50						
CARD	Barclaycard	465.50			1471	127	465.50	Reception
CARD	Banked: 31/05/2025	424.40						
CARD	Barclaycard	424.40			1450	105	168.50	Painted Room
					1451	105	255.90	Painted Room
<b>Total Receipts:</b>		<b>96,032.04</b>	<b>0.00</b>	<b>0.00</b>			<b>96,032.04</b>	

## Premier A/c (736) Comm Call

Receipts received between 01/05/2025 and 31/05/2025

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BGC	Banked: 01/05/2025	166.67						
BGC	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
2420	Banked: 02/05/2025	97.50						
2420	Le Delice	97.50			1090	301	97.50	Charter Market
Taynton	Banked: 02/05/2025	112.50						
Taynton	Taynton Farm Sales	112.50			1090	301	112.50	Charter Market
2425	Banked: 07/05/2025	43.00						
2425	Flics Rustic Bakes	43.00			1090	301	43.00	Charter Market
2424	Banked: 08/05/2025	58.50						
2424	Kelly Dilley	58.50			1090	301	58.50	Charter Market
Interest	Banked: 08/05/2025	321.90						
Interest	Lloyds Bank	321.90			1870	220	321.90	Bank Interest
Ceremony	Banked: 09/05/2025	135.00						
Ceremony	V Ritesh	135.00			1460	120	135.00	Ceremony Room
2442	Banked: 12/05/2025	23.50						
2442	Orchard grove	23.50			1090	301	23.50	Charter Market
Taynton	Banked: 22/05/2025	90.00						
Taynton	Taynton Farm Sales	90.00			1090	301	90.00	Charter Market
2433	Banked: 22/05/2025	19.50						
2433	Spice up the Valeeys	19.50			1090	301	19.50	Charter Market
2380	Banked: 29/05/2025	190.00						
2380	Britton	190.00			1460	120	190.00	Ceremony Room
BGC	Banked: 30/05/2025	166.67						
BGC	The Co-operative Group (CGP)	166.67			1160	102	166.67	Mortuary Rent
<b>Total Receipts:</b>		<b>1,424.74</b>	<b>0.00</b>	<b>0.00</b>			<b>1,424.74</b>	

Public Sector Deposit Fund

Receipts received between 01/05/2025 and 31/05/2025

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>
Interest	Banked: 31/05/2025	629.05						
Interest	The Public Sector Deposit Fund	629.05			1870	220	629.05	Bank Interest
<b>Total Receipts:</b>		629.05	0.00	0.00			629.05	

## Lloyds A/c (235&amp; 174)(Bus Ext)

Payments made between 01/05/2025 and 31/05/2025

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/05/2025	Advansys Ltd	DD	123.60		20.60	4482	401	103.00	Web Hosting
01/05/2025	O2	DD	162.44		27.07	4482	401	135.37	LTC Mobiles
02/05/2025	Mrs H M Jones	BACS	100.00			4890	214	100.00	V E Day Grant
02/05/2025	Roger Cooper	BACS	100.00			4890	214	100.00	V E Day Grant
02/05/2025	Ledbury & District U3A	BACS	150.00			4890	214	150.00	Grant Funding
02/05/2025	Catcher Media CIC	BACS	500.00			4890	214	500.00	Grant Funding
02/05/2025	House of Flags	BACS	246.60		41.10	4607	127	205.50	Coloured Bunting
02/05/2025	Take Payments	BACS	30.00		5.00	4433	220	25.00	Card Machine Rec
02/05/2025	Take Payments	DD	30.00		5.00	4433	105	25.00	Card Macine PR
06/05/2025	EE Limited	DD	15.13		2.52	4481	401	12.61	Wedding Co-ordinator Mobile
07/05/2025	Rural Services Partnership	BACS	148.68		24.78	4460	220	123.90	Group Membership
07/05/2025	Viking Raja	BACS	82.70		13.78	4400	235	40.48	Stationery and equipment
						4415	235	28.44	Stationery and equipment
07/05/2025	Viking Raja	BACS	69.46		11.58	4400	235	57.88	Stationery
07/05/2025	Amazon	BACS	6.48		1.08	4415	235	5.40	Letter Opener
07/05/2025	J Lacey Steeplejacks	BACS	450.00		75.00	4250	102	375.00	Lightening protection test
07/05/2025	Waterplus	BACS	26.24			4115	202	26.24	LTC Water Drainage
07/05/2025	Thomas Reynolds	BACS	190.00			1460	120	190.00	Wedding Refund
07/05/2025	Shredall Ltd	BACS	107.70		17.95	4116	202	89.75	Confidential Waste
07/05/2025	Fircone Books	BACS	162.50			4700	105	162.50	Artisan Art
07/05/2025	Society of Authors	BACS	80.00			4704	107	80.00	To Quote in visitor map
07/05/2025	Dolphin Tec	BACS	254.86		42.48	4405	235	212.38	Photocopier Readings
07/05/2025	Advansys Ltd	BACS	78.00		13.00	4482	401	65.00	SSL Certificate Renewal
07/05/2025	Advansys Ltd	BACS	720.00		120.00	4482	401	600.00	Q42651 - GMB
07/05/2025	Angela Price	BACS	74.48			4051	230	74.48	Mileage
07/05/2025	Dolphin Tec	BACS	-9.00		-1.50	4405	235	-7.50	Dolphin Tec
07/05/2025	E.on	BACS	379.66		18.08	4122	202	361.58	LTC Eelctricity
07/05/2025	Citation Limited	DD	279.48		46.58	4415	235	232.90	HR & EAP Services
08/05/2025	Welsh Water	DD	20.39			4115	202	20.39	LTC Water
08/05/2025	Initial UK	DD	48.60		8.10	4590	220	40.50	LTC Hygeine
08/05/2025	Welsh Water	DD	31.74			4115	202	31.74	LTC Water
08/05/2025	Initial	DD	0.01			4590	220	0.01	LTC Hygeine
09/05/2025	Chubb Electronic Security	BACS	614.82		102.47	4185	202	512.35	Service and parts
09/05/2025	Angela Price	BACS	49.11		8.19	4155	202	40.92	Reimbursement
12/05/2025	Jane Williams	BACS	100.00			4890	214	100.00	VE Day Grant
12/05/2025	Waterplus	BDD	9.22			4115	202	9.22	Drainage for LTC
12/05/2025	Barclaycard	DD	10.00			4433	220	10.00	Card Machine
<b>Subtotal Carried Forward:</b>			<b>5,442.90</b>	<b>0.00</b>	<b>602.86</b>			<b>4,840.04</b>	

## Lloyds A/c (235&amp; 174)(Bus Ext)

Payments made between 01/05/2025 and 31/05/2025

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
12/05/2025	Water Plus	DD	12.29			4115	202	12.29	Water Drainage LTC
12/05/2025	Barclaycard	DD	15.76		0.96	4433	105	14.80	Card Machine PR
13/05/2025	Led & District CBS	BACS	225.04			4122	106	216.74	Reimbursement for Bye St
						4170	106	8.30	Reimbursement for Bye St
13/05/2025	Ledbury Fringe	BACS	1,000.00			4890	214	1,000.00	LTC Grant
13/05/2025	Agnes Wilds	BACS	100.00			4890	214	100.00	LTC Grant
13/05/2025	Sally Harling	BACS	100.00			4890	214	100.00	LTC Grant
13/05/2025	Ledbury & District USA	BACS	350.00			4890	214	350.00	LTC Grant
13/05/2025	SLCC Enterprises Ltd	BACS	144.00			4050	230	144.00	Sophie Rudd ILCA
13/05/2025	Hoople LTD.	BACS	534.00		89.00	4050	230	445.00	Neurodiversity Training
13/05/2025	Bliss Cleaning	BACS	464.40		77.40	4150	202	387.00	LTC Cleaning
13/05/2025	Shredall Ltd	BACS	144.00		24.00	4116	202	120.00	Confidential Waste
13/05/2025	Angela Price	BACS	31.98		5.33	4155	202	26.65	Reimbursement
13/05/2025	Angela Price	BACS	33.58		5.60	4483	401	27.98	Reimbursement
13/05/2025	E.on	BACS	379.66		18.08	4122	202	361.58	LTC Electricity
13/05/2025	Amazon	BACS	122.40		20.40	4400	235	102.00	Paid in error
13/05/2025	E.on	BACS	-33.00		-1.57	4122	202	-31.43	LTC electricity
13/05/2025	E.on	BACS	33.00		1.57	4122	202	31.43	LTC Electricity
13/05/2025	E.on	BACS	-0.33		-0.02	4122	202	-0.31	LTC Electricity
14/05/2025	Octopus Energy	DD	171.91		8.19	4122	202	163.72	LTC Electricity
14/05/2025	Ledbury Community Association	BACS	-300.00			4890	214	-300.00	Ledbury Community Day
14/05/2025	West Mercia Energy	DD	25.67		1.22	4800	214	24.45	Barratt Browning Clock
14/05/2025	Octopus Energy	DD	33.45		1.59	4122	102	31.86	Cemetery Electricity
14/05/2025	Citation Limited	DD	59.50		9.92	4415	235	49.58	LTC HR
14/05/2025	Octopus Energy	DD	1,261.06		60.05	4122	202	1,201.01	LTC electricity
14/05/2025	West Mercia Energy	DD	2.10		0.10	4800	214	2.00	Barrett Browning Clock Elec
16/05/2025	Ledbury Food Bank	BACS	2,500.00			4893	214	2,500.00	Community Day
16/05/2025	Dream Your Future	BACS	1,500.00			4892	214	1,500.00	LTC Grant
16/05/2025	Ledbury Methodist	BACS	1,500.00			4894	214	1,500.00	LTC Grant
16/05/2025	Community Action Ledbury	BACS	12,000.00			4827	214	12,000.00	LTC Grant
16/05/2025	LEAF	BACS	10,440.00			4897	214	10,440.00	LTC Grant
16/05/2025	Ledbury Carnival Association	BACS	4,500.00			4898	214	4,500.00	LTC Grant
16/05/2025	Buses for Us	BACS	8,000.00			4900	214	8,000.00	LTC Grant
19/05/2025	Advansys Ltd	DD	6.00		1.00	4482	401	5.00	LTC Website
19/05/2025	OMS UK Ltd	DD	985.60		164.27	4483	401	821.33	IT Support
19/05/2025	Advansys Ltd	DD	-6.00		-1.00	4482	401	-5.00	Web hosting
23/05/2025	Age UK Ledbury	BACS	4,000.00			4801	214	4,000.00	LTC Grant

Subtotal Carried Forward:

55,778.97

0.00

1,088.95

54,690.02

## Lloyds A/c (235&amp; 174)(Bus Ext)

Payments made between 01/05/2025 and 31/05/2025

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
23/05/2025	Megabounce	BACS	76.59		12.76	4607	127	63.83	Community Event
23/05/2025	Staff Salaries	BACS	32,169.82			4000	103	2,284.21	Payroll Mth 3
						4000	105	3,574.50	Payroll Mth 3
						4000	230	21,477.30	Payroll Mth 3
						4000	109	4,833.81	Payroll Mth 3
23/05/2025	Staff Salaries	BACS	8,992.03			4000	103	801.31	Payroll Mth 3
						4000	105	772.85	Payroll Mth 3
						4000	109	1,251.42	1251.42
						4000	230	6,166.45	Payroll Mth 3
23/05/2025	Staff Salaries	BACS	-0.40			4000	230	-0.40	Payroll Mth 3
27/05/2025	Herefordshire Council	DD	79.00			4110	201	79.00	Market House rates
27/05/2025	Herefordshire Council	DD	101.00			4110	102	101.00	Mortuary Rates
27/05/2025	Herefordshire Council	DD	213.00			4110	102	213.00	Cemetery Rates
27/05/2025	Herefordshire Council	DD	697.00			4110	202	697.00	LTC rates
27/05/2025	Lloyds Bank	DD	17.70			4550	220	17.70	Bank Charges
28/05/2025	Discover Britain	BACS	172.80		28.80	4700	105	144.00	Publication charge
28/05/2025	Ledbury Hardware Limited	BACS	15.80		2.63	4170	202	13.17	Cable Extension
28/05/2025	Age UK Ledbury	BACS	-4,000.00			4891	214	-4,000.00	Ltc Grant
28/05/2025	E.on	DD	173.98		8.28	4122	201	165.70	Market House Electricity
28/05/2025	Lloyds Bank	DD	27.44			4550	220	27.44	Bank Charges
30/05/2025	D M Property Maintenance	BACS	1,608.74			4205	108	336.66	Contract Works
						4205	110	1,120.00	Contract Works
						4236	110	100.00	Contract Works
						4252	108	52.08	Contract Works
30/05/2025	LEAF	BACS	66.00			4535	210	66.00	Wreath for VE Day
30/05/2025	P J Nichols	BACS	85.81		14.30	4330	102	71.51	Fuel for Mowers and Van
30/05/2025	Spadwick Motors	BACS	54.85			4340	102	54.85	MOT for Van
30/05/2025	Ledbury Garden Machinery	BACS	231.60		38.60	4416	102	193.00	Repair Machinery
30/05/2025	Stephen C Large	BACS	3,036.00		506.00	4001	202	2,530.00	Mowing at Cemetery
30/05/2025	Amazon	BACS	11.37		1.90	4400	235	9.47	A3 pocket display book
30/05/2025	Amazon	BACS	11.49		1.92	4400	235	9.57	Display Book
30/05/2025	Amazon	BACS	25.07		4.18	4400	235	20.89	Visitors Books
30/05/2025	Cllr Morris	BACS	200.00			4901	214	200.00	Re-imbusement
30/05/2025	The Pavilion Rooms	BACSA	1,291.50			4535	210	1,291.50	Hire for Civic celebration
30/05/2025	Thompson & Co	DD	55.20		9.20	4590	220	46.00	LTC Payroll
30/05/2025	Onecom Limited	DD	489.97		81.66	4481	401	408.31	LTC Telephones

**Total Payments:**      101,682.33      0.00      1,799.18      99,883.15

## Premier A/c (736) Comm Call

Payments made between 01/05/2025 and 31/05/2025

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
21/05/2025	Lloyds A/c (235& 174)(Bus Ext)	736-235	40,000.00				200	40,000.00	Transfer 736 - 235
21/05/2025	Lloyds A/c (235& 174)(Bus Ext)	736-235	46,000.00				200	46,000.00	Transfer 736 - 235
<b>Total Payments:</b>			<b>86,000.00</b>	<b>0.00</b>	<b>0.00</b>			<b>86,000.00</b>	

## Petty Cash

Payments made between 01/05/2025 and 31/05/2025

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
07/05/2025	Three Counties Bookshop	BACS	4.00		0.67	4155	202	3.33	Greeting Cards
30/05/2025	Three Counties Bookshop	PCASH	2.50		0.42	4155	202	2.08	Greeting Card
<b>Total Payments:</b>			6.50	0.00	1.09			5.41	

## List of Payments made between 01/05/2025 and 31/05/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2025	Advansys Ltd	DD	123.60	51313	Web Hosting
01/05/2025	O2	DD	162.44	05844459	LTC Mobiles
02/05/2025	Mrs H M Jones	BACS	100.00	Grant	V E Day Grant
02/05/2025	Roger Cooper	BACS	100.00	Grant	V E Day Grant
02/05/2025	Ledbury & District U3A	BACS	150.00	LTC Grant	Grant Funding
02/05/2025	Catcher Media CIC	BACS	500.00	LTC Grant	Grant Funding
02/05/2025	House of Flags	BACS	246.60	PQ25003021	Coloured Bunting
02/05/2025	Take Payments	DD	30.00	15738882	Card Macine PR
02/05/2025	Take Payments	BACS	30.00	15738881	Card Machine Rec
06/05/2025	EE Limited	DD	15.13	36252	Wedding Co-ordinator Mobile
07/05/2025	Rural Services Partnership	BACS	148.68	25/26/78	Group Membership
07/05/2025	Viking Raja	BACS	82.70	5686784	Stationery and equipment
07/05/2025	Viking Raja	BACS	69.46	5740870	Stationery
07/05/2025	Amazon	BACS	6.48	GB52M36L6AUI	Letter Opener
07/05/2025	J Lacey Steeplejacks	BACS	450.00	22559	Lightening protection test
07/05/2025	Waterplus	BACS	26.24	08988520	LTC Water Drainage
07/05/2025	Thomas Reynolds	BACS	190.00	Refund	Wedding Refund
07/05/2025	Shredall Ltd	BACS	107.70	98825	Confidential Waste
07/05/2025	Fircone Books	BACS	162.50	9033	Artisan Art
07/05/2025	Society of Authors	BACS	80.00	1788	To Quote in visitor map
07/05/2025	Dolphin Tec	BACS	254.86	023335	Photocopier Readings
07/05/2025	Advansys Ltd	BACS	78.00	51194	SSL Certificate Renewal
07/05/2025	Advansys Ltd	BACS	720.00	51122	Q42651 - GMB
07/05/2025	Angela Price	BACS	74.48	Expenses	Mileage
07/05/2025	Citation Limited	DD	279.48	0063014	HR & EAP Services
07/05/2025	Dolphin Tec	BACS	-9.00	023335	Dolphin Tec
07/05/2025	E.on	BACS	379.66	KI-DA9D9877-022	LTC Eelctricity
08/05/2025	Welsh Water	DD	20.39	6089291506	LTC Water
08/05/2025	Initial UK	DD	48.60	35435259	LTC Hygeine
08/05/2025	Welsh Water	DD	31.74	6089292360	LTC Water
08/05/2025	Initial	DD	0.01	35435259	LTC Hygeine
09/05/2025	Chubb Electronic Security	BACS	614.82	10915185	Service and parts
09/05/2025	Angela Price	BACS	49.11	Refresments	Reimbursement
12/05/2025	Jane Williams	BACS	100.00	Grant	VE Day Grant
12/05/2025	Waterplus	BDD	9.22	08680344	Drainage for LTC
12/05/2025	Barclaycard	DD	10.00	016436890425	Card Machine
12/05/2025	Water Plus	DD	12.29	08680344	Water Drainage LTC
12/05/2025	Barclaycard	DD	15.76	016436880425	Card Machine PR
13/05/2025	Led & District CBS	BACS	225.04	Bye St Toilets Elec	Reimbursement for Bye St
13/05/2025	Ledbury Fringe	BACS	1,000.00	Grant	LTC Grant
13/05/2025	Agnes Wilds	BACS	100.00	V E Day	LTC Grant
13/05/2025	Sally Harling	BACS	100.00	V E Day	LTC Grant
13/05/2025	Ledbury & District U3A	BACS	350.00	Grant	LTC Grant
13/05/2025	SLCC Enterprises Ltd	BACS	144.00	QL207052-1	Sophie Rudd ILCA
13/05/2025	Hoople LTD.	BACS	534.00	66848814	Neurodiversity Training
13/05/2025	Bliss Cleaning	BACS	464.40	12277	LTC Cleaning

## List of Payments made between 01/05/2025 and 31/05/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/05/2025	Shredall Ltd	BACS	144.00	100466	Confidential Waste
13/05/2025	Angela Price	BACS	31.98	Domain Renewal	Reimbursement
13/05/2025	Angela Price	BACS	33.58	Domain Renewal	Reimbursement
13/05/2025	E.on	BACS	379.66	A-DA9D9877	LTC Electricity
13/05/2025	Amazon	BACS	122.40	774826	Paid in error
13/05/2025	E.on	BACS	-33.00	KI-DA909877	LTC electricity
13/05/2025	E.on	BACS	33.00	KI-DA9D9877-0022	LTC Electricity
13/05/2025	E.on	BACS	-0.33	KI-DA9D877-0022	LTC Electricity
14/05/2025	West Mercia Energy	DD	25.67	11636765	Barratt Browning Clock
14/05/2025	Octopus Energy	DD	33.45	B092647B-001	Cemetery Electricity
14/05/2025	Citation Limited	DD	59.50	LEDB01	LTC HR
14/05/2025	Octopus Energy	DD	171.91	30D6C022-001	LTC Electricity
14/05/2025	Octopus Energy	DD	1,261.06	6295D2CA-001	LTC electricity
14/05/2025	West Mercia Energy	DD	2.10	S15654	Barrett Browning Clock Elec
14/05/2025	Ledbury Community Association	BACS	-300.00	Grant	Ledbury Community Day
16/05/2025	Ledbury Food Bank	BACS	2,500.00	LTC Grant Yr 3	LTC Grant
16/05/2025	Dream Your Future	BACS	1,500.00	Yr 3 Grant	LTC Grant
16/05/2025	Ledbury Methodist	BACS	1,500.00	Yr 3 Grant	LTC Grant
16/05/2025	Community Action Ledbury	BACS	12,000.00	Year 3	LTC Grant
16/05/2025	LEAF	BACS	10,440.00	Year 3 Grant	LTC Grant
16/05/2025	Ledbury Carnival Association	BACS	4,500.00	Year 3 Grant	LTC Grant
16/05/2025	Buses for Us	BACS	8,000.00	Yr 3 Grant	LTC Grant
19/05/2025	Advansys Ltd	DD	6.00	PT2M4	LTC Website
19/05/2025	OMS UK Ltd	DD	985.60	LEDB1134	IT Support
19/05/2025	Advansys Ltd	DD	-6.00	PT2M4	Web hosting
23/05/2025	Age UK Ledbury	BACS	4,000.00	F533	LTC Grant
23/05/2025	Megabounce	BACS	76.59	8954	Community Event
23/05/2025	Staff Salaries	BACS	32,169.82	Salaries Mth 3	Payroll Mth 3
23/05/2025	Staff Salaries	BACS	8,992.03	Salaries	Payroll Mth 3
23/05/2025	Staff Salaries	BACS	-0.40	Payroll	Payroll Mth 3
27/05/2025	Herefordshire Council	DD	79.00	85806086	Market House rates
27/05/2025	Herefordshire Council	DD	101.00	8427557X	Mortuary Rates
27/05/2025	Herefordshire Council	DD	213.00	84275471	Cemetery Rates
27/05/2025	Herefordshire Council	DD	697.00	85237264	LTC rates
27/05/2025	Lloyds Bank	DD	17.70	456154801	Bank Charges
28/05/2025	Discover Britain	BACS	172.80	DBM8651/25	Publication charge
28/05/2025	Ledbury Hardware Limited	BACS	15.80	36	Cable Extension
28/05/2025	E.on	DD	173.98	KI-zDC1576-0040	Market House Electricity
28/05/2025	Lloyds Bank	DD	27.44	455389107	Bank Charges
28/05/2025	Age UK Ledbury	BACS	-4,000.00	Grant	Ltc Grant
30/05/2025	D M Property Maintenance	BACS	1,608.74	LTC Contract	Contract Works
30/05/2025	The Pavilion Rooms	BACSA	1,291.50	1703	Hire for Civic celebration
30/05/2025	LEAF	BACS	66.00	20250513	Wreath for VE Day
30/05/2025	P J Nichols	BACS	85.81	202504000005	Fuel for Mowers and Van
30/05/2025	Spadwick Motors	BACS	54.85	17591	MOT for Van
30/05/2025	Ledbury Garden Machinery	BACS	231.60	21130	Repair Machinery

## List of Payments made between 01/05/2025 and 31/05/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/05/2025	Stephen C Large	BACS	3,036.00	003748	Mowing at Cemetery
30/05/2025	Amazon	BACS	11.37	GB50104NL8GQ	A3 pocket display book
30/05/2025	Amazon	BACS	11.49	GB50019ECDMP	Display Book
30/05/2025	Amazon	BACS	25.07	GB5048GXRLZE	Visitors Books
30/05/2025	Cllr Morris	BACS	200.00	J Masfield books	Re-imburement
30/05/2025	Thompson & Co	DD	55.20	20877	LTC Payroll
30/05/2025	Onecom Limited	DD	489.97	4566308	LTC Telephones
<b>Total Payments</b>			<b>101,682.33</b>		

Premier A/c (736) Comm Call

List of Payments made between 01/05/2025 and 31/05/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/05/2025	Lloyds A/c (235& 174)(Bus Ext)	736-235	40,000.00		Transfer 736 - 235
21/05/2025	Lloyds A/c (235& 174)(Bus Ext)	736-235	46,000.00		Transfer 736 - 235
<b>Total Payments</b>			<u>86,000.00</u>		

Time: 15:35

Petty Cash

List of Payments made between 01/05/2025 and 31/05/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/05/2025	Three Counties Bookshop	BACS	4.00	Petty Cash	Greeting Cards
30/05/2025	Three Counties Bookshop	PCASH	2.50	Petty Cash	Greeting Card
<b>Total Payments</b>			<u>6.50</u>		



## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
120	Vat Due			5,059.81	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			10,347.30	
202	Premier A/c (736) Comm Call			394,487.73	
203	Public Sector Deposit Fund			172,161.58	
215	Petty Cash			87.48	
310	General Fund				195,337.12
324	EMR - Listed Buildings				106,855.97
331	EMR - Advertising				5,000.00
335	EMR - Amenity & Public Spaces				35,431.67
336	EMR - Community Projects				15,701.35
1034	Tourist Information Centre	301	Planning/Economic Development		9.90
1036	Photocopier Printing	235	Office Facilities & Equipment		4.40
1090	Charter Market Income	301	Planning/Economic Development		761.50
1100	Cemetery Interment Income	102	Cemetery & Buildings		196.04
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		47.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		500.01
1273	Event Income	127	Services and Events		65.00
1289	War Memorial Refund	118	Minor Infrastructure		555.56
1450	Painted Room Sales Income	105	Painted Room		484.00
1451	Painted Room Donations Income	105	Painted Room		1,087.90
1452	UKSPF Funding	105	Painted Room		9,000.00
1460	Ceremony Room Income	120	Non-Statutory Services		1,114.50
1471	Dog Poop Bags	127	Services and Events		61.10
1870	Bank Interest Received Income	220	Finance and General Purposes		1,789.43
1900	Precept Income	220	Finance and General Purposes		367,311.00
4000	Staff Salaries	103	Grounds Maintenance	6,487.72	
4000	Staff Salaries	105	Painted Room	4,941.50	
4000	Staff Salaries	109	Masefield Matters	8,533.09	
4000	Staff Salaries	230	Management and Payroll	58,758.15	
4001	Agency Cover	202	Town Council Offices	2,530.00	
4001	Agency Cover	230	Management and Payroll	3,623.20	
4050	Staff Training	230	Management and Payroll	595.66	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	74.48	
4110	Rates	102	Cemetery & Buildings	627.60	
4110	Rates	201	Market House	153.11	
4110	Rates	202	Town Council Offices	1,388.25	
4115	Water	106	Bye Street Toilets	8.70	
4115	Water	201	Market House	9.22	
4115	Water	202	Town Council Offices	164.28	
4116	Confidential Waste - Shredding	202	Town Council Offices	375.21	
4122	Electricity	102	Cemetery & Buildings	61.77	

## 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>
4122	Electricity	106	Bye Street Toilets	208.04	
4122	Electricity	108	Amenity Areas		3.10
4122	Electricity	201	Market House	165.70	
4122	Electricity	202	Town Council Offices	3,489.10	
4150	Cleaning	202	Town Council Offices	387.00	
4155	Housekeeping	202	Town Council Offices	134.45	
4155	Housekeeping	235	Office Facilities & Equipment	2.90	
4170	Maintenance	106	Bye Street Toilets	8.30	
4170	Maintenance	202	Town Council Offices	88.78	
4170	Maintenance	235	Office Facilities & Equipment	21.67	
4185	Alarms	202	Town Council Offices	1,024.70	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	336.66	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	1,120.00	
4228	General Tree works	108	Amenity Areas	4,195.00	
4236	Play Equipment Maintenance	110	Recreation Ground	485.14	
4250	Tree Works/Property Maintenananc	102	Cemetery & Buildings	375.00	
4252	General Park Maintenance	108	Amenity Areas	52.08	
4276	External power supply -High St	118	Minor Infrastructure	95.77	
4330	Fuel	102	Cemetery & Buildings	71.52	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	54.85	
4400	Stationery	235	Office Facilities & Equipment	659.37	
4405	Photocopier Hire	235	Office Facilities & Equipment	473.81	
4415	Office Support & Equipment	235	Office Facilities & Equipment	707.48	
4416	Equipment Maintenance	102	Cemetery & Buildings	193.00	
4433	Card Machine rental	105	Painted Room	77.93	
4433	Card Machine rental	220	Finance and General Purposes	70.00	
4455	Postage	401	Full Council	106.19	
4460	Subscriptions	220	Finance and General Purposes	895.90	
4481	Telephones	401	Full Council	901.66	
4482	Website	401	Full Council	1,104.37	
4483	ICT Services & Software Lease	401	Full Council	2,589.41	
4535	Civic Hospitality	210	Civic Matters	1,363.82	
4550	Bank Charges	220	Finance and General Purposes	87.43	
4590	Professional Services	220	Finance and General Purposes	227.51	
4607	Events	127	Services and Events	269.33	
4700	Stock Purchase	105	Painted Room	306.50	
4703	Promotional Material	107	Town Promotion	450.00	
4704	Tourism/ Town Plan Projects	107	Town Promotion		370.00
4800	Barrett Browning Clock	214	Grants with Powers	50.90	
4801	Carnival Association	214	Grants with Powers	4,000.00	
4827	Community Action Ledbury	214	Grants with Powers	12,000.00	
4890	Unspecified Grants	214	Grants with Powers	3,500.00	

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>
4891	Age Uk Hereford Localities	214	Grants with Powers		4,000.00
4892	Dream Your Future	214	Grants with Powers	1,500.00	
4893	Ledbury Food Bank	214	Grants with Powers	2,500.00	
4894	Ledbury Methodist Church	214	Grants with Powers	1,500.00	
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	8,000.00	
4901	John Masefield Memorial Projec	214	Grants with Powers	200.00	
4902	New Staff	109	Masefield Matters	2,000.00	
4903	Professional Fees	109	Masefield Matters		872.00
4906	Event Costs	109	Masefield Matters		120.00
4907	Equipment and Materials	109	Masefield Matters	1,483.75	
<b>Trial Balance Totals :</b>				<b>746,678.55</b>	<b>746,678.55</b>
<b>Difference</b>				<b>0.00</b>	



## Detailed Income &amp; Expenditure by Budget Heading 31/05/2025

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Closed Churchyard</b>								
4205 Grounds Maintenance (Contract)	0	0	1,500	1,500		1,500	0.0%	
4206 Grounds Maintenance	0	0	1,000	1,000		1,000	0.0%	
4224 Wheely Bins Refuse Collection	0	0	250	250		250	0.0%	
4250 Tree Works/Property Maintenanc	0	0	1,000	1,000		1,000	0.0%	
Closed Churchyard :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>3,750</b>	<b>3,750</b>	<b>0</b>	<b>3,750</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(3,750)</b>	<b>(3,750)</b>				
<b>102 Cemetery &amp; Buildings</b>								
1100 Cemetery Interment Income	0	196	11,000	10,804			1.8%	
1130 Cemetery Memorial Permit Incom	0	47	2,500	2,453			1.9%	
1131 Cemetery Deed Transfers Income	0	0	360	360			0.0%	
1160 Mortuary Rent Income	333	500	2,500	2,000			20.0%	
1161 Chapel Hire	0	0	150	150			0.0%	
Cemetery & Buildings :- Income	<b>333</b>	<b>743</b>	<b>16,510</b>	<b>15,767</b>			<b>4.5%</b>	<b>0</b>
4000 Staff Salaries	0	0	33,952	33,952		33,952	0.0%	
4001 Agency Cover	0	0	12,000	12,000		12,000	0.0%	
4110 Rates	314	628	3,350	2,722		2,722	18.7%	
4115 Water	0	0	100	100		100	0.0%	
4122 Electricity	32	62	1,000	938		938	6.2%	
4150 Cleaning	0	0	100	100		100	0.0%	
4181 CCTV Maintenance Contract	0	0	100	100		100	0.0%	
4183 Memorial Board	0	0	100	100		100	0.0%	
4200 New Equipment	0	0	1,100	1,100		1,100	0.0%	
4201 Equipment Hire	0	0	500	500		500	0.0%	
4206 Grounds Maintenance	0	0	2,200	2,200		2,200	0.0%	
4223 Perimeter Wall Repairs	0	0	2,000	2,000		2,000	0.0%	
4225 Skip Hire	0	0	1,800	1,800		1,800	0.0%	
4227 Memorial Testing	0	0	1,000	1,000		1,000	0.0%	
4250 Tree Works/Property Maintenanc	375	375	2,500	2,125		2,125	15.0%	
4273 Scatter Garden & Memorial Tree	0	0	2,000	2,000		2,000	0.0%	
4300 Vehicle Repair	0	0	1,000	1,000		1,000	0.0%	
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 Starage Container	0	0	2,000	2,000		2,000	0.0%	
4330 Fuel	72	72	1,100	1,028		1,028	6.5%	
4340 Insurance, Tax & MOT	55	55	1,100	1,045		1,045	5.0%	
4416 Equipment Maintenance	193	193	2,000	1,807		1,807	9.7%	
4592 PPE/Health & Safety	0	0	500	500		500	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2025

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4594 Cemetery Mapping	0	0	395	395		395	0.0%	
Cemetery & Buildings :- Indirect Expenditure	<u>1,040</u>	<u>1,384</u>	<u>79,897</u>	<u>78,513</u>	<u>0</u>	<u>78,513</u>	<u>1.7%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b>(707)</b>	<b>(641)</b>	<b>(63,387)</b>	<b>(62,746)</b>				
<u>103 Grounds Maintenance</u>								
4000 Staff Salaries	3,086	6,488	35,057	28,569		28,569	18.5%	
Grounds Maintenance :- Indirect Expenditure	<u>3,086</u>	<u>6,488</u>	<u>35,057</u>	<u>28,569</u>	<u>0</u>	<u>28,569</u>	<u>18.5%</u>	<u>0</u>
<b>Net Expenditure</b>	<b>(3,086)</b>	<b>(6,488)</b>	<b>(35,057)</b>	<b>(28,569)</b>				
<u>105 Painted Room</u>								
1450 Painted Room Sales Income	308	484	2,000	1,516			24.2%	
1451 Painted Room Donations Income	873	1,088	5,000	3,912			21.8%	
1452 UKSPF Funding	0	9,000	0	(9,000)			0.0%	
Painted Room :- Income	<u>1,181</u>	<u>10,572</u>	<u>7,000</u>	<u>(3,572)</u>			<u>151.0%</u>	<u>0</u>
4000 Staff Salaries	4,347	4,942	25,711	20,770		20,770	19.2%	
4430 Advertising	0	0	800	800		800	0.0%	
4433 Card Machine rental	40	78	600	522		522	13.0%	
4434 Music Licence	0	0	500	500		500	0.0%	
4700 Stock Purchase	307	307	550	244		244	55.7%	
Painted Room :- Indirect Expenditure	<u>4,694</u>	<u>5,326</u>	<u>28,161</u>	<u>22,835</u>	<u>0</u>	<u>22,835</u>	<u>18.9%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b>(3,512)</b>	<b>5,246</b>	<b>(21,161)</b>	<b>(26,407)</b>				
<u>106 Bye Street Toilets</u>								
4115 Water	0	9	0	(9)		(9)	0.0%	
4122 Electricity	217	208	500	292		292	41.6%	
4155 Housekeeping	0	0	500	500		500	0.0%	
4170 Maintenance	8	8	500	492		492	1.7%	
Bye Street Toilets :- Indirect Expenditure	<u>225</u>	<u>225</u>	<u>1,500</u>	<u>1,275</u>	<u>0</u>	<u>1,275</u>	<u>15.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<b>(225)</b>	<b>(225)</b>	<b>(1,500)</b>	<b>(1,275)</b>				
<u>107 Town Promotion</u>								
4703 Promotional Material	0	450	3,000	2,550		2,550	15.0%	
4704 Tourism/ Town Plan Projects	80	(370)	5,000	5,370		5,370	(7.4%)	
4705 Signage	0	0	3,000	3,000		3,000	0.0%	
Town Promotion :- Indirect Expenditure	<u>80</u>	<u>80</u>	<u>11,000</u>	<u>10,920</u>	<u>0</u>	<u>10,920</u>	<u>0.7%</u>	<u>0</u>
<b>Net Expenditure</b>	<b>(80)</b>	<b>(80)</b>	<b>(11,000)</b>	<b>(10,920)</b>				

## Month No: 2 Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>108 Amenity Areas</b>								
4122 Electricity	0	(3)	1,000	1,003		1,003	(0.3%)	
4200 New Equipment	0	0	200	200		200	0.0%	
4204 Dog Hill Wood Management Plan/	0	0	1,000	1,000		1,000	0.0%	
4205 Grounds Maintenance (Contract)	337	337	4,540	4,203		4,203	7.4%	
4210 Dog Hill Wood Coppicing	0	0	1,000	1,000		1,000	0.0%	
4228 General Tree works	0	4,195	2,000	(2,195)		(2,195)	209.8%	
4252 General Park Maintenance	52	52	1,000	948		948	5.2%	
Amenity Areas :- Indirect Expenditure	<b>389</b>	<b>4,581</b>	<b>10,740</b>	<b>6,159</b>	<b>0</b>	<b>6,159</b>	<b>42.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(389)</b>	<b>(4,581)</b>	<b>(10,740)</b>	<b>(6,159)</b>				
<b>109 Masefield Matters</b>								
1020 National Heritage Funding	0	0	111,110	111,110			0.0%	
Masefield Matters :- Income	<b>0</b>	<b>0</b>	<b>111,110</b>	<b>111,110</b>			<b>0.0%</b>	<b>0</b>
4000 Staff Salaries	6,085	8,533	0	(8,533)		(8,533)	0.0%	
4902 New Staff	0	2,000	0	(2,000)		(2,000)	0.0%	
4903 Professional Fees	0	(872)	0	872		872	0.0%	
4906 Event Costs	0	(120)	0	120		120	0.0%	
4907 Equipment and Materials	0	1,484	0	(1,484)		(1,484)	0.0%	
Masefield Matters :- Indirect Expenditure	<b>6,085</b>	<b>11,025</b>	<b>0</b>	<b>(11,025)</b>	<b>0</b>	<b>(11,025)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>(6,085)</b>	<b>(11,025)</b>	<b>111,110</b>	<b>122,135</b>				
<b>110 Recreation Ground</b>								
4205 Grounds Maintenance (Contract)	1,120	1,120	10,000	8,880		8,880	11.2%	
4224 Wheely Bins Refuse Collection	0	0	150	150		150	0.0%	
4229 Street Light Maintenance	0	0	500	500		500	0.0%	
4230 ROSPA Reports	0	0	80	80		80	0.0%	
4235 Play Equipment-New	0	0	10,000	10,000		10,000	0.0%	
4236 Play Equipment Maintenance	428	485	5,000	4,515		4,515	9.7%	
4237 Skate Park Maintenance	0	0	500	500		500	0.0%	
4238 Youth Shelter Maintenance	0	0	300	300		300	0.0%	
Recreation Ground :- Indirect Expenditure	<b>1,548</b>	<b>1,605</b>	<b>26,530</b>	<b>24,925</b>	<b>0</b>	<b>24,925</b>	<b>6.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,548)</b>	<b>(1,605)</b>	<b>(26,530)</b>	<b>(24,925)</b>				
<b>115 Town Centre Decorations</b>								
1270 Christmas Lights Event	0	0	2,500	2,500			0.0%	
Town Centre Decorations :- Income	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>			<b>0.0%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2025

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4122 Electricity	0	0	1,000	1,000		1,000	0.0%	
4640 Christmas Lights & Install	0	0	15,000	15,000		15,000	0.0%	
4650 Ledbury In Bloom	0	0	4,000	4,000		4,000	0.0%	
Town Centre Decorations :- Indirect Expenditure	0	0	20,000	20,000	0	20,000	0.0%	0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>(17,500)</b>	<b>(17,500)</b>				
<b>118 Minor Infrastructure</b>								
1289 War Memorial Refund	278	556	1,667	1,111			33.3%	
Minor Infrastructure :- Income	278	556	1,667	1,111			33.3%	0
4176 CCTV Link to Hereford	0	0	12,000	12,000		12,000	0.0%	
4276 External power supply -High St	0	96	1,000	904		904	9.6%	
4285 Defibrillator Maintenance	0	0	750	750		750	0.0%	
Minor Infrastructure :- Indirect Expenditure	0	96	13,750	13,654	0	13,654	0.7%	0
<b>Net Income over Expenditure</b>	<b>278</b>	<b>460</b>	<b>(12,083)</b>	<b>(12,543)</b>				
<b>120 Non-Statutory Services</b>								
1460 Ceremony Room Income	577	1,115	4,000	2,886			27.9%	
Non-Statutory Services :- Income	577	1,115	4,000	2,886			27.9%	0
4004 Wedding Decorations	0	0	250	250		250	0.0%	
4020 Cleaning	0	0	300	300		300	0.0%	
4430 Advertising	0	0	500	500		500	0.0%	
Non-Statutory Services :- Indirect Expenditure	0	0	1,050	1,050	0	1,050	0.0%	0
<b>Net Income over Expenditure</b>	<b>577</b>	<b>1,115</b>	<b>2,950</b>	<b>1,836</b>				
<b>125 Green Spaces Maintenance</b>								
4013 Devolved Services	0	0	1,000	1,000		1,000	0.0%	
4014 Lengthsman Scheme/P3 Scheme	0	0	3,000	3,000		3,000	0.0%	
Green Spaces Maintenance :- Indirect Expenditure	0	0	4,000	4,000	0	4,000	0.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(4,000)</b>	<b>(4,000)</b>				
<b>127 Services and Events</b>								
1273 Event Income	0	65	0	(65)			0.0%	
1471 Dog Poop Bags	19	61	500	439			12.2%	
Services and Events :- Income	19	126	500	374			25.2%	0
4271 Dog Bags	0	0	700	700		700	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2025

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4595 Climate Change	0	0	2,000	2,000		2,000	0.0%	
4600 Town Crier/Fees & Subs	0	0	500	500		500	0.0%	
4601 Town Crier/Uniforms	0	0	500	500		500	0.0%	
4605 Events Barriers	0	0	100	100		100	0.0%	
4607 Events	269	269	12,000	11,731		11,731	2.2%	
4850 Poppy Wreath	0	0	40	40		40	0.0%	
<b>Services and Events :- Indirect Expenditure</b>	<b>269</b>	<b>269</b>	<b>15,840</b>	<b>15,571</b>	<b>0</b>	<b>15,571</b>	<b>1.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(250)</b>	<b>(143)</b>	<b>(15,340)</b>	<b>(15,197)</b>				
<b>201 Market House</b>								
1030 Market House Income	0	0	1,100	1,100			0.0%	
<b>Market House :- Income</b>	<b>0</b>	<b>0</b>	<b>1,100</b>	<b>1,100</b>			<b>0.0%</b>	<b>0</b>
4110 Rates	79	153	1,900	1,747		1,747	8.1%	
4115 Water	0	9	100	91		91	9.2%	
4122 Electricity	166	166	1,000	834		834	16.6%	
4150 Cleaning	0	0	100	100		100	0.0%	
4170 Maintenance	0	0	5,000	5,000		5,000	0.0%	
<b>Market House :- Indirect Expenditure</b>	<b>245</b>	<b>328</b>	<b>8,100</b>	<b>7,772</b>	<b>0</b>	<b>7,772</b>	<b>4.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(245)</b>	<b>(328)</b>	<b>(7,000)</b>	<b>(6,672)</b>				
<b>202 Town Council Offices</b>								
4001 Agency Cover	2,530	2,530	0	(2,530)		(2,530)	0.0%	
4021 Rubbish Collection	0	0	1,000	1,000		1,000	0.0%	
4110 Rates	697	1,388	7,500	6,112		6,112	18.5%	
4115 Water	100	164	630	466		466	26.1%	
4116 Confidential Waste - Shredding	210	375	780	405		405	48.1%	
4122 Electricity	2,088	3,489	15,500	12,011		12,011	22.5%	
4150 Cleaning	387	387	2,500	2,113		2,113	15.5%	
4155 Housekeeping	73	134	500	366		366	26.9%	
4170 Maintenance	13	89	5,000	4,911		4,911	1.8%	
4179 Quinquennial Works	0	0	2,000	2,000		2,000	0.0%	
4185 Alarms	512	1,025	4,620	3,595		3,595	22.2%	
<b>Town Council Offices :- Indirect Expenditure</b>	<b>6,610</b>	<b>9,582</b>	<b>40,030</b>	<b>30,448</b>	<b>0</b>	<b>30,448</b>	<b>23.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(6,610)</b>	<b>(9,582)</b>	<b>(40,030)</b>	<b>(30,448)</b>				
<b>210 Civic Matters</b>								
4501 Mayor's Hospitality	0	0	1,100	1,100		1,100	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2025

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4529 Civic Insignia	0	0	400	400		400	0.0%	
4531 Roll of Honour	0	0	50	50		50	0.0%	
4532 Flag Pole	0	0	200	200		200	0.0%	
4535 Civic Hospitality	1,358	1,364	2,042	678		678	66.8%	
<b>Civic Matters :- Indirect Expenditure</b>	<b>1,358</b>	<b>1,364</b>	<b>3,792</b>	<b>2,428</b>	<b>0</b>	<b>2,428</b>	<b>36.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,358)</b>	<b>(1,364)</b>	<b>(3,792)</b>	<b>(2,428)</b>				
<b>214 Grants with Powers</b>								
1718 October Fair Donation Income	0	0	2,500	2,500			0.0%	
<b>Grants with Powers :- Income</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>			<b>0.0%</b>	<b>0</b>
4800 Barrett Browning Clock	26	51	500	449		449	10.2%	
4801 Carnival Association	4,000	4,000	0	(4,000)		(4,000)	0.0%	
4805 Citizens Advice Worcs	0	0	5,000	5,000		5,000	0.0%	
4827 Community Action Ledbury	12,000	12,000	12,000	0		0	100.0%	
4875 Distinguished Citizen Awards	0	0	250	250		250	0.0%	
4876 October Fair Expenditure	0	0	500	500		500	0.0%	
4890 Unspecified Grants	2,200	3,500	20,000	16,500		16,500	17.5%	
4891 Age Uk Hereford Localities	(4,000)	(4,000)	4,000	8,000		8,000	(100.0%)	
4892 Dream Your Future	1,500	1,500	1,500	0		0	100.0%	
4893 Ledbury Food Bank	2,500	2,500	2,500	0		0	100.0%	
4894 Ledbury Methodist Church	1,500	1,500	1,350	(150)		(150)	111.1%	
4897 LEAF	10,440	10,440	10,440	0		0	100.0%	
4898 Ledbury Carnival	4,500	4,500	4,500	0		0	100.0%	
4900 Buses 4 Us	8,000	8,000	8,000	0		0	100.0%	
4901 John Masefield Memorial Projec	200	200	5,761	5,561		5,561	3.5%	
<b>Grants with Powers :- Indirect Expenditure</b>	<b>42,866</b>	<b>44,191</b>	<b>76,301</b>	<b>32,110</b>	<b>0</b>	<b>32,110</b>	<b>57.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(42,866)</b>	<b>(44,191)</b>	<b>(73,801)</b>	<b>(29,610)</b>				
<b>220 Finance and General Purposes</b>								
1870 Bank Interest Received Income	963	1,789	6,000	4,211			29.8%	
1900 Precept Income	0	367,311	0	(367,311)			0.0%	
1902 Western Power WayLeave	0	0	126	126			0.0%	
<b>Finance and General Purposes :- Income</b>	<b>963</b>	<b>369,100</b>	<b>6,126</b>	<b>(362,974)</b>			<b>6025.1%</b>	<b>0</b>
4130 Insurance	0	0	20,000	20,000		20,000	0.0%	
4430 Advertising	0	0	1,000	1,000		1,000	0.0%	
4433 Card Machine rental	35	70	600	530		530	11.7%	
4460 Subscriptions	124	896	5,000	4,104		4,104	17.9%	
4550 Bank Charges	45	87	500	413		413	17.5%	

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2025

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4551 Data Protection	0	0	500	500		500	0.0%	
4579 Audit Internal	0	0	2,500	2,500		2,500	0.0%	
4580 Audit External	0	0	3,000	3,000		3,000	0.0%	
4590 Professional Services	87	228	15,000	14,772		14,772	1.5%	
4592 PPE/Health & Safety	0	0	500	500		500	0.0%	
<b>Finance and General Purposes :- Indirect Expenditure</b>	<b>291</b>	<b>1,281</b>	<b>48,600</b>	<b>47,319</b>	<b>0</b>	<b>47,319</b>	<b>2.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>673</b>	<b>367,820</b>	<b>(42,474)</b>	<b>(410,294)</b>				
<b>225 Councillors/Newsletter</b>								
4420 Newsletter	0	0	500	500		500	0.0%	
4500 Town Mayors Expenses	0	0	1,000	1,000		1,000	0.0%	
4502 Mayor's Advertising	0	0	500	500		500	0.0%	
4503 Mayor's Portrait/Caricature	0	0	500	500		500	0.0%	
4520 Councillors Expenses	0	0	300	300		300	0.0%	
4525 Councillors Training	0	0	1,500	1,500		1,500	0.0%	
4545 Annual & Other Meetings	0	0	500	500		500	0.0%	
<b>Councillors/Newsletter :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>4,800</b>	<b>4,800</b>	<b>0</b>	<b>4,800</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(4,800)</b>	<b>(4,800)</b>				
<b>230 Management and Payroll</b>								
4000 Staff Salaries	27,643	58,758	299,480	240,722		240,722	19.6%	
4001 Agency Cover	0	3,623	8,000	4,377		4,377	45.3%	
4050 Staff Training	589	596	6,000	5,404		5,404	9.9%	
4051 Officers Travel/Conference/Sub	74	74	1,500	1,426		1,426	5.0%	
<b>Management and Payroll :- Indirect Expenditure</b>	<b>28,307</b>	<b>63,051</b>	<b>314,980</b>	<b>251,929</b>	<b>0</b>	<b>251,929</b>	<b>20.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(28,307)</b>	<b>(63,051)</b>	<b>(314,980)</b>	<b>(251,929)</b>				
<b>235 Office Facilities &amp; Equipment</b>								
1036 Photocopier Printing	4	4	0	(4)			0.0%	
<b>Office Facilities &amp; Equipment :- Income</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>(4)</b>				<b>0</b>
4155 Housekeeping	0	3	0	(3)		(3)	0.0%	
4170 Maintenance	0	22	1,650	1,628		1,628	1.3%	
4400 Stationery	240	659	4,000	3,341		3,341	16.5%	
4405 Photocopier Hire	205	474	3,500	3,026		3,026	13.5%	
4415 Office Support & Equipment	316	707	2,500	1,793		1,793	28.3%	
<b>Office Facilities &amp; Equipment :- Indirect Expenditure</b>	<b>761</b>	<b>1,865</b>	<b>11,650</b>	<b>9,785</b>	<b>0</b>	<b>9,785</b>	<b>16.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(757)</b>	<b>(1,861)</b>	<b>(11,650)</b>	<b>(9,789)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2025

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>301 Planning/Economic Development</b>								
1034 Tourist Information Centre	0	10	200	190			5.0%	
1090 Charter Market Income	523	762	6,000	5,239			12.7%	
1710 Lengthsman (basic) Income	0	0	3,000	3,000			0.0%	
Planning/Economic Development :- Income	<b>523</b>	<b>771</b>	<b>9,200</b>	<b>8,429</b>			<b>8.4%</b>	<b>0</b>
4233 Gazebos	0	0	500	500		500	0.0%	
4543 Neighbourhood Plan	0	0	500	500		500	0.0%	
4546 Traffic Management	0	0	2,000	2,000		2,000	0.0%	
4549 Charter Market improvements	0	0	2,000	2,000		2,000	0.0%	
4553 Tourist Information Centre	0	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	<b>0</b>	<b>0</b>	<b>11,500</b>	<b>11,500</b>	<b>0</b>	<b>11,500</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>523</b>	<b>771</b>	<b>(2,300)</b>	<b>(3,071)</b>				
<b>401 Full Council</b>								
4455 Postage	0	106	400	294		294	26.5%	
4481 Telephones	421	902	6,000	5,098		5,098	15.0%	
4482 Website	903	1,104	4,000	2,896		2,896	27.6%	
4483 ICT Services & Software Lease	849	2,589	11,000	8,411		8,411	23.5%	
Full Council :- Indirect Expenditure	<b>2,174</b>	<b>4,702</b>	<b>21,400</b>	<b>16,698</b>	<b>0</b>	<b>16,698</b>	<b>22.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,174)</b>	<b>(4,702)</b>	<b>(21,400)</b>	<b>(16,698)</b>				
<b>Grand Totals:- Income</b>	<b>3,879</b>	<b>382,987</b>	<b>162,213</b>	<b>(220,774)</b>			<b>236.1%</b>	
<b>Expenditure</b>	<b>100,027</b>	<b>157,442</b>	<b>792,428</b>	<b>634,986</b>	<b>0</b>	<b>634,986</b>	<b>19.9%</b>	
<b>Net Income over Expenditure</b>	<b>(96,148)</b>	<b>225,545</b>	<b>(630,215)</b>	<b>(855,760)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(96,148)</b>	<b>225,545</b>	<b>(630,215)</b>	<b>(855,760)</b>				

**Detailed Balance Sheet - Excluding Stock Movement****Month 2 Date 31/05/2025**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<i>Current Assets</i>		
120	Vat Due	5,060
150	Stock	1,728
200	Lloyds A/c (235) (Bus Ext)	10,347
202	Premier A/c (736) Comm Call	394,488
203	Public Sector Deposit Fund	172,162
215	Petty Cash	87
<b>Total Current Assets</b>		<b>583,872</b>
<i>Represented by :-</i>		
300	Current Year Fund	225,545
310	General Fund	195,337
324	EMR - Listed Buildings	106,856
331	EMR - Advertising	5,000
335	EMR - Amenity & Public Spaces	35,432
336	EMR - Community Projects	15,701
<b>Total Equity</b>		<b>583,872</b>



## Funding Request of £500 or less

### Grant Application Form

#### 1. Tell us about your organisation<sup>1</sup>

<b>Contact Name:</b>	Nina Shields
<b>Position:</b>	Chairman
<b>Organisation:</b>	Sustainable Ledbury
<b>Contact Address:</b>	<b>67 New Street, Ledbury, HR8 2EB</b>
<b>Telephone Number:</b>	01531 632090
<b>E-mail:</b>	<a href="mailto:sustainableledbury@gmail.com">sustainableledbury@gmail.com</a>
<b>Status of Organisation: (delete as appropriate)</b>	Community Interest Group Other (specify):
<b>Charity/Company No. (if applicable)</b>	n/a
<b>What does your organisation do?</b>	Sustainable Ledbury aims to carry out, support and develop projects which will help enable Ledbury to reduce its carbon footprint and increase the efficiency of the use of its share of the world's resources. This includes raising awareness, sharing information and helping to build community resilience to climate change.

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

[https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy\\_V0.1.pdf](https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf)

2. Tell us what support you need

<b>Project title:</b>	Enhancing Internet presence
<b>Project duration (mm/yy):</b>	Start: May 25                      End: July 25
<b>Which one of the following five areas <u>best</u> fits your group's area of interest?</b>	Sport <input type="checkbox"/> Arts <input type="checkbox"/> Health <input type="checkbox"/> Environment <input checked="" type="checkbox"/> Youth <input type="checkbox"/>
<b>What do you want to do, and why?</b>	<p>The council approved a grant of £150 last year to kick start a refresh of our web presence and this initial work has been completed. In doing this work there have been a number of challenges about moving information from our previous "Blogger" site to the new linktree app as well as connection social media accounts to the app. This is due to the Blogger site being incompatible with the mobile phone environment. For information, it is estimated that 70% of people access websites on their phone and therefore this is important for us. The work required to link our social media presence and transfer information requires technical support to achieve a successful outcomes. Once these actions have occurred, 2 members of Sustainable Ledbury will be trained to carry out updates and reviews as required.</p>
<b>How will your project be helpful to Ledbury?</b>	<p>As mentioned earlier, if it is estimated 70% of people access the internet via their phone, it will mean that our residents can find out quickly and easily what projects, events and other information is happening locally to help address climate change.</p>
<b>How will your organisation acknowledge the Town Council's funding support?</b>	<p>The town council's logo will be present on the app and Sustainable Ledbury can link to its website too.</p>

**3. Tell us how you plan to fund your project**

<b>What is the total cost of the project?</b>	<b>£200</b>
<b>Amount requested from Ledbury Town Council.</b>	<b>£200</b>
<b>Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and what for?</b>	<b>Yes. £150 (2024/25)</b>

**4. Further information provided in support of your application**

<b>Information</b>	<b>Enclosed</b> (please tick)	<b>Office Use Only</b> (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement <b>(required)</b>		
Copies of any letters of support for your project	n/a	

**5. Declaration by the applicant**

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

**I/we accept the following:**

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

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

<b>Signed:</b>	
<b>Name (s):</b>	<b>Nina Shields</b>
<b>Date:</b>	

Please return completed form to:

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

<b>FULL COUNCIL</b>	<b>03 JULY 2025</b>	<b>AGENDA ITEM: 16</b>
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Report prepared by Angela Price – 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>251240</u></a>	Deadline date for comments <b>14/07/2025</b> Target determination date <b>15/07/2025</b>	Two storey side extension and single storey front extension to front entrance lobby. - <b>17 Browning Road Ledbury Herefordshire HR8 2GA</b>
2.	<a href="#"><u>242783</u></a>	Deadline date for comments <b>17/07/2025</b> Target determination date <b>30/05/2025</b>	A hybrid planning application comprising: An application for full planning permission for the erection of a Day Nursery (Use Class E (f)) and Food store (Use Class E (a)) including access, car parking landscaping and associated work; & an application for outline planning permission for the erection of a medical centre (Use Class E(e)), with access to be determined and all other matters reserved. - <b>Land South of Leadon Way (A417) and East of Dymock Road (B4216) Ledbury Herefordshire – AMENDED/RE-CONSULTATION</b>
3.	<a href="#"><u>251261</u></a>	Deadline date for comments <b>17/07/2025</b> Target determination date <b>14/08/2025</b>	Erection of two dwellings, repairs to boundary walls and associated soft and hard landscape. - <b>17-19 The Homend Ledbury Herefordshire HR8 1BN</b>

4.	<a href="#">251809</a>	Deadline date for comments <b>16/07/2025</b> Target determination date <b>01/08/2025</b>	Works to trees in conservation area – T! Chery – fell
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### **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="#">242783</a>	A hybrid planning application for full planning permission for the erection of a Day Nursery (Use Class E(f)) and Foodstore (Use Class E (a)) including access, car parking, landscaping and associated work; & an application for outline planning permission for the erection of a medical centre (Use Class E(e)), with access to be determined and all other matters reserved. – <b>Land South of Leadon Way (A417) and East of Dymock Road (B4216) Ledbury, Herefordshire</b>	OJ	Comments provided to PO in form of report	No decision
<a href="#">242956</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 (LISTED BUILDING CONSENT)</b>	AM	No objection	No decision
<b>LTC MEETING 1 MAY 2025</b>				
<a href="#">250814</a>	Replacement of windows to the side and rear elevations, repair of the hanging bay window to the side of the south elevation and the introduction of double glazing to the modern bay windows on the front elevation. <b>1 Bridge Street, Ledbury, Hereford, Herefordshire, HR8 2AJ.</b>	KR		No decision
<a href="#">250815</a>	Replacement of windows to the side and rear elevations, repair of the hanging bay window to the side of the south elevation and the introduction of double glazing to the modern bay windows on the front elevation. <b>1 Bridge Street, Ledbury, Hereford, Herefordshire, HR8 2AJ.</b>	KR		No decision
	<b>LISTED BUILDING CONSENT</b>			

**LTC MEETING 29 MAY 2025**

<a href="#">251214</a>	Application to determine if prior approval is required for a proposed change of use of mixed commercial and residential site to Dwellinghouse (Use Class C3). - <b>The Royal Hall 5a The Southend Ledbury Herefordshire HR8 2EY</b>	<b>AM</b>	That this planning application be deferred until such time comments from the Conservation Officer are available on the Planning Portal	No decision
<a href="#">251061</a>	Proposed change of use of an existing shop (Use Class E) to a taproom (sui generis) – <b>10 New Street, Ledbury, Herefordshire, HR8 2DX</b>	<b>AM</b>	No Objection	No decision

**LTC MEETING 12 JUNE 2025**

<a href="#">251214</a>	Application to determine if prior approval is required for a proposed change of use of mixed commercial and residential site to Dwellinghouse (Use Class C3). - <b>The Royal Hall 5a The Southend Ledbury Herefordshire HR8 2EY</b>	<b>AM</b>		No decision
<a href="#">251067</a>	Proposed variation of conditions 2 and 22 of planning permission 223248 (Proposed demolition of existing buildings on site and erection of Retirement Living apartments with associated access, car parking, landscaping, ancillary facilities, and associated works) - Amend Location Plan to incorporate actual drainage route. Amend Tree Protection Plan to allow for removal of trees on site - <b>The Knapp The Homend Ledbury Herefordshire HR8 1AP</b>	<b>OJ</b>	No Objections, however, Members would like assurance that consideration is given to the ecology of the waterway to ensure it does not get damaged. Secondly, where the tree are to be replanted, Members request that mature trees are planted as opposed to young saplings.	No decision
<a href="#">251268</a>	Proposed first floor extension above an existing garage, plus internal alterations including converting the existing garage into a utility room	<b>KP</b>	No Objections	No decision

	& study and replacing the existing garage door with a window. - <b>16 Progress Close Ledbury Herefordshire HR8 2QZ</b>					
<a href="#">242430</a>	Proposed erection of one detached dwellinghouse after removal of barns. - <b>Plaiستow Farm Rhea Lane Ledbury Herefordshire HR8 2PU</b>	AM	No Objections	No decision		
<a href="#">251334</a>	Proposed single storey rear extension and a raised, decked terrace. - <b>The Merlins 35 Bank Crescent Ledbury Herefordshire HR8 1AE</b>	KP	No Objections	No decision		
<a href="#">251304</a>	Proposed installation of PV panels on barn outbuilding – <b>Old Plaiستow, Ledbury, Herefordshire, HR8 2PU.</b>	awaited	No Objections	No decision		
<a href="#">250939</a>	Proposed clearance of the site and erection of a farm shop with associated vehicular access and parking. – <b>Land to the West of 1 New Mills, Hereford Road, Ledbury, Herefordshire.</b>	AM	No objections, subject to ensuring that the Shop sells local produce.	No decision		
<a href="#">251504</a>	Application Number 251505, Proposed removal of electrical heaters and installation of under floor heating, gas boiler and flue. – <b>St Katherines Hall, High Street, Ledbury, Herefordshire, HR8 1DZ. – LISTED BUILDING CONSENT.</b>	KP	No Objections, however, Members questioned whether a gas boiler is the most appropriate form of heating especially when there are other options available.	No decision		
<a href="#">251527</a>	Proposed change of use from agricultural to mixed use – agricultural and equestrian. No operational development. – Land at Wall Hills Farm, Hereford Road, Ledbury, Herefordshire, HR8 2PR.	AM	No objection	No decision		



## LEDBURY TOWN COUNCIL

### NOTES OF MEETING OF LOCAL TRANSPORT PLAN 5 – 2025-2041

FRIDAY, 13 JUNE 2025

#### ATTENDEES

Cllr Liz Harvey (Chair)  
Cllr Stephen Chowns  
Cllrs David Kettle

- 1 It was noted that reference to Ledbury in the overall Plan was poor, having the lowest number of mentions of any of the larger Market Towns – this being 13 mentions, of which one is a picture caption.
- 2 Reference was made to Hereford's Western Bypass; aspiration is to de-trunk the A49 at the City. Hereford is the only city that has a truck road running through the centre with no bypass. Whilst Highway England have no interest, they have stipulated that any alternative routes must be dual carriageway both directions, have street lighting etc.

#### **Starting at Ledbury:**

- 3 Cllr Harvey confirmed that she had pulled out all the references to Ledbury in the draft LTP5 document and its associated Action Plans, and has considered what has been positively suggested for other areas of the county; has raised queries regarding why such actions/suggestions are not also applicable to Ledbury – where that is the case.
- 4 Starting with alignment and coherence of the Plan generally. It was noted that the Scrutiny Committee had confirmed that this Plan related to the remaining time of the already adopted Local Plan to 2031. However the duration of the draft LTP is shown as being 2025-2041.
- 5 LTP5 makes no reference to the significant additional strategic housing targets placed on Herefordshire out to 2041. Neither does it make mention of the actuality of significant additional and unplanned housing which has come forward on the ground since the Local Plan was adopted in 2015 (e.g. the large developments to the south of Ledbury) which should reasonably be included in any meaningful LTP update.
- 6 LTP5 makes mention of the need for further updates to the Transport Plan when the proposed locations of significant strategic developments are better understood. It is recommended that:

***a. The timeframe of LTP5 is set to align with the existing planning document with which it is presently aligned – i.e. 2031.***

- b. That LTP5 accounts fully for the transport infrastructure requirements which are the result of unplanned development that has occurred since the Local Plan was adopted in 2015.**
  - c. That the Action Plans in LTP5 relate only to the requirements that can be evidenced for the existing 2011-2031 Local Plan plus the unplanned development that has already occurred.**
  
- 7 Transport strategy for Ledbury referenced in LTP5 turns out to be the Infrastructure Delivery Plan that was first drafted by BBLP in 2014 and finally published in 2017. This makes the Ledbury document even older than the LTP4 that LTP5 is proposed to supersede. It is recommended that:
  - a. The Ledbury Public Realm and Transport Strategy needs to be updated to properly reflect the 2025 local needs and to take account of Ledbury's southern growth point.**
  - b. Such an update should recognise the need to relieve the Top Cross junction where the A449 meets the A438 and B4216; and rat-running and large/heavy vehicle usage of Knapp Lane needs to be addressed.**
  
- 8 As regards Ledbury, the Plan recognises the following:
  - a. Ledbury as one of five market towns, noting that Ledbury is one of the four urban centres, with a railway connection. One of the four is the large village of Colwall but the others are larger urban centres of Leominster, Ledbury, and Hereford City.
  - b. Ledbury acts as a service hub for significant rural hinterland extending to adjacent counties, Worcestershire and Gloucestershire.
  - c. As one of the three larger market towns, Ledbury is a sustainable location for further future development. **However, there is no recognition that Ledbury has not grown its employment sites for over 35 years. Land has been allocated, but there has been no actual employment growth.**
  - d. Land allocations for Ledbury within the future local development plan could include new housing developments. **However, these are only mentioned to the north of the Town (2013 Plan only makes reference to the north of the Town) and there is no recognition of the huge unplanned developments which have taken place to the south of the town since 2015.**
  - e. Transport and other infrastructure need to take account of future developments. It is noted that Ledbury needs:
    - i. Road improvements in and around the Town Centre (not specified).
    - ii. Better road crossings on Leadon Way.
    - iii. However, there is no mention of the need to expand health education facilities, which is a need recognised in LTP5 for other market towns.**

- f. The benefits of a cycling link through the Town on the old route of the canal and railway spur to Gloucester and suggests that this needs further extending to connect with other parts of the town.
- g. Access to the railway station and additional bus stops are needed to improve sustainable travel for local residents. The Plan states that Ledbury has one of the county's core bus routes, providing an hourly service between the Town and Hereford City. **However, the plan does not include Ledbury for an upgrade of this service to become half-hourly, as it recommends for Ross and Leominster. Further, bus service links between market towns seem to be largely ignored in the plan and insufficient attention is given to bus routes which cross the county boundary, e.g. Ledbury-Malvern/Worcester, Ledbury – Cheltenham/Gloucester, Leominster-Ludlow, Leominster-Worcester, Ross-Monmouth. Further, LTP5 does not recognise that all three of the large housing developments in Ledbury have been allowed to come forward without having bus service connections into the town, and no provision has been made of additional bus stopping points for commissioned school transport services.**
- h. Better pedestrian access routes to the train station, along with better signage at the station to connect with local services are needed. **However, no mention is made of the need to address specific safety issues on school routes on Southend, Woodleigh Road, Biddulph Way. NOTE: Orchard Lane and Bridge Street issues are already linked to planned S106 crossing improvements.**

**It is recommended that** the Town Council acknowledges and supports these aspects of LTP5 as they relate to Ledbury and recommends that the omissions as regards points c-d-e, g & h above are also recognised and included in LTP5.

- 9 Under the Action Plan section of LTP5, Ledbury is mentioned specifically three times under the following proposals:
  - a. Under "Rural Herefordshire: Thriving and prosperous Economy" mentions Town Centre pedestrian facilities but does not give detail. The 2017 Ledbury Strategy document contains a proposal for a shared space and traffic calming scheme in the town centre which would address serious narrow pavement safety concerns and access issues created by many level and surface treatment changes. It is recommended that:
    - i. Further consideration is given to options to improve flexibility, safety, and access for all in the town centre in the update of the Ledbury strategy document.**
  - b. Under "Rural Herefordshire: Health and Wellbeing" Improvements on Town Trail and crossings on Leadon Way, improving accessibility links.
  - c. Under "Rural Herefordshire: Improving accessibility and inclusivity" The need to improve access for all at Ledbury Railway Station is recognised. **However, parking facilities at the station also need to be improved.**

**It is recommended that** the Town Council acknowledges and supports these aspects of LTP5 as they relate to Ledbury and recommends that the omissions as regards points a & c above are also recognised and included in LTP5.

### **General comments on the wider document:**

The comments below consider improvements and omissions to the draft plan and focus on the action plan section of the report.

### **Action Plans:**

10 **County Transport Network:** Comment on proposals is as follows:

- a. Highway maintenance: the proposed review of traffic sensitive streets – particularly as this pertains to Ledbury, which could make a case for Top Cross and Knapp Lane traffic management.
- b. Highway maintenance: Undertaking an audit review of strategic brown tourist signage would be important for Ledbury and would help reduce street clutter.
- c. Sustainable development: Creation/update of infrastructure delivery plans for new developments is important as this helps to align with S106 and capital projects for public realm. **However, it is important that the significance of the scale of developments to the communities in which they are located should be recognised to ensure that IDPs are produced for “significant” and not just “strategic” developments. Also that IDPs are required for unplanned developments as are those identified as planned allocations.**
- d. **Access to Cycle: No mention is made of the opportunity to instate a walking-cycling link along the entire saved route of the Herefordshire & Gloucestershire Canal through the county. No mention is made of the reopening of the disused railway line network across the county as walking-cycling links.**
- e. Transition to lower emission fuels: LTP5 does not acknowledge that there is a serious problem with the grid infrastructure in Herefordshire generally and in the urban areas in particular. Consequently, the current EV charger network upgrade will spend the government money but is not going to deliver a fit-for-use network in the county. **Urgent action is needed to align utility company capital programmes with the need to massively upgrade Herefordshire grid infrastructure.**
- f. Improve rail connectivity: **There is no mention of expanding the network of railway stations on the existing rail network in the county – e.g. LTP5 is missing any mention of the Golden Valley Parkway proposal. There is no mention of the possibility of creating request stops or new station stops along the existing rail network to support sustainable growth points. There is also no mention of the need for implementing plans for dynamic passing places on the existing network to create more flexible service timetabling and facilitate service/station improvements.**

- g. Safer travel: **There is no mention of 20mph zones in residential areas.** Just a reference to school streets. Blanket 20mph areas reduce the proliferation of street signage and improve clear messaging for road users.

11 **Rural Herefordshire:** Comment on proposals is as follows:

- a. Unlocking development: Reference is made in LTP5 to considering further development growth in Ledbury to the north. A huge development has already been allowed to come forward in the north with only a single access point which results in existing road junctions operating above their design capacity. No further development in a northerly direction is possible in Ledbury without further relief of the station junction and new/enhanced road routes connecting to the existing road network to the north of the town being provided. **This enabling road infrastructure must be included in LTP5 if reference to continued growth to the north of Ledbury is to remain in the document.**
- b. Access and Parking: The Town Council be supportive of the development of parking strategies for each of the market towns and of improved signage for active and sustainable travel options.
- c. Town Centre Pedestrian Facilities: As previously mentioned, safety issues are recognised in High Street but are also in Bye Street and along Southend.
- d. Rural/Town networks: No mention of improved facilities for cycling in rural and market towns. Needs proper recognition of being able to cycle safely in and around Town and to cycle into town from rural areas. Would like to see consideration given to an extension of the Beryl scheme to market towns and villages.
- e. Digital Access: Support improved accuracy and availability of transport data online. Would like to see digitizing and promotion of linear and circular cycling and walking routes.
- f. Better Buses: Plan is missing half hourly bus frequency between Ledbury and Hereford, as per plans for Ross and Leominster. Also need the late bus services reinstated for these routes.
- g. Bus stop facilities: Support provision of secure cycle storage at key locations.
- h. New Opportunities: Support the development of a rural mobility strategy.
- i. Collaborative Working: Support broadening of community transport provision and development of rural partnerships.
- j. Reducing collisions: Important to keep junction white lining and non-slip road surfaces well maintained on the existing road network.
- k. Safer Routes to school: Support this initiative and request that a coordinated approach is taken to school travel planning to support and align with this activity.

12 **Hereford City:** Comment on proposals is as follows:

- a. Unlocking Development: "Investigate feasibility of Hereford South Railway Station" – This proposal seems uncalled for since a rail spur to Rotherwas used to exist, it is patently feasible. The appropriate question is whether it

is relevant and deliverable. Suggest a wording change here. It seems odd to be recognising the need to extend bus services to new developments in the city, and for such services not to be considered equally important for new developments elsewhere in the county.

- b. Connecting Communities/Riverside Routes: Travellers from Ledbury and the east need the addition of a road route crossing the river to the east of the city which would address the currently proposed Tindor Lane-Hampton Park Road linkage and negate the need for the proposal of a further eastern pedestrian/cycle bridge over the Wye.
- c. Key pedestrian corridors: No mention is made about opening up the canal tunnel that goes under Aylestone Hill which would allow people to walk from Aylestone Park under the hill right into the station and city centre. Improved walking-cycling links between the city and medical centre/student accommodation is needed.
- d. Better Buses: Again, the 30 minute frequency service to Ledbury seems to have been missed from the action plan here.

**It is recommended that** the Town Council acknowledges and supports these aspects of LTP5 as they relate to the wider county and recommends that the omissions highlighted are also recognised and included in LTP5.

LEDBURY TOWN COUNCIL

S106 WISH LIST MEETING NOTES 28.05.2025

Several items were removed from the draft s106 Wishlist previously agreed at a meeting of Council held on 11 October 2023 on the basis that they do not fall under the s106 category, the table is now amended as below.

Project / Works Description	Project / Works Description	Priority
Public green space	Development of an additional park/green space including a recreation ground at the viaduct site	Green
	Improved lighting at the Recreation Ground & Town Trail i.e. installing solar/movement activated lighting, safety surface treatments	Red
Paths & cycleways	Improved existing provision:	Red
	Installing solar/movement activated lighting on Town Trail (dark skies friendly)	Red
	Safer walking route – Beggars Ash if the land by the train station is proposed for development	
	Footpath and cycle way by Pugh's	
Play/exercise equipment	Contributions to improved play equipment in residential areas.	Amber
	Running/Trim-trail	Green
Transport & Highways	Better pedestrian provision	Red
	Pelican crossing on Leadington Lane – the Rugby Club to Cricket Club side	
Car Parking & Traffic	Pedestrian crossings at key points, e.g. Gloucester Road near Biddulph Way (to check the drop curb), Pelican Crossing or suchlike at Bridge Street on the deer park side of the road.	Red
	Redevelopment of Lawnside Road area	More details required
	Remodelling re infrastructure delivery plan e.g. raise road to pavement height to create a shared space and introduce traffic calming measures	
Reports	Condition report on Conservation Area	
Youth / Teen Provision	Indoor community space in larger developments	

### **Other points discussed at the meeting outside the scope of s106:**

- To plant in the walled garden (space dependent, or if not in the cemetery) an oak tree to commemorate VE Day and a cherry tree to commemorate VJ Day - The oak tree is potentially with Clive Dunn's wife.
- Looking into rental costs for a shared space for Men in Sheds and the Repair Café to allow for workshop facilities. LTC to cover rental, the organisations are to cover utilities and equipment. Could also be a shared space for the Community Hub's woodwork projects etc.
- St Katherine's Square – remodel car park, lighting, seating, electrical power points, planters.
- Indoor sports facility for the town to connect new developments.
- Relief at Top Cross – how to bypass it.
- Publicly thank companies who sponsor the roundabouts and people who cut the grass.
- Revisit a one way system at New Street.
- Remodel bypass near homebase, make the crossing more obvious.
- Waste collection re segregated bins.
- Look into electric notice boards at Ross.

<b>FULL COUNCIL</b>	<b>3 JULY 2025</b>	<b>AGENDA ITEM: 20</b>
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Report prepared by Angela Price – Town Clerk

## **NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) FUNDING POSITION**

### **Purpose of Report**

The purpose of this report is to advise Members of information received from the Acting Strategic & Neighbourhood Planning Manager at Hereford Council in respect of the announcement from the Ministry of Housing, Communities and Local Government (MHCLG) in respect of NDP funding.

### **Detailed Information**

The following information has been received in respect of NDP funding:

*“We regret to inform you that the Ministry of Housing, Communities and Local Government (MHCLG) have announced that they are now unable to provide grant funding to support the production of Neighbourhood Plans going forward. This decision has been made as a result of the Central Government spending review. Herefordshire Council received no advance warning or communication of this announcement and are disappointed with this decision.*

*This position has been confirmed in a statement from Locality, who have previously been fundamental in the support of Neighbourhood Plans and groups and in advising on the grant process. The statement from Locality can be viewed here [Home - Locality Neighbourhood Planning](#).*

*Neighbourhood Plans who are already in receipt of funding, approved by MHCLG before the end of March 2025, still have until March 2026 before their funding expires, however no new funding is available.*

*We understand that this is a significant blow to the production of NDP's in Herefordshire and is very frustrating for all involved, particularly for those that have put so much time and effort into their Neighbourhood Plans over the years. Herefordshire Council had previously advised Parishes to hold production and review of their NDP's due to the update of the current Core Strategy Local Plan, then in the [March 2025 LDS](#) the announcement of the production of a New Local Plan 2025-2045 under the new LURA system was made. The decision to produce a Local Plan under the new system (Local Plan 2025-2045) was made as a result of the new mandatory housing target imposed by Government that was significantly higher than the growth that was previously planned for. The Council were not aware of funding cuts on the horizon for Neighbourhood Plans when this advice was issued.*

*There are currently no other forms of funding available to support the production of Neighbourhood Plans. The Strategic and Neighbourhood Planning team will still be*

*able to advise on Neighbourhood Plans where appropriate, however in line with the recent update to the Service Level Agreement (March 2025) we are unfortunately unable to provide the SEA / HRA assessments as a service.*

*We will do our utmost to keep you updated on this matter and will closely monitor the situation.*

*If you have any further questions, please either contact the Neighbourhood Planning team or Locality directly.”*

**Recommendation**

Members are requested to receive and note the above information.

**MINUTES OF A MEETING OF TEMAP  
HELD ON TUESDAY 3 JUNE 2025**

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**PRESENT:** Councillors Hughes and Morris (10:14 am)  
Angela Price – Clerk  
Al Braithwaite – Ledbury Places  
Penelope Shaw – Ledbury Places

**ALSO PRESENT:** Nina Shields  
Griff Holliday

**1. APOLOGIES FOR ABSENCE**

Councillors E Harvey, S Simmons and J Peberdy

**2. MINUTES OF PREVIOUS MEETING (6 MAY 2025)**

Approved by Nina Shields, seconded by Griff Holliday.

**3. CONSIDERATION OF DRAFT FEASIBILITY STUDY**

The Clerk suggested an integrated action plan is needed, driven by Council's approval timetable, not missing opportunities, but feed into it. The Clerk further reported that AB has sent to her, a suggested format for this, and the Clerk further suggested that this be shared with whole group.

Councillor Hughes suggested going through Executive Summary of the feasibility report, point by point, and identify short-, medium- and long-term aspirations, and also whether to propose or shelve ideas. The time periods identified as follows:

- short term (this tourism season – before end of October 2025);
- medium term (between end of short term and end of tourism season 2026 (October 2026));
- long term – a timescale beyond end of October 2026.

Discussions followed as to when other representatives should be brought in. It was agreed that other representatives would be invited as/when topic dictated.

AB suggested TEMAP's terms of reference should be updated to reflect the changed arrangements.

## **RECOMMENDATION:**

- a. Circulate action plan (AB/AP) – attached as a draft to these minutes
- b. The Membership of TEMAP be reviewed and to potentially include those who attended the inaugural meeting. To be discussed at the next TEMAP meeting.
- c. Terms of reference to be reviewed and considered at the next TEMAP Meeting.

10:14 am Councillor Morris joined the meeting.

## **TOURISM, EVENTS AND MARKETS ACTION PLAN FOR LEDBURY PREPARED BY EIGHTEEN73 AND ROSE REGENERATION FOR LEDBURY TOWN COUNCIL**

### **Executive Summary (pp. 4-5)**

#### **Partnership Working & Management/Delivery Structures**

*A joined-up and collaborative approach to growing Ledbury's markets and visitor offer is necessary. Both the town council's sub-committees, retailer-led traders' association and existing attractions and provider are committed to the same outcome, a successful economy.*

- **Identify any constraints – some traders are not in traders' association. GH suggested straw man approach.**

*Extend membership of TEMAP to bring in traders, Ledbury Places, Ledbury Poetry, Eastnor Castle and Herefordshire County BID plus other key stakeholders (eg Hellens Manor, The Feathers) to harness the positivity demonstrated throughout this consultation to move forward the town's tourism offer in a coordinated manner. To meet quarterly.*

- **Councillor Hughes – suggested membership be extended back to people we invited to initial Tourism Strategy Meetings (from November 2023). NS suggested waiting until the end of today's meeting to see if there's enough information to share with full meeting next time. SHORT TERM ACTION – See recommendation 3b & c above.**

*Create an independent Festivals & Events Committee to bring together all stakeholders interested in progressing this specific agenda. Representative to sit on TEMAP to ensure clear lines of communication.*

- **Instead of creating a new Festivals & Events Committee, suggest to Council a renaming of the Events Working Party to become Festivals &**

**Events Committee. AB suggested it had a subset of terms of reference. MH suggested that Full Council is asked to create terms of reference for it. SHORT TERM ACTION**

*Meet regularly with other town clerks and the LVEP (Local Visitor Economy Partnership) to share ways of working, intelligence etc and ensure Ledbury is aware of all promotional and funding opportunities.*

- **The Clerk reported that clerks of local councils do meet up, with mayors at mayors' meetings, but recognised that the clerks do need to work more collaboratively together. Some clerks felt they didn't want to travel from one side of the county to the other for a meeting, so a central location was being sought. Councillor Hughes suggested that given time constraints - there are existing meetings, meetings are wider than this committee, meetings already exist, take advantage of current meetings and build on that over a period of time, and if important enough. This item should be considered MEDIUM TERM.**

*Town Council to facilitate/reinforce dialogue between the LVEP and tourism businesses, eg, share opportunities to get involved in County BID activities.*

- **SHORT TERM ACTION. LVEP – Diane Mansell part of this. BID will be included in membership of TEMAP.**

### **Staff Resourcing & Training**

*Recruit a Tourism & Markets Manager to run the Tourist Information Service and the Market as well as oversee bookings for St Katherine's Square. This individual would also attend the TEMAP meetings and sit on the Festivals & Events Committee.*

- **The Clerk stated that a staff organisation review at the Town Council is currently underway. Councillor Hughes suggested the recommendations from this report feed into staff review, and it's for Council to say if they think it's a good idea to recruit a tourism and markets manager. It's also for the Council to firm up and make it a priority. NS – it is a priority to have them in place by the autumn to be ready for next season.**
- **The Clerk confirmed that the staff review is to look to see current staff are able to deliver the activities required by the Council. Councillor Hughes asked if the council should explore a commercial contract to operate contract in this town? NS suggested there are two issues surrounding this – 1) how you manage the market, 2) available resource. It was suggested that in the past, the outsourcing of Market Manager had not worked well. NS reminded the meeting that past performance is not a good predictor of future performance. Are the skills and capacity available internally? The role must be made clear. PS commented that perhaps separate roles would be needed for markets and tourism, given**

the nature of the work. The Clerk suggested three areas for consideration: markets, tourism and events. The Clerk asked where does the recommendation come from? It was suggested that both the staff review and TEMAP should offer recommendations. The Clerk identified that Markets and Tourism are the two biggest areas to look at in terms of staff capacity. However, all three areas need attention. Resources Committee to work out the best way forward. If market management is outsourced, it needs an intelligent client to manage the contract. NS asked who should specify skills needed in that management? The Clerk confirmed that this can come from the staff review, as the company who are carrying out the review, have experience of this throughout the country. The Clerk is hoping that the company will talk to councillors too.

#### **SHORT-TERM ACTION:**

- Staff review to ensure that the three key strands, Tourism, Markets and Events (and festivals) are adequately reflected through the staff review.
- TEMAP recommends to Council that roles appropriate to delivering the tourism, markets and events agenda be included in the staff review and acknowledged by the Resources Committee/Full Council for delivery.

*Work with an initial team of volunteers which is ready to help run a new TIC, having previously worked in the original one on Homend.*

- PS expressed concern of using volunteers only, rather than paid staff to run the TIC. Councillor Hughes proposed the TIC be set up as a commercial enterprise. Councillor Morris was concerned over the term 'commercial'. AB recommended the appointment of a tourism manager and once in post, part of their remit is to prepare business case as "commercial" entity. This should be produced in preparation for 2026 season, and it should be a viable business case the council is willing to support. Councillor Hughes suggested we can 'propose' these ideas, and then it's up to Council to make a decision, based around capacity.

#### **SHORT-TERM ACTION:**

- Recommend to Council that a good location for the TIC would be the Victorian Room of Master's House. This would require negotiation and agreement between LTC and Herefordshire Council for occupation.
- Recommend to Council that the role of Tourism Manager be in place by autumn 2025, so that a viable business case can be presented to Council for the provision of a TIC service which would be operational for 2026 season.

The following headings from the Executive Summary were noted and it was felt had been addressed through the above recommended actions

<i>Developing the scale and scope of tourism in Ledbury</i>	}	<i>Expected to be</i>
<i>Revitalising and better promoting the market</i>	}	<i>included in job</i>
<i>Improving local visitor information provision</i>	}	<i>description/person</i>
<i>Exploring opportunities for an improved range of festivals and events</i>	}	<i>specification.</i>
<i>Developing an event plan for St Katherine's Square</i>	}	

**SUMMARY OF RECOMMENDATIONS & SHORT-TERM ACTIONS FOR COUNCIL FROM EXECUTIVE SUMMARY OF TEMAP REPORT FROM CONSULTANTS**

**RECOMMENDATION:**

- a. **Circulate action plan (AB/AP) – attached as a draft to these minutes.**
  - b. **The Membership of TEMAP be reviewed and to potentially include those who attended the inaugural meeting. To be discussed at the next TEMAP meeting.**
  - c. **Terms of reference to be reviewed and considered at the next TEMAP Meeting.**
  - d. **Identify any constraints – some traders are not in traders' association. GH suggested straw man approach.**
  - e. **Instead of creating a new Festivals & Events Committee, recommend to Council a renaming of the Events Working Party to become Festivals & Events Committee. AB suggested it had a subset of terms of reference. MH suggested that Full Council is asked to create terms of reference for such a group.**
  - f. **LVEP – Diane Mansell part of this. BID will be included in membership of TEMAP.**
  - g. **Staff review to ensure that the three key strands, Tourism, Markets and Events are adequately reflected through the staff review.**
  - h. **TEMAP recommends to Council that roles appropriate to delivering the tourism, markets and events agenda be included in the staff review and acknowledged by the Resources Committee for delivery.**
  - i. **Recommend to Council that a good location for the TIC would be the Victorian Room of Master's House. This would require negotiation and agreement between LTC and Herefordshire Council for occupation.**
  - j. **Recommend to Council that the Tourism Manager be in place by autumn 2025, so that a viable business case can be presented to Council for the provision of a TIC service which would be operational for 2026 season.**
- 4. UPDATE FROM COUNCIL ON THE CONSULTANTS' REPORT AND AGREED ACTIONS TO PROGRESS AND ASSOCIATED TIMELINES**

The Clerk advised that the report had gone to Full Council and they agreed to note the contents. Full Council felt that a full report from TEMAP by 12 June was too speedy. TEMAP is asked to suggest a timescale that will fit the needs of the report.

The Clerk confirmed that a press release has been completed and that the document is now in the public domain.

## **5. NEXT STEPS**

Councillor Hughes suggested sending the proposals we have to Council but stating that more will follow as this is a work in progress. 3 July agenda – it can be included.

Final, final version of feasibility study to go to council on 3 July, sitting alongside TEMAP's short-term recommendations.

## **6. DATE OF NEXT MEETING**

Tuesday 1 July 2025.

Meeting closed at 1101hrs.

Other matters:

Position the Market House undercroft as a place to meet and eat – Councillor Hughes stated that this is something that is already in being. It was proposed by Councillor Harvey at the last TEMAP meeting that the TRO (Traffic Regulation Order) be moved and that the Market House undercroft and upstairs spaces are used for the markets and further spread to St Katherine's Square as/when needed. Councillor Hughes suggested this is part of the wider conversation about the use of the Market House. Can't advertise a public meeting in the Market House due to access limitations. GH suggested we could do a lot to change High Street, reduce traffic and increase pedestrianisation. Councillor Hughes it has been proposed over the decades since 1960s however this doesn't form part of this proposal. It was considered where almshouses bus stop is, it could become part of markets, flowing through to St Katherine's.

## Draft Implementation Plan

Proposed draft Short-Term actions.

ACTIVITIES	J un-25	J ul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25
<b>Governance</b>							
Review of TEMAP ToR and membership - Present to Council	prepare new ToR	Full Council meeting					
Align TEMAP mtgs with relevant committee				Advise new TE MAP members of role and mtg deadlines			
Present schedule of Short, Medium & long term actions to committee							
<b>Recruitment</b>							
Creation of new management roles to support TEMAP and align with Staff review	Prepare Job profiles	Approval of roles		Recruitment	Appointment	negotiation of rental & space for TIC	
Creation of Tourism Officer roles				Approval of role		recruitment	



<b>FULL COUNCIL</b>	<b>3 JULY 2025</b>	<b>AGENDA ITEM: 21(ii)</b>
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## **TOURISM, EVENTS AND MARKETS ACTION PLAN FOR LEDBURY – UPDATE REPORT ON CONSULTANTS’ REPORT**

Prepared by Al Braithwaite and Penelope Shaw

### **1. INTRODUCTION**

The report provides an update from the TEMAP Project Board on the initial review of the TEMAP Consultants’ report and the potential actions required by the Council to commence implementation of the report.

### **2. ACTIONS TO DATE**

The TEMAP project Board considered the Executive Summary (pages 4-5) and decided that taking an integrated yet phased approach to respective headings in the report would provide an effective manner for implementation to proceed. Subject to Council’s approval.

The detail of the recommended approach is set out below using the headings (in italics) in the Executive report. The time periods are identified as follows:

- short term (this tourism season – before end of October 2025),
- medium term (between end of short term and end of tourism season 2026 (October 2026)),
- long term – a timescale beyond end of October 2026.

#### **Partnership Working & Management/Delivery Structures**

*A joined-up and collaborative approach to growing Ledbury’s markets and visitor offer is necessary. Both the town council’s sub-committees, retailer-led traders’ association and existing attractions and provider are committed to the same outcome, a successful economy.*

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- Councillor Hughes – suggested membership be extended back to people we invited to initial Tourism Strategy Meetings (from November 2023). NS suggested waiting until the end of today’s meeting to see if there’s enough information to share with full meeting next time. SHORT TERM ACTION.

*Create an independent Festivals & Events Committee to bring together all stakeholders interested in progressing this specific agenda. Representative to sit on TEMAP to ensure clear lines of communication.*

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- The Clerk reported that clerks of local councils do meet up, with mayors at mayors’ meetings, but recognised that the clerks do need to work more collaboratively together. Some clerks felt they didn’t want to travel from one side of the county to the other for a meeting, so a central location was being sought. Councillor Hughes suggested that given time constraints - there are existing meetings, meetings are wider than this committee, meetings already exist, take advantage of current meetings and build on that over a period of time, and if important enough. This item should be considered MEDIUM TERM.

*Town Council to facilitate/reinforce dialogue between the LVEP and tourism businesses, e.g, share opportunities to get involved in County BID activities.*

- SHORT TERM ACTION. LVEP – Diane Mansell part of this. BID will be included in membership of TEMAP.

### **Staff Resourcing & Training**

*Recruit a Tourism & Markets Manager to run the Tourist Information Service and the Market as well as oversee bookings for St Katherine’s Square. This individual would also attend the TEMAP meetings and sit on the Festivals & Events Committee.*

- The Clerk stated that a staff organisation review at the Town Council is currently underway. Councillor Hughes suggested the recommendations from this report feed into staff review, and it’s for Council to say if they think it’s a good idea to recruit a tourism and markets manager. It’s also for the Council to firm up and make it a priority. NS – it is a priority to have them in place by the autumn to be ready for next season.

- The Clerk confirmed that the staff review is to look to see current staff are able to deliver the activities required by the Council. Councillor Hughes asked if the council should explore a commercial contract to operate contract in this town? NS suggested there are two issues surrounding this – 1) how you manage the market, 2) available resource. It was suggested that in the past, the outsourcing of Market Manager had not worked well. NS reminded the meeting that past performance is not a good predictor of future performance. Are the skills and capacity available internally? The role must be made clear. PS commented that perhaps separate roles would be needed for markets and tourism, given the nature of the work. The Clerk suggested three areas for consideration: markets, tourism and events. The Clerk asked where does the recommendation come from? It was suggested that both the staff review and TEMAP should offer recommendations. The Clerk identified that Markets and Tourism are the two biggest areas to look at in terms of staff capacity. However, all three areas need attention. Resources Committee to work out the best way forward. If market management is outsourced, it needs an intelligent client to manage the contract. NS asked who should specify skills needed in that management? The Clerk confirmed that this can come from the staff review, as the company who are carrying out the review, have experience of this throughout the country. The Clerk is hoping that the company will talk to councillors too.

#### SHORT-TERM ACTION:

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The following headings from the Executive Summary were noted and it was felt had been addressed through the above recommended actions

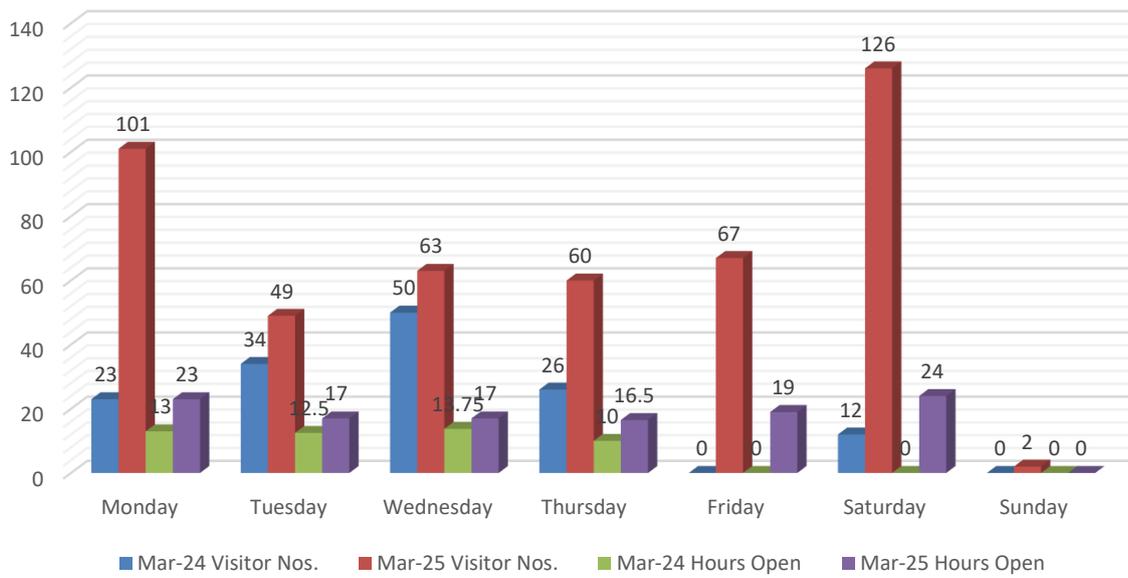
*Developing the scale and scope of tourism in Ledbury* Expected to be  
*Revitalising and better promoting the market* }included in job  
*Improving local visitor information provision* }description/person  
*Exploring opportunities for an improved range of festivals and events* }  
*Developing an event plan for St Katherine's Square* }specification.

## RECOMMENDATIONS

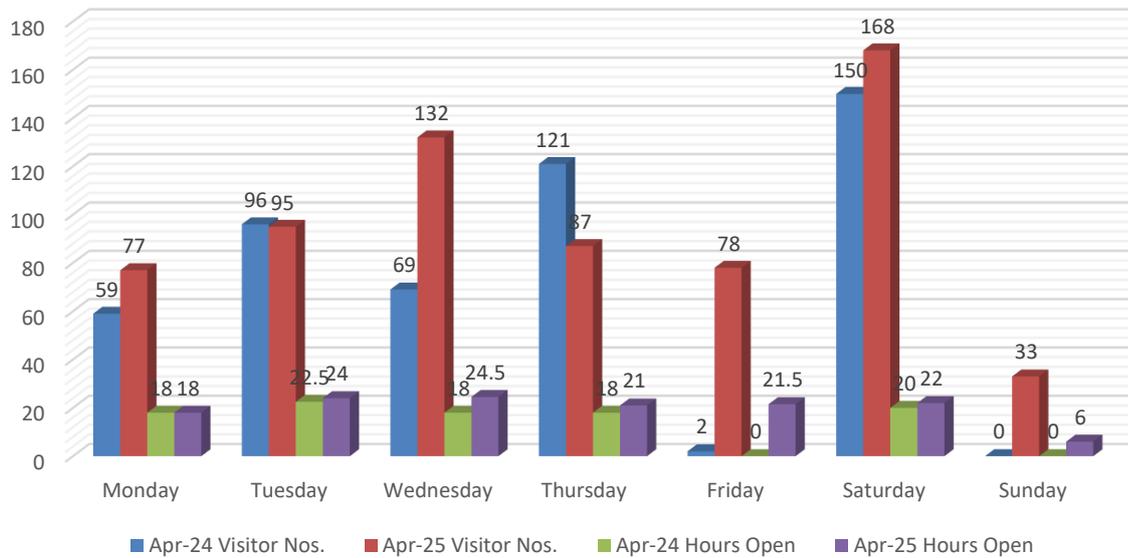
The following is a summary of the recommendations from the TEMAP Project Board in relation to the Executive Summary for the Council for consideration.

- a. The Membership of TEMAP be reviewed and to potentially include those who attended the inaugural meeting.
- b. Terms of reference to be reviewed and considered at the next TEMAP Meeting.
- c. Instead of creating a new Festivals & Events Committee, recommend to Council a renaming of the Events Working Party to become Festivals & Events Committee, with a subset of Terms of Reference created by the Council.
- d. LVEP/BID will be included in membership of TEMAP.
- e. Staff review to ensure that the three key strands, Tourism, Markets and Events are adequately reflected through the staff review.
- f. TEMAP recommends to Council that roles appropriate to delivering the tourism, markets and events agenda be included in the staff review and acknowledged by the Resources Committee for delivery.
- g. Recommend to Council that a good location for the TIC would be the Victorian Room of Master's House. This would require negotiation and agreement between LTC and Herefordshire Council for occupation.
- h. Recommend to Council that the Tourism Manager be in place by autumn 2025, so that a viable business case can be presented to Council for the provision of a TIC service which would be operational for 2026 season.
- i. An integrated action plan be developed covering all three elements of the report, Tourism, Events and Markets.

### March 24 & March 25 Visitor Numbers - Painted Room



### April 24 & April 25 Visitor Numbers - Painted Room.





LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE EVENTS WORKING PARTY MEETING  
HELD ON TUESDAY, 3 JUNE 2025

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**PRESENT:** Councillors: Hughes & Morris,  
Non-Councillors: Al Braithwaite (Chair), Sonia Bowen, Emma Clowsley,  
Lizzie Gissane, Griff Holliday, Lyn Loader and Nina Shields.

**ALSO PRESENT:**

Julia Lawrence, Deputy Town Clerk (DTC)(Minutes)

**1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Harvey and Simmons.

**2 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE  
EVENTS WORKING PARTY HELD ON 6 MAY 2025**

The Chair confirmed that there were no minutes of the meeting.

**3 PROGRESS ON EVENTS PROGRAMME AND VOLUNTEER CO-  
ORDINATION FOR LOCAL EVENTS**

**3.1 Volunteer Co-ordination for local events**

The Working Party agreed to formulate a register of volunteers for the Clerk. This register was to capture skills of volunteers so that they could be assigned to events where they would be best placed to help out. Nina Shields confirmed that the Community Hub had a software program for volunteers which the Council could use. The DTC is to liaise with the Clerk for an update as well as speaking to Nic Sims regarding his software program.

**3.2 Progress of Events Programme**

The Events Programme was circulated and the DTC advised that the document appeared to have gone “full circle” noting that originally the Programme was intended only for local Ledbury events but now captured numerous events taking place across the County. Discussion took place as to whether the Programme should or should not include County wide events. Members considered that having County wide events would help Ledbury ensure that there were no clashes.

It was agreed that this Events Programme should be for Ledbury events only and be an internal document used only by the Events Working Party, supported by actions within the Council to capture information about other events.

It was noted that the Events Programme was on the Council's website but on further examination, a different format was displayed albeit the form filling section needed to be addressed as it did not work. The Working Party agreed that clarity was sought on how to add an event to the website and whether it works, and what it would look like, for the longer term, for the public.

For clarity, "Ledbury cluster" locations would also be included within this Programme. For example, when liaising with schools, this would also include Eastnor Primary School and Much Marcle.

### 3.3 The following changes were noted for the Events Programme:

#### July

- Add "Independent's Retailer Month" – events will be run throughout the month of July.
- Remove "Independents' Day" – 4 & 5 July 2025
- "No spend July" to be removed from Programme

#### August

- Ledbury Carnival – All day event (Road closure from 8.00am to 5.00pm)
- Add Ledbury Flower Show, run by Ledbury Horticultural Society - Community Hall (150<sup>th</sup> Anniversary)

#### September

- Heritage Open Days – Theme for event is Architecture
- Hills Ford Rally – check that the start date/time of Friday, 12 September is still correct - seek clarity from Herefordshire Council

#### October

- Mop Fair is on Monday, 6 October and Tuesday, 7 October 2025

#### November

- Add "Winter Words Poetry Festival" – 20 to 23 November
- Christmas Lights Switch on Event – 23 November
- Remembrance Service is at 11.00am

#### December

- Add Late Night Christmas Shopping (to incorporate shop window displays) – 5 December
- Christmas Candle Lighting at Ledbury Cemetery – Sunday, 14 December 2025

#### March 2026

- Familiarisation of Masefield Matters Project (26 March) – Exhibition of activities undertaken

It was noted that not all of these events were listed on the "Visit Herefordshire" website due to difficulties in uploading the information but discussion took place as to who should put information on this website and for what purpose, i.e. is it for visitors to Ledbury or local residents? It may be more appropriate to upload information on "Eat Sleep Live".

Visit Herefordshire was principally aimed at visitors coming to the area whereas Eat Sleep Live was aimed at local residents. The Council should make a decision as to whether local Ledbury events should be marketed to the wider audience and if so, then Visit Herefordshire was the appropriate platform for this and the appropriate link be made to promote such events. The HODs event could be a good example of this. It was agreed that an improved relationship between the Council's tourism website provision and Visit Herefordshire should be progressed.

Lyn Loader left the meeting at 11.20am.

## **RESOLVED**

- 1 That the DTC liaise with the Clerk regarding the volunteer database and make contact with Nic Sims regarding the software programme.**
- 2 That the DTC in conjunction with the Community Engagement Officer make the necessary changes to the Events Programme.**
- 3 That the Council investigate why the booking of events on the council website is not working in terms of uploading and verifying events.**
- 4 That the Council make improvements regarding joining up the tourism website provision with that of Visit Herefordshire.**

## **4 ORAL UPDATES ON THE FOLLOWING EVENTS**

### **4.1 Community Day – 7 June 2025**

Griff Holliday gave an update confirming that the main events are taking place between 10.00am and 2.00pm in the Burgage Hall, St Katherines and the Recreation Ground, where there will be events for young people. There will be an interactive 18m whale, which will also focus on Great Big Green Week.

### **4.2 Celebration Day – 6 July 2025**

There will be an exciting range of musical acts and 17 food stalls. There will be a jazz band, Ledbury's take on a Cornish sea shanty band, "Four crying out aloud" at 12.00noon, a contemporary music band, Two Faced Dance from Hereford, three poets and new for this year, "Masefield Moment or two" where we remember John Masefield and another interactive show for Children.

### **4.3 Ledbury Carnival – 25 August 2025**

Sonia Bowen reported that she had met with the Traders Association and would be issuing an A5 flyer to all new homes in Ledbury to promote

the Carnival, as a means to invite everyone to come into Town for the Carnival and also to support local traders. It was hoped that the flyer would incentivise locals to shop local especially with the road closure to Malvern. The carnival programme is currently in the process of being produced noting that the deadline for submission of adverts is by the end of June, which will be distributed in August.

There will be a shop window competition: judging will take place on Friday, 22 August with the results on Saturday, 23 August, and then the Carnival is on Monday, 25 August. Raffle tickets will also be sold under the Market House each Saturday morning in August.

There used to be a carnival stand which was used as an information point/lost child etc but this has disappeared so the Men's Shed have stepped in who are going to make a new carnival stand.

Sonia reported that she was gathering an array of Carnival material from previous carnival events to be put on permanent display. Cllr Hughes stated that the Market House was looking to open up its top floor for local community groups to display material and this was in the process of being formalised. For temporary displays, Nina Shields confirmed that the Panelled Room in the Library was available for this purpose.

It was noted that Sue Hughes (Carnival Secretary) would be sending a list of volunteers that they had identified for Carnival to the Clerk so to kick start the volunteer database referred to above.

Councillor Hughes reported that there would be no carnival princes/princesses this year. Having gone out to local school children, this did not appeal to them anymore but the idea of having children's representatives for the school council, "Children's Ambassador's" was well received and therefore 4 Children's Ambassador's will be present at the Carnival. Their role will be to speak and listen on behalf of the children of Ledbury. Their first outing will be at Community Day and they will be tasked to ask a series of questions to all stall holders/Organisations (with their parents), and which will also give stall holders the opportunity to ask the School Ambassador's questions too. It is hoped that this initiative will grow so to encourage Youth Ambassador's from John Masefield High School and for all to be representatives at other civic events.

Al Braithwaite agreed to contact both the primary and secondary schools to encourage them to join this Working Party, albeit representatives have attended in the past

#### **4.4 Heritage Open Days – 12 to 21 September 2025**

Julia Lawrence confirmed that the Council had already commenced work in preparation for HODs and that a report would be presented at the next meeting.

Al Braithwaite confirmed that The Heritage Centre has already registered for the Open Days, as has the Civic Society but was not aware of any other organisations. Cllr Morris suggested that the Council write to all the participants involved in HODs in the past to ensure that they have all registered for the event.

## **RESOLVED**

- 1 That anyone wishing to place an advert in the Carnival Programme had until the end of June to submit their material.**
- 2 That Al Braithwaite contact the local primary and secondary schools to encourage them to join/re-join the Working Party.**
- 3 That Sue Hughes provide the Clerk with a list of volunteers who will be supporting the Carnival.**
- 4 That Julia Lawrence/Community Engagement Officer will provide an update on HODs at the next Working Party Meeting.**
- 5 That the Council will contact all previous participants of HODs to ensure that they have registered.**

## **5 DATE OF NEXT MEETING**

The date of the next Events Working Party meeting to be held on Thursday, 1 July 2025 at 11.00am, at Ledbury Town Council Offices.



**NOTES OF A MEETING TO DISCUSS ICT SUPPORT SOFTWARE, TELEPHONES,  
BROADBAND AND THE WEBSITE**

**HELD AT LEDBURY TOWN COUNCIL OFFICES ON 4 JUNE 2025**

**PRESENT:** Town Clerk (Angela Price), Councillor Elizabeth Harvey, Councillor Steven Chowns, Councillor Malcolm Hughes

**CURRENT ICT**

1. OMS provide quotes for new equipment, onsite services, maintenance and emails for staff and councillors. It is a rolling contract.
2. We are happy with the service provided. Problems solved reasonably quickly.
3. They would cost match if we were looking to change companies.
4. Every week we get a back-up report.
5. OMS are keen to get us put on a 'cloud' system, internet provision is the issue hindering this. A dedicated business line should address the speed issues and we would need assurance on this.
6. Starling proposal did not go forward because Gigaclear promised a delivery time that has fallen short. Ask OMS to provide a comparison between business link and Starling business line so we can make an informed decision?.
7. The server is in Julia's office under the stairs, the back up box is off site. We were previously told that the reception computer was the server and had to be kept on. It has since come to light that the reception computer is the server for the Rialtas software as Rialtas needs a windows computer to be able to run. Rialtas is only accessible from Sally's and Angie's machines.
8. Enquire with OMS whether the server host the Rialtas software as well?
9. Reception's computer is the one that needs replacing most urgently due to poor functionality.
10. Summary - Broadband and connectivity issues are being looked at. A server in the building is used as the core source for back-ups. We only want one server and would want this to host the finance software. What would happen if the cloud went down?

11. If a back-up failed we would only lose a day's worth of data as it backs up every night. Assurance will be needed regarding cyber security. The company providing the service may be at more risk of a cyber-attack than LTC itself.
12. Staff are not to use council emails for personal use and this has been addressed, disciplinary action will follow and breaches of this rule.
13. Moving forward - screen and laptop set up for all staff, no tower systems. This will provide added flexibility in terms of working. All data would be saved on the server and not on the laptop. We can currently use the shared drive at home but a cloud would make that a lot easier. Laptop is essentially a 'dumb terminal'. Everything is to go on the server.
14. Town Clerk to have a confidential area with limited access only she can have access to.
15. OMS suggested that we replace everything in stages. If we do this the service provider will be faced with different hardware configurations with different set ups and they will all come to the end of their life at different times. Alternatively, we could change everything at the same time funded from reserves. Everything could be paid back in the depreciation time frame (three years for ICT).
16. MM's laptops have been paid for from their project funds and will not need to be continued after 2 years. Admin Assistant to the Clerk and the Apprentice Administrator started their roles last autumn (2024) and do not need updating IT as this was newly purchased when they started. Theirs can be renewed with the next renewal – every 4 years to fit in with civic cycle.
17. Tour Guide laptop has frequent use for paperwork e.g. HODS, applications, rotas, research, painted room website and facebook page.
18. Clerk, Deputy Clerk, CEO, Reception, Accounts, Tour Guides, laptops need to be updated. Screens do not need to be replaced. Staff using spreadsheets frequently would need bigger screens. Laptops create an additional screen capability.
19. OMS will need to double check the specifications. Make sure we have good processing speed and connectivity to assist with AI advances.
20. Headsets for members of staff who do minutes? Was added in for information. Honor has a headset. We don't have a foot pedal to assist with typing notes. Foot pedals can be used to streamline typing process and this is to be looked into, do we need software to run the foot pedal on?.
21. Staff use free versions of AI. Town Clerk privately pays for an enhanced version. We can manage with what we have.

22. Staff to have external mouse rather than track pads on laptops and also use external keyboards.
23. If we buy more it may reduce the cost? Comparisons once specification is finalised.

## **BROADBAND / TELEPHONES**

24. Town Clerk does not favour the current set up. The service is not good enough even though Onecom have been taken over, the contract is extended when they add phones to the contract. We are not to have add ons as it will extend the contract. We are in contract until November 2026.
25. Look into a TEAMS system for phones going forward. How would it work with handling outside calls?.
26. Normal telephone system for incoming calls, could be mobiles / landlines. E.g. explore a single line in to then transfer call to staff mobiles. Look up pros and cons of this? Only some members of staff currently have mobiles. OMS give us a risk analysis on this in terms of business risk and issues to be mindful of.

## **WEBSITE**

27. The general feeling is that the website is inadequate for the use for which it is required. Is it an aesthetic, operational or editorial failure or a mixture?
28. Is the content up to date and easily accessible? Broken links, incorrect information etc. Links incorrectly installed by the website developer. Unsure if we have information from old website? Back up access may not go that far?
29. What are the main objectives of the website? The minimum is to meet the legal requirements.
30. Context to be given to imagery. There needs to be more thought and care into presentation of what is uploaded.
31. Deadline needed for minutes / agendas to be updated to the correct links as a priority. Maintained by Receptionist and Apprentice Administrator. Frustrations internally re management of the website. Things uploaded need to be double checked as the links are not always correct, which is sometimes down to a glitch and not always user error.
32. Two years ago the council purchased a programme for events for its website and it does not appear to be working. Request comes to an internal email address, this needs to be investigated.

33. May not need a complete re-write. Display of minutes, agendas and committee info is quite clear, it just needs to be correctly linked.
34. Website needs to display correctly on a mobile phone e.g. button sizes to access agendas etc. We need to optimise for mobile phone use.
35. Looking ahead and promotion / news items. Needs to be utilised more. Latest news should tab should be more of a priority e.g. what is coming up. Key decisions the council is making that may be of interest to the public.
36. A gallery page on the website could be an issue due to permission for photographs of children etc. Would be better placed on facebook / social media.
37. Could training be utilised to enhance performance of the 'website uploader'. Are we expecting too much of a person with little experience? There is no one deemed to own the brand or the overall look and feel of our website. Someone could be allocated to a 'web master' role. What level of capability is it worth having in house vs to pay externally.
38. Hereford Council cannot change the way their website is structured and is protected in terms of design rights. We would need a flexible contract so we can make changes as and when necessary. It doesn't need to be too complicated. In short, keep it simple and meet the legal requirements. £103 is the hosting cost. New pages or new designs on pages is extra money. We can create new links for each year.
39. We are doing things better than some other town / city council websites! E.g. agendas and accompanying reports are published. This is more accessible for the public.
40. Admin assistant to the clerk went through the website to create a list of what links need amending. We need to locate what is missing. Re-visit publication scheme to cross reference what we have with what we are required to provide and how. Need to give internal auditor confidence that we are doing what we said we would do in the AGAR.
41. Moving forward – repair current issues. Current website to be in order before we can move forward with anything else.
42. Briefing to be provided on what has already been done, what is missing and how up to date we are with the Publication Scheme?
43. System audit and revised proposal for update of older equipment and any additional purchases needed.

44. Officers to progress actions while AP on leave.

45. On next Agenda review of coms policy / communications with press / how we are projecting ourselves on website and social media. Policy about pushing back on planted stories. Website to update factually against incorrect stories. Chair to arrange meeting with him.

### **Date of Next Meeting**

Shortly after AP returns from leave.