



# LEDBURY TOWN COUNCIL

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27 March 2026

To: All Councillors

Dear Councillor

You are **summoned** to attend a meeting of **LEDBURY TOWN COUNCIL**, to be held on **Thursday, 2 April 2026 at 7.00 pm** in the **Town Council Offices, Church Lane, Ledbury, HR8 1DH** for the purpose of transacting the business shown in the agenda below.

Yours faithfully

PP 

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

## FILMING AND RECORDING OF COUNCIL MEETING

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

## AGENDA

1. To receive apologies for absence
2. To receive Declarations of Interests

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

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

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

3. **To note the Nolan Principles**  
<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>
4. **To note the General Duty on Public Authorities of Section 149 of the Equality Act 2010**
5. **To approve and sign as a correct record the minutes meetings of Council held on 12 March 2026** (Pages 6073 - 6082)
6. **To receive and note the Action sheet** (Pages 6083 - 6087)
7. **To receive and note Ward Councillor Reports** (To Follow)
8. **To receive Chairman's Communications**
9. **To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)**  
  
*"Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business of the agenda. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting."*
10. **To receive motions presented by Councillors in accordance with Standing Order 9**

## **FINANCE, POLICY & GENERAL PURPOSES**

11. **Budget Monitoring** (Pages 6089 – 6101)
  1. Notes of a Budget Monitoring held on 19 March 2026
  2. Proposed year-end Budget Movements 2025/26
12. **Invoices for Payment** (Pages 6103 - 6106)
  1. To receive and note invoices for payment approved under delegated powers (minute no. C1206(3) refers)
  2. To approve invoices for payment for March 2026 (Final) (To follow)

13. **Credit Card Comparison Report** (Pages 6107 - 6110)

To give consideration credit card comparison report and approve credit card application

14. **Live Streaming update** (Pages 6111 - 6114)

## **GOVERNANCE**

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

## **PLANNING, ECONOMY & TOURISM**

16. **To consider Planning Consultations** (Page 6115)

17. **To receive and note update on Planning Decisions**  
(Pages 6117 - 6119)

18. **Uk Town of Culture – verbal update from Councillor Kettle**

19. **To give consideration to a draft Traffic Regulation Order submission in respect of Southend/Mables Furlong parking and road safety request**  
(Pages 6121 - 6126)

20. **To receive and note the minutes of a meeting of the Major Planning Applications Working Party held on 10 March 2026**  
(Pages 6127 - 6130)

## **ENVIRONMENT & LEISURE**

21. **Fees and Charges** (Pages 6131 - 6140)

i. To receive and note the notes of a task and finish group to consider the Cemetery fees and charges

ii. To give consideration to Cemetery Fees and Charges 2026/27

iii. To give consideration to fees and charges for service provision 2026/27 (Markets, Weddings, St Katherine's, Market House etc.)

22. **To give consideration to quotations received in respect of works required at Ledbury Cemetery**  
(Pages 6141 - 6144)

23. **To give consideration to quotations received in respect of Market House Staircase repairs**  
(Pages 6145 - 6148)

24. **To give consideration to options in respect of disposal of surplus furniture**  
(Pages 6149 - 6151)

25. **Defibrillator Update** (Pages 6153 - 6155)
26. **To receive and note the Outcome of Expression of Interest in respect of Play Areas in Ledbury** (Page 6157)
27. **Events Working Party** (Pages 6159 - 6178)
- i. To receive and note the minutes of a meeting of the Events Working Party held on 23 March 2026 and to give consideration to any recommendations therein
  - ii. To give consideration to, and approve the Events Strategy, subject to any amendments
  - iv. To receive and note post-event report – Ledbury World Book Day 2026
28. **To receive and note Ledbury Celebration Day and Great Big Green Week event update** (Pages 6179 – 6185)
29. **That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 807, 808, 812, 813 and 814 to be signed, granting the exclusive Right of Burial to those named on the interment form**
30. **To receive and note the minutes of a meeting of the Resources Committee held on 12 March 2026 and to give consideration to any recommendations therein** (Pages 6187 - 6189)

## **GENERAL**

31. **Outside Bodies**
- i. To receive and note the minutes of a meeting the Ledbury Carnival Association Committee held on 4 February 2026  
(To Follow)
32. **Date Of Next Meeting**
- To note that the next meeting of Council is scheduled for Thursday, 23 April 2026
33. **Exclusion Of Press & Public**
- In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting

34. **Update in respect of Small Claims Action** (Page 6190)

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

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



**LEDBURY TOWN COUNCIL  
MINUTES OF A MEETING OF FULL COUNCIL  
HELD ON 12 MARCH 2026**

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

**ALSO PRESENT:** Angela Price – Town Clerk  
Julia Lawrence – Deputy Town Clerk  
Sophie Rudd – Minute Taker  
Stef Simmons – Ward Councillor

**C1194. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bradford, Browning, Eakin and Sinclair

**C1195. DECLARATIONS OF INTEREST**

Councillor Morris declared a pecuniary interest in agenda item 20, due to being a resident in Southend.

**C1196. TO NOTE THE NOLAN PRINCIPLES**

**RESOLVED:**

**That the Nolan Principles be noted.**

**C1197. TO NOTE THE GENERAL DUTY ON PUBLIC AUTHORITIES OF SECTION 149 OF THE EQUALITY ACT 2010**

**RESOLVED:**

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

**C1198. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 25 FEBRUARY 2026 AND AN EXTRAORDINARY MEETING OF COUNCIL HELD ON 26 FEBRUARY 2026**

**RESOLVED:**

**That the minutes of the meeting of Council held on 25 February 2026 and an extraordinary meeting of council held on 26 February 2026 be approved and signed as a correct record.**

**C1199. TO RECEIVE AND NOTE THE ACTION SHEET**

**RESOLVED:**

**That the action sheet be received and noted subject to Nina Shields name being corrected within.**

**C1200. CHAIRMAN'S COMMUNICATIONS**

The Chair advised Members of upcoming events which she was unable to attend: the Opening Ceremony for the Berlin Wall segment at Eastnor, the Herefordshire Armed Forces Covenant Partnership's Annual Review and Breakfast Networking event and the Declaration of the High Sheriff. Invitations will be circulated to the appropriate councillors to attend in her place.

**C1201. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)**

Councillor Simmons spoke on behalf of local residents in respect of Agenda item 20.

It was suggested that agenda item 20 be moved up the agenda to allow residents to hear the debate and any decisions the Council may make on this item. However, it was noted that as Councillor Morris had declared a pecuniary interest and would therefore be leaving the room for the debate, this would render the meeting inquorate and therefore Council would not be able to make any decisions in respect of this matter at this meeting.

**C1202. TO GIVE CONSIDERATION TO A DRAFT TRAFFIC REGULATION ORDER SUBMISSION IN RESPECT OF SOUTHEND/MABLES FURLONG PARKING AND ROAD SAFETY REQUEST (COUNCILLOR SIMMONS)**

The chair suggested that the Clerk be delegated powers to write to Highways Officers acknowledging the Council had had sight of the proposed TRO submission prepared by Councillor Simmons and that this item be referred back to the meeting of Council scheduled for 2 April 2026, in the hope that there will be sufficient Town Councillors in attendance for the agenda item to be debated and a decision made on whether to support it or not.

**RESOLVED**

- 1. That the Clerk write to the Highways Officer acknowledging that Ledbury Town Council had had sight of the proposed TRO submission prepared by Councillor Simmons and that they understand the concerns of the local residents.**

2. That this agenda item be referred back to the meeting of Council scheduled for 2 April 2026.

*Members of the public left the meeting at 7:26 pm*

**C1203. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9**

None received.

**C1204. TO RECEIVE AND NOTE MONTH 11 FINANCIAL REPORTS**

**RESOLVED:**

1. Receipts and payments for 1 – 28 February 2026 be received and noted.
2. The balance sheet and trial balance for month 11 be received and noted.
3. The budget monitoring reports for 1 April to 28 February 2026 be received and noted.

**C1205. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR FEBRUARY 2026**

**RESOLVED:**

To note that Councillor Hughes confirmed that he had verified and signed the Bank Statements and Reconciliations for February 2026.

**C1206. TO APPROVE INVOICES FOR PAYMENT FOR MARCH 2026 (INTERIM)**

**RESOLVED:**

1. That the invoices for payment in the sum of £17,867.99 plus VAT be approved for payment.
2. That the Accounts Clerk be instructed to undertake the following actions:
  - i) That £1,264 be moved from budget line 220/4580 (Audit external) to budget line 220/4130 (Insurance).
  - ii) That £2,130 be taken from EMR 336 – Community projects in respect of the cost of the defibrillators.

- iii) That members approve a virement of £500 from budget line 201/4170 (Market House Maintenance) to budget line 202/4150 (Cleaning).
  - iv) That £2,000 be moved from budget line 220/4579 (Audit Internal) to this budget line 220/4590 (Audit Internal).
  - v) That £5,000 be moved from budget line 214/4900 (Buses 4 Us) to budget line 214/4890 as agreed at FC 25.02.2026 (minute no.C1160(iii)(1) refers)
3. That the Chairman, the Chair of Finance, Policy & General Purposes Committee and Clerk be given delegated powers to approve any further invoices for payment for March 2026 to ensure that as many invoices are paid before the last day of the financial year (31 March 2026).

**C1207. GRANT FEEDBACK**

**RESOLVED:**

- i. To receive and note Grant feedback received from Catcher Media “Herefordshire Life Through A Lens website Update 2025”
- ii. To receive and note grant feedback from The Scouts in respect of Warren Oak Scout Campsite.

**C1208. TO APPROVE A REQUEST FROM MASEFIELD MATTERS TO RELEASE FUNDS FOR THE DAFFODIL COUNTRYSIDE REMINISCENCE PROJECT**

**RESOLVED**

- 1. That the release of allocated funds from within the NLHF funding in the sum of £3,330.00 in respect of the Daffodil Countryside Reminiscence Project be approved.
- 2. That the Clerk enquire whether residents of Leadon Bank were invited to partake in the project.

**C1209. CODE OF CONDUCT MATTERS**

The Chair provided an update, advising that she had written to the investigating officer requesting an update on the outstanding complaints, to which she is waiting for a response.

The Chair confirmed that no progress has been made on apologies or training following the two Standards Boards and decisions taken by Ledbury Town Council to uphold the recommendations from those.

**C1210. TO CONSIDER REINSTATEMENT OF STANDING COMMITTEES**

Members had hoped to be in a position to look at updating Terms of Reference of its Standing Committees with a view to reinstating them at the start of the 2026/27 Municipal Year.

However, it was noted that there had not been sufficient level of attendance at Council meetings, Working Parties and meetings of Councillors to reassure Members that the Standing Committees would be quorate should they be reinstated.

Whilst Members are advocates for reinstating the Standing Committees it was felt that until there is sufficient quorate to make it an effective activity the reinstatement of the committees should be postponed for a period of time.

It was felt that the Council is still not in a position to have confidence that they are able to progress with reinstating committees as proposed at the meeting on 30 October 2026 and that there should be a target of having at least 14 Members (a further four Members) before considering reinstating the standing committees.

**RESOLVED**

- 1. That the re-instatement of standing committees be postponed until such time there are 14 Councillors in post and meetings are consistently attended by all members.**
- 2. That a co-option meeting be arranged for April to enable Councillors Troy, Browning and Kettle to be formally co-opted onto Ledbury Town Council, and consideration to be given to the application that the Clerk has received.**
- 3. That a further round of co-option be undertaken in May/ June 2026 and that the Clerk make the necessary arrangements for this to be promoted.**

**C1211. TO CONSIDER PLANNING CONSULTATIONS**

- 1. Application No. 253506 – Side and rear extensions together with attic conversion - 3 Beggars Ash Cottages Beggars Ash Wellington Heath Ledbury Herefordshire HR8 1LN**

**RESOLVED:**

**No objection**

**2. Application No. 253580 – Part change of use and conversion of detached double garage from residential (Use Class C3) to commercial (Use Class E(c)(ii))- 4 Progress Close Ledbury Herefordshire HR8 2QZ**

Members noted the comments provided by the Clerk in the Planning Consultations report. The Chair suggested that as it is likely that there will be a re-consultation in respect of this application Council may wish to delay its response.

Councillor Hughes proposed that no objection be submitted which Councillor Kettle seconded the motion.

**RESOLVED:**

**No objection**

**C1212. TO RECEIVE AND NOTE THE UPDATE ON PLANNING DECISIONS**

**RESOLVED:**

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

**C1213. LICENSING APPLICATIONS**

- i. To consider granting a premises license in respect of Sitara, 19 High Street, Ledbury, Herefordshire, HR8 1DS.

**RESOLVED**

**That no objection be submitted in respect of the Licence application for Sitara, 19 High Street, Ledbury, Herefordshire, HR8 1DS.**

**C1214. TO RECEIVE AND NOTE THE MINUTES OF A MAJOR PLANNING APPLICATIONS WORKING PARTY MEETING HELD ON 25 FEBRUARY 2026 AND CONSIDER ANY RECOMMENATIONS THEREIN**

Members were advised that Councillors Harvey and Simmons had attended the Local Plan Public consultation at Redmarley, and that the Clerk had also attended. Councillor Harvey advised that Herefordshire Council Planning officers had drafted a robust response in respect of the Local Plan Consultation.

Councillor Harvey advised that she considered the draft proposed Ledbury response was a well thought out and detailed response that was a good representation of the comments highlighted in the Working Party and she recommended it to be submitted in its current form.

Councillor Simmons advised that she would also be submitting a response to the Local Plan in her capacity of Ward Councillor, with specific reference to the Glynchbrooke proposals.

**RESOLVED**

**That the minutes of the Major Planning working Party be received and noted.**

**C1215. TO GIVE CONSIDERATION TO THE DRAFT RESPONSE TO THE FOREST OF DEAN DISTRICT COUNCIL LOCAL PLAN 2025-2045**

**RESOLVED**

**That the Clerk submit the Working Party's recommended text as the Council's response in respect of the Forest of Dean District Council Local Plan 2025-2045.**

**C1216. UK TOWN OF CULTURE – VERBAL UPDATE**

Councillor Kettle informed members that two meetings had taken place and that a draft expression of interest had been circulated which will be finalised at the meeting on 19 March 2026.

**RESOLVED**

**That the verbal update from Councillor Kettle in respect of the UK Town of Culture Expression of Interest be received and noted.**

**C1217. TO GIVE CONSIDERATION TO AN INCREASE IN FEES AND CHARGES 2026/2027**

Members considered that the information provided within the report whereby the cost of market stall pitches in the High Street are cheaper than those under the Market House or upstairs in the Market House does not match the aspirations of the Council to eventually reduce the Traffic Regulation Order on the High Street to just the one space in favour of utilising the underneath and upstairs of the Market House and potentially St Katherine's Square.

It was also considered that a more detailed review of the cemetery fees and charges need to be undertaken to bring these in line with other towns within Hereford who are burial authorities.

**RESOLVED**

**That officers arrange a meeting of Councillors at a date to be confirmed to consider the annual increase to all fees and charges**

in more depth and to allow time for more information to be obtained in respect of the charges levied by other Market Towns..

**C1218. DEFIBRILLATORS**

**RESOLVED**

1. The defibrillator report be received and noted.
2. That it be agreed in principle that a defibrillator be purchased to be located at Bence's premises on Lower Road Trading Estate, subject to officers engaging with Bence regarding a potential contribution towards the purchase and/or ongoing maintenance costs prior to procurement.
3. That should Bence not wish to contribute to the cost of the defibrillator the costs to purchase this be met from EMR 336 – Community Projects.

**C1219. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE EVENTS WORKING PARTY HELD ON 18 FEBRUARY AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

**RESOLVED**

That the minutes of the meeting of the Events Working Party held on 18 February 2026 be received and noted.

**C1220. TO RECEIVE AND NOTE THE MASEFIELD MATTERS UPDATE REPORT**

**RESOLVED**

1. That the Masefield Matters update report be received and noted.
2. That the Clerk establish when and where the end of consultation event scheduled for Sunday 29<sup>th</sup> March 2026 will be advertised.

**C1221. OFFICER REPORTS**

- i) The Clerk
- ii) The Deputy Clerk
- iii) The Community Engagement Officer

A verbal update on play areas was provided by the Clerk. Herefordshire Council has accepted in principle our expression of interest in taking over the 7 playgrounds mentioned in the report.

Ward Councillor Stef Simmons provided a verbal update in relation to the Pump Track. A draft first design has been received.

**RESOLVED**

**That the Officer Reports be received and noted.**

**C1222. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE LEDBURY CARNIVAL ASSOCIATION COMMITTEE HELD ON 4 FEBRUARY 2026**

**RESOLVED**

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

**C1223. DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the next meeting of Council is scheduled for Thursday, 2 April 2026.**

**C1224. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

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

*Councillor Simmons left the meeting at 8:34 pm*

**C1225. TO GIVE CONSIDERATION TO A FREE PROPOSAL FOR ARCHITECT SERVICES**

**RESOLVED:**

- 1. Members received and noted the report.**
- 2. That Caroe & Partners be instructed to proceed with the works as outlined in the Deputy Clerk's report, in accordance with their Fee Proposal and in accordance with CDM Regulations at a cost of £6,400.00 + VAT to be funded from 202/4590 Finance and General Purposes/Professional Services.**

**C1226. TO CONSIDER MAKING A CLAIM THROUGH THE SMALL CLAIMS COURT**

**RESOLVED**

**That the Clerk submit the relevant forms seeking payment for the cost of a replacement gazebo through the Small Claims Court, noting that the cost of £155.00 will be met from budget line: 220/4590 – Finance and General Purposes/ Professional Services.**

**The meeting ended at 8.44 pm.**

**Signed ..... Dated .....**

FULL COUNCIL

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
30-Oct-25					
C1002	That all three committees be reinstated with effect from April 2026 at the latest, subject to detailed plans be presented to council by the March 2026 meeting.	TC and Cllrs	By April 2026	Clerk to arrange initial meeting to discuss committee structure and delegation, staff review and all other related matters to ensure progress on a return to committee meetings in April 2026 - to include quorum of committees - see action relating to minute no. C1210 - 12 March 2026 for further update	Completed
13-Nov-25					
C1034(3)	The Clerk to contact the LTC's current electricity provider to seek clarification in respect of implications for electricity costs due to the TNUoS increase.	TC	Dec-25	Clerk has made initial enquiries with Octopus. Despite this information being available on line Octopus advised that they were not aware of any increase in April 2026 - Clerk is continuing to look into this.	In progress
C1044(5)	Officers to prepare a draft long-term plan concerning all heritage buildings owned by the council.	DTC	Jan-26		On going
08-Jan-26					

C1094.3	That officers ensure that all necessary adaptations to the mountings and electricity points for the Christmas Lights be progressed as a matter of priority.	TC	Jan-26	TC in communication with Festive Lighting and fabrication company re new design for mounting points. Letters to be sent to property owners to advise of the need to change the mounting points. TC to contact Planning Authority re two of the properties as these are Listed Buildings	On-going
C1106.2	Costings to be obtained re quinquennial report and reported back to Full Council	DTC	29.01.2026	DTC to meet with Caroe on 29 January 2026 to discuss initial works required for Market House and Council offices. Contractors have been approached for quotes for the Market House staircase. This will be brought back to the March Full Council meeting for a decision. Caroe have provided her costs to deal with the "high level" repairs to the Council Offices and this will be presented at the March.	Report on agenda 02.04.2026 - completed
C1109.3	That consideration be given to the installation of a panic button in the Painted Room subject to it being possible to install one in reception at a later date once a decision has been made regarding council accommodation.	DTC	Feb-26	Information awaited from contractors	In progress
29-Jan-26					
C1133.2	Officers undertake preparatory work to include drafting policies and reviewing technical requirements in respect of hybrid meetings	TC	Mar-26	Report to be provided to meeting of Council in March 2026 - report delayed due to workload	In progress
C1133.3	A further report on live streaming and hybrid meetings be provided when legislation is published.	TC	Mar-26	Report to be provided to meeting of Council in March 2026 - report delayed due to workload	In progress
C1133.4	Officers to draft a report on how LTC can progress starting to live stream meetings	TC	Mar-26	Report to be provided to meeting of Council in March 2026 - report delayed due to workload	In progress

25-Feb-26						
C1159	That a further report be submitted to a future Council meeting providing details of alternative arrangements such as rehoming, selling or disposing of surplus furniture currently stored in the Market House	DTC	27.02.2026	Photographs of furniture sent to auctioneers to establish whether any of the furniture would be suitable for auction - response awaited. DTC to provide further report when further information is received	Report to be provided at 02.04.2026 meeting - completed	
C1160.iii.2	That Ledbury Poetry provide Members with sight of the branding artwork when available.	Led Poetry	Mar-26		In progress	
C1162.8	That officers obtain reassurance from the Christmas Lights installers that the lights will be installed with sufficient time to resolve any snagging issues that may arise.	TC	Apr-26	Meeting to be arranged with new account manager to review all issues previously encountered	In progress	
12 March 2026						
C1202(1)	That the Clerk write to HO acknowledging that LTC have had sight of the proposed TRO submission prepared by SS and that they understand the concerns of local residents	TC	13-Mar-26	email sent	Completed	
C1202(2)	That this item be referred back to full council on 02.04.2026	TC	02.04.2026	Item included on agenda for vote if meeting is quorate	Completed	
C1206(3)	That the Chairman, Chair of Finance, and Clerk be given delegated authority to approve any further invoices for payment for March 2026 to ensure that as many invoices as possible are paid before the last day of the financial year.	TC/EH/MH	26.03.2026	Invoices approved for payment - report informing all members of payments agreed to be provided on 02.04.2026 agenda.	Completed	
C1208(1)	That the release of allocated funds from within the NLHF funding in the sum of £3,330 in respect of the Daffodil Countryside Reminiscence Project be approved.	TC	13.03.2026	MM Project manager advised	Completed	

C1208(2)	That the Clerk enquire whether residents of Leadon Bank were invited to partake in the project	TC	13.03.2026	email sent to Project manager - advised that they had attempted to contact Leadon Bank on numerous occasions but have not received any replies	Completed
C1210(1)	That the reinstatement of standing committees be postponed until such time there are 14 cllrs in post and meetings are consistently attended by all members	Council	May/June		Completed
C1210(2)	That a co-option meeting be arranged for April to enable Cllrs Browning, Troy and Kettle to be formally co-opted and consideration to be given to the application recently received	TC	April 2026	Meeting to be arranged - hopefully 16.04.2026 - waiting for confirmation of availability from candidates	In progress
C1210(3)	That a further round of Co-option be undertaken in May/June 2026 and that the Clerk make the necessary arrangements for this to be promoted	TC	May/June 2026	Advertisement being drafted	In progress
C1215	That the Clerk submit the Working Party's recommended text as the Council's response in respect of the Forest of Dean District Council Local Plan 2025-2045	TC	13.03.2026	Response submitted	Completed
C1217	That The officers arrange a meeting of Councilors at a date to be confirmed to consider the annual increase to all fees and charges in more depth and to allow time for more information to be obtained in respect of the charges levied by other Market Towns.	DTC	19.03.2026	Meeting was held on 19.03.2026 - further report to be provided to 02.04.2026	Completed

C1218(2)	That it agreed in principle that a defibrillator be purchased to be located at Bence's premises on Lower Road Trading Estate, subject to officers engaging with Bence regarding a potential contribution towards the purchase and/or ongoing maintenance costs prior to procurement.	DTC	19.03.2026	Response received from Bence - "Given the current financial climate and the pressures on budgets at present, we regret that we are unable to commit to funding or contributing towards a replacement defibrillator or associated ongoing costs at this time." - Officers to approach Aldi to ask if they would consider sponsoring a Defib on Lower Road Industrial Estate	Completed
C1218(3)	That should Bence not wish to contribute to the cost of the defibrillator the costs to purchase this be met from EMR 336 – Community Projects.	DTC	TBC	DTC to contact Aldi and report back to council with outcome	In progress
C1225	That Caroe & Partners be instructed to proceed with the works as outlined in the Deputy Clerk's report, in accordance with their Fee Proposal and in accordance with CDM Regulations at a cost of £6,400.00 + VAT to be funded from 202/4590 Finance and General Purposes/Professional Services.	DTC	20.03.2026	DTC informed Caroe of outcome and requested they proceed with works	Completed
C1226	That That the Clerk submit the relevant forms seeking payment for the cost of a replacement gazebo through the Small Claims Court, noting that the cost of £155.00 will be met from budget line: 220/4590 – Finance and General Purposes/ Professional Services.	TC		Update report to be provided on agenda 02.04.2026	In progress



**LEDBURY TOWN COUNCIL  
MINUTES OF A BUDGET MONITORING REVIEW MEETING  
HELD ON 19 MARCH 2026**

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**PRESENT:** Councillors Chowns, Harvey, Hughes (Chair) & Kettle.

**ALSO PRESENT:** Angela Price – Town Clerk  
Julia Lawrence – Deputy Town Clerk  
Sophie Jarvis – Minute Taker

Members were advised that this meeting was for the purpose of considering any movements that may be required within the 2025/26 budget in respect of over/underspends and to make recommendations to Full Council of any movements to the General and Earmarked Reserves as part of the year end process.

Members raised the question as to whether it was acceptable practice to move funds around within the budget and the Clerk advised that whilst she was confident that it is acceptable to undertake virements within the in-year budget, she would get clarification on this point.

**Recommendation:**

That the following suggestions be submitted to a meeting of Council for approval.

**1. Projected Overspends**

CC/NC	Description	Allocated Budget	Actual Expenditure	EMR Transfer in year/ Virement	Anticipated overspend	Comments/ Proposed Action
102/4169	Cemetery Grounds Contract	£0.00	£10,447.00		-£10,447.00	A virement of £10,447 be undertaken from 102/4001 to 102/4169
102/4206	Grounds maintenance	£2,200.00	£3,753.00	£1,000.00	-£607.00	A virement of £607 be undertaken from budget line 102/4200 to 4206
102/4312	Storage container	£2,000.00	£3,755.00		-£1,755.00	Funds to cover overspend to be taken from the General Reserve in-year; Provision is made within the 2026/27 and 2027/28 budget to replace funds.
103/4000	LTC Maintenance salaries	£35,057.00	£37,916.00		-£2,859.00	A virement of £2,859.00 be undertaken from

						102/4000 to 103/4000.
105/4000	Salaries (Painted room and weddings)	£25,711.00	£35,992.00		-£10,281.00	It was noted that the increase in the Painted Room opening hours had been agreed after the budget for 2025/26 had been set. Propose overspend be managed via additional income from Painted Room (increase of £13,000).
105/4700	Stock purchased	£550.00	£997.00		-£447.00	Artisan books purchased on a sale or return - underspend to be off-set by increased in-year sales income (increase of £1,550).
106/4122	Electricity	£500.00	£891.00		-£391.00	Propose to vire £391.00 from 102/4122. Officers were asked to consider an appropriate time to switch off the underfloor heating and service area convector heater in Bye Street Toilets.
106/4170	Maintenance	£500.00	£713.00		-£213.00	Overspend from legionella test & works to timer. This total to be offset by 106/4155 underspend.
108/4228	Tree works	£2,000.00	£4,345.00	£2,195.00	-£150.00	This total to be offset by 108/4122 underspend.
108/4252	General maintenance	£1,000.00	£3,553.00	£2,292.00	-£261.00	This total to be offset by 108/4122 underspend.
118/4285	Defibrillator maintenance	£350.00	£2,880.00	£2,130.00	-£400.00	Propose move £400 from EMR 336.

201/4122	Electricity	£1,000.00	881.00		£5,079.53	An invoice has been received for £4,261.53 for the period 01.12.2025-28.02.2026. This is a considerable increase since last year. TC has queried this with EON. Subject to outcome of query propose a virement of £5,079.53 from 102/4000 to 201/4122.
202/4170	Property Maintenance Council Offices	£5,000.00	£5,913.00		-£913.00	Propose move £913.00 from EMR 324.
202/4155	House keeping	£500.00	£638.00		-£138.00	This total to be offset by 202/4021.
202/4185	Alarms	£4,620.00	£5,563.00		-£943.00	Overspend due to various unplanned visits re alarm issues including PR door being removed and Risk assessment costs. for repairs. Propose overspend be journaled from 202/4185 to 202/4170. 202/4170 overspend be managed via a movement from EMR 324.
202/4150	Cleaning	£2,500.00	£3,345.00		-£845.00	Cleaning of Jacobean Room chairs. Propose overspend be offset against additional in-year income for wedding bookings (£1,500) 2025/26.
202/4115	Water	£630.00	£808.00		-£178.00	Virement of £178.00 be made from 202/4021. Officers to investigate water meter.

202/4116	Confidential shredding	£780.00	£1,273.00		-£493.00	This total to be offset by 202/4021.
202/4122	Electricity	£15,500.00	£17,970.00		-£2,470.00	Virement of £2,470 from 214/4891 to 202/4122
210/4535	Civic Hospitality	£1,100.00	£1,598.00		-£498.00	Overspend to be offset by 210/4501 underspend.
220/4130	Insurance	£20,000.00	£20,619.00		-£619.00	Proposed overspend be managed via general reserve.
220/4590	Professional fees	£15,000.00	£17,044.00		-£2,044.00	Virement of £2,044 from 214/4900 to 220/4590
230/4000	M & S Salaries	£299,480.00	£325,192.00		-£25,712.00	Propose virement of £25,712 from 102/4000 to 230/4000.
230/4051	Officer travel and Subsistence	£1,500.00	£2,052.00		-£552.00	Overspend to be offset by 225/4525.
235/4405	Photocopier costs	£3,500.00	£5,006.00		£1,506.00	Propose virement of £1,506 from 235/4170
235/4415	Office Equipment & Furniture	£2,500.00	£4,626.00		-£2,126.00	Overspend due to installation of lease line – cover in-year from general reserve then payback via arrangements made in 2026/27 & 2027/28 financial years.
301/4233	Gazebos	£500.00	£780.00		-£280.00	Query in respect of whether this is an overspend or underspend – TC to investigate
401/4483	ICT Services & Software Lease	£11,000.00	£30,045.00	£15,000.00	-£4,045.00	Cover in-year from General Reserve and then pay back via Funds allocated in 2026/27 and 2027/28 budget to replace overspend.

## 2. Year End Movements to Ear Marked Reserves

Members considered potential year end underspends and allocation to year end movements to Earmarked Reserves.

**RESOLVED:**

That the following movements be recommended to a meeting of Full Council for approval:

- i. **101/4206 – Grounds Maintenance.**  
Proposed underspend be moved to EMR 335 - £1,000.
- ii. **102/4223 – Perimeter Wall Repairs**  
Proposed underspend be moved to EMR 335 - £2,000.
- iii. **102/4273 – Scatter Garden & Memorial Tree**  
Funds be carried forward to 2026/27.
- iv. **102/4310 – Vehicle Replacement/Refurb**  
Proposed underspend be moved to EMR 339 - £5,000.
- v. **102/431 – Green Vehicle**  
Proposed underspend be moved to EMR 339 - £3,000.
- vi. **105/4434 – Music License**  
Proposed underspend be moved to EMR 336 - £500 – funds being allocated annually to cover cost of music licence which is due every three years.
- vii. **108/4204 – Dog Hill Wood Management Plan**  
Proposed underspend be moved to EMR 335 - £1,000.
- viii. **108/4210 – Dog Hill Wood Coppicing**  
Proposed underspend be moved to EMR 335 - £1,000.
- ix. **110/4237 – Skate Park Maintenance**  
Proposed underspend be moved to EMR 335 - £500.
- x. **110/4238 – Youth Shelter Maintenance**  
Proposed underspend be moved to EMR 335 - £200.
- xi. **110/4229 – Street Light Maintenance**  
Proposed underspend be moved to EMR 335 - £500.
- xii. **301/4553 – Tourist Information Centre**  
Funds to be carried forward into 2026/27 budget -£1,000.
- xiii. **301/4554 – Charter Market Strategy**  
Funds to be carried forward into 2026/27 budget - £5,000

The meeting closed at 7:20pm.

Signed ..... Date .....

DRAFT

<b>FULL COUNCIL</b>	<b>2 APRIL 2026</b>	<b>AGENDA ITEM: 11(ii)</b>
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Report prepared by Angela Price – Town Clerk

## **PROPOSED YEAR END BUDGET MOVEMENTS**

### **Purpose of Report**

The purpose of this report is to provide Members with recommendations agreed at Budget Monitoring meeting held on 19 March 2026 in relation to overspends and movements to Earmarked Reserves as part of the Councils year end closedown.

### **Detailed Information**

As part of the Councils financial year end it is important to review the in-year budget to understand over/underspends within the current budget and consider how these should be addressed prior to the year-end closedown.

As part of this process a meeting was held on 19 March 2026 whereby Councillors were invited to attend and review the 2025/26 in-year budgets and make recommendations to the Council meeting scheduled for 2 April 2026 in respect of the year-end overspends.

A number of recommendations were made for consideration by Council, and these are listed below.

As part of the review a number of in-budget movements were suggested these are known as “virements” the transfer of all or part of a revenue budget from one budget heading to another or “General/Earmarked Reserves” funds set aside for specific projects.

At the meeting a question was asked whether it is legal for a Council to take action to propose and undertake virements and the Clerk was asked to provide the legal stance on this matter.

It is perfectly legal for a council to propose and undertake virements within their annual budget. However, there are fundamental rules that apply which should be adhered to.

1. A virement must be approved by Full Council, or a finance committee if delegated power exists, and must be formally recorded in the minutes.

Ledbury Town Council has not delegated this power to the Finance Committee, which at this time is irrelevant as the Council has opted to suspend their Standing Committees due to low Membership numbers, and

therefore all virements and movements to/from earmarked reserves must be approved at Full Council.

2. The virements are generally used to move money between budget headings to reflect changing priorities or experiences during the year.
3. While general funds can be moved between operating lines, transferring money from Earmarked Reserves (funds set aside for specific projects) requires separate approval from Council.

There are some constraints to be aware of which relate to virements:

1. A Council cannot use a virement to increase the precept once it has set it for the year.
2. Virements are intended to manage funds within the approved overall agreed budget. They cannot be used to increase total expenditure beyond what was approved without considering reserve levels.

When considering overspends the council can:

1. Move money from a budget line that has an underspend (Virement).
2. Transfer money from an Earmarked Reserve
3. Manage the overspend from the General Reserve.

To help Members ensure the budget is on track it is recommended to monitor the budget papers at least quarterly to identify where virements are necessary.

The year-end projected income/expenditure for 2025/26 is anticipated to be as shown below based on figures as of 20 March 2026 and subject to outstanding income/expenditure as at 31 March 2026:

	Actual to date (£)	Annual Budget (£)	Variance to Annual Budget (£)	% Spend to Budget
Income - Precept	734,622	734,622	0	100.0%
Income - Other	67,479	51,103	16,376	132.05%
Expenditure	774,606	785,725	11,119	98.58%

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

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

The projected total expenditure a year end (as at 20 March 2026) represents 98.58% of the annual budget which is just within the expected 100% at the end of 2025/26 financial year.

It should also be noted that the projected income for the 2025/26 financial year represents an increase of the anticipated income of 32.05%.

The year end closedown is booked in with Rialtas for 21 April 2026 following this the year-end reports will be submitted to the Council meeting scheduled for 7 May 2026.

The year-end Internal Auditor visit is booked for 12 May 2026 and the outcome of this visit will be reported along with the Annual Governance and Accountability Return (AGAR) for approval at the first meeting of Council in the 2026/27 Municipal year (dates to be agreed at Annual Meeting).

## RESOLVED:

Members are requested to give consideration to and approve the following recommendations in respect of:

### 1. Projected Overspends

CC/NC	Description	Allocated Budget	Actual Expenditure	EMR Transfer in year/ Virement	Anticipated overspend	Comments/ Proposed Action
102/4169	Cemetery Grounds Contract	£0.00	£10,447.00		-£10,447.00	A virement of £10,447 be undertaken from 102/4001 to 102/4169
102/4206	Grounds maintenance	£2,200.00	£3,753.00	£1,000.00	-£607.00	A virement of £607 be undertaken from budget line 102/4200 to 4206
102/4312	Storage container	£2,000.00	£3,755.00		-£1,755.00	Funds to cover overspend to be taken from the General Reserve in-year; Provision is made within the

						2026/27 and 2027/28 budget to replace funds.
103/4000	LTC Maintenance salaries	£35,057.00	£37,916.00		-£2,859.00	A virement of £2,859.00 be undertaken from 102/4000 to 103/4000.
105/4000	Salaries (Painted room and weddings)	£25,711.00	£35,992.00		-£10,281.00	It was noted that the increase in the Painted Room opening hours had been agreed after the budget for 2025/26 had been set. Propose overspend be managed via additional income from Painted Room (increase of £13,000).
105/4700	Stock purchased	£550.00	£997.00		-£447.00	Artisan books purchased on a sale or return - underspend to be off-set by increased in-year sales income (increase of £1,550).
106/4122	Electricity	£500.00	£891.00		-£391.00	Propose to vire £391.00 from 102/4122. Officers were asked to consider an appropriate time to switch off the underfloor heating and service area convector heater in Bye Street Toilets.
106/4170	Maintenance	£500.00	£713.00		-£213.00	Overspend from legionella test & works to timer. This total to be offset by 106/4155 underspend.
108/4228	Tree works	£2,000.00	£4,345.00	£2,195.00	-£150.00	This total to be offset by 108/4122 underspend.
108/4252	General maintenance	£1,000.00	£3,553.00	£2,292.00	-£261.00	This total to be offset by 108/4122 underspend.

118/4285	Defibrillator maintenance	£350.00	£2,880.00	£2,130.00	-£400.00	Propose move £400 from EMR 336.
201/4122	Electricity	£1,000.00	881.00		£5,079.53	An invoice has been received for £4,261.53 for the period 01.12.2025-28.02.2026. This is a considerable increase since last year. TC has queried this with EON. Subject to outcome of query propose a virement of £5,079.53 from 102/4000 to 201/4122.
202/4170	Property Maintenance Council Offices	£5,000.00	£5,913.00		-£913.00	Propose move £913.00 from EMR 324.
202/4155	House keeping	£500.00	£638.00		-£138.00	This total to be offset by 202/4021.
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202/4150	Cleaning	£2,500.00	£3,345.00		-£845.00	Cleaning of Jacobean Room chairs. Propose overspend be offset against additional in-year income for wedding bookings (£1,500) 2025/26.
202/4115	Water	£630.00	£808.00		-£178.00	Virement of £178.00 be made

						from 202/4021. Officers to investigate water meter.
202/4116	Confidential shredding	£780.00	£1,273.00		-£493.00	This total to be offset by 202/4021.
202/4122	Electricity	£15,500.00	£17,970.00		-£2,470.00	Virement of £2,470 from 214/4891 to 202/4122
210/4535	Civic Hospitality	£1,100.00	£1,598.00		-£498.00	Overspend to be offset by 210/4501 underspend.
220/4130	Insurance	£20,000.00	£20,619.00		-£619.00	Proposed overspend be managed via general reserve.
220/4590	Professional fees	£15,000.00	£17,044.00		-£2,044.00	Virement of £2,044 from 214/4900 to 220/4590
230/4000	M & S Salaries	£299,480.00	£325,192.00		-£25,712.00	Propose virement of £25,712 from 102/4000 to 230/4000.
230/4051	Officer travel and Subsistence	£1,500.00	£2,052.00		-£552.00	Overspend to be offset by 225/4525.
235/4405	Photocopier costs	£3,500.00	£5,006.00		£1,506.00	Propose virement of £1,506 from 235/4170
235/4415	Office Equipment & Furniture	£2,500.00	£4,626.00		-£2,126.00	Overspend due to installation of lease line – cover in-year from general reserve then payback via arrangements made in 2026/27 & 2027/28 financial years.
301/4233	Gazebos	£500.00	£780.00		-£280.00	Query in respect of whether this is an overspend or underspend – TC to investigate
401/4483	ICT Services & Software Lease	£11,000.00	£30,045.00	£15,000.00	-£4,045.00	Cover in-year from General Reserve and then pay back via Funds allocated in 2026/27 and 2027/28 budget to replace overspend.

## **2. Proposed Year End Movements to Ear Marked Reserves**

- i. 101/4206 – Grounds Maintenance.**  
Proposed underspend be moved to EMR 335 - £1,000.
- ii. 102/4223 – Perimeter Wall Repairs**  
Proposed underspend be moved to EMR 335 - £2.,000.
- iii. 102/4273 – Scatter Garden**  
Funds be carried forward to 2026/27.
- iv. 102/4310 – Vehicle Replacement/Refurb**  
Proposed underspend be moved to EMR 339 - £5,000.
- v. 102/431 – Green Vehicle**  
Proposed underspend be moved to EMR 339 - £3,000.
- vi. 105/4434 – Music License**  
Proposed underspend be moved to EMR 336 - £500 – funds being allocated annually to cover cost of music licence which is due every three years.
- viii. 108/4204 – Dog Hill Wood Management Plan**  
Proposed underspend be moved to EMR 335 - £1,000.
- ix. 108/4210 – Dog Hill Wood Coppicing**  
Proposed underspend be moved to EMR 335 - £1,000.
- x. 110/4237 – Skate Park Maintenance**  
Proposed underspend be moved to EMR 335 - £500.
- xi. 110/4238 – Youth Shelter Maintenance**  
Proposed underspend be moved to EMR 335 - £200.
- xii. 110/4229 – Street Light Maintenance**  
Proposed underspend be moved to EMR 335 - £500.
- xiii. 301/4553 – Tourist Information Centre**  
Funds to be carried forward into 2026/27 budget -£1,000.
- xiv. 301/4554 – Charter Market Strategy**  
Funds to be carried forward into 2026/27 budget - £5,000



<b>FULL COUNCIL</b>	<b>2 APRIL 2026</b>	<b>AGENDA ITEM: 12</b>
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Report prepared by Angela Price – Town Clerk

**INVOICES APPROVED VIA DELEGATED POWERS – MARCH (Final)**

**Purpose of Report**

The purpose of this report is to provide Members a list of payments approved via delegated powers as agreed at the meeting of Council held on 12 March 2026 (Minute no. C1206(3) refers).

**Detailed Information**

Attached is a list of payments that were approved for payment by the Chairman, Chair of Finance, Policy General Purposes Committee and Clerk via delegated powers in March 2026 (Interim) in the sum of £11,854.54 plus VAT.

**Recommendation**

That Members note the invoices approved for payment by the Chairman, Chair of Finance, Policy General Purposes Committee and Clerk via delegated powers in the sum of £11,854.54 plus VAT.



Creditors for Month No 12

Order by Invoices Entered

											Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description			
18/03/2026	18106	515	SPADWICK	SPA001	299.00	59.80	358.80	4340	102	299.00	Service of LTC van			
17/03/2026	12015620	516	WATER	WAT001	20.92	0.00	20.92	4115	202	20.92	LTC water drainage			
17/03/2026	A-789FCAEC	517	LOVE LEDBURY	LOV001	106.88	5.34	112.22	4122	106	106.88	Re-imburse Bye St elec			
18/03/2026	18032026	518	GUIDRAN	GUID	700.00	0.00	700.00	4903	109	700.00	Themed activities Ukranian Fam			
19/03/2026	PWE20260319	519	ERRINGTON	ERR001	133.20	0.00	133.20	4051	109	133.20	Mileage June archive session			
19/03/2026	20211605	520	BREAKTHROUGH COMMUN	001BRE	95.00	19.00	114.00	4050	230	95.00	Assertiveness workshops			
16/03/2026	LTC16326	521	LEDCOM	LED0011	90.00	0.00	90.00	4545	225	90.00	Community Hall Annual meet			
27/02/2026	0572	522	JANEYS	JAN001	95.00	19.00	114.00	4436	109	95.00	Packed Lunches			
12/03/2026	H1930.2/26027	523	CAROE	CAR001	300.00	60.00	360.00	4179	202	300.00	Quinquennial Inspection			
13/03/2026	7085	524	AED DONATE	AED001	101.99	20.40	122.39	4705	107	96.00	Telephone Box Sign			
09/03/2026	GB600086L506FI	525	AMAZON	AMA001	9.69	1.94	11.63	4595	127	5.99	Postage			
11/03/2026	MILE001	529	OTRUE	OT001	28.80	0.00	28.80	4051	230	28.80	Mileage for workshops			
11/03/2026	MILE003	530	SALLY	SAL001	15.60	0.00	15.60	4150	230	15.60	Travel to Malvern College			
11/03/2026	91772791	531	HEREFORD	HER001	2,756.61	0.00	2,756.61	4176	118	2,756.61	Contribution to CCTV			
11/03/2026	91772790	532	HEREFORD	HER001	87.75	0.00	87.75	4021	101	87.75	Sulo Bin St Michaels church			
11/03/2026	IN15142520	533	EON	EON001	58.98	2.95	61.93	4122	202	58.98	Re-cycling LTC			
10/02/2026	BH LTC/07/03/26-1	534	LEDCIVIC	LED004	120.00	0.00	120.00	4607	127	120.00	Hire of Burgage Hall			
28/02/2026	14574	535	BLISS	BLI001	344.00	68.80	412.80	4607	202	344.00	LTC Cleaning			
03/03/2026	083	536	DMPROP	DMP001	1,608.74	0.00	1,608.74	4205	108	336.66	Contract Works			
								4205	110	850.00	Contract Works			
								4205	101	270.00	Contract Works			
								4236	110	100.00	Contract Works			
								4252	108	52.08	Contract Works			
								4205	108	336.66	Contract Works			
03/03/2026	084	537	DMPROP	DMP001	1,608.74	0.00	1,608.74	4205	110	850.00	Contract Works			
								4205	101	270.00	Contract Works			
								4236	110	100.00	Contract Works			

Creditors for Month No 12

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
06/03/2026	0062	538	LEDBURY	LED001	74.76	0.00	74.76	4252	108	52.08	Contract Works
24/12/2025	1:135273	539	SENTINEL	SEN001	75.00	15.00	90.00	4800	214	74.76	Replace Bulbs BBI clocktower
24/03/2026	RE-IMBURSE	540	JILL	JILL	69.50	0.00	69.50	4176	118	75.00	Engineer visit CCTV
11/03/2026	91772826	541	HEREFORD	HER001	126.10	0.00	126.10	4006	120	69.50	Decoration for Ceremony
07/03/2026	REA070326	542	REDEARTH	RED001	475.00	0.00	475.00	4340	102	126.10	Trade re-cycling LTC
24/03/2026	91774505	544	HEREFORD	HER001	66.00	0.00	66.00	4906	109	475.00	Craft Workshop
04/03/2026	56628	545	QUICK	QS	240.00	48.00	288.00	4607	127	66.00	WBD event Masters House
06/03/2026	4410499018	546	VIKING	VIK001	248.29	49.66	297.95	4225	102	225.00	Skip exchange
09/03/2026	LL001	547	LOOBY	LOO001	260.00	0.00	260.00	4400	235	15.00	Skip exchange
25/03/2026	RE IMB001	548	APRICE	AP	33.49	0.00	33.49	4703	107	215.31	Stationery
24/03/2026	24557	549	CONTACTA	CONT001	1,605.50	321.10	1,926.60	4703	107	32.97	Stationery
								4703	107	0.01	Stationery
								4607	127	260.00	Face Painting WBD
								4460	220	33.49	British Newspaper Archive MM
								4890	214	1,605.50	Hearing Loop Heritage Centre

**TOTAL INVOICES** 11,854.54 690.99 12,545.53

**11,854.54**

VAT ANALYSIS CODE E @ 0.00% 8,149.11 0.00 8,149.11  
 VAT ANALYSIS CODE F @ 5.00% 165.86 8.29 174.15  
 VAT ANALYSIS CODE S @ 20.00% 3,413.47 682.70 4,096.17  
 VAT ANALYSIS CODE Z @ 0.00% 126.10 0.00 126.10

**TOTALS** 11,854.54 690.99 12,545.53

Report prepared by Angela Price – Town Clerk

## CREDIT CARD COMPARISON REPORT (2026)

### Purpose of Report

The purpose of this report is to provide Members with a comparison of costs in relation to a business credit card.

### Detailed Information

At a meeting of Full Council held on 7 November 2019 it was resolved that credit cards for use by the Clerk and Deputy Clerk be obtained with a credit limit of £1,000 per card and that the cards be kept in the Council safe when not in use, and that the Council's Finance Regulations be amended accordingly.

The Financial Regulations were amended however the credit cards have never been obtained due to no report having been submitted to Council for them to consider options on which credit cards to apply for and therefore members are requested to review the comparisons as set out below in line with minute no. C140(3) 2019/2020.

Having a credit card available for officer use will enable the council to purchase locally where some of the smaller businesses are able to provide products but only on a payment only basis, as well as on line from businesses who request payment up front but that do not provide pro-forma invoices. A credit card also offers protection against payments should there be an issue with a product when received.

Below is a comparison report based on the following credit cards:

1. **Lloyds Bank Business Credit Card** (baseline comparison)
2. **Capital on Tap Business Credit Card**
3. **American Express Business Gold Card**
4. **Funding Circle Cashback Business Credit Card**

These are widely considered among the strongest options for UK SMEs due to their reward structures, flexibility, and accessibility for startups. Lloyds has been used as the base line comparison as this is the bank that Ledbury Town Council is currently with.

#### 1. **Lloyds Bank Business Credit Card (Benchmark)** **Key Features**

- **APR:** ~15.95–16% variable
- **Annual fee:** £0 first year, then about £32 annually
- **Credit limit:** up to £25,000

- **Interest-free period:** up to 56 days
- **Cashback:**
  - 1% on fuel / EV charging
  - 0.5% on other purchases
- **Cash withdrawal limit:** £500 per day
- **Additional benefits:**
  - Buyer protection insurance
  - Travel insurance on some purchases
  - Up to 25 employee cards

#### **Advantages**

- Competitive APR for a mainstream bank card
- Simple cashback structure
- Suitable for businesses already banking with Lloyds

#### **Disadvantages**

- Cashback rate lower than many fintech competitors
- Limited reward flexibility compared with points-based systems

## **2. Capital on Tap Business Credit Card**

#### **Key Features**

- **Annual fee:** £0
- **Rewards:**
  - Up to **1% cashback or reward points per £1 spent**
  - Points redeemable for **cash, Avios, or gift cards**
- **Employee cards:** Unlimited free cards
- **Other features:**
  - Expense management tools
  - Rewards marketplace

#### **Advantages**

- Strong reward flexibility (cashback, travel points, gift cards)
- Unlimited employee cards
- No annual fee

#### **Disadvantages**

- Interest rate may be higher depending on credit profile
- Less traditional bank support compared with high-street banks

#### **Best For**

SMEs wanting **cashback or travel rewards on high monthly spending.**

## **3. American Express Business Gold Card**

#### **Key Features**

- **Annual fee:** Typically free first year then approx. £195
- **Rewards:** Membership Rewards points for business spending
- **Travel benefits:**
  - Airline rewards conversion

- Travel insurance and partner perks
- **Expense tools:** Detailed reporting and integration with accounting systems

American Express cards are known for **premium customer support and strong travel rewards**, though approval criteria can be stricter and fees higher.

### Advantages

- Powerful rewards ecosystem
- Valuable for travel-heavy businesses
- Strong expense management reporting

### Disadvantages

- High annual fee after the first year
- Not accepted everywhere compared with Visa/Mastercard

### Best For

Businesses with **frequent travel or large card spend seeking premium rewards**.

## 4. Funding Circle Cashback Business Credit Card

### Key Features

- **Annual fee:** £0
- **Cashback:**
  - **2% for first 6 months**
  - **1% ongoing cashback**
- **Interest-free period:** up to 42 days
- **APR:** from around 14.9% variable

### Advantages

- One of the highest cashback rates for UK business cards
- No annual fee
- Simple reward structure

### Disadvantages

- Cashback introductory boost is temporary
- Fewer banking services compared with large banks

### Best For

Businesses with high monthly operational spending wanting straightforward cashback.

The chart below provides a clear side-by-side comparison of the top three choices outlined above.

### Feature Comparison

Feature	Lloyds Business Card	Capital on Tap	Amex Business Gold
Annual Fee	£0 first year - £32 after	£0	Free year 1, then ~£195
APR	~15.95–16%	Variable	Charge card / higher APR
Cashback / Rewards	0.5–1% cashback	1% cashback or points	Membership Rewards points
Interest-Free Period	Up to 56 days	Typically up to 42–56 days	Pay monthly (charge card model)
Credit Limit	Up to £25k	Higher limits possible	Flexible spending limit
Employee Cards	Up to 25	Unlimited free	Yes

### Conclusion

For many SMEs, fintech and specialist business cards now outperform traditional bank cards in rewards. However:

- Lloyds remains a solid choice for companies prioritising bank integration and predictable rates.
- Funding Circle offers the best cashback potential.
- Capital on Tap provides the most flexible rewards structure.
- Amex Business Gold is strongest for travel rewards and high-spend companies.

### Recommendation

Members are requested to give consideration to the above comparisons and instruct officers which credit card to apply for.

<b>FULL COUNCIL</b>	<b>2 APRIL 2026</b>	<b>AGENDA ITEM: 14</b>
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Report prepared by Angela Price – Town Clerk

## **LIVE STREAMING OF COUNCIL MEETINGS (PRE-LEGISLATION)**

### **Purpose of the Report**

The purpose of this report is to set out how Ledbury Town Council can begin live streaming its meetings in advance of any legislative changes permitting formal hybrid meetings, and to outline the practical, legal, financial and operational considerations associated with implementing this approach.

### **Detailed Information**

Members will recall that the Government has stated its intention to introduce legislation permitting local authorities to hold meetings on a hybrid or remote basis. However, no implementation date has been confirmed, and current legislation still requires formal decision-making meetings to take place with Members physically present.

Notwithstanding this position, there is no restriction preventing the Council from live streaming its meetings to the public. As outlined in the earlier report, live streaming represents a practical and lawful interim step that supports transparency, accessibility, and preparedness for future hybrid working.

#### **1. Rationale for Live Streaming in Advance of Legislation**

Introducing live streaming at this stage would:

- Improve public access and engagement in Council decision-making
- Enhance transparency and accountability
- Enable Members and officers to become familiar with being recorded
- Provide an opportunity to test systems, procedures, and governance arrangements
- Support a smoother transition to hybrid meetings once legislation is in force

#### **2. Proposed Approach to Live Streaming**

It is proposed that the Council adopts a phased and proportionate approach to live streaming.

### 3. Platform

- Microsoft Teams is recommended as the primary platform, in line with existing IT capability
- Meetings would be hosted by officers, with appropriate moderation controls

### 4. Delivery Model

The preferred approach is:

#### Option A – View-only livestream (recommended)

- Public access via a controlled viewing link
- No direct participation from the public
- Reduced risk of disruption

An alternative (if required in future):

#### Option B – Public access within Teams

- Attendees join with restricted permissions
- Managed participation via the Chair

### 5. Technical Requirements

To enable effective live streaming, the following will be required:

Requirement	Currently available	
	Yes	No
Reliable broadband connectivity in the meeting room	√	
A dedicated laptop configured for Microsoft Teams	√	
Audio-visual equipment including camera, microphones, and speakers		√
A display screen for visibility of remote attendees (if required)	√	
Officer support to manage the live stream and act as moderator	√	

The current equipment is functional but operationally inefficient due to its size and set-up requirements.

## 6. Recommended Equipment Upgrade – (Audio-visual equipment)

The Owl Labs Meeting Owl 4+ has been identified as a suitable solution:

- 360° camera with automatic speaker tracking
- Integrated microphone and speaker system
- Compatible with Microsoft Teams
- Quick setup (approximately 6 minutes)
- Portable and less resource-intensive

## 7. Governance and Compliance

Although live streaming is permissible, the following governance measures must be implemented:

- Agendas and meeting notices must clearly state that meetings are being recorded and/or live streamed
- Data protection requirements must be met, including secure storage of recordings
- Public guidance should be issued on expectations and etiquette
- Accessibility features (e.g. captions) should be enabled where possible

Standing Orders do not currently require amendment for live streaming alone, but future updates will be needed once hybrid meetings are permitted.

## 8. Financial Implications

There will be modest initial costs associated with:

- Procurement of improved audio-visual equipment (approx. £1,800–£2,000)
- Potential minor IT upgrades
- Officer and Member training

It is recommended that the cost of the equipment be taken from CC235/NC4415 office equipment and furniture which has a budget of £2,500 within the 2026/27 budget.

## 9. Risks and Mitigation

Risk	Mitigation
Technical failure during meetings	Testing equipment and providing officer training
Data protection breaches	Clear policies and secure storage procedures
Public misuse of access (if applicable)	Use of view-only links and moderated access
Reputational risks	Clear communication and phased implementation

## 10. Environmental Considerations

Transitioning to a single, portable system such as the Owl device will:

- Reduce the need to transport bulky equipment
- Lower associated carbon emissions
- Reduce wear and extend equipment lifespan
- Minimise electronic waste through integrated design

## 10. Implementation Timeline

Subject to Member approval:

- **Short-term (0–3 months):**
  - Procure equipment
  - Develop guidance and protocols
  - Conduct testing
- **Medium-term (3–6 months):**
  - Begin live streaming Full Council meetings
  - Review performance and address issues
- **Long-term:**
  - Expand to committee meetings if appropriate
  - Align with future hybrid meeting legislation

While hybrid meetings cannot yet be lawfully implemented, live streaming provides a compliant, low-risk and beneficial step forward. It enables the Council to modernise its approach, improve transparency, and build operational readiness ahead of legislative change.

## Recommendations

Members are asked to:

1. Approve the introduction of live streaming of Council meetings in advance of legislation.
2. Support the procurement of suitable audio-visual equipment, including consideration of the Owl Labs Meeting Owl 4+.
3. Agree that cost of the equipment be taken from CC235/NC4415 office equipment and furniture which has a budget of £2,500 within the 2026/27 budget.
4. Request officers to develop and implement appropriate procedures and guidance for live streaming.

<b>FULL COUNCIL</b>	<b>2 APRIL 2026</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>260461</u></a>	Deadline date for comments <b>11/04/2026</b> Target determination date <b>30/04/2026</b>	Single-storey kitchen extension and associated external works - <b>Old Plastow, Rhea Lane, Ledbury Herefordshire HR8 2PU</b>
2.	<a href="#"><u>240462</u></a>	Deadline date for comments <b>11/04/2026</b> Target determination date <b>30/04/2026</b>	Single-storey kitchen extension and associated external works - <b>Old Plastow, Rhea Lane, Ledbury Herefordshire HR8 2PU – LISTED BUILDING CONSENT</b>
3.	<a href="#"><u>250297</u></a>	Deadline date for comments <b>11/04/2026</b> Target determination date <b>30/04/2026</b>	Dayroom/laundry room for consented mobile homes site (part retrospective) – <b>Little Bush Pitch, Ledbury, Herefordshire, HR8 2PX</b>
4.	<a href="#"><u>260761</u></a>	Deadline date for comments <b>17/04/2026</b> Target determination date <b>06/05/2026</b>	Two-storey rear extension - <b>New House, Bridge Street, Ledbury, Herefordshire,, HR8 2AW</b>

### **Recommendation**

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



Planning Decisions Log

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

<a href="#"><u>253088</u></a>	Replacement of existing plant with new, removal of existing cold room and alterations to 2 no. openings to the rear, proposed laundrette and parcel lockers to front, and general redecoration to store – <b>Co-op Supermarket, New Street, Ledbury, Herefordshire, HR8 2EZ</b>	<b>KR</b>	No objection	<b>No decision</b>
<a href="#"><u>253480</u></a>	Refurbishment of existing building – <b>233 The Homend, Ledbury, Herefordshire, HR2 1BS – LISTED BUILDING CONSENT</b>	<b>KR</b>	No objection	<b>No decision</b>
<b>29 JANUARY 2026</b>				
<a href="#"><u>251528</u></a>	Proposed replacement of 16 windows to purpose built double glazed casement hard wood windows, painted white plus sandblasted glass to the right of the front door. - <b>54 The Homend Ledbury Herefordshire HR8 1BT</b>	<b>KR</b>	No objection	<b>No decision</b>
<b>LISTED BUILDING CONSENT</b>				
<a href="#"><u>253580</u></a>	Part change of use and conversion of detached double garage from residential (Use Class C3) to commercial (Use Class E(c)(ii)) - <b>4 Progress Close Ledbury Herefordshire HR8 2QZ</b>	<b>AM</b>	Objection on the grounds of noise nuisance, parking and traffic management issues related to a commercial premises being located in a residential area and noting plans to change the layout of this road in the future, which is likely to contribute to the traffic management issues.	<b>No decision</b>
<a href="#"><u>253554</u></a>	Erection of single storey extension to existing utility room. - <b>Badgers Holt, Upperfields, Ledbury, Herefordshire, HR8 1LE</b>	<b>KR</b>	No objection	<b>Approved with Conditions</b>
<a href="#"><u>250939</u></a>	Proposed clearance of the site and erection of a shop with associated vehicular access and parking. - <b>Land to the West of 1 New Mills Hereford Road Ledbury Herefordshire</b>	<b>AM</b>	The Clerk be instructed to ask for an extension for provision of comments.	<b>No decision</b>

**25 FEBRUARY 2026**

<a href="#"><u>253537</u></a>	Repairs to damaged chimney stack. - <b>25 High Street, Ledbury, Herefordshire, HR8 1DS - LISTED BUILDING CONSENT</b>	KR	No objection	No decision
<a href="#"><u>253580</u></a>	Part change of use and conversion of detached double garage from residential (Use Class C3) to commercial (Use Class E(c)(ii)) - <b>4 Progress Close Ledbury Herefordshire HR8 2QZ</b>	AM	No objection – Councillor Harvey to address in ward Councillor Role	No decision
<a href="#"><u>260302</u></a>	Removal of dead laburnum. Removal of all dead and dying conifers & acacia trees behind/beside garages and overhanging neighbouring properties. All brash chipped and removed. All wood to be cut into manageable pieces and stacked. - <b>The Cedars Horse Lane Orchard Ledbury Herefordshire HR8 1PP</b>	NMG	No objection	Trees covered by TPO – Consent granted
<a href="#"><u>253088</u></a>	Replacement of existing plant with new, removal of existing cold room and alterations to 2 no. openings to the rear, proposed laundrette and parcel lockers to front, and general redecoration to store – <b>Co-op Supermarket, New Street, Ledbury, Herefordshire, HR8 2EZ.</b>	KR	No objection	No decision

**12 MARCH 2026**

<a href="#"><u>253506</u></a>	Side and rear extensions together with attic conversion - <b>3 Beggars Ash Cottages, Beggars Ash, Wellington Heath, Ledbury, Herefordshire, HR8 1LN</b>	KR	No objection	No decision
<a href="#"><u>253580</u></a>	Part change of use and conversion of detached double garage from residential (Use Class C3) to commercial (Use Class E(c)(iii)) - <b>4 Progress Close, Ledbury, Herefordshire, HR8 2QZ</b>	AM	No objection	No decision



<b>FULL COUNCIL</b>	<b>2 APRIL 2026</b>	<b>AGENDA ITEM: 19</b>
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**Report prepared by Angela Price – Town Clerk**

**SOUTHEND/MABLES FURLONG PARKING AND ROAD SAFETY REQUEST  
(COUNCILLOR SIMMONS)**

**This report is being resubmitted due to a vote not being able to be considered at the 12 March meeting due to the meeting becoming inquorate due to Councillor Morris submitting an interest in this item due to him living on Southend.**

**Purpose of Report**

The purpose of this report is to ask Members to support a draft Traffic Regulation Order (TRO) submission requested by residents and headteacher for action on safety and parking in proximity to John Masefield High School including the Southend and Mables Furlong.

**Detailed Information**

The attached draft TRO submission has been received from Councillor Simmons, Ledbury South Ward Councillor.

Councillor Simmons is seeking support from the Town Council in respect of the attached TRO submission and has provided a copy of a petition which has been signed by 31 local residents supporting the approach proposed by Councillor Simmons.

**Environmental Implications**

The proposed Traffic Regulation Order is not expected to have significant environmental impacts. Improved parking management and traffic control in the vicinity of John Masefield High School may contribute to reduced congestion and vehicle idling, which could have a minor positive effect on local air quality and noise levels. The measures may also support safer conditions for pedestrians and cyclists, potentially encouraging walking or cycling to school. Any environmental effects are therefore anticipated to be limited and largely positive, although some displacement of parking to nearby streets could occur.

**Recommendation**

That Members consider the attached draft TRO submission from Councillor Simmons and confirm whether Ledbury Town Council would support this approach.



The Ward Councillor and City/Town/Parish Council representative should visit the location to discuss the issue with the local community and Locality Steward who will advise if there is an alternative non-TRO solution.

Once all the issues have been highlighted and discussed, this "Assessment Request Form" should be completed and sent to the Traffic Management Team.

An initial assessment is applicable for new TRO requests to ensure that the request is suitable and/or considered beneficial to improve the Highway Network for its users. Applicants will be advised after this request is received by the Traffic Management Team.

**Location: The Southend (and Mables Furlong/Bray Avenue/Warren Drive), Ledbury**

**Between Junction of Biddulph Way and A449 (The Southend) (W3W trickster.impaled.teacher) and cross-roads at the High Street/The Southend/A438/B2416 (W3W directive.messaging.pancakes)**

**Mables Furlong, Bray Avenue and Warren Drive off The Southend at John Masefield School entrance.**

**Nature of traffic / parking issue:** Speeding vehicles, traffic mounting/blocking the pavement due to unrestricted parking creating hazard for pedestrians, traffic movement delays at Top Cross lights

**The issue in this location is three-fold:**

- 1. Speeding vehicles (85<sup>th</sup>% 37mph) along The Southend past entrance to John Masefield High School (approx. 900 pupils) travelling north from the A417.**
- 2. Increased unrestricted all-day parking, and school collection parking by parents, creating difficulty for residents being able to access/park/unload in proximity to homes on The Southend, Mables Furlong and nearby roads.**
- 3. Unrestricted parking along large length of The Southend southbound carriageway is preventing passing of large vehicles (e.g. school buses). This is leading to vehicles mounting narrow pavements on The Southend, and build up of traffic across/at the Top Cross traffic lights (increasingly busy junction).**

<p><b>Are you in contact with any concerned local residents who support this request?</b></p>	<p>Yes/No  Yes, supported by residents of The Southend and Mables Furlong etc with signed petition with signatures.  Also supported by Head Teacher and staff at JMHS.</p>
<p><b>Are you aware of any local residents who do not support this request?</b></p>	<p>Yes/No   No</p>
<p><b>Please provide any additional comments / documents in support of the request.</b>  (May be used in the decision report submitted to Herefordshire Council).</p>	<p>Additional Comments:  Attached; Police speed data, ATC data from HC,</p>
<p><b>Has this matter been discussed at a City/Town/Parish Council meeting?</b>  And, if so, what were the recommendations?</p>	<p>Yes/No  TBC</p>

<b>Requester's contact details</b>			
<b>Parish Council's representative Local Member</b>		<b>Local Member</b>	
Name:		Name:	<b>Cllr Stef Simmons</b>
Telephone Number:		Telephone Number:	07792881706
Mobile Number:		Mobile Number:	07792881706
Email Address:		Email Address:	Stef.simmons@herefordshire.gov.uk
Postal Address:		Postal Address:	C/O Plough Lane HR4 OLE
<b>TRAFFIC / PARKING ISSUE:</b>			
<p>Parking on both The Southend and Mables Furlong/Bray Avenue/Warren Drive is currently unrestricted (save for some short sections of double yellow lines). Anecdotally this is leading to all day parking by employees of businesses, shoppers and visitors to town and short-term parking by parents collecting school pupils or attending evening events. This is creating difficulties for residents and leading to traffic mounting pavements to navigate parked cars leading to conflict with pedestrians (especially school children), cyclists and buses. The issue has been exacerbated by recent installation of residents parking on nearby New Street and elsewhere in the town, and increase in parking charges in town centre car parks. In addition recent development on the outskirts of town could be contributing to amount of traffic now driving into town and looking for free temporary parking. Parking has also occurred on unrestricted blind summit/bend of The Southend south of the school entrance requiring police intervention. Several residents of The Southend and Mables Furlong have mobility issues and unable to park in proximity to their homes.</p>			
<b>SPEEDING ISSUE:</b>			
<p>Speeding vehicles along The Southend past entrance to John Masefield High School (approx. 900 pupils) travelling north from the A417. Both HC TM and Police data show 85<sup>th</sup> percentile speeds at this location (Feb and September 2025) as 37mph in 30mph zone. Police enforcement and deployment of SIDS not showing any speed reduction between the two dates speeds measured.</p>			
<b>TRAFFIC MOVEMENT ISSUE:</b>			
<p>Parking on The Southend is now so sustained throughout period 8am-6pm there are no 'gaps' to enable larger vehicles travelling in opposite directions to pass safely. Particularly at school drop off and pick up times buses/vans/SUVs are unable to travel southbound whilst traffic queuing northbound at light-controlled cross-roads. This is resulting in large tailbacks onto the Highstreet or Worcester Rd particularly.</p>			
<b>OTHER:</b>			
<p>Traffic queuing on the Southend in proximity to the footpath/mounting the pavement is creating an unpleasant environment for walking or cycling and driver conflict/stress and is contrary to both the LTP and LCWWIP aims. This also negatively impacts on air quality in the immediate area, and detracts from the conservation area and setting of the listed buildings along the Southend. Damage is being done to the pavement from vehicles mounting the kerbs.</p>			

Poor signage for HGV weight limit is leading to HGV use of The Southend creating additional conflicts. Aecom review of weights limits and signs recommendations should be considered in any TRO recommendations at this location.

ANTICIPATED IMPACT (assumed this means of intervention as opposed to current impact of issue)

Environment	Community	Business	Council
Positive impacts upon <ul style="list-style-type: none"> <li>• Air Quality</li> <li>• Heritage Setting</li> <li>• Noise</li> </ul>	<ul style="list-style-type: none"> <li>• Improvements to pedestrian and cycling safety</li> <li>• Improved parking for residents</li> <li>• Reduced delays at cross roads</li> <li>• Reduced all day free parking availability for employees</li> </ul>	<ul style="list-style-type: none"> <li>• Residents parking with 1 hour time limit for non residents may provide additional opportunities for visitor parking for 'pop and shop'</li> <li>• Employees of businesses may suffer from reduction in free all day parking</li> </ul>	<ul style="list-style-type: none"> <li>• Improved revenue stream from town centre car parks</li> <li>• Reduced complaints from residents re road safety</li> <li>• Concurrent with council plans such as LTP, LCWIP and County Plan</li> </ul>

PETITION

Is this request supported by a petition? <i>If yes, please attach.</i>	Yes <input checked="" type="radio"/>	No <input type="radio"/>
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I, the undersigned, hereby declare that I understand that an assessment is no guarantee that a newly requested TRO is either appropriate or necessary and may be recommended to be declined.

Confirmation of support for an assessment to be conducted from <b>Ward Councillor</b>	Name: Signature: Date:
Confirmation of support for an assessment to be conducted from: <b>City / Town / Parish Council</b>	Name: Signature: Date:
Confirmation of support for an assessment to be conducted from: <b>Locality Steward</b>	Name: Signature:

	Date:
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LEDBURY TOWN COUNCIL

MINUTES OF MEETING OF THE MAJOR PLANNING APPLICATION WORKING  
PARTY  
HELD ON 10 MARCH 2026

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**PRESENT:** Councillors Harvey and Hughes  
Ann Lumb – Civic Society

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

**3. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Kettle and Morris.

**4. DECLARATIONS OF INTEREST**

None received.

**5. TO APPROVE THE MINUTES OF THE MAJOR PLANNING APPLICATIONS  
WORKING PARTY MEETING HELD ON 25 FEBRUARY 2026**

**RESOLVED:**

That the minutes of the Major Planning Applications working Party held on 25 February 2026 be approved and signed as a correct record.

**6. TO PREPARE DRAFT RESPONSE FOR SUBMISSION TO A MEETING OF  
COUNCIL ON 12 MARCH 2026 FOR FINAL APPROVAL IN RESPECT OF  
THE FOREST OF DEAN DISTRICT CONCIL LOCAL PLAN 2025-45**

Councillor Hughes had provided a draft response for consideration at the meeting, which he had written in planning terms. Members reviewed the document and the following amendments were agreed.

i. Section 4 – Planning Policy Considerations

That the last paragraph be amended as follows:

*“Given the rural context of the site and the limited public transport options available, **and planned**, the proposal may result in significant reliance on private vehicles, raising concerns regarding sustainability.*

That the following paragraphs be added to this section:

*“Insufficient information is available in the consultation documents to evidence suitable offerings for walking and cycling links to the villages of Redmarley and Bromsberrow, Malvern Hills National Landscape and to Ledbury.*

*The development's location immediately adjacent to Junction 2 of the M50, makes the development's connectivity to larger service centres and employment sites all but entirely predicated upon the use of the motor car."*

ii. Section 5 Prematurity and Plan-Led development

That this section be amended as follows:

*"Ledbury Town Council believes the proposal for this strategic and significant housing allocation of a new small town – larger than the Market Town of Bromyard in Herefordshire has been insufficiently led by the planning authority and is, instead, an opportunistic acceptance of a developer and landowner-led scheme. Whilst bottom-up serendipitous landowner-led development opportunities through the call for sites process are an integral part of the development process for a local plan, proposals for entirely new settlements on the scale proposed for this scheme should more appropriately be led by a top-down analysis of the planning authority's geographical area to identify the most suitable sites based upon the strategic planning principles set out in the NPPF.*

*There is no evidence in the documentation available at this consultation stage to evidence that such strategic analysis and thought leadership has taken place for either of the large new settlement proposals contained in the Draft Local Plan, or that sequential testing of the merits of site options identified has been undertaken to evidence the relative suitability of sites deemed to meet the NPPF criteria."*

iii. Section 6 – Cross-Boundary Planning and Duty to Cooperate

That the last paragraph be amended as follows:

*"Ledbury Town Council is concerned that there is currently **insufficient evidence that neighbouring authorities have been fully engaged in assessing the impacts on infrastructure and services beyond the Forest of Dean district and in shaping the proposals now being consulted upon.**"*

*Ledbury Town Council are particularly concerned about the cumulative impact of existing Ledbury developments; the Glynchbrook plan is a concern for both infrastructure and the landscape bordering the Malvern Hills AONB."*

iv. Section 7 – Transport and Highways Impact

It was noted that the NPPF says that new settlements need to be located near rail facilities, and that if Ledbury is being seen as ticking the rail infrastructure box for this development then a significant increase of facilities at Ledbury Station should be provided.

That the following to bullet points be added:

- “iv. Increased use of the poorly configured Junction 2 of the M50*
- v. Increased loading of the car parking at the railway station and demand for the bus services accessible in Ledbury to connect to centres of employment and commerce as well as increased pressure on car parking within Ledbury and at Ledbury Station on an already inadequate and overstretched provision.”*

v. Section 9 – Infrastructure and Service Capacity

That the following paragraphs be added to this section:

*“There is insufficient clarity in the policy for this settlement to be assured that developer contributions are required to deliver the extension and upgrade of out-of-county infrastructure loaded by this development which lie beyond the planning authority’s boundaries.*

*There is a serious issue in relation to the phasing of infrastructure delivery and although that may not be appropriate under normal circumstances when putting a local plan together this should be detailed in policy terms for this develop given that it is proposed to be holistically designed and appropriate consideration given to the need for local service centres like Ledbury supporting residents at this location for at least 10-years into its buildout.*

*That there will potentially be a significant number of children that will look to Ledbury for High School provision; this should be reflected in S106 contributions.”*

vi. Section 10 – Impact on Ledbury Town Centre

That the final paragraph be amended as follows:

“Ledbury Town Council believes that the potential **social** and economic impacts on the town centre have not yet been adequately assessed.”

vii. Section 11 – Environmental and Landscape Impact

That the following amendments be made to this section:

- “i. *Landscape and visual impacts – particularly as regards the Malvern Hills National Landscape.*
  - iv. *Potential loss of agricultural land*
  - v. *Effects on ditches, streams and tributaries of the Rivers Leadon and Severn.”*
- viii. Section 12 – Summary of objections:

That the following additions/amendments be made to this section:

*“Ledbury Town Council objects to the proposed **strategic housing allocation at Glynchbrook** for the following key reasons:*

- ix. *Lack of evidence of a strategic search for appropriate site locations for new settlements within the Forest of Dean planning authority area and of any sequential testing of the proposed new settlement sites with respect to the strategic site options identified.*
- ix. Section 13 – Conclusion

*“For the reasons set out above, **Ledbury Town Council** formally objects to the proposed strategic housing allocation at **Glynchbrook** in its present form.*

*Ledbury Town Council therefore respectfully requests that the determining authority give full and careful consideration to the issues raised in this submission when **considering the suitability of the proposed housing allocation and development of an entirely new settlement on the scale of a small market town.**”*

**LEDBURY TOWN COUNCIL  
MINUTES OF A FEES & CHARGES WORKING PARTY  
HELD ON 19 MARCH 2026**

---

**PRESENT:** Councillors Chowns (Chair) Harvey, Hughes & Kettle.

**ALSO PRESENT:** Angela Price – Town Clerk  
Julia Lawrence – Deputy Town Clerk  
Sophie Jarvis – Minute Taker

**1. CEMETERY FEES AND CHARGES**

Members agreed that cemetery fees and charges should reflect the scarcity of burial plots at the New Street Cemetery. It was agreed that interment of ashes should be encouraged to help conserve the remaining space and that this should be reflected in the fees and charges.

Members agreed that Ledbury should align its fees and charges more closely with those of Hereford and Leominster's cemeteries. The Clerk noted that Hereford's fees are likely to be higher due to them including grave digger costs, whereas Ledbury's do not include these.

It was agreed that the Council should provide advance notice to Ledbury residents that cemetery fees and charges are likely to increase significantly in the future. Councillors also noted the importance of informing funeral directors and memorial masons ahead of any substantial changes, to allow them to adjust costs related to funeral packages and manage clients' expectations regarding costs. In addition, members emphasised that the Council should increase promotion of Death Cafés, alongside encouraging awareness of environmentally friendly burial options.

Councillor Harvey suggested that the Annual Parish Meeting taking place on 30, April 2026 would be a good opportunity to inform residents of the above.

Members reviewed the Cemetery fees & charges document provided and agreed that the new prices will be more than an uplift of 3% or 5% to align with Hereford's costs. It was noted that a more rounded approach with recommendations of what council should do to move forward should be provided at the next Full Council meeting scheduled for Thursday, 2 April 2026.

It became apparent during the meeting that the information provided within the report was not reflective of the information provided on Herefordshire Council's website and therefore it was not possible to measure the costs against the Ledbury Costs in the meeting.

Members instructed officers to investigate how much staff time is likely to be taken for a 'Transfer of Exclusive Right of Burial' to ensure that the costs for this service are comparable with staff time.

It was noted that the non-resident fees should be at least double if not more than the Ledbury resident fees & charges.

Members agreed that, in line with other cemeteries in the county, double-depth burials should be standard and that the fees and charges should be amended to reflect this. In the case of a re-opening, the charges would be applied at the single-depth burial rate.

**RESOLVED:**

**That a further report be prepared using accurate figures from Herefordshire Council's website for comparison and provided to the meeting of Council schedule for 2 April 2026. The data provided in the report will be aligned more closely with the fees charged in Hereford and Leominster cemeteries, rather than focusing on a set percentage increase. This report will be submitted to the next scheduled Full Council meeting on 2 April 2026.**

**2. WEDDINGS AND CHARTER MARKET FEES AND CHARGES**

**RESOLVED:**

**That this item be deferred to the next Full Council meeting taking place on Thursday, 2 April 2026.**

**The meeting closed at 8:05pm.**

Report prepared by Julia Lawrence – Deputy Town Clerk

## **FEES AND CHARGES**

### **Purpose of Report**

The purpose of this report is to ask Members to give further consideration to the fees and charges for both Ledbury Cemetery, the Charter Market and Jacobean Room in respect of weddings and meeting room facilities.

### **Detailed Information**

Please find attached at Appendix 19i, an updated schedule setting out fees and charges for Ledbury Cemetery, based on fees and charges for Herefordshire. Due to the various memorial headstone options being so varied, it has been difficult to compare Ledbury against Herefordshire. Hereford tends to have more bench memorials offering a 10-year lease for a bronze plaque for £345, to a Granite Sanctum and Kerb Memorial in the Millennium Garden ranging from £325 for a 5-year lease to £1,625 for a 50-year lease.

Appendix 19ii refers to proposals for price increases for the Charter Market, use of the Jacobean Room not only for weddings but for room hire.

Members are asked to note the further options put forward on this schedule such as reference to the use of electricity, price differences for the Charter Market depending on what type of trader is attending.

### **Financial Implications**

As detailed in the Notes of the Meeting for Fees and Charges, Members are asked to approve the revised charges which are aligned to those fees and charges for Herefordshire, which should reflect on the scarcity of burial plots at New Street and encourage residents to select the interment of ashes as a favourable option.

Members are reminded that Herefordshire's fees and charges include the costs for a grave digger which is not the case for Ledbury's fees and charges.

### **Recommendations**

- 1 That Members consider and agree the revised fees and charges for Ledbury Cemetery, Weddings and other room hire charges for the Jacobean Room, to come into effect on 1 April 2026.**
- 2 That Members consider and agree the revised fees and charges for the Charter Market but also give consideration to the additional options put forward.**



## LEDBURY TOWN COUNCIL – CEMETERY FEES AND CHARGES

Hereford – Exclusive right of burial for 50 years, including Deed of Grant <b>Hereford's fees and charges include grave digger costs.</b>	2025/26 – Current Rate	2026/27 Charges
<b>EXCLUSIVE RIGHT OF BURIAL</b> (To include fee of £45 for cemetery improvement fund)		
<b><u>RESIDENTS OF LEDBURY</u></b>		
<u>Ledbury - Exclusive Right of Burial exceeding 18-years Hereford and Leominster (grave for 2 people)</u>	£525.00 £1,348.00	£1,348.00
<u>Ledbury - Exclusive Right of Burial of a child not exceeding 18-years Hereford and Leominster</u>	£0.00 £0.00	£0.00
<u>Ledbury - Exclusive Right of Burial in Garden of Remembrance Hereford and Leominster</u>	£200.00 £649.00	£649.00
<u>Ledbury - Transfer of Exclusive Right of Burial Hereford and Leominster</u>	£34.00 £85.00	£60.00
<b><u>NON-RESIDENTS</u></b>		
<u>Ledbury - Exclusive Right of Burial exceeding 18-years Hereford and Leominster (grave for 2 people)</u>	£919.00 £2,696.00	£2,696.00
<u>Ledbury - Exclusive Right of Burial of a child not exceeding 18-years Hereford and Leominster – child up to and including 16 years Hereford and Leominster – child up to and including 18 years (Standard Grave)</u>	£0.00 £661.00 £1,348.00	£1,348.00
<u>Ledbury - Exclusive Right of Burial in Garden of Remembrance Hereford and Leominster</u>	£323.50 £1,298.00	£1,298.00

		2025/26 Current Rate		2026/27 Charges
		1 Depth	2 Depth	
For interment in an earthen grave				
Ledbury - 18 years and over Hereford and Leominster		£198.50	£225.00	£1,075.00
Ledbury - Not exceeding 18 years Hereford and Leominster		£1,075.00	£976.00-re-open	£976.00 – Re-open
		No Charge	No Charge	No Charge
		No Charge	No Charge	
For interment in the Garden of Remembrance		£109.50		£219.00
Ledbury - For interment of ashes in grave space		£219.00		
		£109.50		£219.00
		£219.00		
For interment of ashes where no Funeral Director is instructed		£178.50		£185.00
For interment of ashes not exceeding 18 years		No Charge		No Charge
<b>INTERMENT FEES – NON-RESIDENTS</b>				
For interment in an earthen grave				
Ledbury - 18 years and over Hereford and Leominster		£405.00	£449.50	£2,150.00
Not exceeding 18 years Hereford and Leominster		£2,150.00	£1,952.00 re-open	£1,952.00 Re-open
		No Charge	No Charge	No Charge
		No Charge	No Charge	

<b>For interment in the Garden of Remembrance Hereford and Leominster</b>	<b>£217.50</b> <b>£438.00</b>	<b>£438.00</b>
<b>For interment of ashes in grave space Hereford and Leominster</b>	<b>£217.50</b> <b>£438.00</b>	<b>£438.00</b>
For interment of ashes where no Funeral Director is instructed	£358.00	<b>£370.00</b>
For interment of ashes not exceeding 18 years	No Charge	<b>No Charge</b>

<b>Ledbury</b>	<b>2025/26 – Current Rate</b>	<b>2026/27 Charges</b>
<b>MEMORIAL FEES</b>		
Flat stone (Garden of Remembrance) Permit (1ft x 1ft)	£72.50	<b>£80.00</b>
Additional Inscription (permission required)	£49.50	<b>£55.00</b>
Head of Foot Stones (2'6" x 2'6" wide x 12" thick)	£172.50	<b>£180.00</b>
Additional Inscription (permission required)	£49.50	<b>£55.00</b>
Headstone for Childs Grave not exceeding 18 years	No Charge	<b>No Charge</b>
<b>OTHER CHARGES</b>		
Use of Chapel for Funeral Service	£86.00	<b>£100.00</b>
Search for an entry of burial in register books	£19.00	<b>£20.00</b>
Certified copy of an entry of burial in the register books	£19.00	<b>£20.00</b>
To provide duplicate burial deed	£19.00	<b>£20.00</b>
For the Exhumation from an earthen grave	£296.00	<b>£310.00</b>
For the Exhumation of cremated remains (container only)	£183.00	<b>£195.00</b>

**Links to following Websites:**

Ross on Wye

<https://rosstc-herefordshire.gov.uk/wp-content/uploads/2025/01/Cemetery-fees-June-2024.pdf>

Bromyard and Winslow

<https://www.bromyardandwinslow-tc.gov.uk/wp-content/uploads/sites/105/2025/04/Fee-Description-April-2025.pdf>

Hereford / Leominster / Kington / Wigmore

<https://www.herefordshire.gov.uk/directories/cremations-burials-and-memorials-fees-and-forms/interments/>

## LEDBURY TOWN COUNCIL – WEDDINGS AND CHARTER MARKET

	2025/26 – Current Rate	Proposed Rate for 2026/27
<b>WEDDINGS</b>		
Room Hire for the Jacobean Room A deposit is required to secure the booking	£252.00 £52.50	£265.00 £60.00
<b>CHARTER MARKET (Cost per pitch)</b>		
Under the Market House	£23.50	£25.00
Upper Floor	£20.00	£25.00
Outside (High Street)	£19.50	£25.00
St Katherines Square	£ ?	£25.00
Electricity – Per pitch, per day	£3.00	£5.00
Table Hire – Per table, per day	£5.00	£5.00
Gazebo – Per pitch, per day	-	£5.00
<b>JACOBEBAN ROOM - MEETINGS</b>		
Hourly Rate	£12.50	£15.00
Day hire – Between 9.00am and 5.00pm	£77.50	£100.00
<b>ST KATHERINES SQUARE (For businesses only and not charitable organisations)</b>		
Cost per hour	£25.00	£28.00
Cost for half a day	£125.00	£130.00
Cost for full day	£250.00	£260.00

**Further options to consider:**

- 1 Hereford market charge £6.00 for electricity when using lighting only, but charge £11.00 if cooking. Ledbury may wish to consider these charges too?
- 2 Hereford differentiate between Regular Traders and Casual Traders, charging £32 per pitch per day for Regular Traders and £38 per pitch per day for Casual Traders. These charges relate to Wednesday's only and increase to £38 and £44 respectively for a Saturday's trading. Ledbury may wish to consider this option?
- 3 Ledbury offers two free pitches once the Traders has attended the Market twice. Ross on Wye offer a 50% discount on the first 4 pitches. Ledbury may wish to consider this approach?

**Officer Recommendation**

**It is proposed that Ledbury Town Council adopts all 3 options above with effect from 1 April 2026.**

Report prepared by Julia Lawrence – Deputy Town Clerk

## **CEMETERY WORKS**

### **Purpose of Report**

Members are asked to give consideration to the following works to take place at Ledbury Cemetery, New Street, Ledbury. This entails repointing a section of the boundary wall adjoining Oakland Drive (top entrance to Cemetery) and to dig out and construct a footpath around the new storage container.

### **Detailed Information**

#### **Repointing Works**

Some repointing was undertaken at the Cemetery several years ago, but works were never completed due to insufficient funds at the time.

The section of wall is that shown below, which runs from the top entrance of the Cemetery to where the skip is located within the fenced enclosure. Some sections of the wall are adequate whereas other sections are showing frost damage which has resulted in stones falling away or existing mortar crumbling away making surrounding stonework loose. The photograph, below right, shows where the actual stone pillar has collapsed. It should be emphasised that repointing will also need to be addressed on the boundary wall between the Cemetery and the football ground at a later time, subject to funding constraints.



Five local contractors were contacted in early February and were requested to provide a quotation to carry out repointing repairs only where it needed repairing or was deemed absolutely necessary, including the collapsed stone pillar, with the intention that any such works would then take place in the new financial year and when the weather had improved.

All five contractors are local to the area, three of whom have previously undertaken works for the Council. A summary of their quotes are as follows:

	<b>Location</b>	
1	Ledbury	£1,580.00 + VAT
2	Ledbury	No response
3	Colwall	£7,500.00 + VAT
4	Ledbury	£9,498.00 + VAT
5	Ledbury	£4,680.00 + VAT

All stonework to be lime mortar pointed, flush jointed and brushed back, including rebuilding stone pillar and for all waste to be taken off site.

All contractors are aware that should their quotation be accepted, it is on condition of then providing a risk assessment, method statement and copy of their public liability insurance certificate prior to any works commencing, prior to a purchase order being provided.

It is anticipated that the works will take approximately five to six days to complete, working on the basis of two operatives on site.

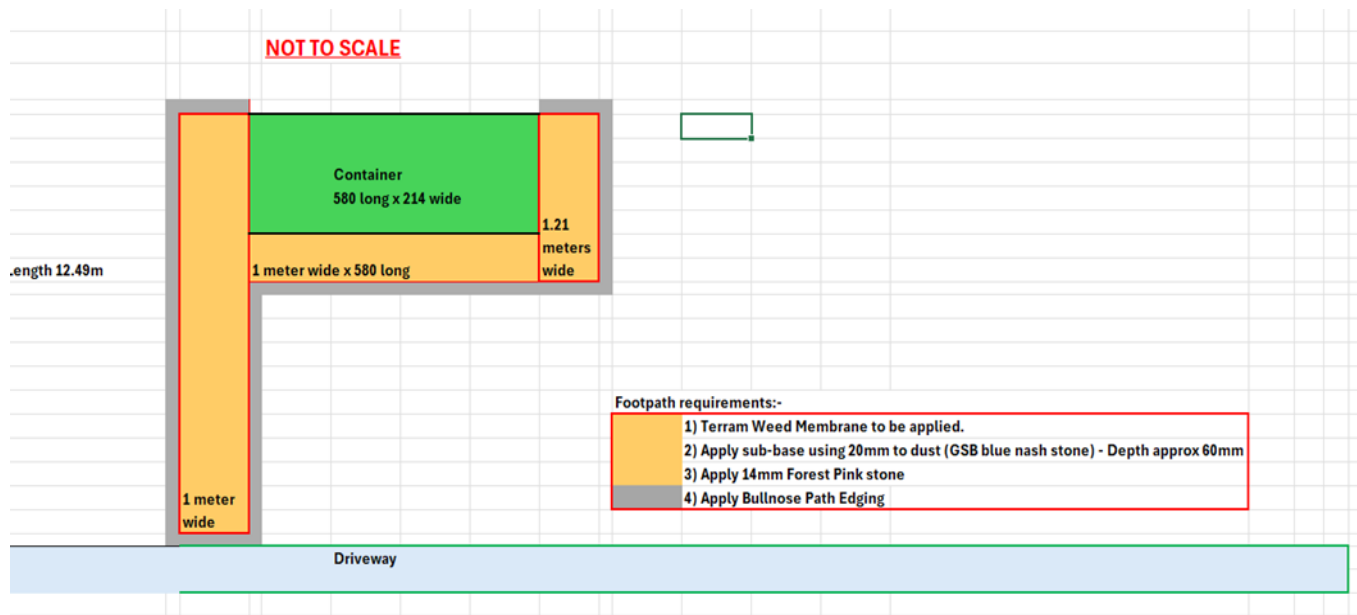
### **Gravel Footpath in front of new Storage Container**

It is proposed that a gravel footpath be constructed immediately in front of the storage container, with a gravelled entrance to the container and a meter wide strip running immediately in front of the container, and for a meter wide footpath running down to the drive on the left-hand side of the storage container.



The proposed works will include, but are not limited to, the following:

- Setting out the footpath in accordance with the supplied diagram and measurements.
- Excavation to the required formation level.
- Installation of specified edging to define the path.
- Supply and installation of a compacted Type 1 sub-base.
- Installation of a weed-suppressant membrane.
- Laying, levelling and compacting the specified gravel finish.
- Removing all excess soil off site.



In accordance with the scope of works, five local contractors were invited to quote for the work and this is summarised below.

	Location	
1	Ledbury	£3,775.00 + VAT
2	Ledbury	No response
3	Ledbury	£3,280.00 + VAT
4	Ledbury	£2,750.00 + VAT
5	Ledbury	£4,500.00 + VAT

As noted above, all contractors are aware that should their quotation be accepted, it will be on condition of them providing a risk assessment, method statement and copy of their public liability insurance certificate prior to any works commencing, and a purchase order be provided.

It is anticipated that works will take up to five days to complete, with two/three operatives on site each day.

Should Members agree to proceed with these works, then contractors will be advised that if there are any funerals taking place, that works will need to be halted and their vehicles moved from the area for the duration of the funeral.

### **Financial Implications**

Funding for both areas of work will be allocated to the following budget lines:

- i. Perimeter wall repointing works – CC102/NC4223 – Cemetery & Buildings/Perimeter Wall repairs – 2026/27 – the £2,000 Budget allocation from 2025/26 has not been spent and therefore will be carried over into 2026/27 – there is a budget allocation of £3,000 in the 2026/27, which provides a total sum of £5,000 – this is sufficient to cover the cost of two of the quotes, however if either of the higher quotes were chosen the additional funds would need to be taken from EMR 335 Amenity & Open spaces\*

- ii. New pathway – CC102/4206 – Cemetery & Buildings/Grounds Maintenance – 2026/27 Budget allocation £3,000 which will cover the cost of one of the quotes received, however if Members were to chose a higher quote the additional funds would have to be taken from EMR 3335 Amenity and Open Spaces\*.

\*As of 26 March 2026 EMR 335 Amenity and Public Spaces has a balance of £15,404.05

### **Recommendation**

**That Members give consideration to the quotations received in respect of the repointing works and new gravel footpath at Ledbury Cemetery and subject to Members approval Officers be instructed to appoint contractors to undertake the works as follows:**

#### **1 Repointing Works**

**Contractor No. 1 - £1,580.00  
Contractor No. 3 - £7,500.00  
Contractor No. 4 - £9,498.00  
Contractor No. 5 - £4,680.00**

#### **2 New Gravel Footpath**

**Contractor No. 1 - £3,775.00  
Contractor No. 3 - £3,280.00  
Contractor No. 4 - £2,750.00  
Contractor No. 5 - £4,500.00**

**Please note all quotations are exclusive of VAT at 20%.**

**All costs to be met from cost code 102 Cemetery and Buildings for the 2026/27 financial year, being:**

**Nominal code 4223 Perimeter repairs - £3,000; and**

**Nominal code 4206 Grounds maintenance - £3,000.**

**For funds over and above these amounts, to be sourced from EMR 335 Amenity and Public Spaces, which currently has a balance of £15,404.05.**

## LEDBURY TOWN COUNCIL

<b>FULL COUNCIL</b>	<b>2 APRIL 2026</b>	<b>AGENDA ITEM: 23</b>
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Report prepared by Julia Lawrence – Deputy Town Clerk

### **MARKET HOUSE STAIRCASE**

#### **Purpose of Report**

The purpose of this report is to advise Members of works recommended by Caroe and Partners in respect of the Market House staircase as part of the recent Quinquennial Survey, noting that they have recommended that all necessary repairs and improvements should be completed within a 12-month period. This report sets out quotations received from two specialist contractors.

#### **Detailed Information**

Caroe & Partners Quinquennial Survey advised that the following works should take place:-

- 1 Renew anti-slip strips to staircase** – Infill strips to demarcate the edges of treads have been lost or have shrunk away and are no longer of contrasting colour. The adhesive anti-slip panels fixed to treads are damaged and peeling, particularly to the lower flight which is more exposed to the weather. All should be renewed before they create trip hazards.
- 2 Overhaul and redecorate balustrade and handrails** – The original iron balustrading is now heavily rusted with detaching paintwork throughout. Overhaul and redecoration is advised. Modern handrails should be overhauled and redecorated at the same time. Preparation and redecorating with smooth oil based paint will make the handrails easier to use.
- 3 Repair staircase gate** – The bottom gate is loose on its modern hinges and requires repair. The gate is splitting slightly where a deadlock has been installed, which just fits within the gatepost. Redecoration of the gate should take place at the same time as redecoration of balustrades.
- 4 Redecorate the walls and stairwell ceiling**

The photographs below demonstrate the extent of deterioration of the stairs at the Market House.



Four specialist contractors in listed buildings were contacted and asked to quote for the works. One contractor declined due to a full order book, while another failed to submit a quotation despite expressing initial interest. The two remaining contractors are both well established and have previously undertaken work for the Council. Each has been advised that, if successful, they will be required to provide a risk assessment, method statement and valid public liability insurance certificate, prior to any works commencing.

#### Company 1

A summary of their quotation is as follows:

Overhaul and redecorate the balustrade and handrails	£5,449.00
Repair staircase gate	£468.00
Renew anti-slip strips to staircase	£1,605.00
Prelims	£2,410.00
Redecoration of stairwell – walls and ceiling	<u>£1,630.00</u>
<b>Total, excluding VAT</b>	<b><u>£11,562.00</u></b>

This company would use a removeable alloy tower to decorate the walls and ceiling which would be removed each night and at weekends. The company has not stipulated how long the works will take but it would be sensible to allow for up to four weeks which would be on apar with Company 2. This timescale will allow for adequate time to be dedicated to the different stages of the work.

#### Company 2

Construct framing so to sheet off all working areas to supress dust/fumes. Protect all flagstone surfaces with Anti knock. All working areas to be cordoned off with appropriate H&S signage. Prepare all metal balastrades sections and gate metalwork with wire brushes and abrasive pads. Rub down modern handrail. Repair staircase entrance gate as specified. Remove all anti slip strips from stair treads and remove excess adhesive. Apply one coat red oxide oil-based primer then 2 coats Ingilby linseed oil paint black to balustrade, gate meal work and

modern handrail. Fix new anti-slip strips to staircase treads. Clear and remove all protection and framing. £15,000.00

First floor lobby – protect all services and areas not to be decorated. Prepare all surfaces for decoration. Apply 2 coats of emulsion paint to walls and ceiling (colour to be agreed). £2,000.00

Overall total £17,000.00

Contingency 10% £1,700.00

Total £18,700.00

P/OH £1,870.00

**Final Total excluding VAT £20,570.00**

Members should be aware that the planned works could impact the upper floor of the Market House, potentially affecting the Charter Market below if the space is needed for construction or if visitors wish to access the building. Any scaffolding or protective framing must be carefully positioned by contractors to minimise disruption to market traders and maintain safe, accessible routes for visitors.

Once the works have been approved and a start date agreed, Officers will notify all market traders in writing to ensure they are aware of the forthcoming works. It is acknowledged that the works could impact the tables and chairs normally set out beneath the Market House during the week; however, every effort will be made to relocate these to the opposite side of the building so that residents and visitors can continue to use them with minimal disruption.

### **Environmental Considerations**

The planned works on the Market House staircase present several environmental considerations. Dust and fumes from sanding, paint removal and decoration could affect air quality, so containment and low-volatile organic compound materials should be used. Old paint and adhesives may contain hazardous substances like lead, requiring careful removal and disposal, while solid waste from anti-slip strips, scaffolding and paint must be managed responsibly, with recycling where possible. Noise from construction activities could impact visitors and nearby market traders, so work should be limited to appropriate hours. Protective measures are needed to safeguard the historic fabric of the building, including flagstones, walls and metalwork, and efficient use of materials and energy should be encouraged to minimise environmental impact. Scaffolding and work areas should also be planned to reduce disruption to public access and market operations.

### **Financial Implications**

Budget line 202/4170 has a budget of £10,300 relating to the Council Offices and Market House. If all this budget is used for this work, then it leaves nothing for any other repairs throughout the year. Therefore, it is suggested that £5,000 is considered from this budget with the balance being met from EMR 324 Listed Buildings, which has a balance of £104,955.7 as of 20 March 2026 (which will be allocated to this line up to £5,000 once the budget line is overspent later in the year).

## **Recommendation**

**That Members consider the contents of the report and if agreeable, to select one of the contractors to undertake the works in accordance with the schedule of works, and for Officers to appoint the successful contractor, being:**

<b>Company 1</b>	<b>£11,562.00 + VAT</b>
<b>Company 2</b>	<b>£20,570.00</b>

**Costs for the work are to be met from budget line: 202/4170 for £5,000 and the balance being met from EMR 324 Listed Buildings, in the financial year 2026/27.**

<b>FULL COUNCIL</b>	<b>2 APRIL 2026</b>	<b>AGENDA ITEM: 24</b>
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Report prepared by Julia Lawrence – Deputy Town Clerk

## **MARKET HOUSE – SURPLUS FURNITURE**

### **Purpose of Report**

The purpose of this report is to update Members on the surplus furniture that is currently stored in the Market House.

### **Detailed Information**

A report was submitted to Full Council on 19 February 2026 outlining proposals for the surplus furniture currently stored in the Market House. Following discussion, it was agreed that it would be more cost-effective to either send the furniture to auction or dispose of it, subject to advice being sought from an auction house (Minute No. C1159, 25 February 2026 refers).

Following that meeting the Deputy Clerk contacted H J Pugh & Co, Ledbury, and provided them with a photograph (Appendix A) seeking their opinion in respect of potential for auctioning the furniture. Their response was as follows:

*“Thank you for the email and photos and apologies for the slow response. After looking at all of the photos I am afraid the only piece of furniture which would have any value and would be saleable is the large extending dining table. This however, is such a large piece of furniture we wouldn’t want it in our saleroom until about a week before the auction as it would take up so much space. We haven’t booked our next furniture sale as of yet but we are planning on having one at some point in April. If you do have another means of selling/disposing of the furniture in the meantime I would recommend that you try and do this as I am afraid even the large dining table that should sell with us wont fetch an awful lot and depending on your arrangements may end up costing more for it to be brought to us then it is worth.*

*Apologies we couldn’t assist more”.*

Another auction house could be approached although it is likely that their response may be similar to H J Pugh & Co. However, should they express interest, apart from auction fees and charges, additional fees for removal would apply, and there would be no guarantee that all the furniture would be sold, which would incur further costs for the collection and proper disposal of any unsold items.

The next Antique and Collectables Sale at H J Pugh is on 15 April 2026. H J Pugh considered that possibly the large oak table *might* sell and therefore a cost has been provided by a removal company to dismantle and transport this table to H J Pugh Auction House in Ledbury. The removal company has quoted £200 to move the table from the Market House to Pugh’s Auctioneers and in the event that the table did

not sell, it would be the same cost again for the removal company to deliver it to an address within Ledbury, albeit its onward location needs to be confirmed. Therefore, Officers do not recommend pursuing this option.

As an alternative, Members may wish to consider a selection of chairs could be offered for sale via the Council's own market stall at the opening event of the new Antiques Market being organised by the Council on Saturday, 25 April 2026. With three variations of the chairs available, a couple of each design could be displayed on the stall, accompanied by a large photograph indicating the total quantity. Chairs could be sold at a nominal price, for example £7–£8 each, with the final price to be agreed by Full Council. If the Council is able to sell some of the chairs or potentially tables, this could result in savings compared to using an auction house.

If Council were minded to opt for the above option a poster would be created which can be displayed in advance of the Market and on the day of the event.

In addition to the above suggestion, the Deputy Clerk is in discussion with an interested party who may wish to purchase the chairs and tables. Photographs of the furniture have been sent and their response is awaited.

In view of the above, Members are asked to give consideration to the information provided in the report and advise whether they want to pursue the Antiques Market and/or wait on the outcome of discussions with the interested party. If the furniture cannot be sold to the interested party, or indeed be considered for the Antiques Market, then all remaining furniture will need to be disposed of appropriately. Costs for this option have not been sought yet subject to the outcome of the other options put forward.

Finally, Members are reminded of the urgency to make a decision due to the impending Stromstad event that will be taking place over the weekend of 11/12 April 2026 upstairs in the Market House as well as the Carnival Association wishing to set out their display on the raised staging space. If the furniture is not disposed or sold before this event, then interim measures will be put in place to remove most of the furniture to the Cemetery for storage in one of the rooms adjoining the Chapel until such time it can be disposed of.

### **Financial Implications**

If the furniture is sold via the Antiques Market or interested party, it is hoped that no costs will be incurred. However, if it is sold via H J Pugh, then there is a sales commission of 12.5% plus VAT of hammer price. The minimum commission is £8.00 plus VAT per lot entered. Please also note that H J Pugh can provide haulage, if notified in sufficient time, the cost of which will be deducted from proceeds of sale plus VAT.

### **Environmental Considerations**

From an environmental perspective, selling the surplus furniture at the market or via an auction house is preferable, as it promotes reuse, reduces waste, and avoids landfill. Extending the life of the furniture also lowers demand for new production,

saving resources and reducing carbon emissions. Should items remain unsold, the Council would need to ensure they are responsibly disposed of, recycled, or donated to minimise environmental impact.

### **Recommendations**

**That Members give consideration to the following options:**

- a) Consider selling some or all of the furniture at the forthcoming Antiques Market on 25 April 2026.**
- b) Arrange for the large oak table to be sent to auction on 15 April 2026, accepting that the costs will be a sales commission of 12.5% plus VAT of hammer price. The minimum commission is £8.00 plus VAT per lot entered plus haulage costs, which, if dealt with by H J Pugh, such cost would be deducted from proceeds of sale plus VAT, accepting that all these costs could be greater than the actual sale of the table.**
- c) Await outcome of discussions with the interested third party.**
- d) Make arrangements for the furniture to be disposed of.**



## LEDBURY TOWN COUNCIL

<b>FULL COUNCIL</b>	<b>2 APRIL 2026</b>	<b>AGENDA ITEM: 25</b>
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Report prepared by Julia Lawrence – Deputy Town Clerk

### **UPDATE ON DEFIBRILLATORS**

#### **Purpose of Report**

The purpose of the report is to update Members on the status of new defibrillators in and around the Town.

#### **Detailed Information**

Members will note that a report was presented to Full Council on 12 March 2026 (Minute no. C1218 refers) updating progress on the installation of new defibrillators at both Bridge Street and The Langland. Signage has now been installed at both kiosks, informing the public of the presence and location of the defibrillators.

#### **1. Furlong Court**

At the time of the last report, Members were waiting for the outcome of the vote that was taking place at the Furlongs to gauge whether the local residents of the Furlongs were in favour of having a defibrillator installed on Anchor's site office. The response from Anchor was received on 13 March 2026 and is as follows:

*"Following LTC's proposal to install a defibrillator at Furlong Court, I have consulted with the residents to establish whether there is support for the installation. The outcome of the voting process did not produce a majority in favour.*

*Several residents also proposed an alternative location for consideration: the disused telephone box on Byfield Road, approximately a two-minute walk from the scheme. This option would remain within acceptable response time parameters while providing additional benefit to the wider community.*

*I would welcome your thoughts on this suggestion".*

Clearly this response was disappointing for some members of the Furlong community. It has been clarified that the phone box referenced is located off Biddulph Way, on Martins Way, opposite the playing fields. This phone box was formally adopted by Ledbury Town Council in May 2020.



At the Full Council meeting on 24 July 2025 (Minute Ref: C904), it was resolved: “*That Ledbury Town Council support the local resident in respect of funding the installation and continued maintenance of an AED defibrillator in the locality of Bramley Close, Ledbury.*” It is therefore proposed that a defibrillator be purchased and installed at the Biddulph Way phone box location, which has already been adopted by the Council, with associated costs funded from EMR 336 – Community Projects, which has a balance of £12,585.35 as of 20 March 2026.

## **2. Bence – Existing Defibrillator**

As recorded in the report submitted to Full Council on 12 March 2026, it was noted that a defibrillator had previously been located on the Bence building but that it had not been in use for approximately seven years. Officers contacted Bence to explore the possibility of purchasing or contributing to a replacement defibrillator. While Bence acknowledged the importance of maintaining community access to this equipment, they have indicated that, due to the current financial climate and budgetary pressures, they are unable to fund or contribute towards a replacement or ongoing costs at this time.

Officers are pursuing alternative options to identify other large businesses in the vicinity who may be willing to sponsor a defibrillator and will provide Members with further updates in due course.

## **3. Railway Station**

Officers have been in contact with BT Payphones, who confirmed that the decommissioned phone box at Ledbury Train Station is located on land owned by West Midlands Trains (WMT) and has not been adopted by any other party to date. Officers have therefore registered the Council's interest with BT Payphones to adopt the kiosk, subject to formal written permission from WMT.

Under current BT policy, if a kiosk is sited on private land, the landowner may adopt it, or another eligible party may do so if written permission (email accepted) is provided. Officers have contacted WMT to request permission or to be directed to the relevant department. In the meantime, the Council's interest in adopting the kiosk remains registered, pending receipt of the necessary written consent.

## **Financial Implications**

Members have previously been advised that there is no allocation in the 2026/27 financial year for the purchase of a new defibrillator. Consequently, the costs associated with the Biddulph Way defibrillator will need to be met from EMR 336 – Community Projects, which currently has a balance of £12,585.25 as of 20 March 2026. Members are reminded that funding for a defibrillator in the locality of Bramley Close, Ledbury, was agreed at Full Council on 24 July 2025 (Minute Ref: C904).

Members should also note that should the Council wish to commission further defibrillators, this funding stream would need to be utilised. It is, however, hoped that some of the larger businesses in Ledbury may wish to purchase or contribute towards additional defibrillators at locations such as the Railway Station and/or local trading estates. In addition to this, officers are investigating potential grant funding for such projects.

### **Environmental Considerations**

Defibrillator (AED) installations in and around Ledbury should minimise visual and ecological impact, particularly in conservation areas or near listed buildings, while ensuring safe, year-round access. Outdoor units should be energy-efficient, with heating or lighting carefully managed, and batteries handled responsibly in line with WEEE Regulations (*Waste Electrical and Electronic Equipment*). Durable, low-maintenance materials should be used, and sites should avoid flood-prone or sensitive habitats to support sustainable long-term operation.

### **Recommendations**

**That Members note the previous approval for a defibrillator and its installation in the locality of Bramley Close, Ledbury, confirmed on 24 July 2025, which is now proposed to be installed at Biddulph Way, on Martins Way. The associated costs will be met from EMR 336 – Community Projects, which has a balance of £12,585.25 as of 20 March 2026.**



<b>FULL COUNCIL</b>	<b>2 APRIL 2026</b>	<b>AGENDA ITEM: 26</b>
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Report prepared by Angela Price – Town Clerk

## **OUTCOME OF EXPRESSION OF INTEREST IN RESPECT OF PLAY AREAS IN LEDBURY**

### **Purpose of Report**

The purpose of this report is to provide Members with an update in respect of the Expression of Interest (EOI) submitted to Herefordshire Council in respect of play areas owned by them in Ledbury.

### **Detailed Information**

Members will recall that they previously agreed for officers to submit an EOI in respect of potential capital funding being made available to be spent on play areas during 2025/26 and 2026/27 and enter into an asset transfer process in respect of these play areas.

Subsequently, officers submitted an EOI in respect of the following play areas:

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

A response has now been received in respect of the EOI submission advising that Herefordshire Council Officers have provisionally accepted these sites as being in scope in line with the capital funding.

They are now preparing a note that will outline the estimated funding allocation for these sites which will include the necessary Community Asset Transfer documentation for completion and they have confirmed that they will be in touch as soon as they are able to progress to the next stage.

Once further information has been received officers will provide this to Members to consider whether they wish to enter into an asset transfer on the criteria provided by Herefordshire Council.

### **Recommendation**

That Members receive and note the update in respect of a potential asset transfer of play areas in Ledbury.



## LEDBURY TOWN COUNCIL

### MINUTES OF A MEETING OF THE EVENTS WORKING PARTY MEETING HELD ON TUESDAY 23 MARCH 2026

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**PRESENT:** Councillors Chowns and Morris  
Non-Councillors: Al Braithwaite (Chair) Griff Holliday, Sonia Bowen, Nic Sims and Tara Emery

**ALSO PRESENT:** Angela Price – Town Clerk  
Honor Holton – Minute Taker

#### **61. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Harvey, Hughes and Lizzie Gissane.

#### **62. TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD ON 18 FEBRUARY 2026**

##### **RESOLVED:**

That the minutes of the meeting of Events Working Party held on 18 February 2026, be approved subject to the following amendment:

“That minute number 5 be amended to read: “It was also **suggested** that many of the Town map/ walk leaflets could be converted onto the App

#### **63. TO RECEIVE AND NOTE THE ACTION SHEET**

The Clerk provided the Working Party with an update on the discussion held at Full Council in respect of minute number 58: ‘That consideration be given to utilising other applications such as the Visit Herefordshire Walking App.’

The Clerk advised that this report had been referred back to the officer to provide a more detailed report with a breakdown of potential costings and taking into account the further conversation in respect of this item which was recorded in the minutes of the Events Working Party meeting held on 18 February 2026.

##### **RESOLVED:**

- 1. That the Action Sheet be received and noted.**
- 2. That a further report be submitted to the meeting of Council scheduled for 2 April 2026.**

**64. TO AGREE THE DRAFT LEDBURY EVENT STRATEGY**

It was suggested that there needs to be clearer detail about how information will be collected in respect of events the Town Council run against those they support or that are provided by other organisations.

The Clerk advised that she had received data from the Herefordshire County BID, which would allow the Council to have access to data indicating how many people attend various events, through members of the Public's phones over the past 12 months. Tara confirmed this and explained how this is collected in more detail.

It was agreed that there should be some additions to Section 9 of the Strategy to reflect the above and that Data Collection should be a standing item on all future agendas.

**RESOLVED:**

- 1. That the Community Engagement Officer be asked to provide clarification in respect of the various types of events and how their information will be captured for the purpose of measuring success, following which the Strategy will be provided to Full Council for their consideration and approval.**
- 2. That Event Data Capture be added as a standing item on all future agendas.**

**65. TO RECEIVE AND NOTE BUDGET SUMMARY**

The Clerk advised that due to sickness the budget reports were not available at this meeting. She advised that had met with the deputy Clerk and Community engagement Officer to discuss a way to improve the presentation of the events budget. It had been agreed that this would be provided in a similar format to the Council's annual budget and that this will be provided on the next agenda.

**RESOLVED:**

**That the update provided be received and noted.**

**66. TO RECEIVE AND NOTE LEDBURY WORLD BOOKFEST UPDATE**

The Ledbury World Bookfest Event 2026 was reported as having been a huge success with lots of positive feedback. It was also noted that the advertising for this event was extremely successful, with even a local reporter present throughout the day speaking to a wide range of groups. The Masefield Matters Project Co-ordinator was also commended for getting Masefield Matters involved in various activities in this event.

**RESOLVED:**

**That the Ledbury World Bookfest update be received and noted.**

**67. TO RECEIVE AND NOTE UPDATE ON GREAT BIG GREEN WEEK/ LEDBURY COMMUNITY DAY**

Griff Holiday provided a report which is attached at the end of this set of minutes.

Nic Sims spoke on many activities which are planned such as bird watching and film making with young people.

The Clerk advised of a recent meeting she attended with members of the Traders Association and James Harvey-Bathurst from Eastnor regarding an event on 19 September 2026 in Ledbury High Street. She advised that the event was being planned to take place on Saturday, 19 September, the week before the Herefordshire Military Festival. The event in Ledbury would see Land Rovers and possibly a Tank being displayed along Ledbury High Street including both non-military and military vehicles as well as street food being served on the High Street with a road closure suggested between 4-8pm.

Sonia asked whether they would be a map or signage around the town to support the Community Day event. It was noted that there is a map included in the programme for the day and the Clerk advised Members that the Council had collaborated with Shed's Together to create wooden directional signs for the Ledbury Bookfest Event rather than using single use plastic signs. The signs could be used for other events and she suggested that Griff might wish to contact them about potentially producing signs for Community Day.

**RECOMENDATIONS:**

- 1. The Town Clerk is to speak with the organisers of this event on 19 September 2026 to ask if they would like to use the Recreation Ground on 6 June for Community Day and bring along some vehicles to display, as well as asking whether they have planned food traders for this event or would like some local traders to attend.**

**RESOLVED:**

**That the update on Great Big Green Week and Ledbury Community Day be received and noted.**

**68. TO RECEIVE AND NOTE UPDATE ON LEDBURY CELEBRATION**

**Griff Holiday provided a report which is attached at the end of this set of minutes.**

**RESOLVED:**

**That the update on Ledbury Celebration be received and noted.**

**69. TO RECEIVE AND NOTE THE EVENT CALENDAR**

The Clerk has been in discussions advised of conversations that she had had with Councillor Harvey with regards to Ledbury supporting events that are held outside of Ledbury, such as the Chilli Festival and Big Apple events.

Councillor Harvey had suggested working with local cafes in selling some chilli inspired food and drink in preparation for the event. Sonia Bowen suggested that if we are promoting events and activities taking place in Eastnor that perhaps a representative from the proposed Land Rover Event on 19 September could attend a Working Party Meeting. It was noted that the Community Engagement Officer is also in talks with arranging a representative from Lakefest to attend Event Working Party Meetings.

The Clerk informed members that the Town Council had recently approved a Sustainability Policy, and that as part of that they will be asking Traders attending events to use recyclable and biodegradable materials wherever possible. She advised that as part of this policy the Council were looking for alternative options to replace the correx boards that they have used in the past, which are single use plastic. She reiterated that the Sheds Together had made wooden directional signs for Bookfest Event which could be used for other events. The working party members were asked to share ideas on how the signage could be better manage in line with the Sustainability Policy. This new Sustainability Policy will form part of the Terms and Conditions for any future grants awarded by the Council.

**RESOLVED:**

- 1. That the Ledbury Celebration Event link be updated as the one provided in the events calendar two years out of date'**
- 2. That the description for the Ledbury Celebration be updated making use of the information within the report provided by Griff.**
- 3. That the Masefield Matters end of Familiarisation Event on Sunday, 29 March be updated from TBC to show the venue and date accordingly.**

**70. DATE OF NEXT MEETING**

**RESOLVED:**

**The next meeting of the Events Working Party will be on Tuesday 14 April 2026 at 10:00 am.**

The meeting ended at 12:20pm.

Signed ..... Date .....

## **Report for Events Working Party meeting on 23rd March 2026 Ledbury Community Day**

Ledbury Community Day provides an opportunity for local groups to show what they do and encourage participation from locals and visitors – a celebration of Ledbury and District's excellence. This year Community Day on Saturday 6<sup>th</sup> June will again include Ledbury's contribution to The Great Big Green Week.

The event is put together with contributions from the event's organising committee, the Town council, Ledbury Community Hub and Sustainable Ledbury

Last year we had an inflated Whale and features and activities for young people on the Recreation Ground extending the reach of Ledbury Community Day in the community.

This year to take this important theme further, Ledbury Town Council and Ledbury Community Hub are organising activities for families and children at the Recreation Ground in addition to the traditional set up in town. This aspect of Ledbury Community Day is under development.

Sustainable Ledbury will be featuring in the contribution to Great Big Green Week.

The Ledbury Community Day Organising Committee is putting together the remainder of the day's programme. To this end it has sent out over 100 invitations to groups and organisations that serve Ledbury and district. Responses are coming in – we expect about 60 groups including those serving young people to take part.

Halls and spaces have been booked in central Ledbury and we hope there will be some musical contribution.

If you come across a group or organisation that hasn't been invited, please let the organising committee know at 01531 633637.

Ledbury Community Day Organising Committee

18 March 2026

## **Report for Events Working Party meeting on 23rd March 2026 Ledbury Celebration**

Ledbury's very friendly and local food and drink festival with added poetry and music takes place again in the historic setting of St Katherine's, Ledbury by the 15th century Master's House on Sunday 5th July – the last day of the Ledbury Poetry Festival.

This vibrant event has become a highlight for both residents and visitors alike, offering a delightful array of attractions. It includes:

- A small but special outdoor food and drink market featuring the best of local produce and street-food to savour at the event, while enjoying the entertainment, or to take home to enjoy later.
- Attention-seeking" al fresco" poetic entertainment provided by Ledbury Poetry
- A magical miscellany of musical entertainment featuring local performers
- Activities for youngsters and other delights.
- Space for local refugee and sustainability groups

This popular FREE event is organised by a partnership of Ledbury Food Group, Ledbury Poetry and Ledbury Town Council.

Procurement of all the essentials - gazebos, sound system, power, tables and chairs - to stage this event is well advanced.

Funding has been secured from Ledbury Town Council and the Herefordshire Community Foundation.

Invitations to join the market have been sent to almost 100 local producers and street food vendors. We offer 50% discount to first-timers including new businesses. Entries are beginning to come in.

Ledbury Poetry is working on the poetry programme and the music programme is also coming together.

Griff Holliday  
Ledbury Food Group

18 March 2026



<b>FULL COUNCIL</b>	<b>2 APRIL 2026</b>	<b>AGENDA ITEM: 27 (ii)</b>
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Report prepared by Olivia Trueman – Community Engagement Officer

## **LEDBURY TOWN COUNCIL EVENTS STRATEGY**

### **Purpose of Report**

The purpose of this report is to ask Members to give consideration to and to approve the adoption of the attached Ledbury Town Council Events Strategy.

### **Detailed Information**

The Ledbury Town Council Events Strategy has been developed and refined through previous Working Party discussions and feedback. Version 4 reflects the latest updates, including strategic priorities, partnership approaches, and event classifications to support effective planning and resource allocation.

Version 4 is attached for consideration and adoption by Full Council. If adopted, the Events Working Party will progress to developing a detailed action plan to support delivery of the strategy.

### **Recommendation**

That Members approve the adoption of the Ledbury Town Council Events Strategy 2026, noting that the Events Working Party will begin work on developing a detailed action plan to support its delivery.



Ladbury Town Council

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# LEDBURY TOWN COUNCIL

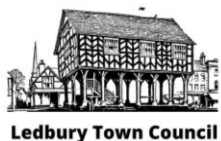
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Event Strategy v4

Version: 4  
25/03/2026

Implement Date:

Review Date:



## 1. Introduction

Ledbury is a vibrant market town with a rich cultural heritage, supported by an active calendar of community and visitor-focused events. Ledbury Town Council recognises that events play a key role in strengthening community connections, supporting local organisations, promoting town identity, and encouraging visitors to explore the town. Ledbury already hosts a range of well-loved events including Community Day, Ledbury Poetry Festival, Heritage Open Days, and longstanding community celebrations like the Carnival and seeks to take a more coordinated and strategic approach to growing and supporting its event programme over the coming years.

## 2. Purpose of this Strategy

This Strategy will drive Ledbury Town Council's strategic approach to delivering a cohesive programme of events, either directly or through event support. It will outline the Council's vision and strategic objectives, how they will be measured, and how public engagement will be incorporated.

### 2.1 Background

The Strategy has been developed drawing on extensive knowledge of Ledbury's events history, informed by Officers and Councillors, and with the ongoing input of Members of the Events Working Party, who meet monthly to provide guidance and oversight.

### 2.2 Vision

Our Vision sets out our future aspirations for events and their impact:

Ledbury Town Council (LTC) events will contribute to a strong sense of community by celebrating heritage, promoting inclusivity, and supporting local groups, organisations, market traders, and businesses across all sectors.

LTC events will be influenced by the culture of the community and will recognise Ledbury's unique history, with the aim of bringing people together for enjoyable, engaging, and informative experiences. LTC events will strengthen identity and pride in our town.

To support this vision, the Council is actively seeking external funding, including entering the **Town of Culture grant**, to expand cultural opportunities, deliver higher-impact events, and enhance community engagement across Ledbury.

## 2.3 Mission

Our Mission sets out what we do, why we do it, and how we achieve it:

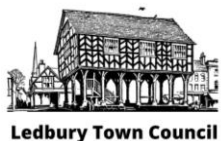
Ledbury Town Council (LTC) will run or support a series of events throughout the year for residents, visitors, community groups, and businesses. LTC events will promote inclusive experiences, encourage public engagement, create opportunities for community fundraising and awareness and provide space for events to thrive.

All events will be devised, developed, and assessed in line with a set of event assessment criteria and will support the Council's priorities as set out in its [Corporate Plan](#).

## 3. Strategic Objectives

The Strategic Objectives have been developed and will guide the actions required to deliver the vision. They provide a clear framework for considering the programming of a variety of events either run or supported by LTC.

- **Community Strengthening:**  
Events should foster community engagement, support local talent, and build a sense of pride in town identity.
- **Economic Support and Tourism:**  
Events should contribute to a thriving local economy by drawing visitors, enhancing footfall in the town centre and supporting local traders.
- **Inclusivity and Accessibility:**  
Events should be welcoming and accessible to people of all ages, backgrounds and abilities.
- **Resource Efficiency:**  
Events should use Council resources responsibly and seek value for money.
- **Partnership and Collaboration:**  
Events should support strong partnerships between the Town Council, local groups, businesses and volunteers.



### 3.1 Event Classification

To support strategic planning and resource allocation, events will be classified into three types. It should be noted that there may be crossovers between categories, and events may evolve over time, so flexibility will be applied in their classification where appropriate.

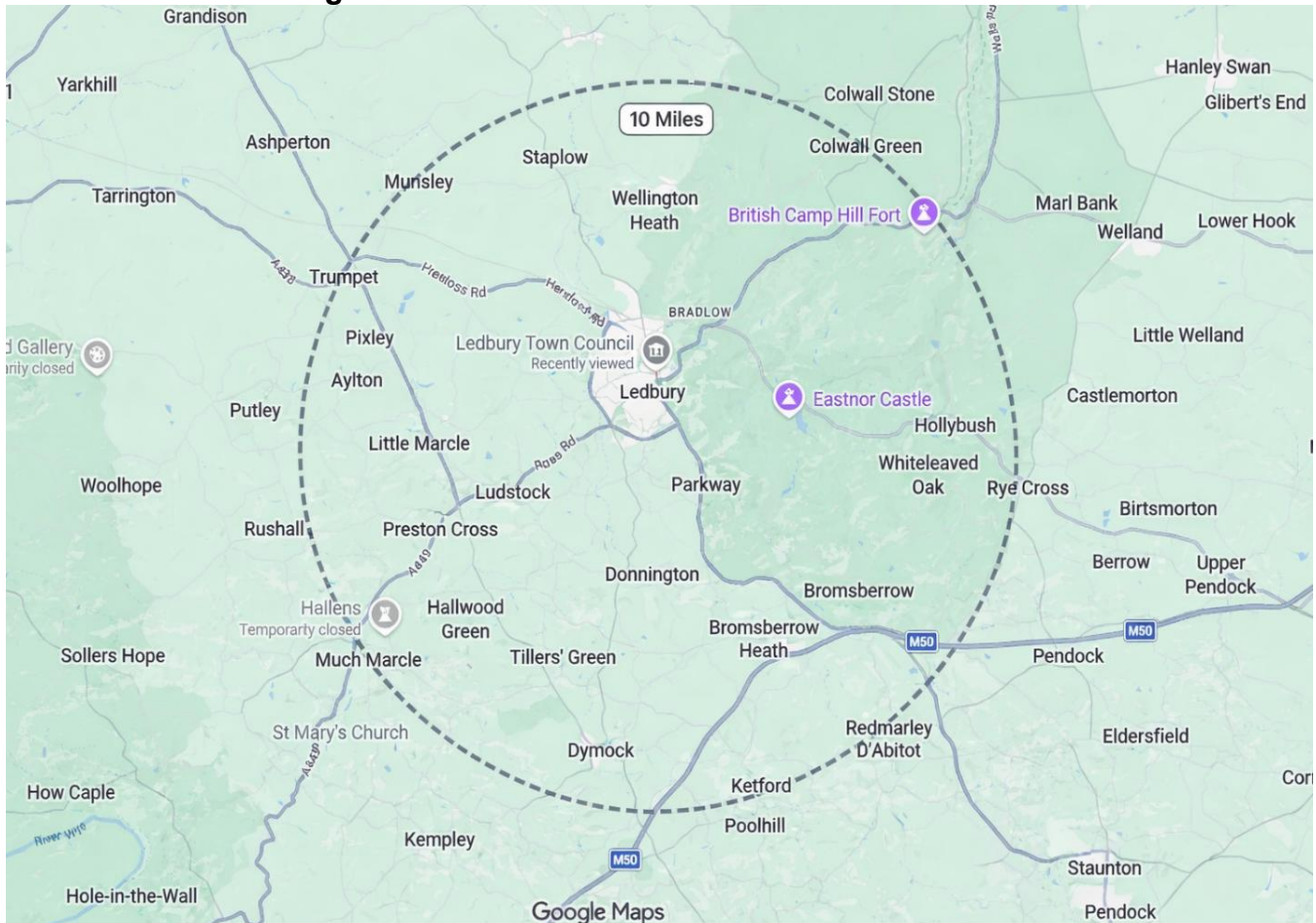
The events listed below are not exclusive to Ledbury Town Council and are organised by businesses, community groups, or other external organisations. Where relevant, the Council may provide support or partnership, but ownership and delivery remain with the listed organiser.

<b>District Events</b>	Major events with broad appeal that attract residents and visitors alike
<b>Community Events</b>	Smaller-scale events or activities primarily focused on residents
<b>Town Centre-linked Events</b>	Town Centre events aim to bring residents and visitors to the retail area of the town, encourage people to spend locally and to promote a positive experience

Examples but not limited to:

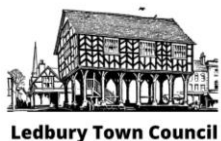
<b>District Events</b>	<b>Info</b>
Lakefest	<a href="https://www.lakefest.co.uk/">https://www.lakefest.co.uk/</a>
Ledbury Carnival	<a href="https://ledbury-carnival.co.uk/">https://ledbury-carnival.co.uk/</a>
Ledbury Poetry	<a href="https://ledburypoetry.org.uk/">https://ledburypoetry.org.uk/</a>
Hellens Garden Festival	<a href="https://hellensgardenfestival.co.uk/">https://hellensgardenfestival.co.uk/</a>
Ledbury's Light Switch on (LTC)	<a href="https://www.ledburytowncouncil.gov.uk/en-gb">https://www.ledburytowncouncil.gov.uk/en-gb</a>
Heritage Open Days	<a href="https://www.heritageopendays.org.uk/">https://www.heritageopendays.org.uk/</a>
The Big Apple	<a href="https://www.bigapple.org.uk/">https://www.bigapple.org.uk/</a>
Ledbury Fringe	<a href="https://www.ledburyfringe.com/home">https://www.ledburyfringe.com/home</a>
<b>Community Events</b>	
Ledbury Community Day	<a href="https://www.ledburycommunityday.org.uk/">https://www.ledburycommunityday.org.uk/</a>
Great Big Green Week (LTC)	<a href="https://www.ledburytowncouncil.gov.uk/en-gb">https://www.ledburytowncouncil.gov.uk/en-gb</a>
Ledbury Mayors Mile (LTC)	<a href="https://www.ledburytowncouncil.gov.uk/en-gb">https://www.ledburytowncouncil.gov.uk/en-gb</a>
Ledbury's Got Talent (LTC)	<a href="https://www.ledburytowncouncil.gov.uk/en-gb">https://www.ledburytowncouncil.gov.uk/en-gb</a>
Ledbury Celebration (LTC)	<a href="https://www.ledburyfoodgroup.org/">https://www.ledburyfoodgroup.org/</a>
Ledbury World Bookfest (LTC)	
<b>Town Centre Linked Events</b>	
Ledbury Big Breakfast	<a href="https://www.ledburyfoodgroup.org/category/big-breakfast/">https://www.ledburyfoodgroup.org/category/big-breakfast/</a>
Late Night Shopping	n/a
Independents' Day UK	<a href="https://www.indieretail.uk/">https://www.indieretail.uk/</a>

### 3.2 Area of Coverage



### 4. Programming events

Ledbury Town Council takes a proactive approach to programming events, ensuring that the annual programme reflects the town’s cultural, community, and visitor objectives. Council-led events are regularly reviewed, typically every 2–3 years, to assess their relevance, impact, and delivery standards. Events are scheduled to provide a balanced programme across the year, considering school holidays, heritage celebrations, and other town-wide initiatives. All programming is planned to uphold standards of safety, accessibility, and sustainability.



## **5. Partnership and Sponsorship**

Where a Ledbury Town Council event has reached the limits of what the Council can deliver, opportunities will be explored to work with community groups, local businesses, or other partners to transition responsibility for the event. The Council will remain actively involved as a partner, providing guidance, advice, and, where appropriate, financial support through Ledbury Town Council grants to help ensure the event's ongoing success.

Every effort will also be made to coordinate with other local events, encouraging them to extend their programmes into Ledbury town centre where feasible. This helps to avoid clashes, create synergies, and maximise the benefits to the community. Such an approach brings more activity into the town, supports local businesses, promotes the area to visitors, and aligns with sustainable practices by making the most of existing events rather than duplicating activity elsewhere.

The Council recognises that many local businesses wish to support community events, and sponsorship opportunities will be offered for the majority of Ledbury Town Council-led events. This approach helps to strengthen community engagement, sustain high-quality events, and provide businesses with meaningful ways to contribute to the town's cultural and social programme.

## **6. Delivery and Support**

Ledbury Town Council will support events by:

- Providing organisational guidance and planning assistance;
- Offering Grants / support
- Offering promotional support through the Council website, social media and Visit Herefordshire listings;
- Facilitating access to public spaces (e.g., St Katherines Square, Market House, Recreation Ground)
- Encouraging partnerships between event organisers, traders and community groups;
- Supporting event safety through local planning guidance and connections with the Safety Advisory Group.

## 7. Event Assessment Criteria

- All proposed events (whether delivered by the Council or supported externally) should be assessed using a common set of criteria:

Criteria – the event...	Preferred or Desirable
Encourages attendance from both residents and visitors	Preferred
Minimises environmental impact and promotes sustainability (e.g., waste reduction, local suppliers, low-carbon operations)	Preferred
Is enjoyable and engaging	Preferred
Supports local businesses, suppliers or volunteer groups	Preferred
Includes accessibility considerations consistent with events scale and expected attendance	Preferred
Compliments the Town Councils Corporate plan	Preferred
Promotes community interaction and participation.	Preferred
Offers learning, cultural, or educational opportunities;	Desirable
Has potential for growth and new opportunities;	Desirable
Publicises the Town of Ledbury externally as a place of community	Desirable
Has sustainable financial planning (e.g., sponsorship or partnerships);	Desirable
Uses multiple town spaces where appropriate.	Desirable

## 8. Financial

prior to the commencement of the new financial year, officers will prepare a comprehensive events budget (*CEO to link when adopted*) to inform Members of the Council of the anticipated funding required to deliver the programme of events proposed by officers. In developing this budget, every effort will be made to secure external funding through sponsorship, grants, or other sources, thereby supporting the events programme while minimising reliance on the Council's core resources.

## 9. Measures of Success

Attendance and other data for measuring success will be collected from all events as classified in Section 3.1 (District Events, Community Events, and Town Centre-linked Events). Each organiser will be asked to provide captured data for their events to support monitoring, evaluation, and strategic planning.

Success for events in Ledbury will be measured through:

- **Attendance levels** – both residential and visitor engagement, supported by anonymised footfall data (e.g., mobile data provided through Herefordshire County BID) to give a clearer picture of event reach over time. Attendance will also be tracked via ticketing systems, sign-ins, or clickers where applicable.
- **Visitor experience feedback** – collected through on-site surveys, online questionnaires, social media responses, and feedback from partner organisations. Key questions will cover satisfaction, accessibility, and likelihood of return attendance.
- **Economic impact** – assessed through local trade uplift, surveys of participating businesses, and overall footfall in the town centre during event periods.
- **Media and social engagement** – coverage in traditional media and online platforms, including tracking engagement on Facebook, Instagram, and other relevant channels. Metrics will include reach, likes, shares, comments, hashtag usage, and click-throughs to event pages to assess promotional effectiveness.

## 10. Implementation and Review

This Strategy should be reviewed every **three years** to reflect changes in community needs, resources, town plans, and partner opportunities.

## 11. Action plan

To be developed once strategy is finalised



<b>FULL COUNCIL</b>	<b>2 APRIL 2026</b>	<b>AGENDA ITEM: 27(iv)</b>
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Report prepared by Olivia Trueman – Community Engagement Officer

## **LEDBURY WORLD BOOKFEST 2026 UPDATE**

### **Purpose of Report**

The purpose of this report is to update Full Council on the success of Ledbury World Bookfest 2026.

### **Detailed information**

#### **Author Workshop with John Doherty**

Ledbury Town Council opened the event with an author workshop delivered by John Doherty, a local author from Stroud. The workshop was delivered in partnership with Ledbury Library. Three sessions were held during the day: a morning session for children aged 3–6, followed by two sessions for children aged 6 and above. The morning session saw the highest attendance, providing useful insight into engagement across the different age groups.

This year the Town Council worked in advance with Ledbury Three Counties Bookshop to coordinate the event. The bookshop ensured that the recommended titles were available and hosted a book signing at lunchtime. School engagement also formed part of the programme, with the CEO attending a session at Ledbury Primary School. This highlighted the value of pre-event school visits in helping to prepare pupils and raise awareness of the festival.

It is also noted that Herefordshire Libraries have begun hosting similar family activities on the same Saturday in other towns across the county. This reflects a growing level of interest in coordinated literary activities linked to World Book Day.

For future events, it would be beneficial to secure author visits further in advance. Consideration could also be given to arranging visits to coincide with World Book Day, which would strengthen links with national activity and support school participation. Engagement with local schools continues to develop positively and remains an important part of building awareness of the festival.

#### **Arts Workshop with John Masefield Matters and Red Earth Arts**

An arts workshop was delivered in collaboration with Masefield Matters and Red Earth Arts, attracting over 200 families during the day. The Red Earth Arts team ran a series of craft activities, including 'Wordy Birds' and 'Box of Delights', which were well attended.

Alongside the craft sessions, a storytelling activity exploring the life of John Masefield was also delivered. Integrating the John Masefield Matters element within the wider arts activity allowed organisers to engage with families while they were

taking part in the creative sessions. Activities of this type of support awareness of Ledbury's literary heritage while providing accessible activities for families.

### **Aardman Workshop**

The Aardman workshop was fully booked across all three sessions, each with capacity for 35 children. Overall attendance was higher when accompanying family members were taken into account, with many parents, guardians and grandparents attending alongside the children. Several families commented that they had come specifically because of the connection to well-known Aardman characters such as Wallace and Gromit, which remain popular across different generations. As a pre-booked activity, the sessions sold out quickly, demonstrating strong demand for workshops linked to well-known creative organisations.

### **Stromstad Twinning Association Session**

Later in the afternoon, the Stromstad Twinning Association hosted a session at the Market House focused on Swedish storytelling and related activities. As other activities concluded, several families attended the event, along with visitors who were interested in learning more about the Market House and the town.

Feedback from organisers indicated that the Market House worked particularly well as a venue for the session, with families engaging positively with the activities during the afternoon. The event also provided an opportunity to introduce visitors to the building and highlight other parts of Ledbury.

### **Ledbury Primary School: "Where the Wild Things Are"**

Ledbury Primary School hosted a morning session based on *Where the Wild Things Are*. The activity was well received by those attending and generated positive feedback from residents and families. There was interest in extending the session beyond the morning slot, and this could be explored as part of future event planning.

### **Overall Town Attendance**

Overall visitor numbers across the town felt lower than the previous year. It is likely that colder weather conditions contributed to this, whereas the previous year benefited from warm and sunny weather, which encouraged greater footfall throughout the town. Despite this, participation within individual activities remained strong and engagement with the programme was positive.

### **Conclusion and Recommendations**

Ledbury Word Bookfest 2026 delivered a varied programme of workshops and activities that engaged a broad range of participants across the community. While overall feedback was very positive, some reviews suggested exploring the possibility of moving the festival into the summer holidays when children are off school and the weather is warmer. In addition, expanding the number of drop-in activities that do not require pre-booking may help maintain participation throughout the day, particularly in the later part of the programme, and consideration could be given to shortening the festival to finish around 3:00 pm.

### **Recommendation**

That the feedback and update report on Ledbury World Bookfest be received and noted.

Report prepared by Olivia Trueman – Community Engagement Officer

## **LEDBURY COMMUNITY DAY/ GREAT BIG GREEN WEEK UPDATE**

### **Purpose of Report**

The purpose of this report is to provide an update on the collaborative planning between Ledbury Community Hub, Ledbury Community Day, Ledbury Town Council, and Sustainable Ledbury for activities taking place on Saturday, 6 June 2026 as part of Great Big Green Week.

### **Detailed Information**

Following attendance at a recent meeting with Ledbury Community Hub, Ledbury Community Day, and Sustainable Ledbury, the following update outlines current proposals for activity on Saturday, 6 June 2026 as part of Great Big Green Week and alongside Ledbury Community Day.

The groups are working collaboratively to deliver activity on the Recreation Ground under the working title “**Green Shoots**”. This is intended to complement Ledbury Community Day by providing additional engagement, particularly aimed at younger people and families, while supporting a shared sustainability theme.

### **Confirmed/Agreed Activity**

The following elements were discussed and are currently being planned:

- A programme of family-friendly activities, including aerial circus skills (tbc), poetry/ reading workshops and more.
- Food provision from Ledbury Community Hub
- Attendance from the Herefordshire Hoard team, who will bring replica artefacts and film screenings.
- Participation from local organisations on the Recreation Ground, including Sustainable Ledbury, Scouts, Police Cadets, and (subject to confirmation) local schools.
- Invitations extended to Young Farmers, who may contribute through activities such as tractor displays, tug-of-war, or discussions around sustainable farming.

In addition to activities, there will be a focus on promotion of local groups, volunteering opportunities, and community engagement, with space for organisations to connect with attendees.

There is also an intention to include information and signposting, for example inviting Herefordshire Council to share details of new environmental initiatives such as waste and recycling schemes, including the garden waste collection service launching on 30 March 2026.

### **Proposed/In Development**

A number of additional ideas were discussed at the meeting but remain at an early stage and will require further development:

- A potential creative workshop to design and build a carnival float using recycled materials (including old bicycles). This would involve partnership working with the Carnival group and Ledbury Community Hub. However, this is not yet confirmed and requires further exploration.

### **Overall Approach**

The “Green Shoots” event is intended to enhance rather than compete with Ledbury Community Day, helping to broaden its appeal and increase engagement, particularly among younger audiences. A strong sustainability theme will run throughout, aligning with the objectives of Great Big Green Week.

### **Financial Implications**

As agreed in Minute No: C1162, the event will be supported through the Council’s Climate Change budget, with an allocated contribution of £2,000 to assist with delivery costs and associated activities.

Ledbury Community Hub has prepared a detailed cost breakdown and delivery plan for the proposed activity and is attached to this report.

### **Environmental Considerations**

Environmental considerations have been taken into account in the preparation of this report. Where relevant, the proposal has been assessed for its potential impacts on the environment, including (but not limited to) climate change, carbon emissions, biodiversity, natural resources, waste, and sustainability. Any identified environmental risks, opportunities for mitigation, or measures to reduce environmental impact are outlined within the body of this report.

While no significant adverse environmental impacts are anticipated, the proposal actively supports sustainability by promoting environmental awareness, encouraging low-waste practices, and engaging the community with green initiatives.

### **RESOLVED:**

- 1. That the above report be received and noted, including the update on collaborative planning for the “Green Shoots” programme as part of Great Big Green Week on 6 June 2026.**

- 2. That Members receive and note the budget breakdown, noting that the costs are within the approved budget of £2,000, as set out in Minute No: C1162.**



# Project Proposal

## Green Shoots: Part of Ledbury Community Day

**To:** Ledbury Town Council

**From:** Ledbury Community Hub

**Event Date:** 06/06/26

**Time:** 11:30 AM – 2:00 PM

**Location:** The Recreation Ground, Ledbury

### 1. Executive Summary

This proposal outlines the strategic expansion of the annual Ledbury Community Day. This addition aims to bring in new demographics by introducing a vibrant, activity-led Family Fun Day on the Recreation Ground, specifically designed to attract young people, parents, and local voluntary youth organisations.

### 2. Objectives & Rationale

- **Demographic Shift:** To introduce a new generation to community events by hosting high-energy games, music, and activities on the Rec.
- **Intergenerational Connection:** By running alongside the traditional day, we create a town-wide event that offers something for all ages, rather than two separate communities.
- **Voluntary Sector Showcase:** Providing a free platform for local organisations (Scouts, Guides, Youth Clubs, Sports Teams) to recruit members and showcase their impact.
- **Accessible Nutrition:** Offering a low-cost BBQ (burgers/buns) to ensure the event is inclusive for low-income families.

### 3. Budget

Category	Item Detail	Cost	Justification
Capital Asset	Commercial-Grade Gazebo	£400	Essential infrastructure for registration and First Aid. This is a high-quality, durable asset that will be

			stored and reused for all future community events for years to come.
<b>Marketing</b>	Social media campaigns, banners, flyers	£500	Critical for reaching the new, younger demographic who are not engaged by traditional advertising methods.
<b>Food &amp; Beverage</b>	Quality burgers, buns, and condiments	£350	Ensures the event remains inclusive; providing an affordable meal option removes a significant barrier for low-income families.
<b>Entertainment</b>	Local performers, workshops, and garden games	£350	The primary draw for families and young people; necessary to shift the demographic focus of the day.
<b>Safety &amp; Logistics</b>	Event insurance, first aid kit, and waste disposal	£200	Necessary to meet health and safety standards and ensure the Recreation Ground is returned to its original state.
<b>Management</b>	Event coordination, license fees, and sundries	£100	Covers the administrative and legal costs of hosting a public event on council-owned land.

<b>Volunteer Support</b>	Travel expenses and refreshments for volunteers	£100	Supports the local people giving their time, specifically encouraging youth volunteering.
<b>TOTAL</b>		<b>£2,000</b>	

## 4. Sustainability and Legacy

The £400 investment in a high-quality gazebo represents a significant legacy for this project. By owning this equipment rather than renting, we ensure that future family-focused events on the Recreation Ground can be run with lower overheads. Furthermore, the collaborative framework established between the invited voluntary organisations will strengthen the town's youth support network for years to come.



**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE  
HELD ON 12 MARCH 2026**

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

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

**R331. APOLOGIES FOR ABSENCE**

None received

**R332. DECLARATIONS OF INTEREST**

None received.

**R333. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 21 JANUARY 2026**

**RESOLVED:**

**That the minutes of the meeting of the Resources Committee held on 21 January 202 be approved, subject to the date being amended from 22 January to 21 January.**

**R334. COUNCIL POLICIES**

Members were asked to give consideration to the following draft policies to meet the changes in legislation due to take place with effect from April 2026:

- i. Flexible Working
- ii. Parental & Paternity Leave

**RESOLVED:**

1. **That the policies be provide to Hoople and the Unions for feedback subject to the following amendments:**

- i. **Flexible Working Policy**

**Section 4 – Making a Flexible Working Request**

**“Requests must:**

1. **Be made in writing to your line manager (email is acceptable).”**

## **Section 5 – Consideration of Requests**

**That this section be amended to provide clarification that the request will be dealt with via the line manager in the first instance.**

## **Section 8 – Appeals**

**That this section be amended to provide clarification that if the employee appeals against the decision of their line manager, the Clerk will consider the appeal and that the appeal decision will be final.**

## **Section 9 – Equality and non-discrimination**

**That advice be sought from Hoople and the Unions in respect of wording of the following:**

**“Flexible working may also be considered as a reasonable adjustment where an employee qualifies under the DDA Act (1995).**

- 2. That once the above amendments have been made the policies be sent to Hoople and the Unions for their feedback prior to being submitted to a meeting of Full Council for approval.**

### **R335. DATE OF NEXT MEETING**

#### **RESOLVED:**

- 1. To note that the next meeting of the Resources Committee is scheduled for 2 April 2026.**
- 2. That it be noted that Councillor Morris gave his apologies for the meeting on 2 April 2026.**

### **R336. EXCLUSION OF PRESS AND PUBLIC**

#### **RESOLVED:**

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

R337. **STAFFING REVIEW UPDATE**

Members were provided with an update on the progress of the next phase of the staffing review process.

**RESOLVED:**

1. **That once the job descriptions/person specifications have been drafted they be sent to Members of the Resources Committee for comments and feedback.**
2. **Following feedback from Councillors the Clerk forward the job descriptions/person specifications to Hoople for feedback and evaluation.**
3. **That Staffing Matters” be added as a standing item on all future Resources Meeting agenda’s.**

The meeting ended at 6.25 pm.

Signed ..... Date: .....