



# LEDBURY TOWN COUNCIL

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26 September 2025

To All Councillors

Dear Councillor

You are **summoned** to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 2 October 2025 at 7.00 pm** in the **Town Council Offices, Church Lane, Ledbury, HR8 1DH** for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Angela Price PSLCC, AICCM, MIWFM  
Town Clerk

## FILMING AND RECORDING OF COUNCIL MEETINGS

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

## A G E N D A

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

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

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

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

3. **To note the Nolan Principles**  
<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life—2>
4. **To note the general duty on public authorities of Section 149 of the Equality Act 2010** (Page 4653)
5. **To approve and sign as a correct record the minutes of a meeting of Council held on 11 September 2025** (Pages 4655 - 4669)
6. **To receive and note the action sheet** (Pages 4671 - 4674)
7. **Mayor's Communications**
8. **To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)**  
  
*"Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting"*
9. **To receive motions presented by Councillors in accordance with Standing Order 9**

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

10. **To receive and note Month 5 financial reports** (Pages 4675 - 4703)
  - i. Receipts and Payments – 1-31 August 2025
  - ii. Balance sheet and Trial Balance – Month 5
  - iii. Budget Monitoring Reports
11. **Invoices for Payment October 2025 (Interim)** (To follow)
12. **To receive and note outcome of Local Government Pay Award 2025** (Pages 4705 - 4709)
13. **Subscriptions** (Standing Item)
14. **Grant Funding Applications** (Pages 4711 - 4718)
  - i. **Notes of a meeting of the Grants Working Party held on 23 September 2025** (grant applications will be provided to Members separate to the agenda)

**ii. Additional Grant Applications received – under £500**

**Royal British Legion – Local Government Act 1972 s137 Power of local authorities to incur expenditure for certain purposes not otherwise authorised – amount requested £240**

**15. Update in respect of potential Lease Line (Pages 4719 - 4720)**

**16. Council Policies (Pages 4721 - 4736)**

**i. Disciplinary Procedure**

**ii. Grievance Procedure**

**iii. Concerns & Complaints (To follow)**

**GOVERNANCE**

**17. Code of Conduct matters (Standing Item)**

**PLANNING, ECONOMY & TOURISM**

**18. Planning Consultations (Page 4737)**

**19. Planning Decisions (Pages 4739 -4742)**

**20. Planning Inspectorate Appeal Decision – Sheridan, New Street, Ledbury, Herefordshire, HR8 2EE (Pages 4743 - 4745)**

**21. Painted Room Visitor Numbers (Pages 4747 - 4750)**

**ENVIRONMENT & LEISURE**

**20. To receive and note minutes of the Events Working Party Meeting held on 23 & 30 September 2025 (To follow)**

**21. Christmas Lights Switch on (To follow)**

**22. To review Grounds Maintenance Contract (Pages 4751 - 4763)  
(Current contract ends 31 March 2026)**

**GENERAL**

**23. Request from Local Policing Team for quarterly Parish Priorities (Page 4765)**

**24. Outside Bodies (Pages 4767 - 4773)**

- i. **To receive and note the minutes of a meeting of the Ledbury Carnival Committee held on 3 September 2025**
- ii, **To receive and note the minutes of meetings of the Ledbury Community Choir held on 28 July 2025**

**23. Date of next meeting**

To note that the next meeting of Council is scheduled for Thursday, 23 October 2025

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

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

<b>FULL COUNCIL</b>	<b>2 OCTOBER 2025</b>	<b>AGENDA ITEM: 4</b>
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## **SECTION 149 OF THE EQUALITIES ACT 2010**

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

### **Equality Duty**

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

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

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

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



**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF FULL COUNCIL  
HELD ON 11 SEPTEMBER 2025**

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**PRESENT:** Councillors: Harvey, Hughes, Morris, Kettle, Troy, Eakin and Chowns

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

**C923. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Sinclair.

**C924. DECLARATIONS OF INTEREST**

Councillors Harvey and Morris declared a non-pecuniary interest in item 23, Love Ledbury Partnership agreement, due to each being a Trustee of Love Ledbury. Councillor Hughes declared a non-pecuniary interest in item 17 as he is a member of the Strömstad Twinning Association. Councillor Chowns declared a non-pecuniary interest in item 27 due to being a member of the Canal Trust.

**C925. TO NOTE THE NOLAN PRINCIPLES**

**RESOLVED:**

That the Nolan Principles be received and noted.

**C926. TO NOTE THE GENERAL DUTY ON PUBLIC AUTHORITIES OF SECTION 149 OF THE EQUALITY ACT 2010**

The Chair explained that Parish Councils are required to consider whether any decisions made have a disproportionate impact on groups that have protected characteristics under the Equalities Act 2010 and advised that the Clerk would alert members should consideration need to be given to any agenda items and that these considerations will be noted within the council minutes.

**RESOLVED:**

That the General Duty on Public Authorities of Section 149 of the Equality Act 2010 be received and noted.

- C927. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF AN EXTRAORDINARY MEETING OF COUNCIL HELD ON 21 AUGUST 2025.**

**RESOLVED:**

**That the minutes of an extraordinary meeting of Council held on 21 August 2025 be approved and signed as a correct record subject to the following amendment:**

**Minute no. C922 *"The Clerk informed members that an Extraordinary meeting was likely to take place in the second week of August re co-options to the Council."* being removed.**

- C928. TO RECEIVE AND NOTE THE ACTION SHEET**

**RESOLVED:**

**That the Action Sheet be received and noted, noting that the ongoing item in relation to minute number C903(i)(2) to be marked as complete.**

- C929. WARD REPORTS**

Members acknowledged the fire that had taken place on the Lower Road Trading Estate on 10 September a gave special thanks given to the fire service who had attended.

Councillor Hughes asked for an update in relation to Councillor Harvey's Report regarding 14 High Street. Councillor Harvey confirmed that Herefordshire Council has a board looking at problem buildings across the county that are listed or in a poor state. She advised that she had been assured that 14 High Street had been added to the list and that she is in discussion with the economic development team regarding improving the exterior appearance of the building.

Councillor Simmons advised that in relation to 4 South End, a 151 Notice was due to be served however this is now pending but confirmed that building is also on the list.

Councillor Harvey communicated that £200,000 has been ring-fenced in Herefordshire Council budgets for each of the market towns in order to undertake additional public realm and highways works and the town council will be consulted on that in due course.

**RESOLVED:**

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



**C930. CHAIRMAN'S COMMUNICATIONS**

The Chair confirmed emails are being sent to the community groups and organisations being showcased this month mostly regarding buildings and the green environment and website/social media updates will follow.

**C931. TO CONSIDER QUESTIONS/ COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3 (e) AND 3 (f)**

A member of the public queried the allocation of social housing and whether social housing is being provided to people from outside of the Ledbury area as an overspill for other areas ahead of local residents.

**RESOLVED:**

- 1. Ward Members look into the matter in respect of the process for allocating social housing and would provide a response to the member of the public, copied to the Clerk.**
- 2. Following receipt of the ward members' update Ledbury Town Council to review the matter and consider how it can best influence matters further.**

The member of the public and Ward Councillor Simmons left the meeting at 7:21.

**C932. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9**

The following Notice of Motion was received from Councillor Harvey, seconded by Councillor Morris:

"That Ledbury Town Council support the exploration of the accommodation needs for the council – following on from the staff review – and to revisit the Heritage Asset project's recommendations for the improved management and heritage buildings owned by the Council."

The clerk confirmed The Civic Society, Ledbury Places and TEMAP are in support of this motion

**RESOLVED:**

- 1. That Ledbury Town Council explore the accommodation needs of the Council, following on from the staff review, and to revisit the Heritage Asset project's recommendations for the improved management and heritage buildings owned by the Council.**

2. That following discussion in-house the conversation be opened to the wider heritage community.

**C933. TO RECEIVE AND NOTE MONTH 4 FINANCIAL REPORTS**

In relation to the Trial Balance Sheet, Councillor Morris raised a query in relation to the three cost centres for card rentals as we only have two card machines. Tree Works was raised.

**Ward Councillor Simmons re-entered the room at 7:28**

**RESOLVED:**

1. That the Finance Overview Report for Month 4 be received and noted.
2. That it be noted that the War Memorial refund will have been received in total with effect from September 2025.
3. That a movement from Earmarked Reserves be made to offset the accrual total of £1,378 to ensure there are sufficient funds for the 2025/26 civic events.
4. That receipts and payments for 1 – 30 July 2025 be received and noted.
5. That Month 4 budget monitoring reports be received and noted subject to the spelling of 109/4903 being amended to read 'Professional Fees'.
6. The Town Clerk to investigate and clarify why there are three cost centres listed for card rentals within the Trial Balance report.

**C934. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR MAY, JUNE AND JULY 2025**

**RESOLVED:**

To note that the Bank Statements and Reconciliations for May, June, July and August 2025 have been verified.

**C935. INVOICES FOR PAYMENT SEPTEMBER 2025 (INTERIM)**

Members were advised of the following updates in respect of invoices for payment:

1. That the payment in the sum of £30.00 to Ledbury Community Hub had been cancelled as they had double booked the room.

2. That the invoice from EON in the sum of £209.00 had been queried due to it being an estimated bill and no meter reading having been provided for several months. The Clerk advised that this account was in credit in the sum of £549.00 and that she had requested this amount be refunded. She also advised that she had requested that a smart meter be installed to avoid this issue arising again.

Councillors Harvey and Morris remained in the room but did not vote on the invoices for payment due to having declared an interest.

**RESOLVED:**

1. That the invoices for payment in the sum of £23,393.53 plus VAT be approved for payment.
2. That the officer explanation, provided within the supporting report, in respect of 105/4700 be received and noted.
3. That the officer comment, provided within the supporting report, in relation to 115/4122 be received and noted.
4. That the word 'no' be removed from the comment section in point 2 of the invoices for payment report.

**C936. OUTCOME OF EXTERNAL AUDIT**

**RESOLVED:**

The outcome of the external audit to be received and noted with congratulations to staff in regard to the outcome of the audit.

**C937. BUDGET MONITORING MEETING OF 15 JULY 2025**

**RESOLVED:**

1. That the notes of the Budget Monitoring Meeting held on 15 July 2025 be received and noted.
2. That it be noted that the £8,000 grant awarded to Buses4Us has been returned due to them advising they no longer required the additional funding support.

**C938. SUBSCRIPTIONS**

None received.

**C939. GRANT FUNDING APPLICATIONS**

**RESOLVED:**

1. That Ledbury Primary School – Local Government (Miscellaneous Provisions) Act 1976, s. 19 - be awarded a grant in the sum of £1,000. and be encouraged to apply for a multi-year grant specifically for the firework display. That they be reminded that they were also provided a grant for extra-curriculum activities and that this should be recognised as received in any future grant applications.
2. That Ledbury Strömstad Twinning Association – Local Government Act 1972, s. 144 (Tourism) – be awarded £1,000, being the full cost of the project, in order that they can focus volunteer effort on creating the display opposed to fundraising to pay for it.

**C940. INFORMATION, COMMUNICATIONS AND TECHNOLOGY**

**RESOLVED:**

1. That the notes of the ICT meeting held on 21 August 2025 be received and noted.
2. That the Clerk be authorised to upgrade to five operating licenses for the Rialtas software for Omega Accounts Package, Cemeteries and Memorials at an additional annual cost of £392.00.
3. That the Clerk be authorised to purchase the Sales Ledger software for the Rialtas system at a cost of £1,063 for the initial purchase and an additional annual cost of £235 annually for support and maintenance.
4. That the Clerk be authorised to purchase the Purchase Ledger and invoicing software for the Rialtas system at a cost of £1,797 for the initial purchase and an additional cost of £235 annually for support and maintenance.
5. That the clerk be authorised to place an order with OMS for the replacement IT equipment outlined in the minutes of the meeting of 21 August 2025 at a cost of £8,080.52.
6. That a two year lease line be installed at a monthly cost of approximately £300/£350 with a “move clause” to be included in the contract.

**C941. REQUEST FROM TOUR GUIDES FOR ADDITIONAL BUDGET FUNDS TO PURCHASE STOCK**

Members were requested to give consideration to a request from the Tour Guides for additional budget funds to cover the purchase of stock.

**RESOLVED:**

1. **That a virement be made from budget line 107/4703 to 105/4700 in the amount of £1,000.**
2. **Consideration to be given to increasing next year's budget as part of the 2026/27 budget setting process.**

**C942. PLANNING CONSULTATIONS**

**RESOLVED:**

1. **Application Number: 252058** Proposed erection of a single storey rear extension and construction of a vehicle parking area – **102 Bridge Street, Ledbury, Herefordshire, HR8 2AN**

**No Objection.**

2. **Application Number: 250622** Proposed erection of 5 dwellings, new vehicle and pedestrian access, landscaping and associated works – **Land at Ledbury Road, Wellington Heath, Ledbury, Herefordshire, HR8 1NB**

**That Ledbury Town Council echo the comments and concerns of Wellington Heath Parish Council with regards to layout, pedestrian safety, and the delivery of an offroad footpath, noting that it is a fast road with a blind bend.**

3. **Application Number: 252156** Proposed replacement self-build dwelling and detached garage, associated landscaping works and change of use from agricultural to residential – **Bradlow Farm, Bradlow, Ledbury, Herefordshire, HR8 1JE**

**That Ledbury Town Council echo the comments of the National Landscape's regarding using local Malvern Stone for cladding in place of Forest of Dean Stone.**

**Councillor Morris left the meeting at 8:00pm**

4. **Application Number: 252192** Proposed erection of a detached double garage with storage over – **Laurel Cottage, Little Marcle Road, Ledbury, Herefordshire, HR8 2DP**

**No Objection.**

5. **Application Number: 252208** Proposed first floor extension to side, front and rear and single storey front extension – **Belle House, Parkway, Ledbury, Herefordshire, H8 2JD**

**No Objection.**

6. **Application Number: 252249** Proposed removal of asbestos roof covering to outbuilding and recover using bitumen based corrugated sheet roof covering. (Retrospective) – **7 High Street, Ledbury, Herefordshire, HR8 1DS**

**No Objection.**

7. **Application Number: 252329** Proposed rear extension – **28 Orchard Place, Ledbury, Herefordshire, HR8 2XD**

**No Objection.**

8. **Application Number: 252348** T1 Beech, fell to as near to the ground level as possible. Reason – minor dieback of foliage in upper canopy. Large area of decay extending up main stem on east side from ground level. Evidence of fresh bleeding around area of decay/ Kretzschmaria deusta present at base between buttress roots on the south side at ground level. Area of decay on north side at ground level between buttress roots – **Upper Hall Lodge, Ledbury, Herefordshire, HR8 1JA**

**No Objection.**

9. **Application Number: 252286** 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 208 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) – **Land North of Viaduct, Adjoining Orchard Business Park, Ledbury, Herefordshire**

1. **That this application be referred to a Major Planning Application Working Group Meeting to discuss in more detail and to make recommendation back to Council**

2. The Clerk is to write to the case officer to ask for an extension.

10. **Application Number: 252388** Proposed removal of existing rear extension, replacement with a two-storey extension, a single-storey side extension and the erection of a garden office pod – **3 Staplow Cottages, Ledbury, Herefordshire, HR8 1 NP**

**No Objection.**

11. **Application Number: 252468** Minor alterations to previous approved applications 250276 + 250277 for the conversion of the existing gym and function room into 15 letting bedrooms – **25 High Street, Ledbury, Herefordshire, HR8 1DS**

**No Objection.**

12. **Application Number: 252469** Minor alterations to previous approved applications 250276 + 250277 for the conversion of the existing gym and function room into 15 letting bedrooms - **25 High Street, Ledbury, Herefordshire, HR8 1DS – LISTED BUILDING**

**No Objection.**

13. **Application Number: 252470** Proposed variation of condition 2 of planning permission 203223 (proposed detached dwelling) – change to self-build and reduction in scale – **Land adjacent The New House, Old Kennels Farm, Bromyard road, Ledbury, Herefordshire, HR8 1LG**

**No Objection.**

**C943. PLANNING DECISIONS**

**RESOLVED:**

That the Planning Decisions be received and noted, noting that the Lidl application had now been approved (application no. 242783)

**C944. APPLICATION FOR A PREMISES LICENSE – D T Waller & Sons, 88 The Homend, Ledbury, Herefordshire, HR8 1BX.**

**RESOLVED:**

**No objection.**

**C945. TEMAP WORKING PARTY**

**RESOLVED:**

1. A Meeting of Councillors be arranged prior to commissioning the integrated action plan. That the individual who has been supporting Ross Town Council on a similar project be invited to this meeting.
2. That the recommendations within the report submitted to Council on 3 July 2025 be considered at the meeting of Councillors.
3. That the Ledbury Maps Distribution Report be received and noted.

**C946. NEIGHBOURHOOD DEVELOPMENT PLAN**

**RESOLVED:**

1. That the notes of the meeting held on 20 August be received and noted.
2. That Ledbury Town Council invite representatives from various interested groups within Ledbury to expand the conversation to a wider stake holder forum – possibly a Strategic Planning Working Group.
3. That the Market House be used as a location for story boarding and exhibition space.
4. To make the committee room space available as a DDA compliant consultation space when required.

That it be recorded that Council gave consideration to the expenditure in respect of this project and agreed that it meets the requirements of the Section 149 of the Equalities Act 2011, in so far as the project provides for individuals who are protected by the Act due to qualifying of protected characteristics.

**C947. SECTION 106**

**RESOLVED:**

1. That the notes of the meeting of the s106 Task and Finish Group held on 12 August 2025 be received and noted.
2. That the Ward Councillors be asked to lobby for the conservation areas to have condition surveys done as part



of evidence for Local Plan and for a new spatial planning policy covering the development of the Lawnside Road area.

3. The clerk provide the draft s106 list to Councillor Peberdy and asked to provide any additions with any updates provided being forwarded to the planning officers thereafter.
4. That the s106 payment made in respect of the Bloor Development be received and noted.

**C948. COMMUNITY FLOOD EQUIPMENT UPDATE AND FLOOD PLAN WORKSHOP**

**RESOLVED:**

1. That the report be received and noted.
2. That the volunteer role of Flood Warden be put out for public advertisement for expression of interest and then candidates be selected.
3. The Clerk draft a Parish Flood Plan, with the support of Herefordshire Council and attend the workshop on 24 September 2025.

**C949. HEREFORD & GLOUCESTER CANAL TRUST**

**RESOLVED:**

1. That the minutes of the meeting with the Hereford and Gloucester Canal Trust held on 31 July 2025 be received and noted.

Councillor Chowns abstained due to being a member of the Canal Trust.

2. That Ledbury Town Council formally offer the Hereford and Gloucester Canal Trust use of the upper room of the Market House to develop and display their proposals and plans to assist with community engagement.

**C950. CORRESPONDENCE RECEIVED IN OBJECTION TO THE BUILDING OF HOUSES, COMMERCIAL PREMISES OR STRUCTURES ON DEER PARK MEADOW, LEDBURY.**

Councillor Simmons confirmed that a past pre-application had been submitted with the parcel of land being bought speculatively. Residents of Jubilee Close were approached regarding access to their gardens for survey works to be undertaken. The current position is that no formal

planning applications have been submitted. The land is protected green space.

**RESOLVED:**

1. That the correspondence be received and noted.
2. The Clerk to respond to the sender thanking them for the information provided and asking whether they would like to participate in the Planning Working Group.

**C951. MALVERN HILLS LANDSCAPE – ANNUAL REVIEW 2024/25**

**RESOLVED:**

1. That the correspondence be received and noted.
2. The Clerk to write to the Malvern Hills National Landscape Partnership thanking them for their correspondence and that we will review our position in 2026/27.
3. That double taxation be investigated should the Council decide to consider making a financial contribution in the future.

Councillor Harvey did not vote due to being an appointee on the steering board on behalf of Herefordshire Council.

**C952. LOCAL POLICING – ANNUAL TOWN & PARISH SURVEY**

**RESOLVED:**

1. That the Clerk be instructed to provide the Council's response to the Local Policing – Annual Town and Parish Council Survey 2025 ,
2. That it be noted that any Councillors who wish to make further comments are encouraged to submit an individual response.

**C953. EVENTS WORKING PARTY**

**RESOLVED:**

1. That the minutes of the Events Working Party Meeting held on Tuesday 19 August 2025 be received and noted.
2. That the Community Engagement Officer be asked to start collating a library of useful example documents to include, but not be limited to, event management plans, road closure

applications, maps of the town and event guidance as recommended.

**C954. LEDBURY CEMETERY – ALTERNATIVE STORAGE SOLUTIONS**

**RESOLVED:**

This item be deferred until further information is provided to include a location plan, vehicle access, utility connection, whether planning permission is required for the larger building options, and what security provision is required.

**C955. BIDDULPH WAY TREES**

**RESOLVED:**

1. That contractor number 3 be appointed at a cost of £3,188 + VAT with any costs over £896 being taken from EMR 335.
2. That when appointing the contractor the Deputy Clerk ask them to ensure that bat roosts need to be considered prior to undertaking the works.

**C956. LEDBURY COMMUNITY HUB – DOG HILL WOODS**

Members were requested to give consideration to a request from the Ledbury Community Hub in respect of working in Dog Hill Woods.

**RESOLVED:**

1. That the Clerk write to the Community Hub thanking them for their kind offer stating that Council are supportive of working with them and providing an opportunity for enhancement of volunteer skill set.
2. That Council review their management plans to ensure that their request is in line with the Council's current plans and align with the Council's responsibilities
3. That following the review of the management plan a meeting be held with representatives of the Ledbury Community Hub,
4. It be noted that the response time is of the essence due to UKSPF funding.

**Councillor Simmons left the meeting at 8:52**

- C957. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 14 AUGUST 2025 AND TO RECEIVE ANY RECOMMENDATIONS THEREIN**

**RESOLVED:**

That the minutes of the Resources Committee held on 14 August and 4 September 2025 be received and noted.

- C958. CODE OF CONDUCT MATTERS – UPDATE REPORT**

**RESOLVED:**

1. That Members implement the measures as recommended by the Senior Governance Team at Herefordshire Council as regards to Recommendation 3 of COC093.
2. That it be noted that two Code of Conduct complaints will be submitted to the Monitoring Officer on behalf of Ledbury Town Council as per the delegated power granted to the Resources Committee in respect of undertaking further appropriate action as regards the behaviour of a councillor.

- C959. MASEFIELD MATTERS**

**RESOLVED:**

That the minutes of the Masefield Matters Board Meeting held on 8 August 2025 be received and noted.

- C960. SUSPENSION OF STANDING ORDER 6(X)**

That Standing Orders 3(y) be suspended for a period of 15 minutes to enable the remaining business of the agenda.

- C961. OUTSIDE BODIES**

**RESOLVED:**

1. That the minutes of a meeting of the Traders & Business Association held on 25 June 2025 be received and noted.
2. That the minutes of meetings of the Carnival Association Committee held on 6 and 20 August 2025 be received and noted.
3. That the Clerk write a letter of appreciation and congratulations to the Carnival Association Committee for their work through the year and the success of the Ledbury Carnival.

**C962. DATE OF NEXT MEETING**

To note that the next meeting of Council is scheduled for Thursday, 2 October 2025.

**C963. 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.

**C964. APPOINTMENT OF AUDITOR FOR 2025/26 AND 2027/28**

**RESOLVED:**

That IAC Audit and Consultancy Ltd be appointed at a cost of £789 p/a

**C965. CONFIDENTIAL MATTERS**

**RESOLVED:**

1. That CBT counselling be offered to Post Holder 53, the cost of which to be borne by Ledbury Town Council in the sum of £795.00 for 6 sessions.
2. That face-to-face counselling be offered for Post Holder 49 and the approval of the cost of that counselling be sought once an appropriate provider has been identified by Post Holder 49 in consultation with their GP.

The meeting ended at 9:04 pm

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



## FULL COUNCIL

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
24-Jul-25					
C904(3)	That Housing developers be encouraged to include defibrillators as part of their development proposals and that this be raised with Vistry when they meet with the Council	TC	19.09.2025	Email sent to all developers making request that they consider defibs on new developments	Completed
11-Sep-25					
C927	Minute no. C922 "The Clerk informed members that an Extraordinary meeting was likely to take place in the second week of August re co-options to the Council." be removed.	TC	12.09.2025	Sentence removed prior to Chairman Signature and publication	Completed
C931(2)	Following receipt of the information from Ward Councillors Ledbury Town Council review the matter and consider how they can support local residents in respect of social housing.	TC	TBC	Upon receipt of information from Ward Councillors	In progress
C932(1)	That Ledbury Town Council explore the accommodation needs of the Council, following on from the staff review, and to revisit the Heritage Asset project's recommendations for the improved management and heritage buildings owned by the Council.	Council	TBC		In progress
C932(2)	That following discussion in-house the conversation be opened to the wider heritage community.	Council	TBC		To follow minute no, 932(1)
C933(3)	That a movement from Earmarked Reserves be made to offset the accrual total of £1,378 to ensure there are sufficient funds for the 2025/26 Chairman.	AC	12.09.2025	Information provided to accounts clerk to make changes - these will be reflected in month 6 figures	Completed

C933(6)	The Town Clerk is to investigate and clarify why there are three cost centres listed for card rentals within the Trial Balance report.	AC	12.09.2025	AC identified as an error - journal action required - will be reflected in month 6 figures	Completed
C940(5)	Clerk authorised to place an order with OMS for the replacement IT equipment outlined in the minutes of ICT meeting of 21 August 2025 at a cost of £8,080.52.	TC	23.09.2025	Ordered Placed	Completed
C940(6)	A two year lease line be installed at a monthly cost of approximately £300/£350 subject to a "move clause" being included in the contract.	TC	02.10.2025	Update to be included on Oct agenda	Completed
C941(1)	A virement be made from budget line 107/4703 to 105/4700 in the amount of £1,000.	AC	12.09.2025	AC advised - will be reflected in month 6 reports	Completed
C942(2)	That Ledbury Town Council echo the comments and concerns of Wellington Heath Parish Council with regards to layout, pedestrian safety, and the delivery of an offroad footpath, noting that it is a fast road with a blind bend.	TC	12.09.2025	Response provided	Completed
C942(3)	That Ledbury Town Council echo the comments of the National Landscape's regarding using local Malvern Stone for cladding in place of Forest of Dean Stone.	TC	12.09.2025	Response provided	Completed
C942(9.1)	That this application be deferred to a Planning Working Group Meeting to discuss in more detail	TC	24.09.2025	TC arranging date for meeting	Completed
C942(9.2)	The Clerk is to write to the case officer to ask for an extension.	TC	12.09.2025	Request for extension agreed to	Completed
C945(1)	A Meeting of Councillors be arranged prior to commissioning the integrated action plan. That the individual who has been supporting Ross Town Council on a similar project be invited to this meeting. (TEMAP)	TC	24.09.2025	TC arranging date for meeting	Completed
C945(2)	That the recommendations within the report submitted to Council on 3 July 2025 be considered at the meeting of Councillors. (TEMAP)	TC	24.09.2025	TC arranging date for meeting	Completed



C946(2)	That Ledbury Town Council invite representatives from various interested groups within Ledbury to expand the conversation to a wider stake holder forum – possibly a Strategic Planning Working Group. (Future large planning issues)	TC		on-going	Invites to be sent as and when meetings	Completed
C947(3)	The clerk provide the draft s106 list to Councillor Peberdy and asked to provide any additions with any updates provided being forwarded to the planning officers thereafter	TC		12.09.2025	List provided to Cllr Peberdy - response received to confirm nothing to add at this time	Completed
C948(2)	That the volunteer role of Flood Warden be put out for public advertisement for expression of interest and then candidates be selected.	TC		To do		In progress
C948(3)	The Clerk draft a Parish Flood Plan, with the support of Herefordshire Council and attend the workshop on 24 September 2025.	TC		To Do	TC unable to attend workshop due to staff shortages	In progress
C950(2)	The Clerk to respond to the sender thanking them for the information provided and asking whether they would like to participate in the Planning Working Group.	TC		24.09.2025	Response sent with invitation to join stakeholder group	Com
C951(2)	The Clerk to write to the Malvern Hills National Landscape Partnership thanking them for their correspondence and that we will review our position in 2026/27.	TC		24.09.2025	Response sent	Completed
C952(1)	That the Clerk be instructed to provide the Council's response to the Local Policing – Annual Town and Parish Council Survey 2025	TC		24.09.2025	Response sent	Completed
C953(2)	That the Community Engagement Officer be asked to build a library over time to include, but not be limited to, event management plans, maps of the town and guidance as recommended.	TC		23.09.2025	Concept explored at EWP meeting CEO to set up	Completed
C954	Provide an updated storage unit report to include location plan, accessibility, utility connection, planning, and security provision	TC		To Do	Hoped that a report will be available at 23 Oct meeting of council	In progress

C955(1)	That contractor number 3 be appointed at a cost of £3,188 + VAT with any costs over £896 being taken from EMR 335 (Biddulph Way Trees)	DTC	12.09.2025	Contract appointed and asked to consider potential bat nesting	Completed
C956(1)	That the Clerk write to the Community Hub thanking them for their kind offer stating that Council are supportive of working with them and providing an opportunity for enhancement of volunteer skill set.	TC	23.09.2025	Email sent and response received	Completed
C956(2)	That Council review their management plans to ensure that their request is in line with the Councils current plans and align with the Council's responsibilities	TC/DTC	23.09.2025	DTC asked to provide past and present management plans for DHW - report to be included on either 2 or 23 Oct	Completed
C956(3)	That following the review of the management plan a meeting be held with representatives of the Ledbury Community Hub	TC	TBC		To follow minute no 956(2)
C958(1)	That Members implement the protective measures as recommended by the Senior Governance Team at Herefordshire Council as regards to Recommendation 3 of COC093.	TC	25.10.2025	MO advised accordingly - letter sent to post holder	Completed
C961(3)	That the Clerk write a letter of appreciation and congratulations to the Carnival Association Committee for their work through the year and the success of the Ledbury Carnival.	TC	24.09.025	Letter sent	Completed
C964	That IAC Audit and Consultancy Ltd be appointed at a cost of £789 p/a	TC	22.09.2025	IAC Audit appointed - interim visit scheduled for 4.11.2025	Completed
C965(1)	That counselling be offered to Post Holder 53	TC	12.09.2025	Booked and commenced	Completed
C965(2)	That face-to-face counselling be offered for Post Holder 49, subject to costs being obtained,	TC	24.09.2025	Emails sent requesting costs	Completed

<b>FULL COUNCIL</b>	<b>2 OCTOBER 2025</b>	<b>AGENDA ITEM: 10</b>
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Report prepared by Angela Price – Town Clerk/Responsible Finance Officer

## **FINANCE OVERVIEW REPORT FOR THE 5 MONTHS ENDING 31 AUGUST 2025**

This report provides a high-level summary of the 5 months balance sheet/trial balance and budget performance the full analysis is contained within agenda item 10.

	Actual to date (£)	Annual Budget (£)	Variance to Annual Budget (£)	% spend to Budget
Income - Precept	367,311	734,622	367,311	50.0%
Income - Other	30702	51,103	20,407	60.0%
Expenditure	273577	785,725	537,307	34.8%

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

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

Tree works and perimeter wall (Church Yard)	£ 9,045
New CCTV in council offices	£ 4,113
Cemetery Grounds maintenance	£ 1,000
Ledbury in Bloom (watering)	<u>£ 2,720</u>
<b>TOTAL EMR TRANSFERS</b>	<b><u>£16,878</u></b>

Within expenditure no annual payments for insurance have been made to date, in comparison to a quarterly annual budget roughly equat to the annual grant payments made. Consequently, there is no budget phasing that is impacting on the 5-month financial performance.

An error has been identified which will be rectified in the month 6 budget as follows:

125/1710 Shows income received but not anticipated income

301/1710 Shows anticipated income but has no actual income assigned to it

The accounts clerk has been asked to amend this so that both anticipated income is entered in 301/1710.

The actual total expenditure to date represents 34.8% of the annual budget which is within the expected 41.6% at month 5 of the financial year.

Cash balances at the end of August were £385,624, which includes the receipt of the first precept funds, and the National Lottery Fund John Masefield award carried forward from 2024/25.

To date £16,878 has been allocated from reserves, The general reserves stand at £207,215 and ear-marked reserves at £151,111 at the end of July.

## **RESOLVED**

That the above information be received and noted, noting that the 2025/26 budget is below the expected percentage of 41.6% at month 5 of the financial year.

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

Receipts received between 01/08/2025 and 31/08/2025

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
608371	Banked: 01/08/2025	277.78						
608371	The Stone Workshop	277.78			1289	118	277.78	War Memorial Refund
	VAT Banked: 04/08/2025	8,433.39						
	VAT HMRC	8,433.39			120		8,433.39	VAT
2461	Banked: 08/08/2025	49.50						
2461	The Co-operative Group (CGP)	49.50			1130	102	49.50	Memorial
INTEREST	Banked: 11/08/2025	20.59						
INTEREST	Lloyds Bank	20.59			1870	220	20.59	Bank Interest
2469	Banked: 14/08/2025	172.50						
2469	The Co-operative Group (CGP)	172.50			1130	102	172.50	Memorial
	Banked: 22/08/2025	60,000.00						
736-235	Premier A/c (736) Comm Call	60,000.00			202		60,000.00	Internal transfer
CARD	Banked: 31/08/2025	1,449.10						
CARD	Barclaycard	1,449.10			1450	105	256.90	Card Payments
					1451	105	417.90	Card Payments
					1460	120	494.50	Ceremony Room
					1034	301	4.60	Tourist Information
					1036	235	5.20	Photocopier
					1471	127	5.00	Dog Bags
					1273	127	265.00	Carnival
Total Receipts:		70,402.86	0.00	0.00			70,402.86	

## Premier A/c (736) Comm Call

Receipts received between 01/08/2025 and 31/08/2025

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
CGH2011	Banked: 01/08/2025	195.83						
CGH2011	The Co-operative Group (CGP)	195.83			1160	102	195.83	Mortuary Rent
2467	Banked: 04/08/2025	58.50						
2467	Le Delice	58.50			1090	301	58.50	Charter Market
2467	Banked: 07/08/2025	90.00						
2467	Le Delice	90.00			1090	301	90.00	Charter Market
2488	Banked: 11/08/2025	52.50						
2488	Nigel Rudd	52.50			1460	127	52.50	Wedding Deposit
INTEREST	Banked: 11/08/2025	193.79						
INTEREST	Lloyds Bank	193.79			1870	220	193.79	Bank Interest
Charter	Banked: 18/08/2025	22.50						
Charter	V Ritesh	22.50			1090	301	22.50	Charter market
2490	Banked: 19/08/2025	47.00						
2490	Flics Rustic Bake	47.00			1090	301	47.00	Charter market
2489	Banked: 19/08/2025	252.00						
2489	Hannah Betambeau	252.00			1460	120	252.00	Hannah Netambeau
Deposit	Banked: 26/08/2025	52.50						
Deposit	Rebecca Crew	52.50			1460	120	52.50	Ceremony Room
2487	Banked: 26/08/2025	1,120.00						
2487	Herefordshire Council	1,120.00			1710	125	1,120.00	Lengstham
Total Receipts:		2,084.62	0.00	0.00			2,084.62	

Public Sector Deposit Fund

Receipts received between 01/08/2025 and 31/08/2025

Nominal Ledger Analysis								
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Interest Banked: 04/08/2025		622.52						
Interest	The Public Sector Deposit Fund	622.52			1870	220	622.52	Bank Interest
Total Receipts:		622.52	0.00	0.00			622.52	

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

Payments made between 01/08/2025 and 31/08/2025

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/08/2025	Advansys Ltd	DD	123.60		20.60	4482	401	103.00	Monthly web hosting
04/08/2025	Arthur J Gallagher	BACS	644.97			4130	220	644.97	Insurance
04/08/2025	Royal Museums Greenwich	BACS	799.75		133.29	4906	109	666.46	Books for Cutty Sark visit
04/08/2025	Take Payments	BACS	30.00		5.00	4433	105	25.00	Card Machine PR
04/08/2025	EE Limited	DD	15.13		2.52	4481	401	12.61	Wedding co-ordinator mobile
04/08/2025	Take Payments	DD	30.00		5.00	4433	220	25.00	Card Machine Reception
07/08/2025	Citation Limited	DD	279.48		46.58	4415	235	232.90	EL & HR Compliance
08/08/2025	Welsh Water	DD	20.39			4115	202	20.39	LTC Office water
08/08/2025	Welsh Water	DD	31.74			4115	202	31.74	LTC Offices
11/08/2025	Water Plus	DD	12.29			4115	202	12.29	LTC Offices water drainage
11/08/2025	Water Plus	DD	9.22			4115	201	9.22	LTC water drainage
11/08/2025	Barclaycard	DD	10.00			4433	220	10.00	LTC Card Machine
11/08/2025	Barclaycard	DD	18.74			4433	105	18.74	PR Card Machine
11/08/2025	Lloyds Bank	DD	7.00			4550	220	7.00	Bank Charges DD
12/08/2025	Octopus Energy	DD	33.00		1.57	4122	102	31.43	Cemetery Electricity
12/08/2025	Octopus Energy	DD	282.16		13.44	4122	202	268.72	LTC Electricity
12/08/2025	Octopus Energy	DD	779.71		129.95	4122	202	649.76	LTC Electricity
14/08/2025	West Mercia Energy	DD	41.92		2.00	4800	214	39.92	Barratt Browning clock elec
14/08/2025	Citation Limited	DD	62.14		10.36	4415	235	51.78	Employee Assistance
15/08/2025	Jill Jupp	15082025	44.80		7.47	4004	120	37.33	Wedding Decoration
15/08/2025	Emma Clowsley	BACS	115.45			4051	109	115.45	Travel
15/08/2025	Love Ledbury	BACS	72.17		3.44	4122	106	68.73	Electricity Bye St Toilets
15/08/2025	Chubb Electronic Security	BACS	347.45		57.91	4185	202	289.54	Fire Alarm Service Agreement
15/08/2025	P J Nichols	BACS	93.33		15.56	4330	102	77.77	Fuel for van & mowers
15/08/2025	Waterplus	BACS	26.15			4115	202	26.15	LTC Drainage
15/08/2025	Shredall Ltd	BACS	107.70		17.95	4116	202	89.75	Confidential Waste
15/08/2025	Angela Price	BACS	17.06			4482	401	17.06	FB Advertisement
15/08/2025	Steve Maund	BACS	1,120.00			4014	125	1,120.00	Lengthsman
15/08/2025	Stephen C Large	BACS	3,264.00		544.00	4650	115	2,720.00	Watering of Hanging Baskets
						335		-2,720.00	Watering of Hanging Baskets
						6000	115	2,720.00	Watering of Hanging Baskets
15/08/2025	Emma Clowsley	BACS	28.25			4051	109	16.25	Expenses
						4430	109	12.00	Expenses
Subtotal Carried Forward:			8,467.60	0.00	1,016.64			7,450.96	



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

Payments made between 01/08/2025 and 31/08/2025

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
15/08/2025	Angela Price	BACS	37.80			4051	230	37.80	Mileage
15/08/2025	DM Property Maintenance	BACS	1,608.74			4205	108	336.66	Contract Works
						4205	110	1,120.00	Contract Works
						4236	110	100.00	Contract Works
						4252	108	52.08	Contract Works
15/08/2025	John Walsh Tree Surgery	BACS	250.00			4250	102	100.00	Clearance at Cemetery
						4228	108	150.00	Clearance at Cemetery
15/08/2025	Pop tents eu	BACS	2,160.00		360.00	4549	301	1,800.00	John Walsh Tree Surgery
15/08/2025	Dolphin Tec	BACS	227.28		37.88	4405	235	189.40	Photocopier readings
15/08/2025	Amazon	BACS	35.02		5.84	4206	102	29.18	Large Bin Bags
15/08/2025	Amazon	BACS	12.31		2.05	4400	235	10.26	Desk Organiser
15/08/2025	Amazon	BACS	5.49		0.92	4206	102	4.57	Adaptor Plug
15/08/2025	Amazon	BACS	25.46		4.24	4206	102	21.22	Waste Bags
15/08/2025	Viking Raja	BACS	181.34		30.22	4415	235	151.12	Stationery
15/08/2025	Market House & Grill	BACS	200.00		33.33	4650	115	166.67	Cold Buffet Ledbury in Bloom
15/08/2025	Ledbury Poetry Festival	BACS	60.00			4906	109	60.00	Hire of Poetry House
15/08/2025	Angela Price	BACS	129.90		21.65	4460	220	108.25	Canva for teams
15/08/2025	Bliss Cleaning	BACS	516.00		86.00	4150	202	430.00	LTC Cleaning
15/08/2025	OMS UK Ltd	BACS	3,451.80		575.30	4483	401	2,876.50	IT Equipment
15/08/2025	Amazon	BACS	26.19		4.36	4155	202	21.83	Housekeeping
15/08/2025	Amazon	BACS	36.40		6.07	4155	202	30.33	Housekeeping
15/08/2025	Amazon	BACS	66.06		11.01	4206	102	55.05	Bin Bags
15/08/2025	Amazon	BACS	15.71			4907	109	15.71	Re-printed Book
15/08/2025	Hoople LTD.	BACS	1,872.50		312.08	4590	220	680.00	HR Advice
						4051	230	880.42	HR Advice
15/08/2025	Quickskip Hereford Ltd	BACS	288.00		48.00	4225	102	240.00	Cemetery Skip
15/08/2025	Ledbury Hardware Limited	BACS	60.00		10.00	4170	202	50.00	LTC Maintenance
18/08/2025	Chubb Electronic Security	BACS	420.00		70.00	4185	202	350.00	Engineers Visit
18/08/2025	G & P Group Enterprise Ltd	BACS	5.20			4460	220	5.20	Ledbury Reporter
18/08/2025	OMS UK Ltd	DD	1,332.28		222.05	4483	401	1,110.23	Monthly IT - LTC
21/08/2025	E.on	DD	218.45		10.40	4122	201	208.05	Market House electricity
22/08/2025	Rialtas Business Solutions Ltd	BACS	1,046.40		174.40	4590	220	872.00	Year End 2025
26/08/2025	Herefordshire Council	DD	691.25			4110	202	691.25	LTC Rates
26/08/2025	Herefordshire Council	DD	74.11			4110	201	74.11	Market House Rates
26/08/2025	Herefordshire Council	DD	99.08			4110	202	99.08	Mortuary Rates
26/08/2025	Herefordshire Council	DD	214.52			4110	102	214.52	Cemetery Rates
26/08/2025	Lloyds Bank	DD	22.50			4550	220	22.50	Service Charge
Subtotal Carried Forward:			23,857.39	0.00	3,042.44			20,814.95	

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

Payments made between 01/08/2025 and 31/08/2025

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
26/08/2025	Herefordshire Council	DD	5.75			4110	202	5.75	LTC Rates
26/08/2025	Herefordshire Council	DD	4.89			4110	201	4.89	Market House Rates
26/08/2025	Herefordshire Council	DD	1.92			4110	102	1.92	Mortuary Rates
26/08/2025	Herefordshire Council	DD	-1.52			4110	102	-1.52	Cemetery Rates
27/08/2025	Staff Salaries	BACS	1,995.68			4000	109	1,995.68	Payroll Mth 5
28/08/2025	Lloyds Bank	DD	8.50			4550	220	8.50	Service Charges
29/08/2025	DSG Solutions	BACS	118.80		19.80	4416	202	99.00	Call our charge for printer
29/08/2025	Thompson & Co	DD	55.20		9.20	4590	220	46.00	Payroll
29/08/2025	Onecom Limited	DD	489.25		81.54	4481	401	407.71	LTC Telephones
31/08/2025	Staff Salaries	BACS	47,896.29			4000	103	4,090.71	Payroll Mth 5
						4000	105	5,327.55	Payroll Mth 5
						4000	109	7,435.10	Payroll Mth 5
						4000	230	31,042.93	Payroll Mth 5
Total Payments:			74,432.15	0.00	3,152.98			71,279.17	

Date: 22/09/2025

Ledbury Town Council Current Year

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Time: 12:37

Cashbook 3

User: SAE

Premier A/c (736) Comm Call

Payments made between 01/08/2025 and 31/08/2025

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
22/08/2025	Lloyds A/c (235& 174)(Bus Ext)	736-235	60,000.00			200		60,000.00	Internal transfer
Total Payments:			60,000.00	0.00	0.00			60,000.00	

Date: 22/09/2025

## Ledbury Town Council Current Year

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Time: 12:37

## Cashbook 6

User: SAE

## Petty Cash

Payments made between 01/08/2025 and 31/08/2025

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
01/08/2025	G & P Group Enterprise Ltd	PCASH	1.95			4501	210	1.95	Milk past Mayors presentation
15/08/2025	G & P Group Enterprise Ltd	PCASH	12.05			4607	127	12.05	Refreshments for VJ day
28/08/2025	Tescos	PCASH	13.10			4050	230	13.10	Staff Training
Total Payments:			27.10	0.00	0.00			27.10	

## List of Payments made between 01/08/2025 and 31/08/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2025	Advansys Ltd	DD	123.60	51989	Monthly web hosting
04/08/2025	Arthur J Gallagher	BACS	644.97	20260686	Insurance
04/08/2025	Royal Museums Greenwich	BACS	799.75	WINV38790	Books for Cutty Sark visit
04/08/2025	EE Limited	DD	15.13		Wedding co-ordinator mobile
04/08/2025	Take Payments	BACS	30.00	20164-2	Card Machine PR
04/08/2025	Take Payments	DD	30.00	20164-1	Card Machine Reception
07/08/2025	Citation Limited	DD	279.48	0063014	EL & HR Compliance
08/08/2025	Welsh Water	DD	20.39	3237910304	LTC Office water
08/08/2025	Welsh Water	DD	31.74	6089292360	LTC Offices
11/08/2025	Water Plus	DD	12.29	08680344	LTC Offices water drainage
11/08/2025	Water Plus	DD	9.22	08676042	LTC water drainage
11/08/2025	Barclaycard	DD	10.00	016436890725	LTC Card Machine
11/08/2025	Barclaycard	DD	18.74	016436880725	PR Card Machine
11/08/2025	Lloyds Bank	DD	7.00	Charges	Bank Charges DD
12/08/2025	Octopus Energy	DD	33.00	B092647B	Cemetery Electricity
12/08/2025	Octopus Energy	DD	282.16	30D6C022-0054	LTC Electricity
12/08/2025	Octopus Energy	DD	779.71	6295D2CA	LTC Electricity
14/08/2025	West Mercia Energy	DD	41.92	S15654	Barratt Browning clock elec
14/08/2025	Citation Limited	DD	62.14	0011620	Employee Assistance
15/08/2025	Emma Clowsley	BACS	115.45	Expenses	Travel
15/08/2025	Love Ledbury	BACS	72.17	Reimbursement	Electricity Bye St Toilets
15/08/2025	Jill Jupp	15082025	44.80	Re-imbusement	Wedding Decoration
15/08/2025	Chubb Electronic Security	BACS	347.45	11052643	Fire Alarm Service Agreement
15/08/2025	P J Nichols	BACS	93.33	202506000004	Fuel for van & mowers
15/08/2025	Waterplus	BACS	26.15	09832206	LTC Drainage
15/08/2025	Shredall Ltd	BACS	107.70	108225	Confidential Waste
15/08/2025	Angela Price	BACS	17.06	Re-imbusement	FB Advertisement
15/08/2025	Steve Maund	BACS	1,120.00	HFC	Lengthsman
15/08/2025	Stephen C Large	BACS	3,264.00	003798	Watering of Hanging Baskets
15/08/2025	Emma Clowsley	BACS	28.25	MMatters	Expenses
15/08/2025	Angela Price	BACS	37.80	Travel	Mileage
15/08/2025	D M Property Maintenance	BACS	1,608.74	GM1 - 4	Contract Works
15/08/2025	John Walsh Tree Surgery	BACS	250.00	9936	Clearance at Cemetery
15/08/2025	Pop tents eu	BACS	2,160.00	21449	John Walsh Tree Surgery
15/08/2025	Dolphin Tec	BACS	227.28	024774	Photocopier readings
15/08/2025	Amazon	BACS	35.02	GB502W09ME05	Large Bin Bags
15/08/2025	Amazon	BACS	12.31	GB55MY99RAEUI	Desk Organiser
15/08/2025	Amazon	BACS	5.49	GB50154Y1YOF	Adaptor Plug
15/08/2025	Amazon	BACS	25.46	GB5000IQZUT9TI	Waste Bags
15/08/2025	Viking Raja	BACS	181.34	6148414	Stationery
15/08/2025	Market House & Grill	BACS	200.00	25027	Cold Buffet Ledbury in Bloom
15/08/2025	Ledbury Poetry Festival	BACS	60.00	2519	Hire of Poetry House
15/08/2025	Angela Price	BACS	129.90	Re-imbusement	Canva for teams
15/08/2025	Bliss Cleaning	BACS	516.00	12953	LTC Cleaning
15/08/2025	OMS UK Ltd	BACS	3,451.80	132448	IT Equipment
15/08/2025	Amazon	BACS	26.19	GB50B3V044WJ	Housekeeping

## List of Payments made between 01/08/2025 and 31/08/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/08/2025	Amazon	BACS	36.40	GB501JYKBLW9	Housekeeping
15/08/2025	Amazon	BACS	66.06	GB503216MW05	Bin Bags
15/08/2025	Amazon	BACS	15.71	Masefield Matters	Re-printed Book
15/08/2025	Hoople LTD.	BACS	1,872.50	66849772	HR Advice
15/08/2025	Quickskip Hereford Ltd	BACS	288.00	34797	Cemetery Skip
15/08/2025	Ledbury Hardware Limited	BACS	60.00	45	LTC Maintenance
18/08/2025	Chubb Electronic Security	BACS	420.00	11052824	Engineers Visit
18/08/2025	G & P Group Enterprise Ltd	BACS	5.20	1013	Ledbury Reporter
18/08/2025	OMS UK Ltd	DD	1,332.28	LEDB1134	Monthly IT - LTC
21/08/2025	E.on	DD	218.45	1DBC1576	Market House electricity
22/08/2025	Rialtas Business Solutions Ltd	BACS	1,046.40	32798	Year End 2025
26/08/2025	Herefordshire Council	DD	691.25	85237264	LTC Rates
26/08/2025	Herefordshire Council	DD	74.11	858060686	Market House Rates
26/08/2025	Herefordshire Council	DD	99.08	8427557X	Mortuary Rates
26/08/2025	Herefordshire Council	DD	214.52	84275471	Cemetery Rates
26/08/2025	Lloyds Bank	DD	22.50	463429365	Service Charge
26/08/2025	Herefordshire Council	DD	5.75	85237264	LTC Rates
26/08/2025	Herefordshire Council	DD	4.89	85806086	Market House Rates
26/08/2025	Herefordshire Council	DD	1.92	8427557X	Mortuary Rates
26/08/2025	Herefordshire Council	DD	-1.52	84275471	Cemetery Rates
27/08/2025	Staff Salaries	BACS	1,995.68	Payroll	Payroll Mth 5
28/08/2025	Lloyds Bank	DD	8.50	462316933	Service Charges
29/08/2025	DSG Solutions	BACS	118.80	ProForma 2435	Call our charge for printer
29/08/2025	Thompson & Co	DD	55.20	21647	Payroll
29/08/2025	Onecom Limited	DD	489.25	7660273	LTC Telephones
31/08/2025	Staff Salaries	BACS	47,896.29	Payroll	Payroll Mth 5
<b>Total Payments</b>			<b>74,432.15</b>		

## List of Payments made between 01/08/2025 and 31/08/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/08/2025	Lloyds A/c (235& 174)(Bus Ext)	736-235	60,000.00		Internal transfer
Total Payments			60,000.00		

## Petty Cash

## List of Payments made between 01/08/2025 and 31/08/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2025	G & P Group Enterprise Ltd	PCASH	1.95	Petty Cash	Milk past Mayors presentation
15/08/2025	G & P Group Enterprise Ltd	PCASH	12.05	02	Refreshments for VJ day
28/08/2025	Tescos	PCASH	13.10	Petty Cash	Staff Training
Total Payments			27.10		



## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
120	Vat Due			9,015.86	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			13,734.71	
202	Premier A/c (736) Comm Call			197,793.93	
203	Public Sector Deposit Fund			174,024.52	
215	Petty Cash			71.38	
310	General Fund				195,337.12
324	EMR - Listed Buildings				106,855.97
331	EMR - Advertising				5,000.00
335	EMR - Amenity & Public Spaces				18,554.05
336	EMR - Community Projects				15,701.35
339	EMR - Vehicle Replacement/Ref				5,000.00
1030	Market House Income	201	Market House		240.00
1034	Tourist Information Centre	301	Planning/Economic Development		20.50
1036	Photocopier Printing	235	Office Facilities & Equipment		18.80
1090	Charter Market Income	301	Planning/Economic Development		1,746.00
1100	Cemetery Interment Income	102	Cemetery & Buildings		2,029.29
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		868.50
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		68.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		862.51
1273	Event Income	127	Services and Events		330.00
1289	War Memorial Refund	118	Minor Infrastructure		1,388.90
1450	Painted Room Sales Income	105	Painted Room		2,140.50
1451	Painted Room Donations Income	105	Painted Room		3,079.70
1452	UKSPF Funding	105	Painted Room		9,000.00
1460	Ceremony Room Income	120	Non-Statutory Services		3,207.00
1460	Ceremony Room Income	127	Services and Events		52.50
1471	Dog Poop Bags	127	Services and Events		85.10
1710	Lengthsman (basic) Income	125	Green Spaces Maintenance		1,120.00
1870	Bank Interest Received Income	220	Finance and General Purposes		4,438.15
1900	Precept Income	220	Finance and General Purposes		367,311.00
1902	Western Power WayLeave	220	Finance and General Purposes		5.95
4000	Staff Salaries	103	Grounds Maintenance	17,189.15	
4000	Staff Salaries	105	Painted Room	17,804.14	
4000	Staff Salaries	109	Masefield Matters	32,352.33	
4000	Staff Salaries	230	Management and Payroll	140,665.60	
4001	Agency Cover	102	Cemetery & Buildings	5,170.00	
4001	Agency Cover	230	Management and Payroll	3,623.20	
4004	Wedding Decorations	120	Non-Statutory Services	119.33	
4013	Devolved Services	125	Green Spaces Maintenance	52.08	
4014	Lengthsman Scheme/P3 Scheme	125	Green Spaces Maintenance	1,120.00	
4020	Cleaning	120	Non-Statutory Services	300.00	

Continued over page

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4021	Rubbish Collection	202	Town Council Offices	121.49	
4050	Staff Training	230	Management and Payroll	2,384.47	
4051	Officers Travel/Conference/Sub	109	Masefield Matters	188.90	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	1,076.44	
4110	Rates	102	Cemetery & Buildings	1,257.52	
4110	Rates	201	Market House	311.11	
4110	Rates	202	Town Council Offices	3,870.33	
4115	Water	102	Cemetery & Buildings	37.95	
4115	Water	105	Painted Room	15.76	
4115	Water	106	Bye Street Toilets	8.70	
4115	Water	201	Market House	36.88	
4115	Water	202	Town Council Offices	383.69	
4116	Confidential Waste - Shredding	202	Town Council Offices	644.46	
4119	CCTV New	202	Town Council Offices	4,112.62	
4122	Electricity	102	Cemetery & Buildings	151.83	
4122	Electricity	106	Bye Street Toilets	276.77	
4122	Electricity	108	Amenity Areas	190.01	
4122	Electricity	201	Market House	792.51	
4122	Electricity	202	Town Council Offices	5,610.20	
4130	Insurance	220	Finance and General Purposes	644.97	
4150	Cleaning	202	Town Council Offices	1,119.00	
4155	Housekeeping	109	Masefield Matters	1.21	
4155	Housekeeping	202	Town Council Offices	214.84	
4155	Housekeeping	235	Office Facilities & Equipment	2.90	
4170	Maintenance	102	Cemetery & Buildings	10.83	
4170	Maintenance	106	Bye Street Toilets	8.30	
4170	Maintenance	202	Town Council Offices	218.52	
4170	Maintenance	235	Office Facilities & Equipment	21.67	
4176	CCTV Link to Hereford	118	Minor Infrastructure	2,637.90	
4185	Alarms	202	Town Council Offices	1,611.95	
4200	New Equipment	102	Cemetery & Buildings	6.66	
4200	New Equipment	108	Amenity Areas	3.63	
4205	Grounds Maintenance (Contract)	106	Bye Street Toilets	336.66	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	2,129.98	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	3,460.00	
4206	Grounds Maintenance	102	Cemetery & Buildings	3,695.36	
4224	Wheely Bins Refuse Collection	101	Closed Churchyard	84.57	
4225	Skip Hire	102	Cemetery & Buildings	460.00	
4228	General Tree works	108	Amenity Areas	4,345.00	
4235	Play Equipment-New	110	Recreation Ground	973.83	
4236	Play Equipment Maintenance	110	Recreation Ground	1,270.14	
4250	Tree Works/Property Maintenanc	101	Closed Churchyard	6,850.00	

Continued over page

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4250	Tree Works/Property Maintenance	102	Cemetery & Buildings	925.00	
4252	General Park Maintenance	108	Amenity Areas	156.24	
4276	External power supply -High St	118	Minor Infrastructure	575.25	
4300	Vehicle Repair	102	Cemetery & Buildings	44.00	
4330	Fuel	102	Cemetery & Buildings	233.55	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	399.85	
4400	Stationery	235	Office Facilities & Equipment	1,078.05	
4405	Photocopier Hire	235	Office Facilities & Equipment	1,799.78	
4415	Office Support & Equipment	235	Office Facilities & Equipment	663.82	
4416	Equipment Maintenance	102	Cemetery & Buildings	193.00	
4416	Equipment Maintenance	202	Town Council Offices	99.00	
4430	Advertising	109	Masefield Matters	127.00	
4433	Card Machine rental	105	Painted Room	186.47	
4433	Card Machine rental	202	Town Council Offices	35.00	
4433	Card Machine rental	220	Finance and General Purposes	140.00	
4439	Contingency	109	Masefield Matters	200.00	
4455	Postage	401	Full Council	233.08	
4460	Subscriptions	220	Finance and General Purposes	1,120.95	
4481	Telephones	401	Full Council	2,401.65	
4482	Website	108	Amenity Areas	103.00	
4482	Website	401	Full Council	1,770.41	
4483	ICT Services & Software Lease	401	Full Council	9,503.34	
4500	Town Mayors Expenses	225	Councillors/Newsletter	361.95	
4501	Mayor's Hospitality	210	Civic Matters	1.95	
4525	Councillors Training	225	Councillors/Newsletter	562.50	
4531	Roll of Honour	210	Civic Matters	20.00	
4535	Civic Hospitality	210	Civic Matters	1,378.03	
4549	Charter Market improvements	301	Planning/Economic Development	1,800.00	
4550	Bank Charges	220	Finance and General Purposes	193.48	
4590	Professional Services	220	Finance and General Purposes	4,210.24	
4592	PPE/Health & Safety	102	Cemetery & Buildings	120.00	
4592	PPE/Health & Safety	103	Grounds Maintenance	4.58	
4595	Climate Change	127	Services and Events	1,930.00	
4605	Events Barriers	127	Services and Events	100.00	
4607	Events	127	Services and Events	999.82	
4640	Christmas Lights & Install	115	Town Centre Decorations	6,000.00	
4650	Ledbury In Bloom	115	Town Centre Decorations	3,098.30	
4700	Stock Purchase	105	Painted Room	690.98	
4703	Promotional Material	107	Town Promotion	450.00	
4704	Tourism/ Town Plan Projects	107	Town Promotion	4,889.13	
4800	Barrett Browning Clock	214	Grants with Powers	171.53	
4827	Community Action Ledbury	214	Grants with Powers	12,000.00	

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4875	Distinguished Citizen Awards	214	Grants with Powers	250.00	
4890	Unspecified Grants	214	Grants with Powers	5,052.00	
4892	Dream Your Future	214	Grants with Powers	1,500.00	
4893	Ledbury Food Bank	214	Grants with Powers	2,500.00	
4894	Ledbury Methodist Church	214	Grants with Powers	1,500.00	
4897	LEAF	214	Grants with Powers	10,440.00	
4898	Ledbury Carnival	214	Grants with Powers	4,500.00	
4903	Professional Fees	109	Masefield Matters		872.00
4906	Event Costs	109	Masefield Matters	2,654.64	
4907	Equipment and Materials	109	Masefield Matters	1,499.46	
6000	Transfers from EMR	101	Closed Churchyard		6,850.00
6000	Transfers from EMR	102	Cemetery & Buildings	4,000.00	
6000	Transfers from EMR	108	Amenity Areas		2,195.00
6000	Transfers from EMR	115	Town Centre Decorations		2,720.00
6000	Transfers from EMR	202	Town Council Offices		4,112.62
<b>Trial Balance Totals :</b>				<b>761,210.51</b>	<b>761,210.51</b>
<b>Difference</b>				<b>0.00</b>	

**Detailed Balance Sheet - Excluding Stock Movement****Month 5 Date 31/08/2025**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
120	Vat Due	9,016
150	Stock	1,728
200	Lloyds A/c (235) (Bus Ext)	13,735
202	Premier A/c (736) Comm Call	197,794
203	Public Sector Deposit Fund	174,025
215	Petty Cash	71
<b>Total Current Assets</b>		<b>396,368</b>
<u>Represented by :-</u>		
300	Current Year Fund	38,042
310	General Fund	207,215
324	EMR - Listed Buildings	106,856
331	EMR - Advertising	5,000
335	EMR - Amenity & Public Spaces	18,554
336	EMR - Community Projects	15,701
339	EMR - Vehicle Replacement/Ref	5,000
<b>Total Equity</b>		<b>396,368</b>



## Detailed Income &amp; Expenditure by Budget Heading 31/08/2025

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Closed Churchyard</b>								
4205 Grounds Maintenance (Contract)	0	0	1,500	1,500		1,500	0.0%	
4206 Grounds Maintenance	0	0	1,000	1,000		1,000	0.0%	
4224 Wheely Bins Refuse Collection	0	85	250	165		165	33.8%	
4250 Tree Works/Property Maintenanc	0	6,850	1,000	(5,850)		(5,850)	685.0%	6,850
Closed Churchyard :- Indirect Expenditure	<b>0</b>	<b>6,935</b>	<b>3,750</b>	<b>(3,185)</b>	<b>0</b>	<b>(3,185)</b>	<b>184.9%</b>	<b>6,850</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(6,935)</b>	<b>(3,750)</b>	<b>3,185</b>				
6000 plus Transfers from EMR	0	6,850	0	(6,850)				
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(85)</b>	<b>(3,750)</b>	<b>(3,665)</b>				
<b>102 Cemetery &amp; Buildings</b>								
1100 Cemetery Interment Income	0	2,029	11,000	8,971			18.4%	
1130 Cemetery Memorial Permit Incom	222	869	2,500	1,632			34.7%	
1131 Cemetery Deed Transfers Income	0	68	360	292			18.9%	
1160 Mortuary Rent Income	196	863	2,500	1,637			34.5%	
1161 Chapel Hire	0	0	150	150			0.0%	
Cemetery & Buildings :- Income	<b>418</b>	<b>3,828</b>	<b>16,510</b>	<b>12,682</b>			<b>23.2%</b>	<b>0</b>
4000 Staff Salaries	0	0	33,952	33,952		33,952	0.0%	
4001 Agency Cover	0	5,170	12,000	6,830		6,830	43.1%	
4110 Rates	215	1,258	3,350	2,092		2,092	37.5%	
4115 Water	0	38	100	62		62	38.0%	
4122 Electricity	31	152	1,000	848		848	15.2%	
4150 Cleaning	0	0	100	100		100	0.0%	
4170 Maintenance	0	11	0	(11)		(11)	0.0%	
4181 CCTV Maintenance Contract	0	0	100	100		100	0.0%	
4183 Memorial Board	0	0	100	100		100	0.0%	
4200 New Equipment	0	7	1,100	1,093		1,093	0.6%	
4201 Equipment Hire	0	0	500	500		500	0.0%	
4206 Grounds Maintenance	110	3,695	2,200	(1,495)		(1,495)	168.0%	1,000
4223 Perimeter Wall Repairs	0	0	2,000	2,000		2,000	0.0%	
4225 Skip Hire	240	460	1,800	1,340		1,340	25.6%	
4227 Memorial Testing	0	0	1,000	1,000		1,000	0.0%	
4250 Tree Works/Property Maintenanc	100	925	2,500	1,575		1,575	37.0%	
4273 Scatter Garden & Memorial Tree	0	0	2,000	2,000		2,000	0.0%	
4300 Vehicle Repair	0	44	1,000	956		956	4.4%	
4310 Vehicle Replacement/Refurb	0	0	5,000	5,000		5,000	0.0%	(5,000)
4311 Green Vehicle	0	0	3,000	3,000		3,000	0.0%	
4312 Storage Container	0	0	2,000	2,000		2,000	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2025

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4330 Fuel	78	234	1,100	866		866	21.2%	
4340 Insurance, Tax & MOT	0	400	1,100	700		700	36.4%	
4416 Equipment Maintenance	0	193	2,000	1,807		1,807	9.7%	
4592 PPE/Health & Safety	0	120	500	380		380	24.0%	
4594 Cemetery Mapping	0	0	395	395		395	0.0%	
Cemetery & Buildings :- Indirect Expenditure	774	12,706	79,897	67,191	0	67,191	15.9%	(4,000)
<b>Net Income over Expenditure</b>	<b>(356)</b>	<b>(8,877)</b>	<b>(63,387)</b>	<b>(54,510)</b>				
6000 plus Transfers from EMR	0	(4,000)	0	4,000				
<b>Movement to/(from) Gen Reserve</b>	<b>(356)</b>	<b>(12,877)</b>	<b>(63,387)</b>	<b>(50,510)</b>				
<b>103 Grounds Maintenance</b>								
4000 Staff Salaries	4,091	17,189	35,057	17,868		17,868	49.0%	
4592 PPE/Health & Safety	0	5	0	(5)		(5)	0.0%	
Grounds Maintenance :- Indirect Expenditure	4,091	17,194	35,057	17,863	0	17,863	49.0%	0
<b>Net Expenditure</b>	<b>(4,091)</b>	<b>(17,194)</b>	<b>(35,057)</b>	<b>(17,863)</b>				
<b>105 Painted Room</b>								
1450 Painted Room Sales Income	257	2,141	2,000	(141)			107.0%	
1451 Painted Room Donations Income	418	3,080	5,000	1,920			61.6%	
1452 UKSPF Funding	0	9,000	0	(9,000)			0.0%	
Painted Room :- Income	675	14,220	7,000	(7,220)			203.1%	0
4000 Staff Salaries	5,328	17,804	25,711	7,907		7,907	69.2%	
4115 Water	0	16	0	(16)		(16)	0.0%	
4430 Advertising	0	0	800	800		800	0.0%	
4433 Card Machine rental	44	186	600	414		414	31.1%	
4434 Music Licence	0	0	500	500		500	0.0%	
4700 Stock Purchase	0	691	550	(141)		(141)	125.6%	
Painted Room :- Indirect Expenditure	5,371	18,697	28,161	9,464	0	9,464	66.4%	0
<b>Net Income over Expenditure</b>	<b>(4,696)</b>	<b>(4,477)</b>	<b>(21,161)</b>	<b>(16,684)</b>				
<b>106 Bye Street Toilets</b>								
4115 Water	0	9	0	(9)		(9)	0.0%	
4122 Electricity	69	277	500	223		223	55.4%	
4155 Housekeeping	0	0	500	500		500	0.0%	
4170 Maintenance	0	8	500	492		492	1.7%	
4205 Grounds Maintenance (Contract)	0	337	0	(337)		(337)	0.0%	
Bye Street Toilets :- Indirect Expenditure	69	630	1,500	870	0	870	42.0%	0
<b>Net Expenditure</b>	<b>(69)</b>	<b>(630)</b>	<b>(1,500)</b>	<b>(870)</b>				



## Detailed Income &amp; Expenditure by Budget Heading 31/08/2025

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>107 Town Promotion</b>								
4703 Promotional Material	0	450	3,000	2,550		2,550	15.0%	
4704 Tourism/ Town Plan Projects	0	4,889	5,000	111		111	97.8%	
4705 Signage	0	0	3,000	3,000		3,000	0.0%	
Town Promotion :- Indirect Expenditure	0	5,339	11,000	5,661	0	5,661	48.5%	0
<b>Net Expenditure</b>	<b>0</b>	<b>(5,339)</b>	<b>(11,000)</b>	<b>(5,661)</b>				
<b>108 Amenity Areas</b>								
4122 Electricity	0	190	1,000	810		810	19.0%	
4200 New Equipment	0	4	200	196		196	1.8%	
4204 Dog Hill Wood Management Plan/	0	0	1,000	1,000		1,000	0.0%	
4205 Grounds Maintenance (Contract)	337	2,130	4,540	2,410		2,410	46.9%	
4210 Dog Hill Wood Coppicing	0	0	1,000	1,000		1,000	0.0%	
4228 General Tree works	150	4,345	2,000	(2,345)		(2,345)	217.3%	2,195
4252 General Park Maintenance	52	156	1,000	844		844	15.6%	
4482 Website	0	103	0	(103)		(103)	0.0%	
Amenity Areas :- Indirect Expenditure	539	6,928	10,740	3,812	0	3,812	64.5%	2,195
<b>Net Expenditure</b>	<b>(539)</b>	<b>(6,928)</b>	<b>(10,740)</b>	<b>(3,812)</b>				
6000 plus Transfers from EMR	0	2,195	0	(2,195)				
<b>Movement to/(from) Gen Reserve</b>	<b>(539)</b>	<b>(4,733)</b>	<b>(10,740)</b>	<b>(6,007)</b>				
<b>109 Masefield Matters</b>								
1020 National Heritage Funding	0	0	111,110	111,110			0.0%	
Masefield Matters :- Income	0	0	111,110	111,110			0.0%	0
4000 Staff Salaries	9,178	32,352	108,850	76,498		76,498	29.7%	
4050 Staff Training	0	0	1,000	1,000		1,000	0.0%	
4051 Officers Travel/Conference/Sub	132	189	5,240	5,051		5,051	3.6%	
4155 Housekeeping	0	1	0	(1)		(1)	0.0%	
4430 Advertising	12	127	9,500	9,373		9,373	1.3%	
4436 Consultancy	0	0	7,700	7,700		7,700	0.0%	
4439 Contingency	0	200	20,561	20,361		20,361	1.0%	
4903 Professional Fees	0	(872)	8,800	9,672		9,672	(9.9%)	
4904 Recruitment	0	0	2,000	2,000		2,000	0.0%	
4906 Event Costs	726	2,655	17,950	15,295		15,295	14.8%	
4907 Equipment and Materials	16	1,499	9,680	8,181		8,181	15.5%	
Masefield Matters :- Indirect Expenditure	10,064	36,152	191,281	155,129	0	155,129	18.9%	0
<b>Net Income over Expenditure</b>	<b>(10,064)</b>	<b>(36,152)</b>	<b>(80,171)</b>	<b>(44,019)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2025

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>110 Recreation Ground</b>								
4205 Grounds Maintenance (Contract)	1,120	3,460	10,000	6,540		6,540	34.6%	
4224 Wheely Bins Refuse Collection	0	0	150	150		150	0.0%	
4229 Street Light Maintenance	0	0	500	500		500	0.0%	
4230 ROSPA Reports	0	0	80	80		80	0.0%	
4235 Play Equipment-New	0	974	10,000	9,026		9,026	9.7%	
4236 Play Equipment Maintenance	100	1,270	5,000	3,730		3,730	25.4%	
4237 Skate Park Maintenance	0	0	500	500		500	0.0%	
4238 Youth Shelter Maintenance	0	0	300	300		300	0.0%	
<b>Recreation Ground :- Indirect Expenditure</b>	<b>1,220</b>	<b>5,704</b>	<b>26,530</b>	<b>20,826</b>	<b>0</b>	<b>20,826</b>	<b>21.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,220)</b>	<b>(5,704)</b>	<b>(26,530)</b>	<b>(20,826)</b>				
<b>115 Town Centre Decorations</b>								
1270 Christmas Lights Event	0	0	2,500	2,500			0.0%	
<b>Town Centre Decorations :- Income</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>			<b>0.0%</b>	<b>0</b>
4122 Electricity	0	0	1,000	1,000		1,000	0.0%	
4640 Christmas Lights & Install	0	6,000	15,000	9,000		9,000	40.0%	
4650 Ledbury In Bloom	2,887	3,098	4,000	902		902	77.5%	2,720
<b>Town Centre Decorations :- Indirect Expenditure</b>	<b>2,887</b>	<b>9,098</b>	<b>20,000</b>	<b>10,902</b>	<b>0</b>	<b>10,902</b>	<b>45.5%</b>	<b>2,720</b>
<b>Net Income over Expenditure</b>	<b>(2,887)</b>	<b>(9,098)</b>	<b>(17,500)</b>	<b>(8,402)</b>				
6000 plus Transfers from EMR	2,720	2,720	0	(2,720)				
<b>Movement to/(from) Gen Reserve</b>	<b>(167)</b>	<b>(6,378)</b>	<b>(17,500)</b>	<b>(11,122)</b>				
<b>118 Minor Infrastructure</b>								
1289 War Memorial Refund	278	1,389	1,667	278			83.3%	
<b>Minor Infrastructure :- Income</b>	<b>278</b>	<b>1,389</b>	<b>1,667</b>	<b>278</b>			<b>83.3%</b>	<b>0</b>
4176 CCTV Link to Hereford	0	2,638	12,000	9,362		9,362	22.0%	
4276 External power supply -High St	0	575	1,000	425		425	57.5%	
4285 Defibrillator Maintenance	0	0	750	750		750	0.0%	
<b>Minor Infrastructure :- Indirect Expenditure</b>	<b>0</b>	<b>3,213</b>	<b>13,750</b>	<b>10,537</b>	<b>0</b>	<b>10,537</b>	<b>23.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>278</b>	<b>(1,824)</b>	<b>(12,083)</b>	<b>(10,259)</b>				
<b>120 Non-Statutory Services</b>								
1460 Ceremony Room Income	799	3,207	4,000	793			80.2%	
<b>Non-Statutory Services :- Income</b>	<b>799</b>	<b>3,207</b>	<b>4,000</b>	<b>793</b>			<b>80.2%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2025

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4004 Wedding Decorations	37	119	250	131		131	47.7%	
4020 Cleaning	0	300	300	0		0	100.0%	
4430 Advertising	0	0	500	500		500	0.0%	
Non-Statutory Services :- Indirect Expenditure	37	419	1,050	631	0	631	39.9%	0
<b>Net Income over Expenditure</b>	<b>762</b>	<b>2,788</b>	<b>2,950</b>	<b>162</b>				
<b>125 Green Spaces Maintenance</b>								
1710 Lengthsman (basic) Income	1,120	1,120	0	(1,120)			0.0%	
Green Spaces Maintenance :- Income	1,120	1,120	0	(1,120)				0
4013 Devolved Services	0	52	1,000	948		948	5.2%	
4014 Lengthsman Scheme/P3 Scheme	1,120	1,120	3,000	1,880		1,880	37.3%	
Green Spaces Maintenance :- Indirect Expenditure	1,120	1,172	4,000	2,828	0	2,828	29.3%	0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(52)</b>	<b>(4,000)</b>	<b>(3,948)</b>				
<b>127 Services and Events</b>								
1273 Event Income	265	330	0	(330)			0.0%	
1460 Ceremony Room Income	53	53	0	(53)			0.0%	
1471 Dog Poop Bags	5	85	500	415			17.0%	
Services and Events :- Income	323	468	500	32			93.5%	0
4271 Dog Bags	0	0	700	700		700	0.0%	
4595 Climate Change	1,930	1,930	2,000	70		70	96.5%	
4600 Town Crier/Fees & Subs	0	0	500	500		500	0.0%	
4601 Town Crier/Uniforms	0	0	500	500		500	0.0%	
4605 Events Barriers	0	100	100	0		0	100.0%	
4607 Events	(1,918)	1,000	12,000	11,000		11,000	8.3%	
4850 Poppy Wreath	0	0	40	40		40	0.0%	
Services and Events :- Indirect Expenditure	12	3,030	15,840	12,810	0	12,810	19.1%	0
<b>Net Income over Expenditure</b>	<b>310</b>	<b>(2,562)</b>	<b>(15,340)</b>	<b>(12,778)</b>				
<b>201 Market House</b>								
1030 Market House Income	0	240	1,100	860			21.8%	
Market House :- Income	0	240	1,100	860			21.8%	0
4110 Rates	79	311	1,900	1,589		1,589	16.4%	
4115 Water	9	37	100	63		63	36.9%	
4122 Electricity	208	793	1,000	207		207	79.3%	
4150 Cleaning	0	0	100	100		100	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2025

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4170 Maintenance	0	0	5,000	5,000		5,000	0.0%	
Market House :- Indirect Expenditure	296	1,141	8,100	6,960	0	6,960	14.1%	0
<b>Net Income over Expenditure</b>	<b>(296)</b>	<b>(901)</b>	<b>(7,000)</b>	<b>(6,100)</b>				
<b>202 Town Council Offices</b>								
4021 Rubbish Collection	0	121	1,000	879		879	12.1%	
4110 Rates	796	3,870	7,500	3,630		3,630	51.6%	
4115 Water	91	384	630	246		246	60.9%	
4116 Confidential Waste - Shredding	90	644	780	136		136	82.6%	
4119 CCTV New	0	4,113	0	(4,113)		(4,113)	0.0%	4,113
4122 Electricity	918	5,610	15,500	9,890		9,890	36.2%	
4150 Cleaning	430	1,119	2,500	1,381		1,381	44.8%	
4155 Housekeeping	52	215	500	285		285	43.0%	
4170 Maintenance	50	219	5,000	4,781		4,781	4.4%	
4179 Quinquennial Works	0	0	2,000	2,000		2,000	0.0%	
4185 Alarms	640	1,612	4,620	3,008		3,008	34.9%	
4416 Equipment Maintenance	99	99	0	(99)		(99)	0.0%	
4433 Card Machine rental	0	35	0	(35)		(35)	0.0%	
Town Council Offices :- Indirect Expenditure	3,166	18,041	40,030	21,989	0	21,989	45.1%	4,113
<b>Net Expenditure</b>	<b>(3,166)</b>	<b>(18,041)</b>	<b>(40,030)</b>	<b>(21,989)</b>				
6000 plus Transfers from EMR	0	4,113	0	(4,113)				
<b>Movement to/(from) Gen Reserve</b>	<b>(3,166)</b>	<b>(13,928)</b>	<b>(40,030)</b>	<b>(26,102)</b>				
<b>210 Civic Matters</b>								
4501 Mayor's Hospitality	2	2	1,100	1,098		1,098	0.2%	
4529 Civic Insignia	0	0	400	400		400	0.0%	
4531 Roll of Honour	0	20	50	30		30	40.0%	
4532 Flag Pole	0	0	200	200		200	0.0%	
4535 Civic Hospitality	0	1,378	2,042	664		664	67.5%	
Civic Matters :- Indirect Expenditure	2	1,400	3,792	2,392	0	2,392	36.9%	0
<b>Net Expenditure</b>	<b>(2)</b>	<b>(1,400)</b>	<b>(3,792)</b>	<b>(2,392)</b>				
<b>214 Grants with Powers</b>								
1718 October Fair Donation Income	0	0	2,500	2,500			0.0%	
Grants with Powers :- Income	0	0	2,500	2,500			0.0%	0
4800 Barrett Browning Clock	40	172	500	328		328	34.3%	
4805 Citizens Advice Worcs	0	0	5,000	5,000		5,000	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2025

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4827 Community Action Ledbury	0	12,000	12,000	0		0	100.0%	
4875 Distinguished Citizen Awards	0	250	250	0		0	100.0%	
4876 October Fair Expenditure	0	0	500	500		500	0.0%	
4890 Unspecified Grants	0	5,052	20,000	14,948		14,948	25.3%	
4891 Age UK Hereford Localities	0	0	4,000	4,000		4,000	0.0%	
4892 Dream Your Future	0	1,500	1,500	0		0	100.0%	
4893 Ledbury Food Bank	0	2,500	2,500	0		0	100.0%	
4894 Ledbury Methodist Church	0	1,500	1,350	(150)		(150)	111.1%	
4897 LEAF	0	10,440	10,440	0		0	100.0%	
4898 Ledbury Carnival	0	4,500	4,500	0		0	100.0%	
4900 Buses 4 Us	0	0	8,000	8,000		8,000	0.0%	

Grants with Powers :- Indirect Expenditure	40	37,914	70,540	32,626	0	32,626	53.7%	0
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Net Income over Expenditure	(40)	(37,914)	(68,040)	(30,126)
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220 Finance and General Purposes

1870 Bank Interest Received Income	837	4,438	6,000	1,562			74.0%	
1900 Precept Income	0	367,311	0	(367,311)			0.0%	
1902 Western Power WayLeave	0	6	126	120			4.7%	

Finance and General Purposes :- Income	837	371,755	6,126	(365,629)			6068.5%	0
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4130 Insurance	645	645	20,000	19,355		19,355	3.2%	
4430 Advertising	0	0	1,000	1,000		1,000	0.0%	
4433 Card Machine rental	35	140	600	460		460	23.3%	
4460 Subscriptions	113	1,121	5,000	3,879		3,879	22.4%	
4550 Bank Charges	38	193	500	307		307	38.7%	
4551 Data Protection	0	0	500	500		500	0.0%	
4579 Audit Internal	0	0	2,500	2,500		2,500	0.0%	
4580 Audit External	0	0	3,000	3,000		3,000	0.0%	
4590 Professional Services	1,598	4,210	15,000	10,790		10,790	28.1%	
4592 PPE/Health & Safety	0	0	500	500		500	0.0%	

Finance and General Purposes :- Indirect Expenditure	2,429	6,310	48,600	42,290	0	42,290	13.0%	0
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Net Income over Expenditure	(1,593)	365,445	(42,474)	(407,919)
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225 Councillors/Newsletter

4420 Newsletter	0	0	500	500		500	0.0%	
4500 Town Mayors Expenses	0	362	1,000	638		638	36.2%	
4502 Mayor's Advertising	0	0	500	500		500	0.0%	
4503 Mayor's Portrait/Caricature	0	0	500	500		500	0.0%	
4520 Councillors Expenses	0	0	300	300		300	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2025

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4525 Councillors Training	0	563	1,500	938		938	37.5%	
4545 Annual & Other Meetings	0	0	500	500		500	0.0%	
Councillors/Newsletter :- Indirect Expenditure	0	924	4,800	3,876	0	3,876	19.3%	0
<b>Net Expenditure</b>	<b>0</b>	<b>(924)</b>	<b>(4,800)</b>	<b>(3,876)</b>				
<b>230 Management and Payroll</b>								
4000 Staff Salaries	31,296	140,666	299,480	158,814		158,814	47.0%	
4001 Agency Cover	0	3,623	8,000	4,377		4,377	45.3%	
4050 Staff Training	13	2,384	6,000	3,616		3,616	39.7%	
4051 Officers Travel/Conference/Sub	918	1,076	1,500	424		424	71.8%	
Management and Payroll :- Indirect Expenditure	32,227	147,750	314,980	167,230	0	167,230	46.9%	0
<b>Net Expenditure</b>	<b>(32,227)</b>	<b>(147,750)</b>	<b>(314,980)</b>	<b>(167,230)</b>				
<b>235 Office Facilities &amp; Equipment</b>								
1036 Photocopier Printing	5	19	0	(19)			0.0%	
Office Facilities & Equipment :- Income	5	19	0	(19)				0
4155 Housekeeping	0	3	0	(3)		(3)	0.0%	
4170 Maintenance	0	22	1,650	1,628		1,628	1.3%	
4400 Stationery	10	1,078	4,000	2,922		2,922	27.0%	
4405 Photocopier Hire	189	1,800	3,500	1,700		1,700	51.4%	
4415 Office Support & Equipment	436	664	2,500	1,836		1,836	26.6%	
Office Facilities & Equipment :- Indirect Expenditure	635	3,566	11,650	8,084	0	8,084	30.6%	0
<b>Net Income over Expenditure</b>	<b>(630)</b>	<b>(3,547)</b>	<b>(11,650)</b>	<b>(8,103)</b>				
<b>301 Planning/Economic Development</b>								
1034 Tourist Information Centre	5	21	200	180			10.3%	
1090 Charter Market Income	218	1,746	6,000	4,254			29.1%	
1710 Lengthsman (basic) Income	0	0	3,000	3,000			0.0%	
Planning/Economic Development :- Income	223	1,767	9,200	7,434			19.2%	0
4233 Gazebos	0	0	500	500		500	0.0%	
4543 Neighbourhood Plan	0	0	500	500		500	0.0%	
4546 Traffic Management	0	0	2,000	2,000		2,000	0.0%	
4549 Charter Market improvements	1,800	1,800	2,000	200		200	90.0%	
4553 Tourist Information Centre	0	0	1,000	1,000		1,000	0.0%	
4554 Charter Market Strategy	0	0	5,500	5,500		5,500	0.0%	
Planning/Economic Development :- Indirect Expenditure	1,800	1,800	11,500	9,700	0	9,700	15.7%	0
<b>Net Income over Expenditure</b>	<b>(1,577)</b>	<b>(34)</b>	<b>(2,300)</b>	<b>(2,267)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2025

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>401 Full Council</b>								
4455 Postage	0	233	400	167		167	58.3%	
4481 Telephones	420	2,402	6,000	3,598		3,598	40.0%	
4482 Website	120	1,770	4,000	2,230		2,230	44.3%	
4483 ICT Services & Software Lease	3,987	9,503	11,000	1,497		1,497	86.4%	
Full Council :- Indirect Expenditure	<b>4,527</b>	<b>13,908</b>	<b>21,400</b>	<b>7,492</b>	<b>0</b>	<b>7,492</b>	<b>65.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,527)</b>	<b>(13,908)</b>	<b>(21,400)</b>	<b>(7,492)</b>				
Grand Totals:- Income	<b>4,677</b>	<b>398,012</b>	<b>162,213</b>	<b>(235,799)</b>			<b>245.4%</b>	
Expenditure	<b>71,306</b>	<b>359,970</b>	<b>977,948</b>	<b>617,978</b>	<b>0</b>	<b>617,978</b>	<b>36.8%</b>	
<b>Net Income over Expenditure</b>	<b>(66,630)</b>	<b>38,042</b>	<b>(815,735)</b>	<b>(853,777)</b>				
plus Transfers from EMR	<b>2,720</b>	<b>11,878</b>	<b>0</b>	<b>(11,878)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(63,910)</b>	<b>49,920</b>	<b>(815,735)</b>	<b>(865,655)</b>				





<b>FULL COUNCIL</b>	<b>2 OCTOBER 2025</b>	<b>AGENDA ITEM: 12</b>
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Report prepared by Angela Price – Town Clerk

## **LOCAL GOVERNMENT PAY AWARD 2025**

### **Purpose of Report**

The purpose of this report is to inform Members of the Local Government Pay Award for 2025.

### **Detailed Information**

The following statement was published by The Society of Local Council Clerks (SLCC) advising of the outcome of the 2025 pay negotiations:

*“The trade unions have now accepted the pay negotiations for 2025/26.*

*GMB and UNISON have both indicated acceptance, however, UNITE for the fifth year running, have declined. This does not prevent a formal collective agreement being reached and the pay award can be implemented.*

*The two unions say that while the vote to reject the offer was very strong, unfortunately the number of those voting fell short of what is required for a formal postal ballot for industrial action to be undertaken. In the circumstances, they had no option but to vote to settle negotiations for 2025.*

*The trade unions will work with the employers on a review of the NJC pay spine as a priority given the impact of the National Living Wage.*

*They have also proposed that work on the 2026/27 pay claim be undertaken this autumn to prevent any delay in the implementation from 1 April 2026.*

*A reminder that the pay offer was for 3.2% on scale points 2 – 43, but it is normal that this be also applied to all scale points up to 62.”*

Following notification staff were notified of the pay award and provided with letters of amendment to their contracts. The Council's Payroll provider was notified of the award and staff received their back pay and annual increase in their August salaries.

When setting the annual budget for 2025/26 a 5% increase of the anticipated annual salary costs was included within all anticipated salary costs, therefore the increase of 3.2% should not create an overspend on staff salaries within the 2025/26 budget.

### **Recommendation**

That Members receive and note the information provided within this report.



## Local Government Services Pay Agreement 2025/26

SCP	01-Apr-24		01-Apr-25		Scale ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
2	£23,656	£12.26	£24,413	£12.65	Below LC Scale (for staff other than clerks)
3	£24,027	£12.45	£24,796	£12.85	
4	£24,404	£12.65	£25,185	£13.05	
5	£24,790	£12.85	£25,583	£13.26	
5	£24,790	£12.85	£25,583	£13.26	LC1 (below substantive range)
6	£25,183	£13.05	£25,989	£13.47	
7	£25,584	£13.26	£26,403	£13.69	LC1 (substantive benchmark range)
8	£25,992	£13.47	£26,824	£13.90	
9	£26,409	£13.69	£27,254	£14.13	
10	£26,835	£13.91	£27,694	£14.35	
11	£27,269	£14.13	£28,142	£14.59	
12	£27,711	£14.36	£28,598	£14.82	LC1 (above substantive range)
13	£28,163	£14.60	£29,064	£15.06	
14	£28,624	£14.84	£29,540	£15.31	
15	£29,093	£15.08	£30,024	£15.56	
16	£29,572	£15.33	£30,518	£15.82	
17	£30,060	£15.58	£31,022	£16.08	LC2 (below substantive range)
18	£30,559	£15.84	£31,537	£16.35	
19	£31,067	£16.10	£32,061	£16.62	

20	£31,586	£16.37	£32,597	£16.90	
21	£32,115	£16.65	£33,143	£17.18	
22	£32,654	£16.93	£33,699	£17.47	
23	£33,366	£17.29	£34,434	£17.85	
24	£34,314	£17.79	£35,412	£18.35	LC2 (substantive benchmark range)
25	£35,235	£18.26	£36,363	£18.85	
26	£36,124	£18.72	£37,280	£19.32	
27	£37,035	£19.20	£38,220	£19.81	
28	£37,938	£19.66	£39,152	£20.29	
29	£38,626	£20.02	£39,862	£20.66	LC2 (above substantive benchmark range)
30	£39,513	£20.48	£40,777	£21.14	
31	£40,476	£20.98	£41,771	£21.65	
32	£41,511	£21.52	£42,839	£22.20	
33	£42,708	£22.14	£44,075	£22.85	LC3 (below substantive range)
34	£43,693	£22.65	£45,091	£23.37	
35	£44,711	£23.17	£46,142	£23.92	
36	£45,718	£23.70	£47,181	£24.46	
37	£46,731	£24.22	£48,226	£25.00	LC3 (substantive benchmark range)
38	£47,754	£24.75	£49,282	£25.54	
39	£48,710	£25.25	£50,269	£26.06	
40	£49,764	£25.79	£51,356	£26.62	
41	£50,788	£26.32	£52,413	£27.17	
42	£51,802	£26.85	£53,460	£27.71	

43	£52,805	£27.37	£54,495	£28.25	LC3 (above substantive benchmark range)
44	£54,071	£28.03	£55,801	£28.92	
45	£55,367	£28.70	£57,139	£29.62	
46	£56,708	£29.39	£58,523	£30.33	LC4 (below substantive range)
47	£58,064	£30.10	£59,922	£31.06	
48	£59,300	£30.74	£61,198	£31.72	
49	£60,903	£31.57	£62,852	£32.58	
50	£62,377	£32.33	£64,373	£33.37	LC4 (substantive benchmark range)
51	£63,881	£33.11	£65,925	£34.17	
52	£65,943	£34.18	£68,053	£35.27	
53	£68,000	£35.25	£70,176	£36.37	
54	£70,065	£36.32	£72,307	£37.48	
55	£72,145	£37.39	£74,454	£38.59	LC4 (above substantive benchmark range)
56	£74,198	£38.46	£76,572	£39.69	
57	£76,277	£39.54	£78,718	£40.80	
58	£78,315	£40.59	£80,821	£41.89	
59	£80,247	£41.59	£82,815	£42.93	
60	£82,221	£42.62	£84,852	£43.98	
61	£84,243	£43.67	£86,939	£45.06	
62	£86,319	£44.74	£89,081	£46.17	

Hourly rates have been calculated using the NJC-agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).



**MINUTES OF A MEETING OF THE GRANTS WORKING PARTY  
HELD ON 23 SEPTEMBER 2025**

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

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

**1. APOLOGIES FOR ABSENCE**

None received

**2. DECLARATIONS OF INTEREST**

Councillor Hughes declared an interest in the Ledbury Carnival Association due to being the Chair of the Association.

Councillor Harvey declared an interest in the Ledbury Fringe due to a personal association with the applicant.

**3. TO GIVE CONSIDERATION TO ANNUAL GRANT APPLICATIONS  
RECEIVED AND MAKE RECOMMENDATIONS TO FULL COUNCIL**

The Clerk has provided a report advising that all applications met the Council's grant criteria.

**RECOMMENDATIONS**

**a. Over £500**

**i. The Malvern District Scouts**

That Council award a grant of £2,500 to the Malvern District Scouts, subject to a breakdown of costs of the proposed upgrade to the campsite lighting system being provided – Local Government Act 1976, s137 Power of local authorities to incur expenditure for certain purposes not otherwise authorised

**ii. Ledbury Places**

That Council award a grant towards the cost of the Hearing Loop, subject to receipt of a breakdown of the cost of installation of a hearing loop – Local Government Act 1972, 214444 Power to encourage Tourism to the Council's area or contribute to organisations encouraging tourism

iii. Ledbury Community Hub

1. That Council award a grant of £2,500 to the Ledbury Community Hub for the provision of a Santa's Grotto and Lantern-making workshop and parade, subject to a breakdown of costs being provided - Local Government Act 1972, s147 Power of local authorities to incur expenditure for certain purposes not otherwise authorised
2. That the Community Hub be encouraged to submit a multi-year application towards the sustained funding from the Council towards the operating costs of the Community Hub.

b. Multi-year

Councillor Hughes left the meeting.

i. Ledbury Carnival Association

That Council award a multi-year grant to the Ledbury Carnival Association as set out below, subject to the Council working closely with the Carnival Association to create a plan for the next three years in terms of public engagement and shaping the event for the 21<sup>st</sup> Century.

Year 1	-	£5,000
Year 2	-	£5,500
Year 3	-	£6,000

Local Government Act 1972 s145(1)(a) Power to provide entertainments and facilities for dancing in or outside the Council's area

Councillor Hughes returned to the meeting. Councillor Harvey left the meeting.

ii. Ledbury Fringe

That Council award a multi-year grant to the Ledbury Fringe as set out below, and that the Ledbury Fringe be encouraged to seek additional funding from other sources:

Year 1	-	£1,000
Year 2	-	£1,000
Year 3	-	£1,000



**Local Government Act 1972 s145(1)(a) Power to provide entertainments and facilities for dancing in or outside the Council's area**

**Councillor Harvey returned to the meeting.**

**iii. Ledbury Primary School PTA**

- 1. That Council award a multi-year grant to Ledbury Primary School PTA in support of an annual fireworks display as set out below:**

<b>Year 1</b>	<b>-</b>	<b>£1,500</b>
<b>Year 2</b>	<b>-</b>	<b>£1,500</b>
<b>Year 3</b>	<b>-</b>	<b>£1,500</b>

**Local Government (Miscellaneous Provisions) Act 1976 s19 – Power to provide and contribute to a wide range of recreational facilities in or outside of the Council's area**

- 2. That Ledbury Town Council support Ledbury Primary School PTA to promote and publicise the fireworks event as a Community Event.**
- 3. That Ledbury Primary School PTA be encouraged to engage with Colwall School PTA as an example of good practice.**

**iv. Community Voluntary Action Ledbury (Community Action Ledbury)**

**That the Council award a multi-year grant to Community Voluntary Action Ledbury (Community Action Ledbury) as set out below:**

<b>Year 1</b>	<b>-</b>	<b>£12,000</b>
<b>Year 2</b>	<b>-</b>	<b>£12,500</b>
<b>Year 3</b>	<b>-</b>	<b>£13,000</b>

**Local Government Act 1976 s137 power of local authorities to incur expenditure for certain purposes not otherwise authorised**

- c. That organisations awarded multi-year grants be asked to provide annual feedback reports to Council on how they have spent the funds.**

**4. CITIZENS ADVICE BUREAU**

Members were asked to give consideration to a request for payment of 50% of the funds allocated within the Council's 2025/26 budgets in support of the Citizens Advice Bureau (CAB).

Members were reminded that previously consideration had been given to how the funds are provided to Citizens Advice Bureau. The Clerk advised that she had met with Mark Lister of the Ledbury Foodbank to open initial discussions about how the funds could be fed through to CAB via the Foodbank. She advised that Mr Lister would be interested in exploring this further.

There was some concern as to when Citizens Advice Bureau last submitted an application for funding, or whether this was a payment that had been carried over year on year.

**RECOMMENDATION**

- 1. That the request for £2,500 be released to Citizens Advice Bureau from within the 2025/26 budget allocation,**
- 2. That the Clerk write to Citizens Advice Bureau and advise that the £2,500 requested will be released, but that due to them not being able to provide information on how the funds were being spent the Council are currently reviewing the arrangements of how grant funding is paid to them.**
- 3. That the Clerk review when Citizens Advice Bureau last submitted a grant application form.**

Councillor Morris expressed concern as to whether Ledbury Groups had been aware that the grant application process was open.

**RESOLVED:**

**That the Clerk check-in with the Community Engagement Officer as to whether an email was sent to all local organisations.**

**The meeting closed at 16:12.**

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

**Funding Request of £500 or less**

**Grant Application Form**

**1. Tell us about your organisation<sup>3</sup>**

Contact Name:	HELEN TOSMAN
Position:	RBL BRANCH SECRETARY
Organisation:	ROYAL BRITISH LEGION
Contact Address:	DAKFIELD'S ROSS ROAD, LEDBURY
Telephone Number:	07485 101416
E-mail:	Ledbury.Secretary@RBL.Community.cen
Status of Organisation: (delete as appropriate)	Profit / Not for Profit <u>Charity</u> Company Other (specify):
Charity/Company No. (if applicable)	
What does your organisation do?	Support ex service people

<sup>3</sup> Data will be held in accordance with Ledbury Town Council's data privacy policy a copy of which can be found on our website at the following link:  
[https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy\\_V0.1.pdf](https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf)

2. Tell us what support you need

Project title:	Remembrance Service
Project duration (mm/yy):	Start: ..... End: .....
Which one of the following five areas <u>best</u> fits your group's area of interest?	Sport <input type="checkbox"/> Arts <input type="checkbox"/> Health <input checked="" type="checkbox"/> Environment <input checked="" type="checkbox"/> Youth <input type="checkbox"/>
What do you want to do, and why?	Financial support from Ledbury Town Council for Additional crew members attending service from HMS Ledbury. Support for Catering needs requested.
How will your project be helpful to Ledbury?	Supporting Community
How will your organisation acknowledge the Town Council's funding support?	Acknowledging Partnership to Support event.

3. Tell us how you plan to fund your project

What is the total cost of the project?	£ 690 - Approx.
Amount requested from Ledbury Town Council.	£ 240
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and what for?	NO

4. Further information provided in support of your application

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


**5. Declaration by the applicant**

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

**I/we accept the following:**

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

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

<b>Signed:</b>	
<b>Name (s):</b>	HELEN TUBMAN
<b>Date:</b>	23rd Sept, 2025

Please return completed form to:

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

<b>FULL COUNCIL</b>	<b>2 OCTOBER 2025</b>	<b>AGENDA ITEM: 15</b>
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Report prepared by Angela Price – Town Clerk

## **UPDATE IN RESPECT OF POTENTIAL LEASE LINE**

### **Purpose of Report**

The purpose of this report is to provide Members with further information received in respect of the potential installation of a lease line to the Council offices, in an attempt to improve the internet speeds.

### **Detailed Information**

Members will recall that at their meeting on 11 September they were provided with information in respect of installing a Lease Line into the Council offices.

As part of that information the Clerk reported that:

***“For a 2 or more years lease line the installation would be free, with a monthly cost of £300/£350, but if the Council are likely to relocate offices in that time negotiations to ensure there is a “move clause” within the contract would be necessary.”***

At that meeting it was resolved:

***“That a two year lease line be installed at a monthly cost of approximately £300/£350 with a “move clause” to be included in the contract.”***

Subsequently the Clerk contacted the companies who had provided the information in relation to a Lease Line to request indicative quotes to proceed with the installation of a lease line for a period of two years with a “move clause”.

Despite the information previously provided all three companies have advised that currently there are no two-year lease contracts available with free installation, and information is still awaited in respect of a move clause being possible, and the companies who had advised it may be possible to have a “move clause” included are now stating that they are unsure whether it would be something that is available.

All three companies approached have advised that if were possible to have a move clause within the agreement it would be written in such a way that it would protect the provider from an open agreement, it would need to stipulate conditions of when it would be appropriate to move the lease line at no additional cost i.e. if the organisation was to move premises to an established building within the town it is likely that this would not incur excessive additional costs, but that if for example they moved out of town into a field on top of a mountain this would be likely to incur significant additional costs.

Therefore, Members need to be alert to the potential cost to have a lease line installed into the Council offices, **installation charge would be in the region of £2,000/£2,600 and then the monthly charge on top of this in the region of £300/£350 per month** and consider whether to proceed with the installation of the lease line noting that the Council are actively pursuing alternative office provision and if progressed would likely mean that the Council could move out of their current premises within 2-years.

### **Recommendation**

That Members give consideration to the additional information received in respect of a lease line and review their decision made at the meeting of Council of 11 September as to whether officers should pursue the installation of a lease line to the Council offices and if so in what form, noting that is likely that the Council will incur costs for installation in the region of **£2,000/£2,600 plus monthly fees**.



<b>FULL COUNCIL</b>	<b>OCTOBER 2025</b>	<b>AGENDA ITEM: 16</b>
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Report prepared by Angela Price – Town Clerk

## **COUNCIL POLICIES**

### **Purpose of Report**

The purpose of this report is to provide Members with new draft Disciplinary and Grievance Policies for approval.

### **Detailed Information**

As Members are aware the Council regularly reviews their staffing policies either as part of a three year process or if issues have been identified within a policy when the need has arisen to use them.

In March 2025 the Resources Committee were asked to consider two amended policies/procedures, namely Disciplinary and Grievance. The reason for the review was driven by two factors. Firstly, NALC had reviewed the model Disciplinary and Grievance Policies/Procedures provided to Councils, and that concerns had been raised with regard the effectiveness of the Disciplinary Policy/Procedure during a disciplinary process in 2024.

As a result the Clerk provided copies of the two new policies provided by NALC, which had been adapted for Ledbury Town Council, for consideration at their meeting in March 2025. At that meeting it was recommended that the policies/procedures be recommended to Council, subject to feedback from unions.

This feedback has now been received and is incorporated into the attached policies/procedures for Members to review.

### **Recommendation**

That Members accept the amendments to the attached Disciplinary and Grievance Policies/procedures and approve them for implementation into the Council's staff handbook accordingly.

**LEDBURY TOWN COUNCIL**

**DRAFT AMENDED DISCIPLINARY POLICY**

**Introduction**

- 1 This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>).
- 2 It also takes account of the ACAS guide on discipline and grievances at work. [https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG\\_Guide\\_Feb\\_2019.pdf](https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf)
- 3 The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.
- 4 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
- 5 This policy confirms:
  - informal coaching and supervision will be considered, where appropriate, to improve conduct and/or attendance
  - the Council will fully investigate the facts of each case
  - the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see ACAS "Performance Management" at: <https://www.acas.org.uk/index.aspx?articleid=6608>
  - employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
  - employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
  - employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official – at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case

**AGENDA ITEM: 16(i)**

- the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions
- if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within 7 calendar days of the original meeting date unless it is unreasonable not to propose a later date
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary decision. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal
- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it,
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties

**Examples of misconduct**

6 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct: The list is not exhaustive.

- unauthorised absence
- poor timekeeping
- misuse of the Council's resources and facilities including telephone, email and internet
- inappropriate behaviour
- refusal to follow reasonable instructions
- breach of health and safety rules.

**Examples of gross misconduct**

7 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct: The list is not exhaustive

- bullying, discrimination and harassment
- incapacity at work because of alcohol or drugs
- violent behaviour
- fraud or theft
- gross negligence
- gross insubordination
- serious breaches of council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
- serious and deliberate damage to property
- use of the internet or email to access pornographic, obscene or offensive material
- disclosure of confidential information.

**Suspension**

8 If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.

9 While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or Councillor.

#### **AGENDA ITEM: 16(i)**

- 10 The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

#### **Examples of unsatisfactory work performance**

- 11 The following list contains some examples of unsatisfactory work performance: The list is not exhaustive.
- inadequate application of management instructions/office procedures
  - inadequate IT skills
  - unsatisfactory management of staff
  - unsatisfactory communication skills.

#### **The Procedure**

- 12 Preliminary enquiries - The council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.
- 13 If the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.
- 14 Informal Procedures - Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

#### **Disciplinary investigation**

- 15 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.
- 16 If a formal disciplinary investigation is required, the Council's Resources Committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be the Clerk or a Councillor. If the Resources Committee considers that there are one who is independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The

**AGENDA ITEM: 16(i)**

Resources Committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:

- the allegations or events that the investigation is required to examine
- whether a recommendation is required
- how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
- who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.

- 17 The Investigator will be asked to submit their findings usually within 35 Calendar days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary, and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).
- 18 The Clerk will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that they have reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when they meet with the Investigator, they will have the opportunity to comment on the allegations of misconduct.
- 19 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
- 20 If there are other persons (e.g. employees, Councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
- 21 The Investigator has no authority to take disciplinary action. Their role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the Resources committee whether or not disciplinary action should be considered under the policy.
- 22 The Investigator's report will contain their recommendations and the findings on which they were based. They will recommend either:
  - the employee has no case to answer and there should no further action under the Council's disciplinary procedure

**Commented [LC1]:** Amend to 5 working days notice

**AGENDA ITEM: 16(i)**

- the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
- the employee has a case to answer, and a formal hearing should be convened under the Council's disciplinary procedure.

23 The Investigator will submit the report to the Resources committee which will decide whether further action will be taken.

24 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

**The disciplinary meeting**

25 If the Resources committee decides that there is a case to answer, it will appoint a staffing sub-committee of 3 Councillors, to formally hear the allegations. The sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee.

26 No Councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The invitation letter will confirm the following:

- the names of its Chairman and other two members
- details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
- a copy of the information provided to the sub-committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure
- the time and place for the meeting. The employee will be given reasonable notice of the hearing so that they have sufficient time to prepare for it
- that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least 2 working days before the meeting
- that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official

**Commented [LC2]:** Replace with "will"

**Commented [LC3]:** Replace with 5 working days

27 The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- the Chairman will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing
- the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
- the Chairman will invite the employee to present their account

**AGENDA ITEM: 16(i)**

- the employee (or the companion) will set out their case and present evidence (including any witnesses and/or witness statements)
- any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness
- the employee (or companion) will have the opportunity to sum up

28 The Chairman will provide the employee with the sub-committee's decision with reasons, in writing, within 7 calendar days of the meeting. The Chairman will also notify the employee of the right to appeal the decision.

29 The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

**Disciplinary action**

30 If the sub-committee decides that there should be disciplinary action, it may be any of the following:

First written warning

31 If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- the employee's right of appeal
- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Final written warning

32 If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- the employee's right of appeal
- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and



**AGENDA ITEM: 16(i)**

that the warning will remain in force for a specified period of time (e.g. 12 months).

**Dismissal**

33 The Council may dismiss:

- for gross misconduct
- if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

34 The Council will consider very carefully a decision to dismiss. If an employee is dismissed, they will receive a written statement of the reasons for their dismissal, the date on which the employment will end and details of their right of appeal. If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

**The appeal**

35 An employee who is the subject of disciplinary action will be notified of the right of appeal. Their written notice of appeal must be received by the Council within 7 calendar days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

36 The grounds for appeal include;

- a failure by the Council to follow its disciplinary policy
- the sub-committee's disciplinary decision was not supported by the evidence
- the disciplinary action was too severe in the circumstances of the case
- new evidence has come to light since the disciplinary meeting.

37 Where possible, the appeal will be heard by a panel of 3 members of the Resources Committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the Resources Committee who have not previously been involved. If so, the appeal panel will be a committee of 3 members of the Council who may include members of the staff committee. The appeal panel will appoint a Chairman from one of its members.

**AGENDA ITEM: 16(i)**

- 38 The employee will be notified, in writing, within 14 calendar days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that they may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.
- 39 At the appeal meeting, the Chairman will:
- introduce the panel members to the employee
  - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision
  - explain the action that the appeal panel may take.
- 40 The employee (or companion) will be asked to explain the grounds for appeal.
- 41 The Chairman will inform the employee that they will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.
- 42 The appeal panel may decide to uphold the disciplinary decision of the staffing committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.
- 43 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
- 44 The appeal panel's decision is final.

Date of policy:

Approving committee:

Date of committee meeting:

Policy version reference:

Supersedes: [Disciplinary Procedure – 29.06.2023]

Policy effective from:

Date for next review:

**LEDBURY TOWN COUNCIL**

**GRIEVANCE POLICY**

**Introduction**

1. This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>).
2. It also takes account of the ACAS guide on discipline and grievances at work. ([https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG\\_Guide\\_Feb\\_2019.pdf](https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf) ).
3. It also takes into account relevant law affecting Councils.
4. It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
5. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
6. This policy confirms:
  - 6.1 employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for their grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining their case.
  - 6.2 the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
  - 6.3 any changes to specified time limits must be agreed by the employee and the Council

**AGENDA ITEM: 16ii**

- 6.4 an employee has the right to appeal against the decision about their grievance. The appeal decision is final
- 6.5 information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- 6.6 audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- 6.7 if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- 6.8 if a grievance is not upheld, no disciplinary action will be taken against an employee if they raised the grievance in good faith
- 6.9 the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties
- 6.10 Employees can only use all stages of the grievance procedure if the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor. Employees cannot use the formal stages of the council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the Councillor is not resolved at the informal stage, the employee can contact the monitoring officer of Herefordshire Council who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the council's grievance procedure (see paragraph 5)
- 6.11 the Council may engage external investigators, grievance or appeal panels for the purposes of the process.
- 6.12 If the grievance is a code of conduct complaint against a Councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and Councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination

#### **AGENDA ITEM: 16ii**

- 6.13 If an employee considers that the grievance concerns their safety within the working environment, whether or not it also concerns a complaint against a Councillor, the employee should raise these safety concerns with their line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime

#### **Informal grievance procedure**

7. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with their manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with their manager (for example, because it concerns the manager), the employee should contact their Line Manager or the Chairman of the Resources Committee or, if appropriate, another member of the Resources Committee. If the employee's complaint is about a Councillor, it may be appropriate to involve that Councillor at the informal stage. This will require both the employee's and the Councillor's consent.

#### **Formal grievance procedure**

8. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Town Clerk, or Chair of the Resources Committee if the complaint is in relation to the Clerk.
9. The Resources Committee will appoint a sub-committee of 3 members to hear the grievance in the event that the grievance is raised by or relates to the Clerk. Where the grievance is not raised by or relates to the Clerk, the Committee may appoint the Clerk to hear the Grievance. The sub-committee will appoint a Chairman from one of its members. No Councillor with direct involvement in the matter shall be appointed to the sub-committee.

#### **Investigation**

10. If the sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigator may be an appropriate employee, Councillor or external party. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, Councillors or members of the public).
11. The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

## Notification

12. Once the investigation has concluded and the report is received, the employee will normally be asked, in writing, to attend a grievance meeting within 5 working days/7 calendar days.

Commented [LC1]: Suggested amended working from union

~~Within 14 calendar days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting.~~ The written notification will include the following:

- 12.1 the names of its Chairman and other members
- 12.2 the date, time and place for the meeting. ~~The employee will be given reasonable notice of the meeting which will normally be within 35 calendar days of when the Council received the grievance~~
- 12.3 the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
- 12.4 a copy of the Council's grievance policy
- 12.5 confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of their witnesses as soon as possible before the meeting
- 12.6 confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice
- 12.7 findings of the investigation if there has been an investigation
- 12.8 an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

Commented [LC2]: Union comment - this is should be deleted as 35 days would be unacceptable under ACAS guidelines

## The grievance meeting

13. At the grievance meeting:
- 13.1 the Chairman will introduce the members of the sub-committee to th employee
  - 13.2 the employee (or companion) will set out the grievance and present the evidence
  - 13.3 the Chairman will ask the employee questions about the information presented and will want to understand what action does they wants the Council to take
  - 13.4 any member of the sub-committee and the employee (or the companion) may question any witness
  - 13.5 the employee (or companion) will have the opportunity to sum up the case
  - 13.6 a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

#### AGENDA ITEM: 16ii

14. The Chairman will provide the employee with the sub-committee's decision, in writing, within 7 calendar days of the meeting though this may be longer e.g. where further investigations are required. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

#### The appeal

15. If an employee decides that their grievance has not been satisfactorily resolved by the sub-committee, they may submit a written appeal to the Resources Committee. An appeal must be received by the Council within 7 calendar days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.
16. Appeals may be raised on a number of grounds, e.g.:
- a failure by the Council to follow its grievance policy
  - the decision was not supported by the evidence
  - the action proposed by the sub-committee was inadequate/inappropriate
  - new evidence has come to light since the grievance meeting.
17. The appeal will be heard by a panel of 3 members of the Resources committee who have not previously been involved in the case. There may be insufficient members of the Resources committee who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the Resources committee. The Council may engage external parties if there are insufficient Councillors to form the panel. The appeal panel will appoint a Chairman from one of its members.
18. The employee will be notified, in writing, within 14 calendar days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 35 calendar days of the Council's receipt of the appeal. The employee will be advised that they may be accompanied by a workplace colleague, a trade union representative or a trade union official.
19. At the appeal meeting, the Chairman will:
- introduce the panel members to the employee
  - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
  - explain the action that the appeal panel may take.
20. The employee (or companion) will be asked to explain the grounds of appeal.
21. The Chairman will inform the employee that they will receive the decision and the panel's reasons, in writing, and when they are likely to receive the letter. This may be within 14 calendar days of the appeal meeting, however will be longer where further investigations are required.

Commented [LC3]: Amended to 5 working days/7 calendar days

Commented [LC4]: Replace with 5 working days/7 calendar days

**AGENDA ITEM: 16ii**

22. The appeal panel may decide to uphold the decision of the staffing committee or substitute its own decision.
23. The decision of the appeal panel is final.

Date of policy:

Approving committee:

Date of committee meeting:

Supersedes: [Grievance Policy & Procedure – 29.05.2023]

Policy effective from:

Date for next review:



<b>FULL COUNCIL</b>	<b>2 OCTOBER 2025</b>	<b>AGENDA ITEM: 18</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>252142</u></a>	Deadline date for comments <b>16/10/2025</b> Target determination date <b>/2025</b>	Proposed change of use from a retail butchers shop with commercial production kitchen to a hot food take away business with installation of replacement mechanical kitchen ventilation system – <b>71a The Homend, Ledbury, Herefordshire, HR8 1BP</b>
2.	<a href="#"><u>252742</u></a>	Deadline date for comments <b>22/10/2025</b> Target determination date <b>18/11/2025</b>	T1 – Red Oak adjacent to car park, fell to as near ground level as possible – <b>Ledbury Rugby League Football Club, Ross Road, Ledbury, Herefordshire, HR8 2LP</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>242783</u></a>	A hybrid planning application for full planning permission for the erection of a Day Nursery (Use Class E(f)) and Foodstore (Use Class E (a)) including access, car parking, landscaping and associated work; & an application for outline planning permission for the erection of a medical centre (Use Class E(e)), with access to be determined and all other matters reserved. – <b>Land South of Leaddon Way (A417) and East of Dymock Road (B4216) Ledbury, Herefordshire</b>	<b>OJ</b>	Comments provided to PO in form of report	<b>No decision</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 (LISTED BUILDING CONSENT)</b>	<b>AM</b>	No objection	<b>No decision</b>
<b>LTC MEETING 1 MAY 2025</b>				
<a href="#"><u>250814</u></a>	Replacement of windows to the side and rear elevations, repair of the hanging bay window to the side of the south elevation and the introduction of double glazing to the modern bay windows on the front elevation. <b>1 Bridge Street, Ledbury, Hereford, Herefordshire, HR8 2AJ.</b>	<b>KR</b>		<b>No decision</b>
<a href="#"><u>250815</u></a>	Replacement of windows to the side and rear elevations, repair of the hanging bay window to the side of the south elevation and the introduction of double glazing to the modern bay windows on the front elevation. <b>1 Bridge Street, Ledbury, Hereford, Herefordshire, HR8 2AJ.</b>	<b>KR</b>		<b>No decision</b>
<b>LISTED BUILDING CONSENT</b>				

<b>LTC MEETING 03 JULY 2025</b>				
<a href="#"><u>242783</u></a>	A hybrid planning application comprising: An application for full planning permission for the erection of a Day Nursery (Use Class E (f)) and Foodstore (Use Class E (a)) including access, car parking landscaping and associated work; & an application for outline planning permission for the erection of a medical centre (Use Class E(e)), with access to be determined and all other matters reserved. <b>Land South of Leaddon Way (A417) and East of Dymock Road (B4216) Ledbury Herefordshire – AMENDED / RE-CONSULTATION PLANNING APPLICATION</b>	<b>OJ</b>	Deferred to allow meeting of councillors to discuss further and provide detailed response	<b>No decision</b>
<a href="#"><u>251261</u></a>	Erection of a two dwellings, repairs to boundary walls and associated soft and hard landscape <b>17-19 The Homend Ledbury Herefordshire HR8 1BN</b>	<b>AM</b>	Deferred due to concerns in respect of access issues in the event of a fire.	<b>No decision</b>
<b>LTC MEETING 24 JULY 2025</b>				
<a href="#"><u>251420</u></a>	Two storey side extension and single storey front extension to front entrance lobby. – <b>17 Browning Road Ledbury Herefordshire HR8 2GA</b>	<b>AM</b>	No Objection	<b>Approved with conditions</b>
<a href="#"><u>251954</u></a>	Proposed first floor extension over existing garage, 2 storey extension linking house to extended garage, single storey extension at the rear of the house, plus conversion of part of the garage into a habitable space & other internal alterations. – <b>Hallwood House, Ross Road, Ledbury, Herefordshire, HR8 2HS</b>	<b>KR</b>	No Objection	<b>Approved with conditions</b>
<b>LTC MEETING 11 SEPTEMBER 2025</b>				
<a href="#"><u>252058</u></a>	Proposed erection of a single storey rear extension and construction of a vehicle parking area – <b>102 Bridge Street, Ledbury, Herefordshire, HR8 2AN</b>	<b>KR</b>	No objection	<b>Approved with conditions</b>
<a href="#"><u>250622</u></a>	Proposed erection of 5 dwellings, new vehicle and pedestrian access, landscaping and associated works – <b>Land at Ledbury Road, Wellington Heath, Ledbury, Herefordshire, HR8 1NB</b>	<b>AM</b>	That Ledbury Town Council echo the comments and concerns of Wellington Heath Parish	<b>No decision</b>

			Council with regards to layout, pedestrian safety, and the delivery of an offroad footpath, noting that it is a fast road with a blind bend.	
<a href="#"><u>252156</u></a>	Proposed replacement self-build dwelling and detached garage, associated landscaping works and change of use from agricultural to residential – <b>Bradlow Farm, Bradlow, Ledbury, Herefordshire, HR8 1JE</b>	<b>AM</b>	That Ledbury Town Council echo the comments of the National Landscape's regarding using local Malvern Stone for cladding in place of Forest of Dean Stone.	<b>No decision</b>
<a href="#"><u>252192</u></a>	Proposed erection of a detached double garage with storage over – <b>Laurel Cottage, Little Marcle Road, Ledbury, Herefordshire, HR8 2DP</b>	<b>KR</b>	No objection	<b>No decision</b>
<a href="#"><u>252208</u></a>	Proposed first floor extension to side, front and rear and single storey front extension – <b>Belle House, Parkway, Ledbury, Herefordshire, HR8 2JD</b>	<b>KR</b>	No objection	<b>No decision</b>
<a href="#"><u>252249</u></a>	Proposed removal of asbestos roof covering to outbuilding and recover using bitumen based corrugated sheet roof covering. (Retrospective) – <b>7 High Street, Ledbury, Herefordshire, HR8 1DS</b>	<b>KR</b>	No objection	<b>No decision</b>
<a href="#"><u>252329</u></a>	Proposed rear extension – <b>28 Orchard Place, Ledbury, Herefordshire, HR8 2XD</b>	<b>Awaiting allocation</b>	No objection	<b>No decision</b>
<a href="#"><u>252348</u></a>	T1 Beech, fell to as near to the ground level as possible. Reason – minor dieback of foliage in upper canopy. Large area of decay extending up main stem on east side from ground level. Evidence of	<b>AC</b>	No objection	

	fresh bleeding around area of decay/ Kretschmaria deusta present at base between buttress roots on the south side at ground level. Area of decay on north side at ground level between buttress roots – <b>Upper Hall Lodge, Ledbury, Herefordshire, HR8 1JA</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 208 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>	1. That this application be deferred to a Planning Working Group Meeting to discuss in more detail  2. The Clerk is to write to the case officer to ask for an extension.	
<a href="#"><u>252388</u></a>	Proposed removal of existing rear extension, replacement with a two-storey extension, a single-storey side extension and the erection of a garden office pod – <b>3 Staplow Cottages, Ledbury, Herefordshire, HR8 1 NP</b>	<b>Awaiting allocation</b>	No objection	
<a href="#"><u>252468</u></a>	Minor alterations to previous approved applications 250276 + 250277 for the conversion of the existing gym and function room into 15 letting bedrooms – <b>25 High Street, Ledbury, Herefordshire, HR8 1DS</b>	<b>TM</b>	No objection	
<a href="#"><u>252469</u></a>	Minor alterations to previous approved applications 250276 + 250277 for the conversion of the existing gym and function room into 15 letting bedrooms - <b>25 High Street, Ledbury, Herefordshire, HR8 1DS – LISTED BUILDING</b>	<b>TM</b>	No objection	
<a href="#"><u>252470</u></a>	Proposed variation of condition 2 of planning permission 203223 (proposed detached dwelling) – change to self-build and reduction in scale – <b>Land adjacent The New House, Old Kennels Farm, Bromyard road, Ledbury, Herefordshire, HR8 1LG</b>	<b>CH</b>	No objection	



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## Appeal Decision

Site visit made on 31 August 2025

**by Sarah Manchester BSc MSc PhD MEnvSc**

an Inspector appointed by the Secretary of State

**Decision date: 12 September 2025**

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**Appeal Ref: APP/W1850/D/25/3368782**

**Sheridan, New Street, Ledbury, Herefordshire HR8 2EE**

- The appeal is made under section 78 of the Town and Country Planning Act 1990 (as amended) against a refusal to grant planning permission.
  - The appeal is made by Dr Michael Ralph against the decision of Herefordshire Council.
  - The application Ref is 242505.
  - The development proposed is removal of 12' high Leylandii hedge at the front of the property which borders the pathway alongside New Street. To be replaced with an 8' fence matching an existing short portion of fencing.
- 

### Decision

1. The appeal is dismissed.

### Main Issue

2. The main issue is the effect of the proposal on the character and appearance of the area.

### Reasons

3. The appeal relates to the front boundary of Sheridan, this being part of a row of somewhat closely spaced detached and semi-detached dwellings set back from New Street in generous plots. Buildings vary in terms of their ages and styles, but the street scene heading west is unified by well vegetated frontages and roadside boundary treatments comprising predominantly low walls and mature hedgerows.
4. There is a distinct change in character to the east of the neighbouring property, Reslaw, due to the presence of a retail store and carpark and, beyond this and on the opposite side of the road, the Ledbury Conservation Area (the CA). This latter encompasses the historic town centre along High Street and extends to include nearby key streets. The part of New Street in the CA is a densely built townscape characterised by generally continuous frontages immediately to the rear of the footway and comprised of 2 and 3 storey buildings finished in brick or render.
5. The proposed 8 foot solid timber fence would be markedly out of keeping with the verdant and leafy front gardens and boundary treatments that characterise the western extent of New Street. The tall fence would similarly be poorly related to the nearby historic built environment at the eastern end of New Street. By virtue of its height, length and design, the fence would be a dominant and incongruous feature that would diminish local distinctiveness and the otherwise strong sense of place.
6. The existing Leylandii hedge has been unsympathetically cut back. The removal of the foliage has revealed the interior of the hedge with bare trunks and some individuals appear to have died and fallen. Undoubtedly, this has diminished its



visual amenity value. Even so, the landscape planting remains more sympathetic to the surrounding context than would an overly tall fence. The condition of the hedgerow does not provide a justification for a proposal that would be discordant and visually obtrusive in the street scene.

7. The nearby retail store and car park are not in keeping with the surrounding built environment. Nevertheless, its boundary treatments, certainly those that contribute to the street scene, appear to comprise hedgerows. While there is some fencing in the area, this is more commonly to side boundaries, generally lower than the proposal and assimilated by low walls and mature garden planting. The short sections of tall fence to either side of the Sheridan gateway are similarly unobtrusive, being screened and softened by the hedgerow and would not in any case provide a justification for the scale of the fence proposed.
8. The appellant is of the opinion that the proposal would be no worse than buildings in the CA which are directly behind the footway. However, the historic building elevations that flank the roads in the CA, including those indicative of burgage plots, are not comparable to a tall and contemporary fence and they do not provide a justification for the appeal.
9. Therefore, I conclude that the proposal would harm the character and appearance of the area. Accordingly, it would conflict with policies SS6, LD1, LD4 and SD1 of the Herefordshire Local Plan Core Strategy 2011-2031 Adopted October 2015, and policies BE1.1, BE2.1 and NE2.1 of the Ledbury Neighbourhood Development Plan 2021-2031 Adopted March 2023. These require, among other things, that proposals maintain local distinctiveness and townscape character, taking into account local architectural details and materials. They should conserve and enhance the setting of heritage assets, including the character or appearance of the CA. Moreover, boundary treatments should be appropriate to the location, maintaining and if possible improving the street scene.

## Other Matters

10. There is a Grade II listed building, "Le Play House" (ref 1082842) (the LB), on the opposite side of the road to the appeal property. This dates from the sixteenth century, but it has been modernised and extended. It is set back from the road in large mature grounds and to the rear of Wistaria Cottage. The Council raises no concerns in relation to the LB. Based on the degree of separation and intervening development, including buildings and the road, I also find that the proposal would not harm and therefore it would preserve the setting of the LB.
11. The parties corresponded in an attempt to achieve a satisfactory form of development. In this regard, the Council appears to have suggested a shorter fence, with reference to permitted development rights, or a combination of fence, wall and new hedgerow such as would be locally in keeping. I understand that the appellant would be amenable to a lower height of fence. However, no amended plans have been submitted to illustrate a different boundary treatment. Taking into account the appellant's concerns in relation to a shorter fence looking odd in visual juxtaposition with the existing 8 foot tall section next to the gate, and my observations that tall fencing would be visually detrimental to the street scene, I cannot be satisfied that the adverse visual impact could be adequately mitigated through the imposition of a planning condition requiring amended plans.



12. The appellant is frustrated with the processing of the planning application, and its refusal, when he considers he should have been allowed further time to submit amended plans. He also notes that the decision notice does not mention the possibility of a shorter fence as was earlier discussed. However, his concerns in these regards do not weigh in favour of the appeal.

### **Conclusion**

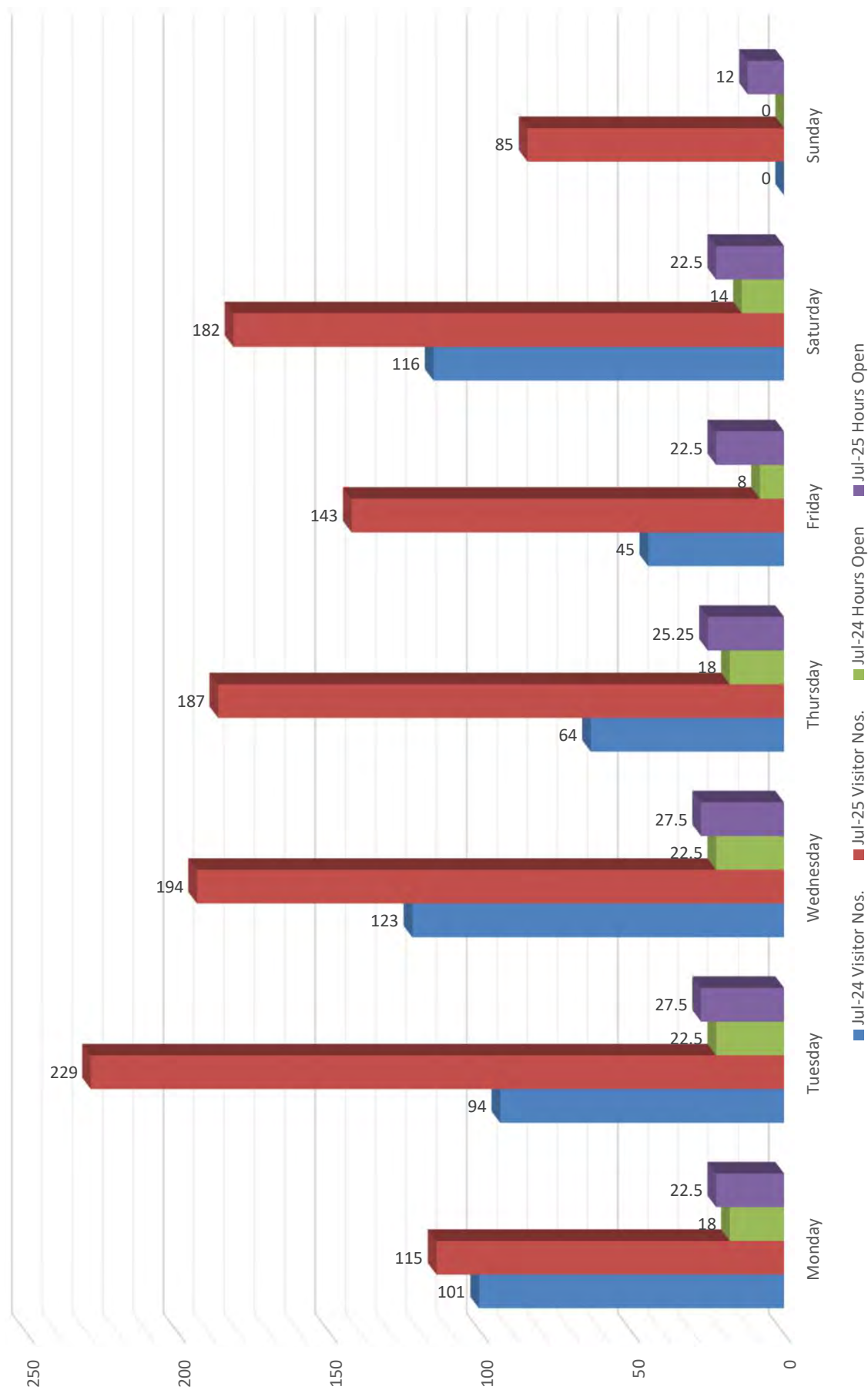
13. For the reasons set out above, I conclude that the proposal would conflict with the development plan and there are no material considerations that would outweigh that conflict.
14. Therefore, I conclude that the appeal should be dismissed.

*Sarah Manchester*

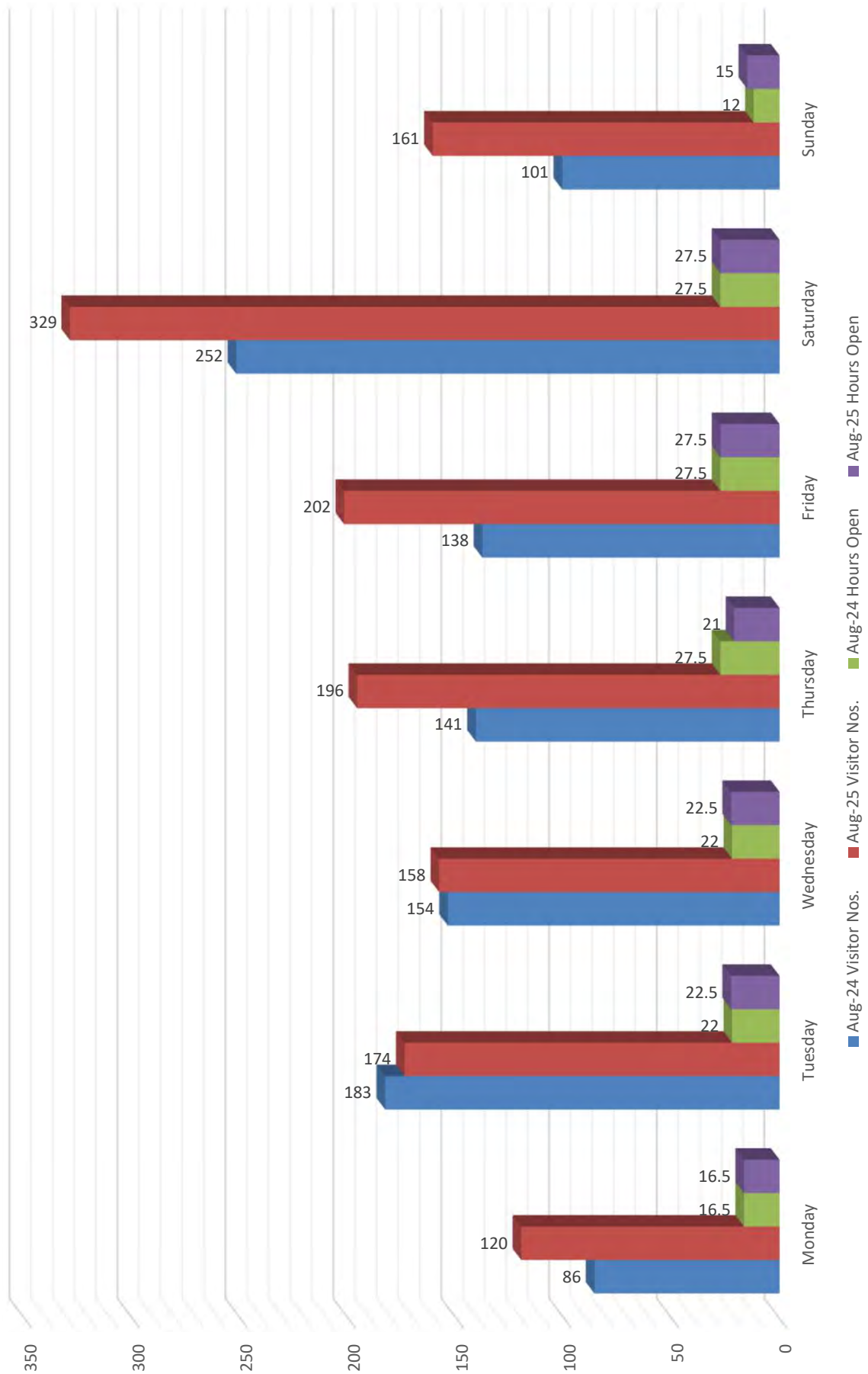
INSPECTOR



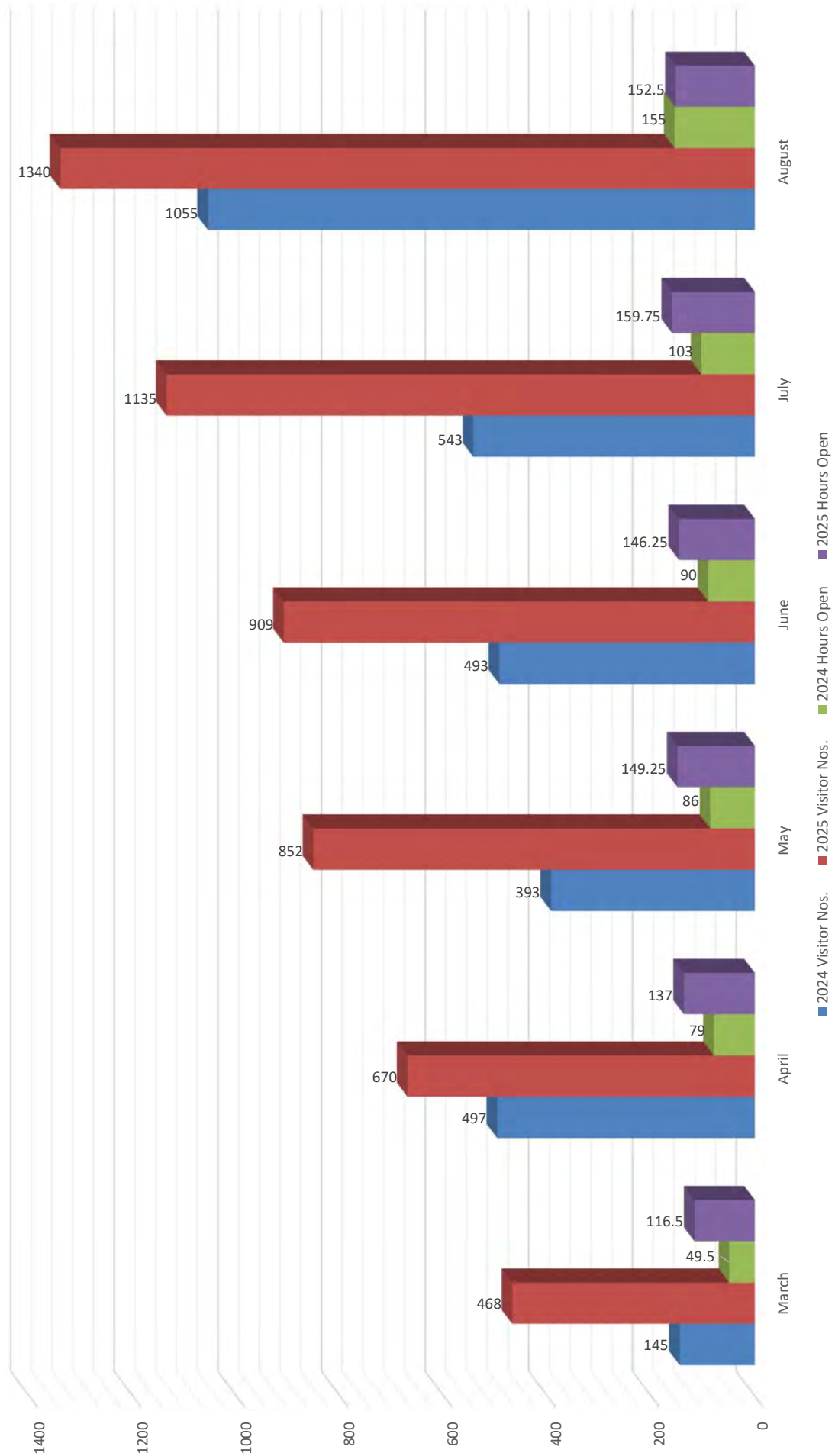
# July 24 & July 25 Visitor Nos comparison Painted Room



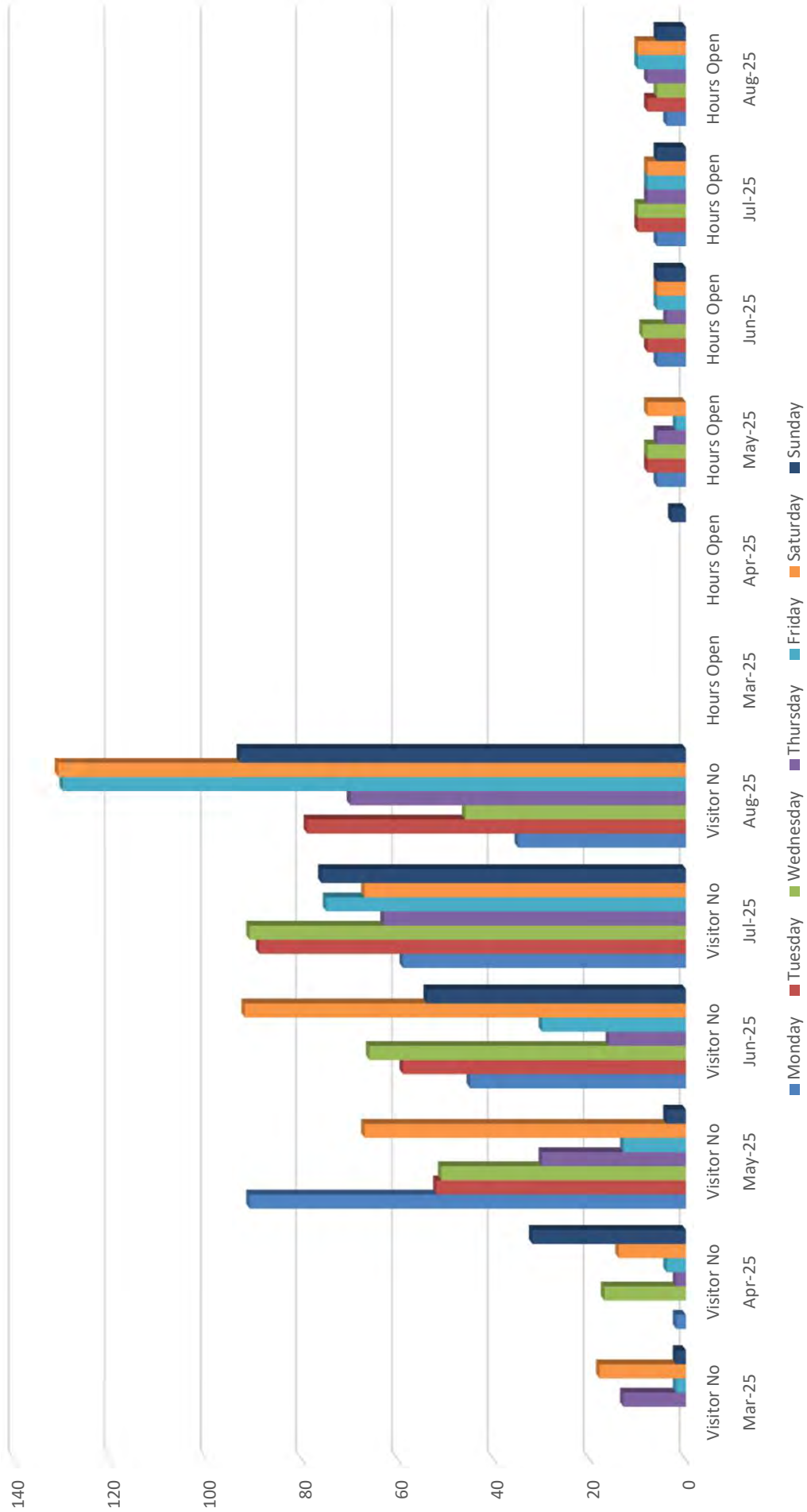
# August 24 and August 25 Visitor Nos Painted Room



# March to August 2024 & 2025 Visitor Number totals Painted Room



Market House visitor numbers March to August 2025  
 March to April open by request, remainder of season 2 hours most afternoons



**PRIVATE AND CONFIDENTIAL**

<b>FULL COUNCIL</b>	<b>2 OCTOBER 2025</b>	<b>AGENDA ITEM NO. 22</b>
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**TO REVIEW GROUNDS MAINTENANCE CONTRACT**

**Purpose of Report**

The purpose of this report is to ask Members to review the Grounds Maintenance Contract and which is due to end on 31 March 2026.

**Detailed Information**

Ledbury Town Council has an external grounds maintenance contractor who has been carrying out work for the Council for several years, having had the contract extended by 12 months ending on 31 March 2026.

The specification documents provided in respect of the external ground's maintenance have been in place for a number of years and officer consider that if the Council wish to continue to engage an outside contractor to maintain the various open spaces on behalf of Ledbury Town Council, these documents need to be revisited and replaced with improved documentation to ensure the specification meets the requirements of the Council.

If the Council decide to continue with an external contractor the new contract will need to be in place with effect from 1 April 2026.

Currently, the contract is broken down into 4 elements, being:

- GM1 – Dog Hill Wood Maintenance & Management
- GM2 – Grass Cutting
- GM3 – Play Ground Maintenance (Recreation Ground)
- GM4 – Benches Maintenance

However, due to the recruitment of the Town Maintenance Operative a number of the tasks included in the above are no longer required to be carried out by the external contractor i.e. some bench maintenance, emptying of bins in the recreation ground.

Below are a series of photographs showing the areas covered by the current contract.



### **Martins Way Playing Field : Plan A**

Known as Area 4 on the attached plan, this area is mowed and trimmed on a weekly basis during the growing season, roughly from mid-March to the end of October/mid-November.

This land is owned by Herefordshire Council



### **Blenheim Drive – Footpath : Plan A**

This is the footpath that runs between Biddulph Way and Blenheim Drive [Fig 1] and is shown on Plan A, Key Code 6.

The grass verges are mowed and trimmed fortnightly.

This land is owned by Herefordshire Council.

The photograph below is the same footpath taken from the other end.[Fig 2]

Fig 1





Fig 2

The hedge in Fig 3 is also Maintained by the external contractor



Fig 3

### **Blenheim Drive – Open Spaces : Plan A**

This is shown as Area 3A on the attached plan.

This area is mowed and strimmed fortnightly.

This land is owned by Ledbury Town Council.



Area 3A



There is also hedging that needs to be maintained in this particular area, which is trimmed annually although the Contractor does tend to revisit this on a regular basis so that it is kept neat and tidy. (Area 3A)



There is also another section of Blenheim Drive that is maintained by our Contractor, referred to as Area 3B on the plan.



#### **Blenheim Drive – Area 3B:Plan A**

In addition to the mowing and strimming, there are hedges that are trimmed annually.

Blenheim Drive has other footpaths that are attended to by the Council's contractor, being the main footpath to John Masefield High School: The grass verges are cut fortnightly. Known as Footpath between 3A and 3B, shown on Plan A, Key Code 7.





The hedges are also cut annually although the contractor has cut them back on other occasions in order to keep the footpaths clear and the hedges under control.

### **Jubilee Close : Plan A**

Area 1 on the plan shows this large open space where the grass is mowed and strimmed fortnightly.







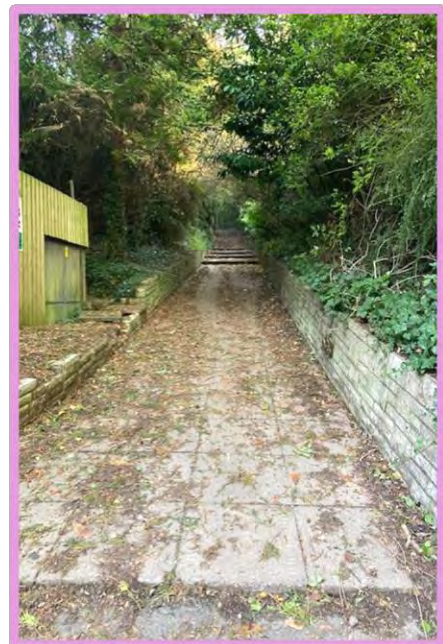
There is also quite a bit of hedging in this particular area as shown below:



### **Dog Hill Woods**

Dog Hill Woods is owned by Ledbury Town Council; the contractor empties the bins weekly depending upon the season. The footpaths are kept clear via monthly cuts and the hedge along Upperfields/Knapp Lane is cut annually by a sub-contractor.

The footpath leading up to Dog Hill Wood, from Church Street, (shown in the photograph, to the right) is swept fortnightly.





### **Biddulph Way – Area 2 : Plan A**

This area is owned by Ledbury Town Council and is shortly to have some tree works undertaken. This space is located between Biddulph Way and Shepherds Close. The contractor mows and strims this area fortnightly. This area does tend to take a little longer than normal due to the large amount of debris on the ground.



### **The Walled Garden : Plan B**

The Walled Garden is mowed and strimmed weekly.

The bins are emptied by Balfour Beatty Living Places.

This space is owned by Herefordshire Council.



### **St Michael and All Angels Church : Plan B**



The Church is mowed and strimmed weekly, together with any general weeding that needs to be done. The Church Yard is recorded as a “closed” church yard and as such the maintenance of the grounds were assigned to the Local Authority by an order of the Privy Council in the 19th century. Ledbury Town Council, as the descendant Authority, have a duty placed upon them to maintain the Church Yard.

### **Recreation Ground : Plan C**

The playing field is mowed and strimmed fortnightly, weeds are strayed off. The contractor undertakes general maintenance of the children’s play area: checking equipment/ROSPA reports and also frequently turning over the play bark in the two designated spaces. The benches are cleaned/painted annually (although it should be noted that this task is now often undertaken by the Council’s Town Maintenance Operative).





## **Queens Walk : Plan C**

The contractor also maintains an area at Queens Walk, which he mows and strims fortnightly. This space is in the ownership of Herefordshire Council and the bins are emptied by Balfour Beatty Living Places.

There are also 5 metal benches that are cleaned/painted annually by the contractor.

Members are requested to give consideration to the future of this contract, is so far as do they wish to continue with an external contractor to undertake the above works and whether this would continue to include the areas that are currently maintained, but in the ownership of Herefordshire Council.

Officers understand that the areas owned by Herefordshire Council have been maintained as part of the external contract for a number of years. It is believed that this was due to the reduced number of cuts being carried out by Herefordshire Council, which meant that areas such as Martins Way Playing Field and the Walled Garden were not maintained to a standard suitable to their purpose.

It should be noted that the current external contractor has intimated that if he were to be successful in being awarded the contract via the tender process he would not be keen to continue with works at Dog Hill Woods.

It should be considered whether the Council's Maintenance Operative ("MO") could pick up some of the duties presently carried out by this contractor. Having viewed the current workload, there is a minimal amount of work that the MO could take over, as he presently does not have the facilities to move equipment around in the Town truck. Duties that he could be considered for could be:

- Recreation Ground – clean/paint benches annually;
- Dog Hill Woods – sweep the steps leading up to the woods;
- Dog Hill Woods – the bins could be emptied by the MO, but this may be restricted by not having appropriate robust enough equipment to transport the rubbish out of the wood.

## **Financial Implications**

As the current contract is due to expire on 31 March 2026 it is essential that Members decide on how they wish to proceed with regards the maintenance of various open spaces within Ledbury for the purpose of including costs within the 2026/27 budget.

When considering this the following points need to be addressed:

1. What, if any, of the current contracted works could be undertaken in house by the Town Maintenance Operative as part of their role?

2. Do Ledbury Town Council wish to continue with the maintenance of the open spaces owned by Herefordshire Council?
  - Walled Garden
  - Martins Way
  - Blenheim Drive Footpaths
  - Queens Walk
3. Do Ledbury Town Council wish to direct employ an individual to undertake the works currently being carried out by an external contractor, noting that if this is the case provision may be required for additional machinery and tools

### **Recommendations**

1. Members are requested to consider the following:
  1. What, if any, of the current contracted works could be undertaken in house by the Town Maintenance Operative as part of their role?
  2. Do Ledbury Town Council wish to continue with the maintenance of the open spaces owned by Herefordshire Council?
    - Walled Garden
    - Martins Way
    - Blenheim Drive Footpaths
    - Queens Walk
  3. Do Ledbury Town Council wish to direct employ an individual to undertake the works currently being carried out by an external contractor, noting that if this is the case provision may be required for additional machinery and tools.
2. Subject to Members resolving to continue with an external contractor for all of the areas currently maintained as part of the contract, officers draft a specification for works to be carried out as part of an external grounds maintenance contract for the following and that this be submitted to the meeting of Council scheduled for 23 October 2025:

#### Land owned by Ledbury Town Council

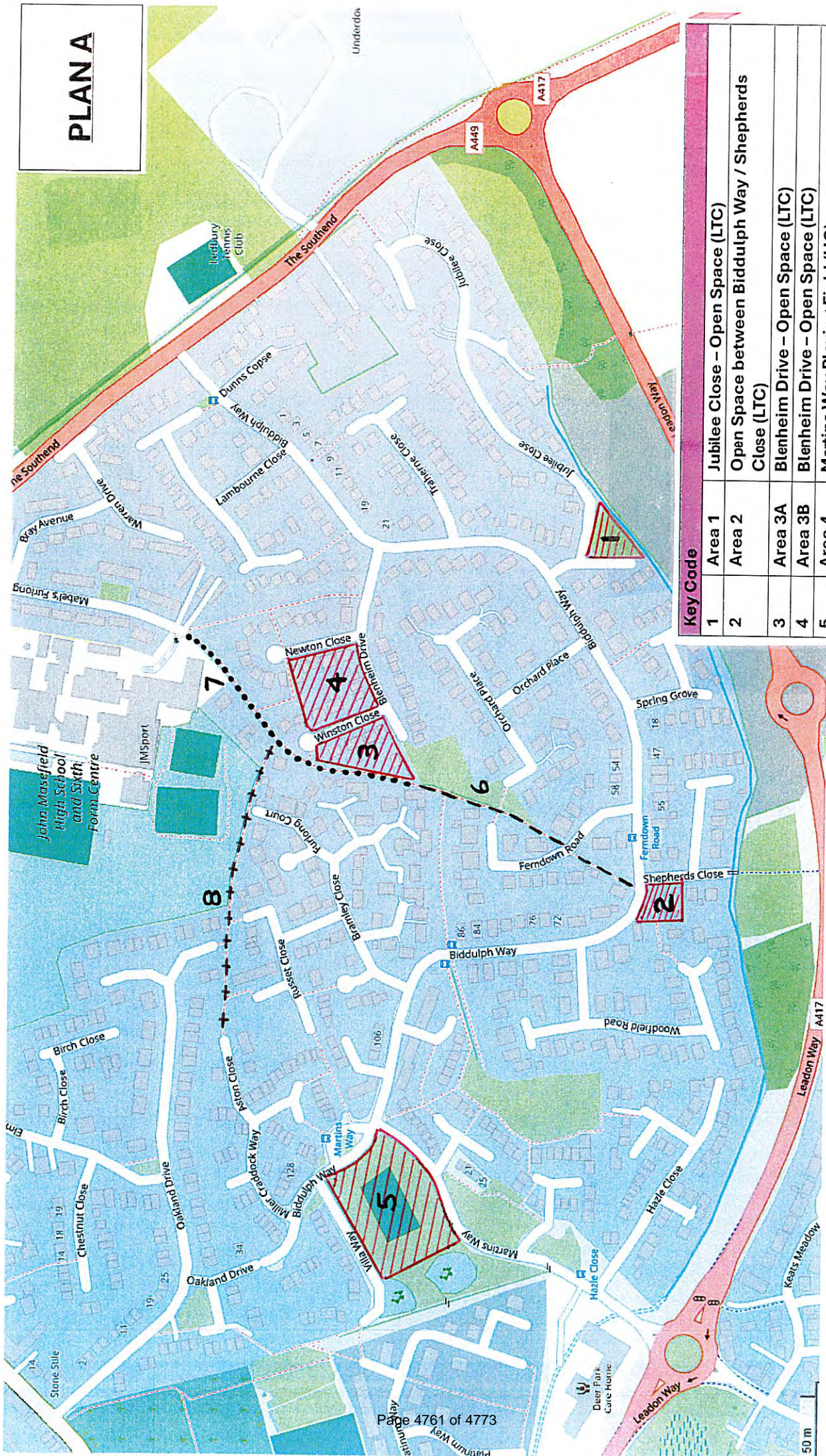
- Dog Hill Woods
- Recreation Ground
- St Micheal & All Angels Church Yard
- Jubilee Close
- Blenheim Drive open space
- Biddulph Way open space

#### Land owned by Herefordshire Council

- Walled Garden
- Martins Way
- Blenheim Drive Footpaths
- Queens Walk



# PLAN A



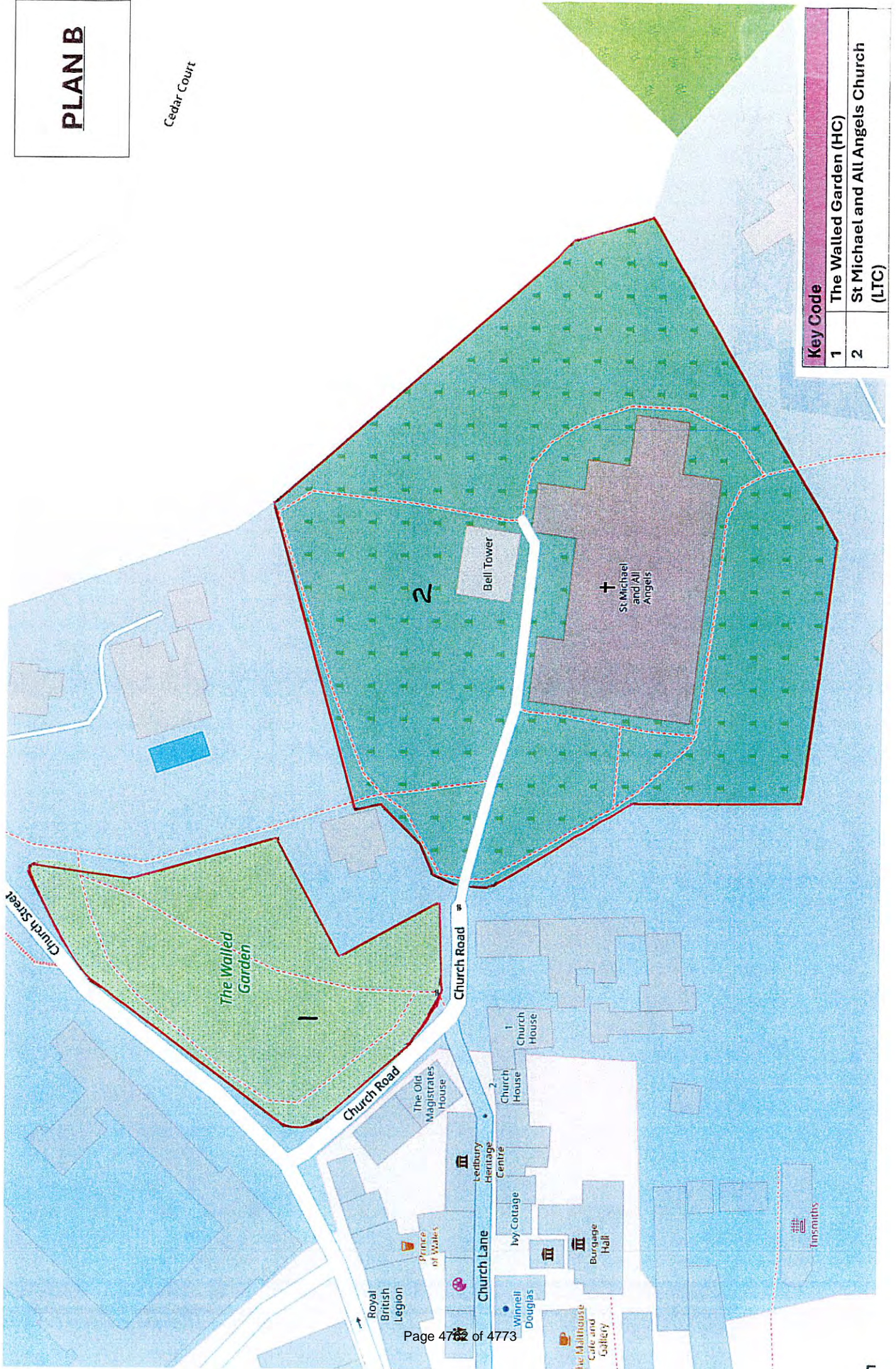
## Key Code

1	Area 1	Jubilee Close – Open Space (LTC)
2	Area 2	Open Space between Biddulph Way / Shepherds Close (LTC)
3	Area 3A	Blenheim Drive – Open Space (LTC)
4	Area 3B	Blenheim Drive – Open Space (LTC)
5	Area 4	Martins Way Playing Field (HC)
6	-----	Footpath between Biddulph Way and Blenheim Drive
7	.....	Footpath between Blenheim Drive and John Masfield High School
8	+++++	Grass verge cut by contractor (HC Ownership ?)



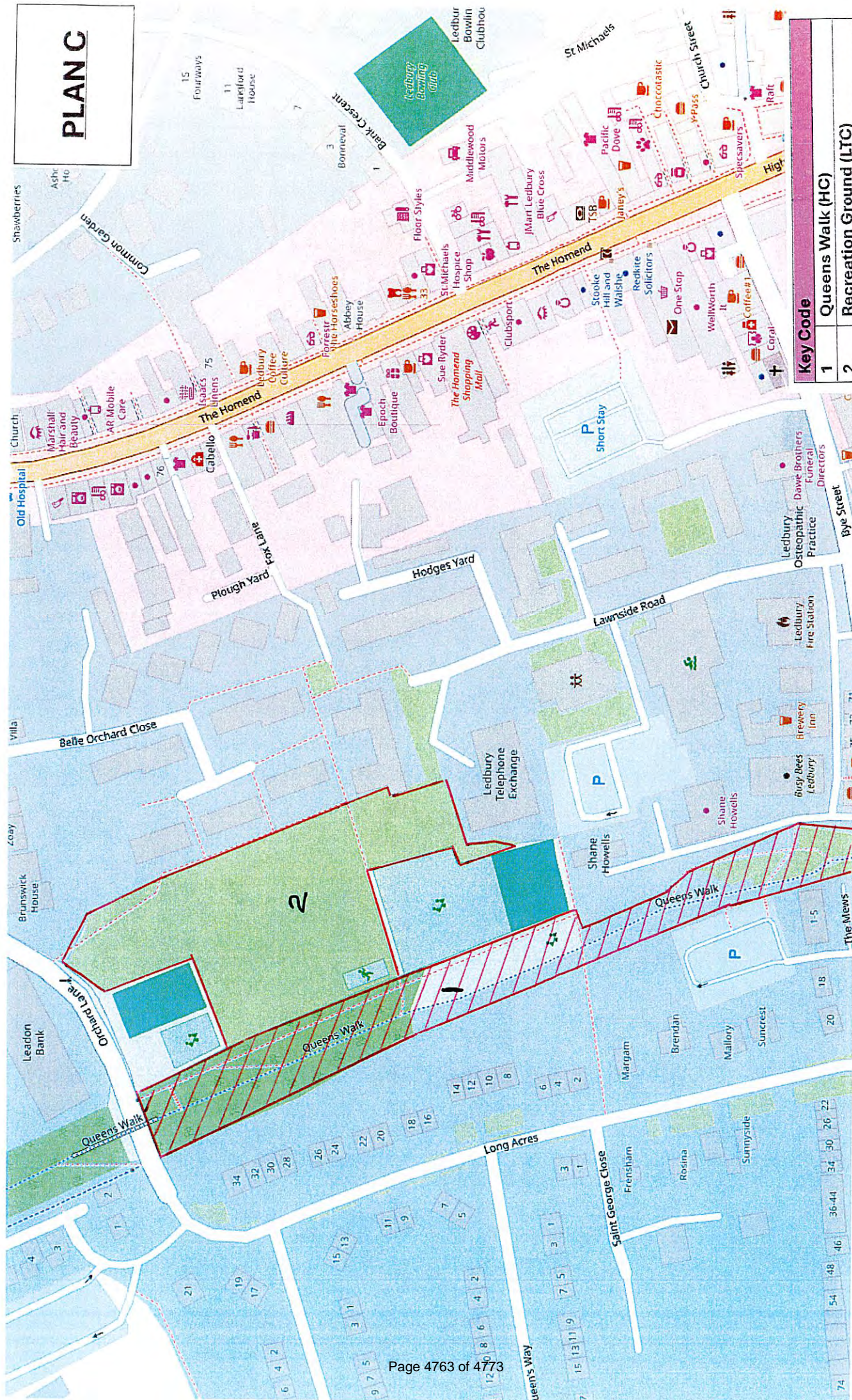
# PLAN B

Cedar Court





# PLAN C



Key Code	
1	Queens Walk (HC)
2	Recreation Ground (LTC)







## Parish Priorities

From Nicholas Ashby <nick.ashby@westmercia.police.uk>

Date Sun 21/09/2025 08:51

To Ashperton P.C <ashperton.pc@btinternet.org.uk>; Bosbury and Coddington P.C <bcparishclerk@gmail.com>; Cradley and Storridge <clerk@cradleyparishcouncil.gov.uk>; Eastnor and Donnington P.C <eastnordonnington@hotmail.co.uk>; LTC Clerk <clerk@ledburytowncouncil.gov.uk>; Mathon P.C <dtaylormathonclerk235@gmail.com>; Much Cowarne PC <clerk@muchcowarnegroup-pc.gov.uk>; Pixley and Distric P.C <clerk@pixleyanddistrictpc.org.uk>; Putley P.C <secretary@putleyparishhall.co.uk>; Stretton Grandison P.C <pcgroupclerk@gmail.com>; Wellington Heath P.C <clerk@wellingtonheath.org>; Yarkhill P.C <yarkhill@live.co.uk>; Colwall P.C <cpclerk@colwall.org.uk>; Dean Wall <dean.wall@westmercia.police.uk>; Elliot Crump <elliott.crump@westmercia.police.uk>; David Alexander <david.alexander@westmercia.police.uk>

📎 1 attachment (15 KB)

Outlook-Neighbourh;

Good Morning

Please could you let us know what your Parish Priorities for this quarter are. We cover 15 parishes so as you can imagine we have to focus on **active** issues in the areas.

As always, this does not replace contact methods we already have in place, and you can contact us any times if you have any issues.

As part as an increase in officer numbers. We have been lucky enough to welcome an extra member to our team. PC Elliot Crump will join Dean, Dave and me. Elliot has worked as part of a busy Safer Neighborhood team in Essex and brings a wealth of experience with him.

We have also been given a new Facebook account ( search LEDBURY POLICE). Please feel free to share and follow as it will be a really good way we can engage with our communities.

Please do not hesitate to contact us should you need anything further.

Kind Regards

Nick, Dean, Dave and Elliot

@Dean Wall @Elliot Crump @David Alexander

*Nick Ashby*

PCSO 40398

Ledbury Police Station

☎ Tel.0300 333 3000 EXT 7723408

📧 nick.ashby@westmercia.pnn.police.uk



**DEBRIEF NOTES OF LEDBURY CARNIVAL COMMITTEE MEETING**  
**HELD ON WEDNESDAY 3<sup>RD</sup> SEPTEMBER 2025 at TOWN COUNCIL OFFICES, CHURCH ST.**

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

		Action by
1.	<b>WELCOME AND APOLOGIES:</b> MH welcomed everyone, all committee members being present. MH advised that this meeting aims to highlight if anything went wrong and how it could be improved.	
2.	<b>MINUTES OF PREVIOUS MEETING AND REPORT ON ACTION POINTS</b> MH reported the Minutes of the meeting held 20th August had been previously circulated and accepted as an accurate record.	
3.	<b>WEEKEND TASK LIST</b> <ul style="list-style-type: none"> <li>Worked well but needs modifying to be more accurate.</li> <li>HA noted that a lot of people left after the Procession had passed through, how do we keep them here?</li> <li>It was noted there was no police presence, and this was because our Ledbury Police do not work on Bank holidays. It was decided to send a statement to our Ward Councillor who sits on the PCC noting the incidents where police presence would have helped. (JH to provide statement of facts).</li> <li>SB noted the issue of rubbish and overflowing bins. We need to make sure Balfour Beatty are confirmed to empty all bins as soon as possible after Carnival Day.</li> <li>Make sure carnival bins are placed in St Katherines.</li> </ul>	SH          JH/MH  JH? ?
4.	<b>TREASURER'S REPORT</b> Current bank balance £3,709.78. 4 adverts still not paid for, about £400. AP to chase. AP estimated we should end the year with about £6,500 in the bank.	AP
5.	<b>SECRETARY'S REPORT</b> SH handed round a good A4 photo that was handed in to LTC, and contacted the owner to thank him. SH also confirmed she had received an email from the Town Clerk congratulating us on a great Carnival and advised we could use the card machine again for raffle sales.	
6.	<b>STALLS</b> <ul style="list-style-type: none"> <li>DK reported overall it went pretty well – we booked 23 stalls but Fat Boy Bakes and Herefordshire Wildlife did not arrive.</li> <li>There was a war of words between 2 ice cream sellers which SH resolved. This was due to an apparently verbal agreement years ago between Carnival and M&amp;M Ices where they annually pay extra for the right to exclusively sell ice cream in the High Street. We need to get this agreement in writing with an annual review of the fee.</li> <li>There was also a case of food poisoning reported which was traced back to a sausage bap from LDA allegedly not being properly cooked. JH as H&amp;S officer will report this to LDA.</li> <li>JC suggested that next year the stalls in Homend should only be on one side of the road as it narrows in the High Street.</li> <li>SH suggested we start canvassing for stalls much earlier in the year.</li> <li>DK was congratulated on the success of his first year in office.</li> </ul>	
7.	<b>PROCESSION</b> <ul style="list-style-type: none"> <li>SB thought the Procession went as good as it could go. There was no space for further floats in the Rugby Club.</li> <li>It was reported that it became quite unsafe outside the Park and Ride gate</li> </ul>	

	<ul style="list-style-type: none"> <li>• Sweets were thrown by one float in the Procession contravening Procession Rules which every float signed to agree to.</li> <li>• Walsingham Support also came with their on buckets this year again, despite being told last year that all bucket collection are for Carnival only. Again this is stated on the entry form in the procession rules.</li> <li>• Overall, more advance preparation and better briefing with more stewards at the Club for better organisation.</li> <li>• It was noted there was a woman with a dalmatian almost heading up the Procession. This was apparently a family member of a fireman. The Brigade will be contacted to say they will be welcome again but to let us know in advance and to make sure they supply a copy of their public liability insurance as animals are not covered under Carnival insurance.</li> <li>• There was also a well-known elderly gent on a large mobility scooter who infiltrated the Procession, who needs to be informed he must register.</li> <li>• Pughs threw sweets from their float in contravention of Procession rules. They need to be categorically told this must not happen again.</li> <li>• Some floats also used bubble machines. We decided they added to the atmosphere but those floats must not be placed near animals.</li> <li>• The Procession entry form will be updated to make the rules on these items much clearer.</li> <li>• The lead Fire Engine caused a traffic blockage by stopping under the bridge in Orchard Lane, they must be informed for next year to pull up beyond the school entrance.</li> <li>• Think about a Samba Band (Mardi Gras) for next year.</li> <li>• SB had received lots of praise for such a good Procession.</li> </ul>	
8.	<b>ENTERTAINMENTS</b> <ul style="list-style-type: none"> <li>• SH had received very good comments about the entertainments. Everything went smoothly except that one resident of the Almshouses came out to tell an entertainer he couldn't set up where we agreed he should. SH resolved this.</li> <li>• Need to have a bigger funfair next year</li> <li>• Need to advertise car parkclosures much earlier in the month so no cars are left in St Katherines.</li> </ul>	
9.	<b>ROAD CLOSURE/MARSHALLING/SECURITY</b> <ul style="list-style-type: none"> <li>• JH circulated an incident report from DragonStar regarding racial abuse to a security guard by 2 members of the public. Although most people and carnival stewards were nice and friendly this security guard does not want to come back to Ledbury because of the racial abuse directed at him. Two other reports concerning threats of violence were deemed by DragonStar as something they deal with on a regular basis.</li> <li>• Security staff were also concerned that carnival stewards were asking them to assist when they had other duties to attend to. We need to gather more stewards to avoid asking security staff to do things for us.</li> <li>• At Pughs car park the road was closed too early, causing traffic build-up and frustration. The task list needs to be 'to the minute'.</li> <li>• Task list needs revisiting to streamline tasks so there is no clash of times/tasks.</li> <li>• More comprehensive briefing is required, especially marshalling.</li> <li>• Staff breaks need to be built in to the task list.</li> <li>• More information given to security staff (FAQs).</li> <li>• Despite being told public toilets would be open, Bye St were locked and Church St were not cleaned/stocked. SB to find out why.</li> </ul>	SB



	<ul style="list-style-type: none"> <li>• There were incidents of cars driving through the road closure barriers. We must strengthen the barriers somehow.</li> <li>• Rolling road block needs to be at every junction with New Street. Review access to the Procession routes to ensure all are covered.</li> <li>• Many incidents of SAG reporting alcohol on High Street. All pubs in town should be asked to remind their patrons that they should not leave the premises with alcohol. Do we need to report to licensing authority?</li> <li>• RH will produce a map which shows toilets, car park, etc.</li> <li>• Overall, we need to review our specification to Dragonstar to make sure it is more comprehensive.</li> <li>• SB had received a formal complaint from the Rugby Club regarding the use of the car park by us on Carnival Day. The complaint cited that the Stewards denied access to the site by club members, club staff and other authorised users. The complaint pointed out that unrestricted access to club personnel and members is still required. There is no agreement between the Club and Carnival for exclusive use of the site. MH as chairman formally responded and the club have written back saying they were satisfied and the matter is now closed. Better planning and briefing is required.</li> <li>• SB asked that we remember to ask the Rugby Club to clear the car park if at all possible as a vehicle was left in the middle of the large float area which caused difficulties. We need to make sure the club provided with notices asking for cars not to be left in the car park.</li> <li>• SB asked if Jon Critoph of CAL could be included in any briefing meetings.</li> <li>• JH to make sure DragonStar have copies of public road closure notices to provide proof to members of public who wanted to come through the barriers.</li> </ul>	<p><b>RH</b></p> <p><b>JH</b></p>
<b>10.</b>	<b>CARNIVAL PROGRAMME</b> <ul style="list-style-type: none"> <li>• Car parking and disabled spaces need to be detailed in the Programme, with open times.</li> <li>• 8 mugs had been sold – these need to be advertised in the Programme.</li> <li>• We need to distribute ALL the programmes so we don't have any left.</li> <li>• Need to make sure all our sponsors are noted in the Programme (esp LTC).</li> </ul>	
<b>11.</b>	<b>PUBLICITY AND SOCIAL MEDIA</b> <ul style="list-style-type: none"> <li>• RH reported a good numbers of visits to our website and the Facebook page.</li> <li>• We need to encourage the use of the new website as opposed to the old closed group.</li> <li>• RH advised that we used to have our own sound company for the Day to make sure everyone heard everything (esp Raffle draw), i.e. There was no amplification in St Katherines. Should we consider this for next year?</li> </ul>	<b>RH/JC</b>
<b>12.</b>	<b>RAFFLE</b> <ul style="list-style-type: none"> <li>• It was noted here that several committee members were doing multiple jobs and we need to rectify this.</li> <li>• Traders very generous with prizes.</li> <li>• Could a trader handle this.</li> </ul>	
<b>13.</b>	<b>SHOP WINDOW COMPETITION</b> <ul style="list-style-type: none"> <li>• Very well received by traders.</li> <li>• Traders in Bye Street need to be included.</li> <li>• SB suggested the judging sheet is too complicated and she will modify this.</li> <li>• Could a trader also handle this.</li> </ul>	
<b>14.</b>	<b>CHILDREN'S AMBASSADORS</b>	

	<ul style="list-style-type: none"> <li>• Children did very well.</li> <li>• Difficult as we did not have much contact with them through the school holidays.</li> </ul>	
<b>15.</b>	<b>FUNDRAISING AND SPONSORSHIP</b> <ul style="list-style-type: none"> <li>• This now has to be our priority for next year as well as recruiting more volunteers onto committee.</li> <li>• SB suggests we approach the 4 largest companies in Ledbury and ask them for £5k each, i.e. Westons, with MH to prepare a letter for them. DK will take the lead.</li> </ul>	<b>MH</b>
<b>16.</b>	<b>ANY OTHER NOTIFIED BUSINESS</b> We need to advertise our AGM to get new recruits, SH suggested adding that it is a public open meeting. Need ideas for theme at the same time.	
<b>17.</b>	<b>DATE OF NEXT MEETING</b> AGM Wed 12 <sup>th</sup> Nov. In Council Offices, Church Street, 7.30pm.	

**LEDBURY COMMUNITY CHOIR**  
www.lcchoir2.com  
**Minutes of AGM held on 28<sup>th</sup> July 2025**

**Present:** approximately 80% of members were in attendance.

<b>1. Apologies for Absence:</b>	
	<ul style="list-style-type: none"> <li>Ronnie Parker (Joint Secretary) Caroline Warrey, Margaret Kunzer, Jill Jupp.</li> </ul>
<b>2. Minutes of Previous Meeting:</b>	
	<p>The Minutes of the last Annual General Meeting having been previously circulated were taken as read.</p> <p>Approval of the Minutes was proposed by Tessa Herbert and seconded by Steph Habbitts</p>
<b>3. Treasurer's Report:</b>	
	<p>The accounts for the year ended 31st August 2024 have already been circulated.</p> <p>Total income of £11,039.38 for the choir year 2023/24 was recorded, including membership fees of £6,966.00. Expenditure amounted to £9,661.37, which resulted in a surplus of income over expenditure of £1,378.01. Added to the balance carried over from the previous year of £3,345.19, means we ended the 2023/24 with a balance of £4,723.20 to carry over to 2024/25.</p> <p>Moving forward, the committee has decided that the annual membership fee will remain at £90. However given the decline in membership which we have seen in this choir year, we may need to review the amount of annual membership fee next year.</p> <p>The accounts for the choir year 2023/24 were proposed for acceptance by Sonia Bowen and seconded by Madge Daines.</p>
<b>4. Musical Director's Report:</b>	
	<p><b>Rehearsals and Concerts</b></p> <p>In my view, Monday rehearsals continue to work well for our Community Choir. The timings feel about right: 7.30 to 9.15. These times also allow for a good break for socialising, and for Mark and me to recharge our batteries. This venue, here at the Rugby Club is just right in so many ways and almost all rehearsals are well attended - except during the summer months when attendance can be a little thin. It is not unusual for choirs to close-down for the summer months to take account of holidays and time in the garden etc, but at present I'm not suggesting the idea for this choir</p> <p>Maintaining balance between the parts is now a challenge, 'specially when we disproportionately lose singers from one or more smaller voice-parts. We are now making the move to sing more two and three-part singing with an occasional split between tenors and basses, where necessary and effective. This will affect the number of repertoire pieces we can continue to sing in their present arrangements and to take-on new ones in four-parts. For example, one new piece for Christmas 2025 is 'Come Colours Rise' – a South African song in four parts. Sue and I are working extra hard to make it singable given the Choir's diminishing capacity.</p> <p>Choir numbers have dropped. We must also note that new singers have left this choir because the music is too hard and one or two make it known that the music is too easy and specifically decisions I take, do not suit them. I'm always up for learning – everyday is a school day – and I try to benefit from the different experiences that new members bring. I don't always succeed.</p> <p>The annual cycle of concerts has also developed into something we can support with repertoire (given what I have said about singing in four-parts) and organisation. My thanks to event managers and their teams. It is running well now with all the help that is given.</p> <p><b>Remembrance Sunday</b></p> <p>We were not required for the church service as the church choir wanted to sing, but we did turn out for the Act of Remembrance on the High Street. Thank you to all who came and sang.</p> <p>We also supported the Town's 80<sup>th</sup> Anniversary of VE Day and coped with the odd idea of moving the singing up Church Lane during the act of remembrance. I shall speak against the idea, if it happens again. We have not been invited to sing at the 80<sup>th</sup> Anniversary of VJ Day on the 15<sup>th</sup> of August.</p> <p><b>Christmas</b></p>

	<p>We supported the Christmas Light Switch-On as usual but back under the Market House next to the Brass Band. We are there to lead community singing and this is not really a performance. We don't perform outside!</p> <p><b>Our Christmas Concert</b> is and was a firm favourite with our excellent audience and again we all enjoyed a mix of what have become traditional songs and some new pieces accompanied by excellent flute playing. Musically, I would suggest that this was the best Christmas Concert however, we are still plagued by one or two nightmare moments.</p> <p><b>'Spring' Concert</b> Our Spring Concert was '<i>Ballads of the Sea</i>'. Congratulations to all those who took part last May and to those who helped prepare and decorate the hall. We had a super audience and everybody who spoke to us was delighted with the concert. We did use a couple of off-shoot groups to fill-up the empty spaces in the running order. Despite rehearsing since May 2024, we did not have enough Sea pieces for a complete concert. So, well done to <i>The Ledbury Singers</i> and to <i>Four Crying Out Loud</i> and thank you to everybody who contributed to such an enjoyable event!</p> <p>I thank the out-going Committee for their work and support; especially to Sonia who has looked after the Treasurer role with tact, integrity and accuracy. We have benefitted over the years with excellent officers: Chairs, Secretaries and Treasurers, and members of the Choir Committee. As I look around the hall at rehearsals, I see many people who have kept this Choir going by taking on these roles over the years. Without these volunteers we would not exist.</p> <p>Special thanks to our accompanist, Mark Johnson who continues to be a musical and masterful support for us all. I'm afraid that some do not fully appreciate how lucky we are to have you as accompanist; 'though you do get the bigger applause and a big cheer at the end of every rehearsal – not that I'm bitter about that at all.</p> <p>I must reserve my final thanks to somebody, without whom I suggest we would simply no longer exist. The amount of work she does is extraordinary. Please will you join me in thanking my better half, Sue Hughes.</p> <p>My final thoughts turn to the friends who we have lost this year. I will not name them all as their names are so often on our lips and brought to mind as we sing our and their favourite pieces. One name I will especially mention is Charles Kellett. Charles, Celia's husband was a thoroughly dependable and capable member of the Bass section of the choir and only left when faced with some health issues.</p> <p>Charles passed away this week and I, for one among many, will miss him.</p> <p><b>Thank you</b> for your continuing support and loyalty to the choir. As I said last year, for many of us the Choir represents more than just a hobby or Monday evening pastime. We must take special care of each other and the choir as an organisation in order for success in the future year and for years to come.</p>
<b>5. Chairman's Report</b>	
	<p>The year began in August with the choir taking part in the Three Choirs Festival at Worcester Cathedral which was an exciting and occasionally challenging experience. Congratulations to all those who took part. Our Christmas concert was well supported, and we raised around £1400 for the Mayor's chosen charities; a heartfelt thank you to all those who helped to organise, decorate and stage the concert – there is a lot of frantic paddling that goes on that fortunately our audience never sees. Similarly with our Spring concert which featured a theme of the sea as it was in aid of the RNLI – we and the audience were wowed by the nautical decorations dreamt up and installed by Jen and her team. The concert performance was enhanced by contributions from Ledbury Singers and a well-known local boy</p>

	<p>band who looked like they had lots of sea-going experience! The evening raised £1366 for the RNLI and our audience enjoyed a fantastic evening (their words not mine).</p> <p>The choir has continued social activities led by our indefatigable Sue Bettington but we have seen a decline in numbers supporting events so we intend to try to get a clearer picture of what you the members want from your choir membership; if it is just to sing and not to socialise then we can adjust our plans accordingly. Sue and I will try to consult as widely as possible – it is your choir.</p> <p>We continued to support Ledbury Carnival and managed to persuade ABBA to perform on our float although they couldn't help our standing – we finished 3<sup>rd</sup> this time. Thanks to Mandy and the team for their hard work and inventiveness.</p> <p>I would like to end by thanking all those who have supported the choir in this past year and especially those who have helped a “newbie” chairman through an interesting year, not least the committee who have valiantly resisted (ignored) my unwanted attempts to assert the chairs supposed authority. Quite right too – at least you all know what you are doing! Most thanks go deservedly to Mal and Sue without whose guidance and support life in the choir would be a lot more challenging. Thanks also to Sonia, Sue B. Sue C. Ronnie, Jane and Rachel and the section leaders for all the unseen work that goes into running “Our Community Choir.</p>	
<b>6. Election of Committee Members</b>		
	<p>All committee members stood for re-election and were accepted, with the exception of Treasurer.</p> <p>Ann Price volunteered to take on the role with Sonia's support and her assistance is greatly appreciated by all members of the choir.</p> <p>The new committee therefore comprises:</p> <p>Chair: Jeff Sherwood</p> <p>Joint Secretaries: Jane Stinchcombe and Ronnie Parker</p> <p>Treasurer: Ann Price</p> <p>Membership Secretary: Sue Chopping</p> <p>Social Secretary: Sue Bettington</p> <p>Social Media: Rachel Boughen</p> <p>Music Librarian: Sue Hughes</p> <p>Section Leader reps: as available for each meeting</p>	
The meeting closed at 9pm.		