



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

Email: [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk) Website: [www.ledburytowncouncil.gov.uk](http://www.ledburytowncouncil.gov.uk)

2 January 2026

To: All Councillors

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL**, to be held on **Thursday, 8 January 2026 at 7.00 pm** in the **Town Council Offices, Church Lane, Ledbury, HR8 1DH** for the purpose of transacting the business shown in the agenda below.

Yours faithfully

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

## FILMING AND RECORDING OF COUNCIL MEETING

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

## AGENDA

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

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

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

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

3. **To note the Nolan Principles**  
<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>
4. **To note the General Duty on Public Authorities of Section 149 of the Equality Act 2010** (Page 5317)
5. **To approve and sign as a correct record the minutes of a meeting of Council held on 4 December 2025** (Pages 5319 - 5328)
6. **To receive and note the Action sheet** (Pages 5330 - 5332)
7. **To receive Chairman's Communications**
8. **To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)**

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

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

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

10. **To receive and note Month 8 financial reports** (Pages 5334 - 5361)
  - i. Receipts and Payments 1 to 30 November 2025
  - ii. Balance sheet and Trial Balance – Month 8
  - iii. Budget Monitoring Reports 1 April – 30 November 2025
11. **To confirm verification of bank statements and reconciliations for October and November 2025**
12. **To approve invoices for payment for January 2026 (Interim)** (Pages 5362 - 5366)
13. **To approve request from Herefordshire Council in respect of CCTV Revenue Funding 2026 – 2027** (Page 5368)
14. **To receive and note the Draft Actuarial Valuation Report – Worcestershire Local Government Pension Scheme** (Pages 5370 - 5453)
15. **To give consideration to a request received from LEAF** (Pages 5454 - 5457)

16. To approve new or amended Council Policies (Pages 5458 - 5464)

i) Environment and Sustainability Policy

## GOVERNANCE

17. To formally note the resignation of Edward Coleman (Page 5466)

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

19. To receive and note the outcome of investigation by Information Commissioner case no. IC-383874-Y1C7 (Pages 5468 - 5473)

## PLANNING, ECONOMY & TOURISM

20. To consider Planning Consultations (Pages 5474 - 5475)

21. To receive and note update on Planning Decisions (Pages 5476 - 5479)

22. To give consideration to a request from the Talbot Hotel Road Closure Request (Page 5488)

23. To give consideration to a request from Wellington Heath Road Safety Request (Page 5482)

## ENVIRONMENT & LEISURE

24. To receive the Market House Quinquennial Survey Report and consider any recommendations therein (Pages 5484 - 5510)

25. To approve expenditure in respect of Defibrillators (Pages 5512 - 5514)

26. To receive and note the notes of a meeting to discuss the Council's Amenity Maintenance Plans held on 11 December 2025 and to consider any recommendations therein (Pages 5515 - 5519)

27. To give consideration to having panic buttons installed in the Council reception and Painted Room (Pages 5520 - 5522)

28. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 805 and 806 to be signed, granting the exclusive Right of Burial to those named on the interment form

29. **To receive and note the notes of a meeting to review Ledbury's Heritage Buildings held on 31 October 2025 and to give consideration to any recommendation therein** (Pages 5523 - 5526)
30. **To approve recommendations from the Events Working Party** (Pages 5528 - 5534)
  - i. **Ledbury World Bookfest**
  - ii. **Volunteer Data Base**

## **RESOURCES**

31. **To receive and note the minutes of the Resources Committee meeting held on 4 December 2025** (Pages 5536 - 5537)

## **GENERAL**

32. **To nominate Councillor Representative to stand for election as Town Council Director on Herefordshire Council BID Board at November 2026 AGM** (Pages 5538)
33. **To receive and note the draft Minutes of a meeting of the Masefield Matters meeting held on 9 December 2025 and to consider any recommendations therein** (Pages 5540 - 5544)
34. **Date Of Next Meeting**

To note that the next meeting of Council is scheduled for Thursday, 29 January 2026

35. **Exclusion Of Press & Public**

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

36. **Resources Committee Confidential Matters (Oral Update)**

To consider any matters discussed at the meeting of the Resources Committee held on 8 January 2026 which need to be considered as a matter of urgency

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

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

<b>FULL COUNCIL</b>	<b>8 JANUARY 2026</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 4 DECEMBER 2025**

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

**ALSO PRESENT:** Angela Price – Town Clerk  
Julia Lawrence – Deputy Town Clerk  
Councillor Justine Peberdy – Ward Councillor Ledbury West  
Nic Sims – Ledbury Community Hub

**C1054. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bradford, Browning, Harvey, and Hughes

**C1055. DECLARATIONS OF INTEREST**

Councillor Hughes declared a non-pecuniary interest in agenda item 24, due to being the Chair of the Ledbury Carnival Association.

**C1056. TO NOTE THE NOLAN PRINCIPLES**

Members were reminded that Members should be conscious of the Nolan Principles in all interactions with members of the public, whether acting in their capacity as a Councillor or not.

**RESOLVED:**

**That the Nolan Principles be noted.**

**C1057. TO NOTE THE GENERAL DUTY ON PUBLIC AUTHORITIES OF SECTION 149 OF THE EQUALITY ACT 2010**

**RESOLVED:**

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

**C1058. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 13 NOVEMBER 2025**

**RESOLVED:**

**That the minutes of the meeting of Council held on 13 November 2025 be approved and signed as a correct record.**

**C1059. TO RECEIVE AND NOTE THE ACTION SHEET**

**RESOLVED:**

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

**C1060. TO RECEIVE WARD REPORTS**

**RESOLVED:**

**That the Ward reports be received with thanks.**

**C1061. CHAIRMAN'S COMMUNICATIONS**

The Chair advised of an email received from Mr Bill Stomp thanking the Council for the grant towards the Walk and Talk Christmas lunch that had taken place on Wednesday, 3 December.

The Chair informed Members of the passing of former Councillor and Mayor Keith Francis. He advised that Keith had been a schoolteacher and had served on Ledbury Town Council from 2000-2019. Keith had been Town Mayor on two occasions in 2003 and 2008 and had made a major contribution to Ledbury with his involvement with Ledbury carnival and the Silurian Morris.

The Chair asked Members to stand for a minute's silence.

**C1062. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)**

It was noted that Nic Sims was in attendance to provide further information in relation to agenda item 16. Members agreed to allow Mr Sims to speak when that agenda item was discussed.

A local resident, Mr Able, raised concerns about a matter that had been discussed at the meeting of Council on 13 November 2025 as shown below:

*“The poor lighting in areas of Ledbury due to the overgrowth of trees and bushes. Areas include*

- *New Mills*
- *Little Marcle Road*
- *Southend from the Tennis Club to the top cross*
- *Bromyard Road*
- *Hereford Road*

*Poor condition of the footpath from the railway bridge to the Beggars Ash turning to Wellington Heath. The footpath is now too narrow for*

*people to walk on, needs cleaning/repairing, and streetlights are covered by a tree and an evergreen bush.*

*Could Ledbury Council, Herefordshire Council, and the Police confirm what their plan of action is to stop cars speeding around Ledbury? Particularly, the Bromyard Road from the new housing into Ledbury, the Hereford Road and the Southend up to the Gloucester Road roundabout.”*

Mr Able was advised that his email had been discussed at the meeting in November and the issues raised had been shared with Herefordshire Council.

The Chair provided details of how and where the Ledbury Speed Awareness operate, he also advised that the Ledbury Group just has four members and as there is a requirement for three members to be present at any time they are carrying out speed awareness this has proved difficult.

Councillor Peberdy advised that where it is not possible for the Community Speed Watch Team to monitor speeds the Police will provide a van and their Speed Watch Team to monitor these areas. This has recently been conducted in Southend and was published in local press. She also advised that Herefordshire Council have made available £200,000 to the Market Towns for Public Realm works and following a request from Ledbury Town Council to consider amendments to signage around the town it has been agreed that some of those funds will be used to improve signage in and around the town. She also advised that as part of this funding various 20mph zones are being considered and works to improve accessibility around the town with more dropped kerbs being installed.

**C1063. TO RECEIVE MOTIONS PRESENTED BY COUONCILLORS IN ACCORDANCE WITH STANDING ORDER 9**

The following motion was submitted by Councillor Morris and seconded by Councillor Hughes:

*That Ledbury Town Council*

1. *Formally commit to pursuing “Town of Culture 2028” status for Ledbury.*
2. *Establish a Town of Culture 2028 Working Group, comprising Councillors, community representatives, and sector experts, to coordinate planning, development, and consultation.*

Nic Sims advised that the Community Hub would give their full support for this and if the council were to a resolve to pursue the Town of Culture 2028 status the Community Hub would be interested in being part of the Working Group.

**RESOLVED:**

1. **That Ledbury Town Council commit to pursuing “Town of Culture 2028” status for Ledbury.**
2. **That a Town of Culture 2028 Working Group, comprising Councillors, Community Representatives, and sector experts, co-ordinate planning, development, and consultation.**

**C1064. TO RECEIVE AND NOTE MONTH 7 FINANCIAL REPORTS**

**RESOLVED:**

1. **That the receipts and payments for 1 – 31 October 2025 be received and noted.**
2. **That the balance sheet and trial balance for month 7 be received and noted.**
3. **That the budget monitoring reports for 1 April to 31 October 2025 be received and noted.**

**C1065. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR OCTOBER 2025**

The Chair advised that he had not been invited into the Council offices to verify and sign the bank statements and reconciliations.

**RESOLVED:**

**That the verification of bank statements and reconciliations for October 2025 be deferred to the meeting of Council scheduled for 8 January 2025.**

**C1066. TO APPROVE INVOICES FOR PAYMENT FOR DECEMBER 2025 (INTERIM)**

**RESOLVED:**

1. **That the invoices for payment in the sum of £15,937.74 be approved for payment.**
2. **That the information relating to staff salaries for November in sum of £41,321.92 and December in the sum of £40,045.54 be approved.**
3. **That the Accounts Clerk be instructed to undertake the following actions in relation to in-year overspends:**

- i. Create EMR as per minute no. C976 - £15,000 to be moved from general reserve to New EMR to cover the cost of the new IT equipment and Lease Line and associated costs, and movement of funds from the new EMR be made in respect of budget lines 401/4483 and 235/4415 accordingly.
- ii. Journal £2,571.50 from budget line 102/4001 to 102/4206.
- iii. Undertake a virement of £1,000 from budget line 107/4704 to 225/4420.

**C1067. TO RECEIVE THE INTERIM INTERNAL AUDIT REPORT 2025/26 AND GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

Members were provided with the Internal Auditors Interim report following a visit on 4 November 2025.

**RESOLVED:**

- 1. That the following amendments be made to the responses to the Observation report prior to it being provided to the Internal Auditor as feedback:
  - i. B3 – That the Clerk and Chair of the Finance, Policy General Purposes Committee meet to review the 2025/26 VAT claims.
  - ii. D2 – That the Council undertake a review of the level of Earmarked Reserves and verify whether they are accurate as part of the Annual Budget setting process.
  - iii. D3 – That an EMR be set up for MM project fund in 2026/27 and funds be moved across as expenditure as and when they are spent.
- 2. That the tender level within the Council's Financial Regulations and Standing Orders be set at £25,000 in line with the NALC recommendations and that both documents be amended and copies provided to Members accordingly.

**C1068. ANNUAL INSURANCE RENEWAL**

**RESOLVED:**

That the renewal of the Council's buildings, contents and cybercrime insurance be approved in the sum of £20,211.74, noting that there is an increase of £762.18 in respect of the three-year contract with Clear Councils.

**C1069.****FUNDING PROPOSAL FROM LEDBURY COMMUNITY HUB**

Nic Sims was invited to speak on the Community Hub proposal for Ledbury Town Council to support the funding of a Youth Worker for Ledbury. He provided an overview of the projects currently in place advising that they currently have funding in place for a part-time youth worker with effect from January 2026. He explained that they would like to expand the provision of youth services in Ledbury to a full-time youth worker and are therefore asking Ledbury Town Council for top up funds in support of this.

The Chair asked what the relationship between the Ledbury Community Hub and LEAF is in relation to the provision of youth facilities. Nic advised that they have a good working relationship with LEAF and that LEAF's youth work leans to primary school age children, whereas the Community Hub works with the older secondary school age children. He also advised that if they were able to secure funds for a full-time youth worker they would be able to support other youth provision within Ledbury.

Councillor Chowns reminded Members that the Council had, in the past, earmarked funds for LYAS. It was noted that these funds are still available but that no decision had been taken by Council as to how these funds should be granted for youth provision whilst LYAS were in abeyance.

**RESOLVED:**

**That Ledbury Town Council support the request for funding for a full-time youth working in Ledbury as set out below to be paid to the Community Hub on a quarterly basis:**

<b>Year</b>	<b>Period</b>	<b>LTC Contribution requested</b>
2025/26	January-March	£ 5,400
2026/27	April-March	£21,900 (£5,475 per quarter)
2027/28	April-March	£23,100 (£5,775 per quarter)
2028/29	April-December	£18,000 (£6,000 per quarter)

The Chair thanked Nic Sims for attending the meeting and all the work the Ledbury Community Hub is doing.

**C1070.****CODE OF CONDUCT MATTERS****RESOLVED:**

**To receive and note the information provided in respect of COC128.**

**C1071. TO CONSIDER PLANNING CONSULTATIONS**

1. **Application No. 252853** – Two fascia internally illuminated signs, one internally illuminated totem sign, and one non illuminated vinyl on glazing – **Homebase, New Mills Industrial Estate, Ledbury, Herefordshire, HR8 1JA**

**RESOLVED:**

**No objection**

2. **Application No. 252751** – Works to windows on the ground floor of the west side of the property – **3 Upper Hall, Ledbury, Herefordshire, HR8 1JA – LISTED BUILDING CONSENT**

**RESOLVED:**

**No objection**

3. **Application No. 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**

**RESOLVED:**

**That Ledbury Town Council submit an objection in respect of this application, in support of the grounds for objection provided by Wellington Heath Parish Council.**

4. **Application No. 253145** – Replacement cartway screen on east elevation. Replacement windows. Replacement front door (west elevation) – **Upper Barn, Ledbury, Herefordshire, HR8 2PX**

**RESOLVED:**

**No objection**

5. **Application No. 253184** – Installation of new shopfront to RHS main entrance. Remove existing RHS doors & relocate to LHS main entrance. New shopfront (side panel staff riser) to RHSS of relocated doors. Including new externally illuminated fascia and projecting signage – **8 The Homend, Ledbury, Herefordshire, HR8 1BT**

**RESOLVED:**

**No objection**

6. **Application NO. 253185** – 1 No timber fascia sign with externally illuminated letters by trough lighting. 1 No timber projecting sign (double sided) with externally illuminated letters by trough lighting – **8 The Homend, Ledbury, Herefordshire, HR8 1BT**

**RESOLVED:**

**No objection**

7. **Application No. 253361** – Application to determine if prior approval is required for a proposed change of use of ground floor shop to 1 no. flat (Use Class C3) – 5 Homend Walk, The Homend, Ledbury, Herefordshire

**RESOLVED:**

**No objection**

**C1072. TO RECEIVE AND NOTE THE UPDATE ON PLANNING DECISIONS**

**RESOLVED:**

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

**C1073. HEREFORDSHIRE HOTEL & CONFERENCE DEMAND STUDY**

**RESOLVED:**

**To receive and note the information provided, noting that the Clerk had provided a response as detailed within the report.**

**C1074. TO RECEIVE AND NOTE THE ANNUAL ROSPA REPORT IN RESPECT OF EQUIPMENT AT RECREATION GROUND**

**RESOLVED:**

**That the ROSPA inspection reports be received and noted, noting that the Deputy Clerk is in the process of arranging for the required remedial works to be undertaken.**

**C1075. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE EVENTS WORKING PARTY HELD ON 28 OCTOBER 2025 AND TO CONSIDER ANY RECOMMENDATIONS THEREIN**

**RESOLVED:**

- 1. That the minutes of the meeting of the Events Working Party held on 28 October 2025 be received and noted.**

2. **That Ledbury Town Council support having large scale maps printed and for them to be added to notice boards around the town pre-Easter, in readiness for the 2026 Tourist season, subject to Herefordshire Council granting permission for the maps to be placed in their noticeboards.**
3. **That the BID be approached for funding towards the cost of the maps and new Perspex fronts of the noticeboards where required.**

**C1076. TO RECEIVE THE NOTES OF A MEETING TO DISCUSS THE FUTURE OF THE COUNCIL'S MARKET PROVISION HELD ON 29 NOVEMBER 2025 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

The Clerk provide an update on the progress of the actions within the notes.

**RESOLVED:**

**That the notes of a meeting to discuss the future of the Council's market provision held on 29 November 2025 be received and noted, noting that officers are progressing the actions from within the notes.**

**C1077. FUTURE USE OF LEDBURY MARKET HOUSE**

Members were provided with options in respect of the future use of the Market House.

Councillor Chowns made reference to the accessibility of the building, noting that due to accessibility the Market House could not be used for public meetings. It was noted that whatever the final agreed use of the Market House is it does present accessibility issues and that details of the inaccessibility of the building should be provided in promotional literature and on the Council's website.

Councillor Hughes did not take part in the vote in relation to this agenda item, due to having declared a non-pecuniary interest.

**RESOLVED:**

1. **That Officers progress the exhibition space proposal for the Carnival, the Canal Trust and Little Strömstad, subject to a suitable storage solution being identified for items that are currently stored in the Market House.**
2. **That officers encourage the use of the centre of the upstairs of the Market House for Saturday Markets.**

**C1078. AUTHORISATION OF SIGNING OF DEEDS OF EXCLUSIVE RIGHTS OF BURIAL NO'S. 802-804**

**RESOLVED:**

**That the signing of the Deeds of Exclusive Rights of Burial no's 802-804 be approved.**

**C1079. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES MEETING HELD ON 13 NOVEMBER**

**RESOLVED:**

**That the minutes of the meeting of the Resources meeting held on 13 November 2025 be received and noted.**

**C1080. OUTSIDE BODIES**

**RESOLVED:**

- I. That the minutes of the Carnival AGM held on 12 November 2025 be received and noted.**
- II. That the minutes of the meeting of the Ledbury Food Group held on 3 November 2025 be received and noted.**
- III. That the minutes of a meeting of the Ledbury Community Choir held on 30 October 2025 be received and noted.**

**C1081. DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the next meeting of Council is scheduled for Thursday, 8 January 2025.**

**C1082. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

**As there were no confidential reports to be provided from the meeting of the Resources Meeting held on 4 December 2025 it was agreed that there was no further meeting and that the meeting was declared closed.**

**The meeting ended at 8.40 pm.**

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

## FULL COUNCIL

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
30-Oct-25	<b>C1002</b> That all three committees be reinstated with effect from April 2026 at the latest, subject to detailed plans be presented to council by the March 2026 meeting.	TC and Cllrs	By April 2026	Clerk to arrange initial meeting to discuss committee structure and delegation, staff review and all other related matters to ensure progress on a return to committee meetings in April 2026 - to include quorum of committees	In progress
13-Nov-25	<b>C1034(3)</b> The Clerk to contact the LTC's current electricity provider to seek clarification in respect of implications for electricity costs due to the TNuS increase.	TC	Dec-25	Clerk has made initial enquiries with Octopus. Despite this information being available on line Octopus advised that they were not aware of any increase in April 2026 - Clerk is continuing to look into this.	In progress
C1044(2)	Officers seek costings outlined in the Quinquennial Survey and provide a report to council.	DTC	Dec-25	DTC obtaining quotes - report to be provided to Council as and when quotes available for consideration	Completed
C1044(5)	Officers to prepare a draft long-term plan concerning all	DTC	Jan-26		On going
C1045(2)	The Deputy Clerk is to write to the member of the public who raised the installation of the defibrillator to provide him with an update.	DTC	Dec-25	DTC spoke with resident - 12.12.2025 and advised that a report will be submitted to full council on 08.01.2026 to confirming funding source, following which the defibrillators will be ordered and installed	Completed
04-Dec-25					

		TC/CEO	Jan-26	Meeting date to be agreed and invites sent out accordingly	In progress
C1063.2	<b>Set up a Town of Culture 2028 Working Group</b>				
C1066.3	Create EMR as per minute no. C976 - £15,000 to be moved from general reserve to New EMR to cover the cost of the new IT equipment and Lease Line and associated costs, and movement of funds from the new EMR be made in respect of budget lines 401/4483 and 235/4415 accordingly. Journal £2,571.50 from budget line 102/4206 to £102/4001. Undertake a virement of £1,000 from budget line 107/4704 to 225/4420.	SE	Dec-25	Accounts Clerk advised of amendments required - anticipate amendments showing in month 9 financial reports	Completed
C1067.1	Clerk to make amendments to observations prior to sending to IA	TC	08.12.2025	Amendments made and copy provided to IA	Completed
C1067.2	That the tender level within the Council's Financial Regulations and Standing Orders be set at £25,000 in line with the NALC recommendations and that both documents be amended and copies provided to Members accordingly.	TC	17.12.2025	Amendments made to both documents and sent to Cllrs	Completed
C1068	That the renew the Council's buildings, contents and cybercrime insurance be approved in the sum of £20,211.74	TC	08.12.2025	Clerk notified Clear Councils of renewal acceptance - awaiting invoice	Completed
C1075.3	<b>The BID be approached for funding towards the cost of maps and new Perspex fronts of the noticeboards where</b>	DTC		<b>Waiting for update from DTC</b>	<b>In progress</b>

C1077.1	Officers progress the exhibition space proposal for the Carnival, the Canal Trust and Little Strömstad, subject to a suitable storage solution being identified for items that are currently stored in the Market House.	DTC	Waiting for update from DTC	In progress
C1077.2	Officers encourage the use of the centre of the upstairs of the Market House for Saturday Markets.	CEO	Waiting for update from DTC/CEO	In progress



<b>FULL COUNCIL</b>	<b>8 JANUARY 2025</b>	<b>AGENA ITEM: 10</b>
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Report prepared by Angela Price – Town Clerk/Responsible Finance Officer

**FINANCE OVERVIEW REPORT FOR THE 8 MONTHS ENDING 30 NOVEMBER 2025**

This report provides a high-level summary of the 6 months balance sheet/trial balance and budget performance the full analysis is contained within agenda item 11.

	Actual to date (£)	Annual Budget (£)	Variance to Annual Budget (£)	% spend to Budget
Income - Precept	734,622	734,622	0	100.0%
Income - Other	50,935	51,103	£168	99.67%
Expenditure	521,020	785,725	£264,705	66.31%

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)	£ 3,578
<b>TOTAL EMR TRANSFERS</b>	<b><u>£17,736</u></b>

Within the expenditure no annual payments for insurance have been made to date, these will be made in December. Consequently, there is no budget phasing that is impacting on the 6-month financial performance.

The actual total expenditure to date represents 66.31% of the annual budget which is within the expected 66.67% at the end of month 8 of the financial year.

Cash balances at the end of November were £554,643, which includes the receipt of the annual precept funds, and the National Lottery Fund John Masefield award carried forward from 2024/25.

To date £17,736 has been allocated from reserves. The general reserves stand at £180,337 and ear-marked reserves at £165,253 at the end of November.

## **RECOMMENDATION**

That the above information be received and noted, noting that the 2025/26 budget is below the expected percentage of 66.67% at the end of month 8 of the financial year.

## Receipts for Month 8

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	14,489.23					14,489.23	
VAT	Banked: 05/11/2025	12,964.51						
VAT	HMRC VAT	12,964.51			120		12,964.51	VAT
Int	Banked: 10/11/2025	14.99						
Int	Lloyds Bank	14.99			1870	220	14.99	Bank Interest
500538	Banked: 13/11/2025	1,166.00						
Dona	500538 Painted Room Donations	921.10			1451	105	921.10	Donations PR
Sale	Painted Room Sales	244.90			1450	105	244.90	Sales PR
500539	Banked: 13/11/2025	362.00						
500539	Western Power	120.00			1902	220	120.00	Wayleave
Memorial	Monmouth Menorials	164.00			1130	102	164.00	Cemetery
Charter	Max's Fish Sales	78.00			1090	301	78.00	Charter Market
	Banked: 24/11/2025	45,000.00						
736-235	Premier A/c (736) Comm Call	45,000.00			202		45,000.00	Trans 736 - 235
2726	Banked: 28/11/2025	-20.00						
2726	Anna Elliott	-20.00			1270	115	-20.00	Christmas Market
Market	Banked: 28/11/2025	20.00						
Market	Anna Elliott	20.00			1270	115	20.00	Christmas Market
CARD	Banked: 30/11/2025	179.00						
CARD	Barclaycard	8.00			1034	301	8.00	Tourist Information
Dog	Barclaycard	18.00			1471	127	18.00	Dog Bags
Christsmas	Barclaycard	100.00			1271	127	100.00	Children christmas sponsorship
Cemetery	Barclaycard	47.00			1130	102	47.00	Memorial
Photocopie	Barclaycard	6.00			1036	235	6.00	Photocopier printing
<b>Total Receipts for Month</b>		59,686.50		0.00	0.00		59,686.50	
<b>Cashbook Totals</b>		74,175.73		0.00	0.00		74,175.73	

## Payments for Month 8

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/11/2025	Takepayments Ltd	221	30.00	30.00		500			Card Machine Reception
03/11/2025	Takepayments Ltd	222	30.00	30.00		500			Card Machine Painted Room
03/11/2025	Advansy Limited	223	123.60	123.60		500			Website Support
03/11/2025	EE Business	227	10.22	10.22		500			Wedding Co-ordinator Mobile
04/11/2025	Petty Cash	04112025TF	216.97			215		216.97	Transfer from 235 to PCash
07/11/2025	Francotyp Postalia Ltd	224	80.00	80.00		500			Postage Download
07/11/2025	Citation Ltd	243	288.00	288.00		500			EAP and HR
10/11/2025	Barclays Bank PLC	225	10.00	10.00		500			Card Machine Painted Room
10/11/2025	Barclays Bank PLC	226	15.76	15.76		500			Card Machine Painted Room
14/11/2025	Octopus Energy Ltd	228	34.85	34.85		500			Cemetery electricity
14/11/2025	Octopus Energy Ltd	229	39.87	39.87		500			LTC Electricity
14/11/2025	Octopus Energy Ltd	230	191.04	191.04		500			LTC Electricity
14/11/2025	OMSUK Ltd	232	1,432.25	1,432.25		500			Managed IT Service
19/11/2025	Shredall SDS Group	60	107.70	107.70		500			Confidential waste
19/11/2025	Mews Bouche	61	210.00	210.00		500			Workshop Hire Masefield Matter
19/11/2025	Chubb Fire & Security	63	70.92	70.92		500			Visit Charge for service
19/11/2025	Amazon EU UK Branch	66	14.97	14.97		500			Heavy duty black bags
19/11/2025	Adam Clutterbuck Photography	67	1,150.00	1,150.00		500			Photographer Cutty Sark visit
19/11/2025	Julia Lawrence	68	59.80	59.80		500			DC Mileage expenses Sept-Oct
19/11/2025	SLCC Enterprise Ltd	69	640.00	640.00		500			Practitioners conference SRudd
19/11/2025	SLCC Enterprise Ltd	70	520.00	520.00		500			Practitioners conference AP
19/11/2025	Heating Maintenance Services L	71	846.00	846.00		500			Inspection of Bye St Toilets
19/11/2025	Ledbury Civic Society	74	54.00	54.00		500			Hire of Burgage Hall
19/11/2025	Angela Price	75	43.88	43.88		500			TClerks October mileage
19/11/2025	Signworx Hereford Ltd	76	136.80	136.80		500			Pull up Banner
19/11/2025	Herefordshire Council	77	38.00	38.00		500			Hire room at Masters House MM
19/11/2025	Merriman Roofing Contractors L	79	60.00	60.00		500			Clean out nest from downpipe
19/11/2025	Waterplus Group Ltd	80	26.45	26.45		500			Drainage LTC office
19/11/2025	Amazon EU UK Branch	82	67.78	67.78		500			Housekeeping for LTC
19/11/2025	Hillside Audio Video lighting	83	360.00	360.00		500			PA System & Smoke machine
19/11/2025	Pestforce	85	180.00	180.00		500			Pest Control @ LTC cellars
19/11/2025	Ledbury Hardware Ltd	87	2.98	2.98		500			Housekeeping for LTC
19/11/2025	Rialtas Business Solutions Ltd	88	737.40	737.40		500			Group training for PL
19/11/2025	Printerbase Ltd	89	48.00	48.00		500			Printer cartridges
19/11/2025	Jones Coaches Ltd	91	775.00	775.00		500			Coach travel to Cutty Sark MM
19/11/2025	The Open University	94	550.00	550.00		500			Business Management

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## Payments for Month 8

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
19/11/2025	Design in The Shires	97	480.00	480.00		500			ILewis
19/11/2025	Chubb Fire & Security	99	146.71	146.71		500			Social Media Training
19/11/2025	Seton (Brady) Ltd	100	56.33	56.33		500			Fire extinguisher serviceing
19/11/2025	Hoople Group	102	810.00	810.00		500			Fire extinguisher tracking
19/11/2025	Angela Price	104	24.00	24.00		500			Sexual Harassment training
19/11/2025	Looby Lou Parties	65	180.00	180.00		500			4 x posys for war memorial
19/11/2025	Balfour Beatty Living Places L	253	125.00	125.00		500			Face Painting Christmas Lights
19/11/2025	B&B Services Ltd	254	317.40	317.40		500			Road Closure for Christmas
24/11/2025	Dolphin Tec	233	346.51	346.51		500			New lock for back gate
25/11/2025	Salaries	BACS	41,321.92			4000	103	3,240.64	Payroll Mth 7
						4000	105	4,471.65	Payroll Mth 7
						4000	109	6,420.57	Payroll Mth 7
						4000	230	27,189.06	Payroll Mth 7
25/11/2025	Lloyds Bank	BACS	26.70			4550	220	26.70	Bank Charges
26/11/2025	EON Next Energy	234	492.29	492.29		500			Market House Electricity
26/11/2025	DTBC Ltd t/a Thompson & Co	235	55.20	55.20		500			Payroll
26/11/2025	A Lovell	BACS	-360.09			4906	109	-180.00	Audio for Christmas lights
						4607	127	-180.09	Audio for Christmas lights
28/11/2025	Oncecom Ltd	236	487.33	487.33		500			Telephone connectivity
28/11/2025	Citizens Advice	249	2,500.00	2,500.00		500			Contribution to CAdvice Worc
30/11/2025	DATUM Office Technologies Ltd	237	552.00	552.00		500			Xerox C320 printer
30/11/2025	West Mercia Energy	238	41.69	41.69		500			Barrett Browning electricity
30/11/2025	Herefordshire Council	240	1,090.00	1,090.00		500			LTC council tax
30/11/2025	Waterplus Group Ltd	244	21.51	21.51		500			LTC water drainage
30/11/2025	DWRCYMRU	246	52.13	52.13		500			LTC Water
30/11/2025	Lloyds Bank Plc	248	8.50	8.50		500			Bank Charges
30/11/2025	Orphans Press	250	45.00	45.00		500			High Sheriff event
30/11/2025	Valhalla Entertainments Ltd	251	720.00	720.00		500			Snow Machine
30/11/2025	Chubb Fire & Security	101	122.86	122.86		500			Engineers visit as requested
30/11/2025	Citation Ltd	252	62.14	62.14		500			HR & Employee Assistance
<b>Total Payments for Month</b>			<b>58,927.37</b>	<b>17,721.87</b>	<b>0.00</b>			<b>41,205.50</b>	
<b>Balance Carried Fwd</b>			<b>15,248.36</b>						
<b>Cashbook Totals</b>			<b>74,175.73</b>	<b>17,721.87</b>	<b>0.00</b>			<b>56,453.86</b>	

## Receipts for Month 8

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	405,577.86					405,577.86	
2532	Banked: 03/11/2025	40.00						
2532	Anna Elliott		40.00		1270	115	40.00	Christmas Light Swith on
Delice	Banked: 03/11/2025	97.50						
Delice	Le Delice		97.50		1090	301	97.50	Charter Market
2526	Banked: 03/11/2025	23.50						
2526	Flics Rustic Bakes		23.50		1090	301	23.50	Charter Market
2534	Banked: 03/11/2025	20.00						
2534	Gissane EAC		20.00		1270	115	20.00	Christmas light market
Sponsor	Banked: 03/11/2025	100.00						
Sponsor	Westons Cider		100.00		1271	127	100.00	Sponsorship for Christmas
2535	Banked: 04/11/2025	80.00						
2535	Kelly Dilley		80.00		1270	115	80.00	Christmas lights market
2542	Banked: 04/11/2025	40.00						
2542	Thompson		40.00		1270	115	40.00	Christmas light market
Xmas	Banked: 07/11/2025	40.00						
Xmas	Fatboy Bakes		40.00		1270	115	40.00	Christmas light event
Xmas	Banked: 10/11/2025	50.00						
Xmas	Spice up the Valleys		50.00		1270	115	50.00	Christmas light market
2548	Banked: 10/11/2025	80.00						
2548	Viking Fries		80.00		1270	115	80.00	Christmas light market
Interest	Banked: 10/11/2025	258.03						
Interest	Lloyds Bank		258.03		1870	220	258.03	Bank interest
2547	Banked: 10/11/2025	40.00						
2547	Beth Derbyshire		40.00		1270	115	40.00	Christmas light market
2511	Banked: 10/11/2025	40.00						
2511	Kelly Edwards		40.00		1270	115	40.00	Christmas light market
2530	Banked: 11/11/2025	40.00						
2530	K Hayden		40.00		1270	115	40.00	Christmas light market
Xmas	Banked: 11/11/2025	40.00						
Xmas	Orchard Grove		40.00		1270	115	40.00	Christmas light market
2511	Banked: 13/11/2025	100.00						
2511	Westons Cider		100.00		1271	127	100.00	Christmas sponsorship
2546	Banked: 13/11/2025	25.00						
2546	Sally Preedy		25.00		1270	115	25.00	Christmas light market
2531	Banked: 13/11/2025	40.00						
2531	JS & Co		40.00		1270	115	40.00	Christmas lights market
2539	Banked: 13/11/2025	40.00						

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## Receipts for Month 8

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2539	Pechabade	40.00			1270	115	40.00	Christmas light event
Xmas	Banked: 14/11/2025	50.00						
Xmas	Molto Bene	50.00			1270	115	50.00	Christmas light market
LFS	Banked: 14/11/2025	195.83						
LFS	Ledbury Funeral Services	195.83			1100	102	195.83	Interment
Xmas	Banked: 14/11/2025	80.00						
Xmas	Fabionis	80.00			1270	115	80.00	Christmas light market
Xmas	Banked: 14/11/2025	80.00						
Xmas	Spice up the Valleys	80.00			1270	115	80.00	Christmas light market
Xmas	Banked: 17/11/2025	80.00						
Xmas	V Ritesh	80.00			1270	115	80.00	Christmas light market
2552	Banked: 17/11/2025	52.50						
2552	L Rees	52.50			1460	120	52.50	Ceremony room income
Sponsor	Banked: 17/11/2025	100.00						
Sponsor	Grant & Co	100.00			1271	127	100.00	Christmas sponsor
Xmas	Banked: 18/11/2025	40.00						
Xmas	Fatboy Bakes	40.00			1270	115	40.00	Christmas light market
Xmas	Banked: 18/11/2025	40.00						
Xmas	The Old Wooden Owl	40.00			1270	115	40.00	Christmas light market
2557	Banked: 18/11/2025	40.00						
2557	R & V Gawler	40.00			1270	115	40.00	Christmas light market
2558	Banked: 19/11/2025	40.00						
2558	Jonathan Corbett	40.00			1270	115	40.00	Christmas light market
2559	Banked: 20/11/2025	388.50						
2559	Ledbury Funeral Services	388.50			1100	102	388.50	EROB & Interment
Deposit	Banked: 24/11/2025	52.50						
Deposit	CE Frampton	52.50			1460	120	52.50	Ceremony Room
Wedding	Banked: 24/11/2025	252.00						
Wedding	S Brina	252.00			1460	120	252.00	Ceremony Room
Sponsor	Banked: 28/11/2025	150.00						
Sponsor	Redkite Solicitors	150.00			1271	127	150.00	Christmas sponsor
Total Receipts for Month		2,835.36		0.00	0.00		2,835.36	
Cashbook Totals		408,413.22		0.00	0.00		408,413.22	

Date: 18/12/2025

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Cashbook 3

User: SAE

Premier A/c (736) Comm Call

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
24/11/2025	Lloyds A/c (235& 174)(Bus Ext)	736-235	45,000.00			200		45,000.00	Trans 736 - 235
	Total Payments for Month		45,000.00	0.00	0.00			45,000.00	
	Balance Carried Fwd		363,413.22						
	Cashbook Totals		408,413.22	0.00	0.00			408,413.22	

## Receipts for Month 8

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	33.98					33.98	
04112025TF	Lloyds A/c (235& 174)(Bus Ext)	216.97			200		216.97	Transfer from 235 to PCash
	Total Receipts for Month	216.97	0.00	0.00			216.97	
	Cashbook Totals	250.95	0.00	0.00			250.95	

Date: 18/12/2025

## Ledbury Town Council Current Year

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## Cashbook 6

User: SAE

## Petty Cash

For Month No: 8

## Payments for Month 8

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
07/11/2025	Ledbury Country Market	PCASH	8.74			4535	210	8.74	Cake for Remembrance
13/11/2025	Clintons	PCASH - 2	13.80			4051	230	13.80	Staff parking and cards
13/11/2025	G & P Enterprise	PCASH - 3	14.26			4535	210	14.26	Housekeeping for remembrance
18/11/2025	G&P Enterprises	PCASH - 4	2.35			4051	230	2.35	Greeting card
18/11/2025	JMart	PCASH-5	14.99			4170	202	14.99	Wheel for sack truck
18/11/2025	Ledbury Hardware Limited	PCASH-6	2.99			4400	202	2.99	Stationery
21/11/2025	Ledbury Hardware Limited	PCASH	16.60			4170	202	16.60	Cable Ties
Total Payments for Month			73.73	0.00	0.00			73.73	
Balance Carried Fwd			177.22						
Cashbook Totals			250.95	0.00	0.00			250.95	

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Cashbook 4

User: SAE

Public Sector Deposit Fund

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	175,208.26					175,208.26	
Interest	Banked: 30/11/2025	596.15						
Interest	The Public Sector Deposit Fund	596.15			1870	220	596.15	Bank Interest
Total Receipts for Month		596.15	0.00	0.00			596.15	
Cashbook Totals		175,804.41	0.00	0.00			175,804.41	

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Cashbook 4

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Public Sector Deposit Fund

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
0.00									
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		175,804.41						
	Cashbook Totals		175,804.41	0.00	0.00			175,804.41	

Date : 18/12/2025

Ledbury Town Council Current Year

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Trial Balance for Month No: 8

User : SAE

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
120	Vat Due			9,018.94	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			15,248.36	
202	Premier A/c (736) Comm Call			363,413.22	
203	Public Sector Deposit Fund			175,804.41	
215	Petty Cash			177.22	
310	General Fund				180,337.12
324	EMR - Listed Buildings				106,855.97
331	EMR - Advertising				5,000.00
335	EMR - Amenity & Public Spaces				17,696.05
336	EMR - Community Projects				15,701.35
339	EMR - Vehicle Replacement/Ref				5,000.00
340	EMR - IT & Lease Line				15,000.00
500	Creditors			389.00	
1021	Apprentice Income	230	Management and Payroll		500.00
1030	Market House Income	201	Market House		240.00
1034	Tourist Information Centre	301	Planning/Economic Development		65.40
1036	Photocopier Printing	235	Office Facilities & Equipment		678.70
1090	Charter Market Income	301	Planning/Economic Development		3,835.50
1100	Cemetery Interment Income	102	Cemetery & Buildings		3,970.37
1130	Cemetery Memorial Permit Income	102	Cemetery & Buildings		1,126.50
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		68.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		1,254.17
1270	Christmas Lights Event	115	Town Centre Decorations		2,305.00
1271	Event Sponsorship	127	Services and Events		550.00
1273	Event Income	127	Services and Events		65.00
1289	War Memorial Refund	118	Minor Infrastructure		1,666.68
1450	Painted Room Sales Income	105	Painted Room		3,304.65
1451	Painted Room Donations Income	105	Painted Room		6,548.82
1452	UKSPF Funding	105	Painted Room		9,000.00
1460	Ceremony Room Income	102	Cemetery & Buildings		723.50
1460	Ceremony Room Income	120	Non-Statutory Services		4,209.00
1460	Ceremony Room Income	127	Services and Events		52.50
1460	Ceremony Room Income	205	Ceremony Room		190.00
1471	Dog Poop Bags	127	Services and Events		139.10
1710	Lengthsman (basic) Income	125	Green Spaces Maintenance		1,120.00
1718	October Fair Donation Income	214	Grants with Powers		2,500.00
1870	Bank Interest Received Income	220	Finance and General Purposes		6,884.99
1900	Precept Income	220	Finance and General Purposes		734,622.00
1902	Western Power WayLeave	220	Finance and General Purposes		125.95
4000	Staff Salaries	103	Grounds Maintenance	27,347.18	
4000	Staff Salaries	105	Painted Room	31,429.01	

Date : 18/12/2025

## Ledbury Town Council Current Year

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## Trial Balance for Month No: 8

User : SAE

## Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4000	Staff Salaries	109	Masefield Matters	50,322.89	
4000	Staff Salaries	202	Town Council Offices	0.36	
4000	Staff Salaries	230	Management and Payroll	221,129.94	
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	
4021	Rubbish Collection	202	Town Council Offices	242.98	
4050	Staff Training	109	Masefield Matters	550.00	
4050	Staff Training	230	Management and Payroll	4,676.47	
4051	Officers Travel/Conference/Sub	109	Masefield Matters	410.93	
4051	Officers Travel/Conference/Sub	110	Recreation Ground	510.00	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	1,321.77	
4110	Rates	102	Cemetery & Buildings	2,199.52	
4110	Rates	201	Market House	548.11	
4110	Rates	202	Town Council Offices	5,961.33	
4115	Water	102	Cemetery & Buildings	55.77	
4115	Water	105	Painted Room	15.76	
4115	Water	106	Bye Street Toilets	8.70	
4115	Water	201	Market House	64.54	
4115	Water	202	Town Council Offices	603.40	
4115	Water	235	Office Facilities & Equipment	8,582.40	
4116	Confidential Waste - Shredding	202	Town Council Offices	1,003.46	
4119	CCTV New	202	Town Council Offices	4,112.62	
4122	Electricity	102	Cemetery & Buildings	248.56	
4122	Electricity	106	Bye Street Toilets	342.48	
4122	Electricity	108	Amenity Areas	190.01	
4122	Electricity	115	Town Centre Decorations	1,827.80	
4122	Electricity	201	Market House	817.74	
4122	Electricity	202	Town Council Offices	7,547.26	
4130	Insurance	220	Finance and General Purposes	644.97	
4150	Cleaning	102	Cemetery & Buildings	4.78	
4150	Cleaning	202	Town Council Offices	1,807.00	
4155	Housekeeping	106	Bye Street Toilets	37.46	
4155	Housekeeping	109	Masefield Matters	1.21	
4155	Housekeeping	202	Town Council Offices	306.75	
4155	Housekeeping	235	Office Facilities & Equipment	2.90	
4170	Maintenance	102	Cemetery & Buildings	10.83	
4170	Maintenance	106	Bye Street Toilets	713.30	
4170	Maintenance	202	Town Council Offices	1,140.43	

## Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4170	Maintenance	235	Office Facilities & Equipment	21.67	
4176	CCTV Link to Hereford	118	Minor Infrastructure	4,836.15	
4185	Alarms	202	Town Council Offices	4,104.57	
4185	Alarms	220	Finance and General Purposes	102.38	
4200	New Equipment	102	Cemetery & Buildings	29.45	
4200	New Equipment	108	Amenity Areas	3.63	
4205	Grounds Maintenance (Contract)	101	Closed Churchyard	270.00	
4205	Grounds Maintenance (Contract)	106	Bye Street Toilets	336.66	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	2,803.30	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	5,430.00	
4206	Grounds Maintenance	102	Cemetery & Buildings	6,266.86	
4224	Wheely Bins Refuse Collection	101	Closed Churchyard	169.14	
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	9,358.91	
4236	Play Equipment Maintenance	110	Recreation Ground	1,396.37	
4238	Youth Shelter Maintenance	110	Recreation Ground	100.00	
4250	Tree Works/Property Maintenanc	101	Closed Churchyard	6,850.00	
4250	Tree Works/Property Maintenanc	102	Cemetery & Buildings	925.00	
4252	General Park Maintenance	108	Amenity Areas	260.40	
4271	Dog Bags	127	Services and Events	469.20	
4276	External power supply -High St	118	Minor Infrastructure	575.25	
4300	Vehicle Repair	102	Cemetery & Buildings	44.00	
4330	Fuel	102	Cemetery & Buildings	640.33	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	399.85	
4400	Stationery	202	Town Council Offices	2.99	
4400	Stationery	225	Councillors/Newsletter	148.50	
4400	Stationery	235	Office Facilities & Equipment	1,624.39	
4405	Photocopier Hire	235	Office Facilities & Equipment	4,017.36	
4415	Office Support & Equipment	220	Finance and General Purposes	148.50	
4415	Office Support & Equipment	235	Office Facilities & Equipment	4,608.66	
4416	Equipment Maintenance	102	Cemetery & Buildings	227.00	
4416	Equipment Maintenance	202	Town Council Offices	99.00	
4420	Newsletter	225	Councillors/Newsletter	393.33	
4430	Advertising	105	Painted Room	144.00	
4430	Advertising	109	Masefield Matters	450.45	
4430	Advertising	220	Finance and General Purposes	689.54	
4433	Card Machine rental	105	Painted Room	308.69	
4433	Card Machine rental	220	Finance and General Purposes	329.00	
4439	Contingency	109	Masefield Matters	200.00	
4455	Postage	401	Full Council	343.08	
4460	Subscriptions	220	Finance and General Purposes	1,812.47	

## Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4481	Telephones	401	Full Council	4,039.84	
4482	Website	108	Amenity Areas	103.00	
4482	Website	401	Full Council	2,079.41	
4483	ICT Services & Software Lease	401	Full Council	15,840.83	
4500	Town Mayors Expenses	225	Councillors/Newsletter	361.95	
4501	Mayor's Hospitality	210	Civic Matters	11.95	
4525	Councillors Training	225	Councillors/Newsletter	562.50	
4529	Civic Insignia	210	Civic Matters	50.00	
4531	Roll of Honour	210	Civic Matters	20.00	
4535	Civic Hospitality	210	Civic Matters	1,446.03	
4545	Annual & Other Meetings	225	Councillors/Newsletter	54.00	
4546	Traffic Management	301	Planning/Economic Development	267.16	
4549	Charter Market improvements	301	Planning/Economic Development	1,800.00	
4550	Bank Charges	220	Finance and General Purposes	348.82	
4580	Audit External	220	Finance and General Purposes	1,680.00	
4590	Professional Services	220	Finance and General Purposes	10,063.23	
4592	PPE/Health & Safety	102	Cemetery & Buildings	120.00	
4592	PPE/Health & Safety	103	Grounds Maintenance	4.58	
4592	PPE/Health & Safety	220	Finance and General Purposes	155.02	
4595	Climate Change	127	Services and Events	1,930.00	
4605	Events Barriers	127	Services and Events	100.00	
4607	Events	109	Masefield Matters		155.01
4607	Events	127	Services and Events	3,679.91	
4640	Christmas Lights & Install	115	Town Centre Decorations	12,000.00	
4650	Ledbury In Bloom	115	Town Centre Decorations	4,858.30	
4700	Stock Purchase	105	Painted Room	709.48	
4703	Promotional Material	107	Town Promotion	450.00	
4704	Tourism/ Town Plan Projects	107	Town Promotion	4,889.13	
4705	Signage	107	Town Promotion	303.75	
4800	Barrett Browning Clock	214	Grants with Powers	613.11	
4805	Citizens Advice Worcs	214	Grants with Powers	5,000.00	
4827	Community Action Ledbury	214	Grants with Powers	12,000.00	
4850	Poppy Wreath	127	Services and Events	44.98	
4875	Distinguished Citizen Awards	214	Grants with Powers	250.00	
4876	October Fair Expenditure	214	Grants with Powers	19.26	
4890	Unspecified Grants	214	Grants with Powers	13,792.00	
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	278.00	

Date : 18/12/2025

## Ledbury Town Council Current Year

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Time: 15:35

## Trial Balance for Month No: 8

User : SAE

## 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>
4906	Event Costs	109	Masefield Matters	3,547.68	
4907	Equipment and Materials	109	Masefield Matters	1,663.88	
5990	Transfer to Reserves			5,000.00	
6000	Transfers from EMR	101	Closed Churchyard		6,850.00
6000	Transfers from EMR	102	Cemetery & Buildings		1,000.00
6000	Transfers from EMR	108	Amenity Areas		2,195.00
6000	Transfers from EMR	115	Town Centre Decorations		3,578.00
6000	Transfers from EMR	202	Town Council Offices		4,112.62
Trial Balance Totals :				1,149,226.95	1,149,226.95
Difference				0.00	

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Closed Churchyard</b>									
4021	Rubbish Collection	0	0	0	0		0	0.0%	
4122	Electricity	29	0	0	0		0	0.0%	
4205	Grounds Maintenance (Contract)	452	270	1,500	1,230		1,230	18.0%	
4206	Grounds Maintenance	0	0	1,000	1,000		1,000	0.0%	
4224	Wheely Bins Refuse Collection	331	169	250	81		81	67.7%	
4227	Memorial Testing	480	0	0	0		0	0.0%	
4250	Tree Works/Property Maintenanc	0	6,850	1,000	(5,850)		(5,850)	685.0%	6,850
Closed Churchyard :- Indirect Expenditure		1,292	7,289	3,750	(3,539)	0	(3,539)	194.4%	6,850
Net Expenditure		(1,292)	(7,289)	(3,750)	3,539				
6000	plus Transfers from EMR	0	6,850	0	(6,850)				
Movement to/(from) Gen Reserve		(1,292)	(439)	(3,750)	(3,311)				
<b>102 Cemetery &amp; Buildings</b>									
1100	Cemetery Interment Income	9,412	3,970	11,000	7,030			36.1%	
1105	Exclusive Right of Burial	304	0	0	0			0.0%	
1130	Cemetery Memorial Permit Incom	1,849	1,127	2,500	1,374			45.1%	
1131	Cemetery Deed Transfers Income	195	68	360	292			18.9%	
1160	Mortuary Rent Income	2,394	1,254	2,500	1,246			50.2%	
1161	Chapel Hire	275	0	150	150			0.0%	
1460	Ceremony Room Income	0	724	0	(724)			0.0%	
Cemetery & Buildings :- Income		14,428	7,143	16,510	9,367			43.3%	0
4000	Staff Salaries	37,451	0	33,952	33,952		33,952	0.0%	
4001	Agency Cover	8,055	5,170	12,000	6,830		6,830	43.1%	
4018	National Insurance	(0)	0	0	0		0	0.0%	
4019	Pension	(1)	0	0	0		0	0.0%	
4110	Rates	2,800	2,200	3,350	1,150		1,150	65.7%	
4115	Water	150	56	100	44		44	55.8%	
4122	Electricity	411	249	1,000	751		751	24.9%	
4150	Cleaning	30	5	100	95		95	4.8%	
4170	Maintenance	2,702	11	0	(11)	520	(531)	0.0%	
4181	CCTV Maintenance Contract	0	0	100	100	110	(10)	110.0%	
4183	Memorial Board	1,077	0	100	100		100	0.0%	
4200	New Equipment	130	29	1,100	1,071		1,071	2.7%	
4201	Equipment Hire	0	0	500	500		500	0.0%	
4206	Grounds Maintenance	3,078	6,267	2,200	(4,067)	54	(4,121)	287.3%	1,000
4223	Perimeter Wall Repairs	0	0	2,000	2,000		2,000	0.0%	
4225	Skip Hire	1,980	460	1,800	1,340	240	1,100	38.9%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4227 Memorial Testing	3,119	0	1,000	1,000		1,000	0.0%	
4250 Tree Works/Property Maintenanc	494	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	577	44	1,000	956		956	4.4%	
4310 Vehicle Replacement/Refurb	0	0	5,000	5,000		5,000	0.0%	
4311 Green Vehicle	0	0	3,000	3,000		3,000	0.0%	
4312 Storage Container	0	0	2,000	2,000	3,755	(1,755)	187.8%	
4330 Fuel	1,200	640	1,100	460		460	58.2%	
4340 Insurance, Tax & MOT	1,066	400	1,100	700		700	36.4%	
4415 Office Support & Equipment	0	0	0	0		0	0.0%	
4416 Equipment Maintenance	946	227	2,000	1,773		1,773	11.3%	
4433 Card Machine rental	25	0	0	0		0	0.0%	
4592 PPE/Health & Safety	89	120	500	380		380	24.0%	
4594 Cemetery Mapping	0	0	395	395		395	0.0%	
Cemetery & Buildings :- Indirect Expenditure	65,381	16,802	79,897	63,095	4,679	58,416	26.9%	1,000
Net Income over Expenditure	(50,952)	(9,659)	(63,387)	(53,728)				
6000 plus Transfers from EMR	4,573	1,000	0	(1,000)				
Movement to/(from) Gen Reserve	(46,379)	(8,659)	(63,387)	(54,728)				
<b>103 Grounds Maintenance</b>								
4000 Staff Salaries	30,094	27,347	35,057	7,710		7,710	78.0%	
4018 National Insurance	0	0	0	0		0	0.0%	
4019 Pension	(1)	0	0	0		0	0.0%	
4592 PPE/Health & Safety	0	5	0	(5)		(5)	0.0%	
Grounds Maintenance :- Indirect Expenditure	30,094	27,352	35,057	7,705	0	7,705	78.0%	0
Net Expenditure	(30,094)	(27,352)	(35,057)	(7,705)				
<b>105 Painted Room</b>								
1450 Painted Room Sales Income	2,543	3,305	2,000	(1,305)			165.2%	
1451 Painted Room Donations Income	5,555	6,549	5,000	(1,549)			131.0%	
1452 UKSPF Funding	0	9,000	0	(9,000)			0.0%	
Painted Room :- Income	8,098	18,853	7,000	(11,853)			269.3%	0
4000 Staff Salaries	28,639	31,429	25,711	(5,718)		(5,718)	122.2%	
4018 National Insurance	0	0	0	0		0	0.0%	
4019 Pension	(0)	0	0	0		0	0.0%	
4115 Water	0	16	0	(16)		(16)	0.0%	
4150 Cleaning	(16)	0	0	0		0	0.0%	
4205 Grounds Maintenance (Contract)	337	0	0	0		0	0.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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4429 UKSPF Funding	3,975	0	0	0		0	0.0%	
4430 Advertising	535	144	800	656		656	18.0%	
4433 Card Machine rental	440	309	600	291		291	51.4%	
4434 Music Licence	167	0	500	500		500	0.0%	
4700 Stock Purchase	1,017	709	1,550	841		841	45.8%	

Painted Room :- Indirect Expenditure	35,094	32,607	29,161	(3,446)	0	(3,446)	111.8%	0
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Net Income over Expenditure	(26,997)	(13,753)	(22,161)	(8,408)				
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#### 106 Bye Street Toilets

4115 Water	0	9	0	(9)		(9)	0.0%	
4122 Electricity	225	342	500	158		158	68.5%	
4155 Housekeeping	0	37	500	463		463	7.5%	
4170 Maintenance	0	713	500	(213)		(213)	142.7%	
4205 Grounds Maintenance (Contract)	673	337	0	(337)		(337)	0.0%	
Bye Street Toilets :- Indirect Expenditure	899	1,439	1,500	61	0	61	95.9%	0
Net Expenditure	(899)	(1,439)	(1,500)	(61)				

#### 107 Town Promotion

4703 Promotional Material	0	450	2,000	1,550		1,550	22.5%	
4704 Tourism/ Town Plan Projects	592	4,889	4,000	(889)		(889)	122.2%	
4705 Signage	115	304	3,000	2,696		2,696	10.1%	
Town Promotion :- Indirect Expenditure	707	5,643	9,000	3,357	0	3,357	62.7%	0
Net Expenditure	(707)	(5,643)	(9,000)	(3,357)				

#### 108 Amenity Areas

4122 Electricity	1,153	190	1,000	810		810	19.0%	
4200 New Equipment	0	4	200	196		196	1.8%	
4204 Dog Hill Wood Management Plan/	565	0	1,000	1,000		1,000	0.0%	
4205 Grounds Maintenance (Contract)	4,934	2,803	4,540	1,737		1,737	61.7%	
4208 Dog Hill Wood Maintenance	337	0	0	0		0	0.0%	
4210 Dog Hill Wood Coppicing	0	0	1,000	1,000		1,000	0.0%	
4228 General Tree works	2,480	4,345	2,000	(2,345)		(2,345)	217.3%	2,195
4239 Bye St Toilets	553	0	0	0		0	0.0%	
4252 General Park Maintenance	0	260	1,000	740	27	712	28.8%	
4482 Website	0	103	0	(103)		(103)	0.0%	
Amenity Areas :- Indirect Expenditure	10,022	7,705	10,740	3,035	27	3,007	72.0%	2,195
Net Expenditure	(10,022)	(7,705)	(10,740)	(3,035)				
6000 plus Transfers from EMR	500	2,195	0	(2,195)				
Movement to/(from) Gen Reserve	(9,522)	(5,510)	(10,740)	(5,230)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>109 Masefield Matters</b>								
1020 National Heritage Funding	111,110	0	111,110	111,110			0.0%	
Masefield Matters :- Income	111,110	0	111,110	111,110			0.0%	0
4000 Staff Salaries	3,985	50,323	108,850	58,527		58,527	46.2%	
4050 Staff Training	0	550	1,000	450		450	55.0%	
4051 Officers Travel/Conference/Sub	0	411	5,240	4,829		4,829	7.8%	
4155 Housekeeping	0	1	0	(1)		(1)	0.0%	
4430 Advertising	0	450	9,500	9,050	120	8,930	6.0%	
4436 Consultancy	0	0	7,700	7,700		7,700	0.0%	
4439 Contingency	0	200	20,561	20,361		20,361	1.0%	
4607 Events	0	(155)	0	155		155	0.0%	
4902 New Staff	3,144	0	0	0		0	0.0%	
4903 Professional Fees	872	278	8,800	8,522		8,522	3.2%	
4904 Recruitment	0	0	2,000	2,000		2,000	0.0%	
4906 Event Costs	210	3,548	17,950	14,402		14,402	19.8%	
4907 Equipment and Materials	1,518	1,664	9,680	8,016		8,016	17.2%	
Masefield Matters :- Indirect Expenditure	9,729	57,270	191,281	134,011	120	133,891	30.0%	0
Net Income over Expenditure	101,381	(57,270)	(80,171)	(22,901)				
<b>110 Recreation Ground</b>								
4051 Officers Travel/Conference/Sub	0	510	0	(510)		(510)	0.0%	
4175 CCTV Maintenance	489	0	0	0		0	0.0%	
4205 Grounds Maintenance (Contract)	10,187	5,430	10,000	4,570		4,570	54.3%	
4206 Grounds Maintenance	(0)	0	0	0		0	0.0%	
4224 Wheely Bins Refuse Collection	66	0	150	150		150	0.0%	
4229 Street Light Maintenance	0	0	500	500		500	0.0%	
4230 ROSPA Reports	0	0	80	80		80	0.0%	
4235 Play Equipment-New	0	9,359	10,000	641		641	93.6%	
4236 Play Equipment Maintenance	952	1,396	5,000	3,604	654	2,949	41.0%	
4237 Skate Park Maintenance	0	0	500	500		500	0.0%	
4238 Youth Shelter Maintenance	0	100	300	200		200	33.3%	
Recreation Ground :- Indirect Expenditure	11,694	16,795	26,530	9,735	654	9,080	65.8%	0
Net Expenditure	(11,694)	(16,795)	(26,530)	(9,735)				
<b>115 Town Centre Decorations</b>								
1270 Christmas Lights Event	15	2,305	2,500	195			92.2%	
Town Centre Decorations :- Income	15	2,305	2,500	195			92.2%	0
4122 Electricity	832	1,828	1,000	(828)		(828)	182.8%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4640 Christmas Lights & Install	15,000	12,000	15,000	3,000		3,000	80.0%	
4650 Ledbury In Bloom	3,504	4,858	4,000	(858)		(858)	121.5%	3,578
Town Centre Decorations :- Indirect Expenditure	19,335	18,686	20,000	1,314	0	1,314	93.4%	3,578
Net Income over Expenditure	(19,320)	(16,381)	(17,500)	(1,119)				
6000 plus Transfers from EMR	0	3,578	0	(3,578)				
Movement to/(from) Gen Reserve	(19,320)	(12,803)	(17,500)	(4,697)				
<b>118 Minor Infrastructure</b>								
1289 War Memorial Refund	3,333	1,667	1,667	0			100.0%	
Minor Infrastructure :- Income	3,333	1,667	1,667	0			100.0%	0
4176 CCTV Link to Hereford	13,085	4,836	12,000	7,164		7,164	40.3%	
4233 Gazebos	493	0	0	0			0	0.0%
4276 External power supply -High St	1,084	575	1,000	425		425	57.5%	
4285 Defibrillator Maintenance	339	0	750	750	990	(240)	132.0%	
Minor Infrastructure :- Indirect Expenditure	15,002	5,411	13,750	8,339	990	7,349	46.6%	0
Net Income over Expenditure	(11,668)	(3,745)	(12,083)	(8,338)				
<b>120 Non-Statutory Services</b>								
1460 Ceremony Room Income	7,429	4,209	4,000	(209)			105.2%	
Non-Statutory Services :- Income	7,429	4,209	4,000	(209)			105.2%	0
4004 Wedding Decorations	0	119	250	131		131	47.7%	
4020 Cleaning	38	300	300	0			100.0%	
4110 Rates	171	0	0	0			0	0.0%
4430 Advertising	142	0	500	500		500	0.0%	
Non-Statutory Services :- Indirect Expenditure	350	419	1,050	631	0	631	39.9%	0
Net Income over Expenditure	7,078	3,790	2,950	(840)				
<b>125 Green Spaces Maintenance</b>								
1710 Lengthsman (basic) Income	3,168	1,120	0	(1,120)			0.0%	
Green Spaces Maintenance :- Income	3,168	1,120	0	(1,120)				0
4013 Devolved Services	737	52	1,000	948		948	5.2%	
4014 Lengthsman Scheme/P3 Scheme	2,376	1,120	3,000	1,880		1,880	37.3%	
4015 P3 scheme	316	0	0	0			0	0.0%
Green Spaces Maintenance :- Indirect Expenditure	3,429	1,172	4,000	2,828	0	2,828	29.3%	0
Net Income over Expenditure	(261)	(52)	(4,000)	(3,948)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>127 Services and Events</b>								
1271 Event Sponsorship	469	550	0	(550)			0.0%	
1272 Climate Change Income	65	0	0	0			0.0%	
1273 Event Income	8,939	65	0	(65)			0.0%	
1460 Ceremony Room Income	0	53	0	(53)			0.0%	
1471 Dog Poop Bags	653	139	500	361			27.8%	
Services and Events :- Income	10,126	807	500	(307)			161.3%	0
4171 PAT Testing	(10)	0	0	0			0	0.0%
4271 Dog Bags	722	469	700	231			231	67.0%
4444 Petty Cash	8	0	0	0			0	0.0%
4595 Climate Change	426	1,930	2,000	70			70	96.5%
4600 Town Crier/Fees & Subs	347	0	500	500			500	0.0%
4601 Town Crier/Uniforms	0	0	500	500	500	0	100.0%	
4605 Events Barriers	0	100	100	0			0	100.0%
4607 Events	17,112	3,680	12,000	8,320	1,860	6,461	46.2%	
4850 Poppy Wreath	53	45	40	(5)			(5)	112.5%
Services and Events :- Indirect Expenditure	18,658	6,224	15,840	9,616	2,360	7,256	54.2%	0
Net Income over Expenditure	(8,532)	(5,417)	(15,340)	(9,923)				
6000 plus Transfers from EMR	350	0	0	0				
Movement to/(from) Gen Reserve	(8,182)	(5,417)	(15,340)	(9,923)				
<b>201 Market House</b>								
1030 Market House Income	1,167	240	1,100	860			21.8%	
Market House :- Income	1,167	240	1,100	860			21.8%	0
4110 Rates	664	548	1,900	1,352			1,352	28.8%
4115 Water	0	65	100	35			35	64.5%
4122 Electricity	1,121	818	1,000	182			182	81.8%
4150 Cleaning	0	0	100	100			100	0.0%
4170 Maintenance	5,270	0	5,000	5,000			5,000	0.0%
Market House :- Indirect Expenditure	7,055	1,430	8,100	6,670	0	6,670	17.7%	0
Net Income over Expenditure	(5,888)	(1,190)	(7,000)	(5,810)				
6000 plus Transfers from EMR	5,000	0	0	0				
Movement to/(from) Gen Reserve	(888)	(1,190)	(7,000)	(5,810)				
<b>202 Town Council Offices</b>								
4000 Staff Salaries	0	0	0	(0)			(0)	0.0%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4021 Rubbish Collection	475	243	1,000	757		757	24.3%	
4110 Rates	8,357	5,961	7,500	1,539		1,539	79.5%	
4115 Water	853	603	630	27		27	95.8%	
4116 Confidential Waste - Shredding	968	1,003	780	(223)		(223)	128.6%	
4119 CCTV New	0	4,113	0	(4,113)		(4,113)	0.0%	4,113
4122 Electricity	18,028	7,547	15,500	7,953		7,953	48.7%	
4150 Cleaning	3,685	1,807	2,500	693		693	72.3%	
4155 Housekeeping	296	307	500	193	14	179	64.2%	
4170 Maintenance	7,716	1,140	5,000	3,860	162	3,698	26.0%	
4179 Quinquennial Works	0	0	2,000	2,000		2,000	0.0%	
4185 Alarms	5,700	4,105	4,620	515		515	88.8%	
4400 Stationery	0	3	0	(3)		(3)	0.0%	
4416 Equipment Maintenance	182	99	0	(99)		(99)	0.0%	
4444 Petty Cash	36	0	0	0		0	0.0%	
Town Council Offices :- Indirect Expenditure	46,296	26,932	40,030	13,098	176	12,922	67.7%	4,113
Net Expenditure	(46,296)	(26,932)	(40,030)	(13,098)				
6000 plus Transfers from EMR	1,823	4,113	0	(4,113)				
Movement to/(from) Gen Reserve	(44,474)	(22,820)	(40,030)	(17,210)				
<b>205 Ceremony Room</b>								
1460 Ceremony Room Income	0	190	0	(190)			0.0%	
Ceremony Room :- Income	0	190	0	(190)				0
Net Income	0	190	0	(190)				
<b>210 Civic Matters</b>								
4444 Petty Cash	58	0	0	0		0	0.0%	
4501 Mayor's Hospitality	105	12	1,100	1,088		1,088	1.1%	
4529 Civic Insignia	145	50	400	350		350	12.5%	
4531 Roll of Honour	15	20	50	30		30	40.0%	
4532 Flag Pole	193	0	200	200		200	0.0%	
4535 Civic Hospitality	158	1,446	2,042	596	9	587	71.3%	
Civic Matters :- Indirect Expenditure	674	1,528	3,792	2,264	9	2,255	40.5%	0
Net Expenditure	(674)	(1,528)	(3,792)	(2,264)				
<b>214 Grants with Powers</b>								
1718 October Fair Donation Income	2,250	2,500	2,500	0			100.0%	
1724 Shop Front Contribution	4,068	0	0	0			0.0%	
Grants with Powers :- Income	6,318	2,500	2,500	0			100.0%	0

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4800 Barrett Browning Clock	809	613	500	(113)		(113)	122.6%	
4805 Citizens Advice Worcs	5,000	5,000	5,000	0		0	100.0%	
4809 John Masefield Mem Project	164	0	0	0		0	0.0%	
4827 Community Action Ledbury	12,000	12,000	12,000	0		0	100.0%	
4875 Distinguished Citizen Awards	55	250	250	0		0	100.0%	
4876 October Fair Expenditure	(564)	19	500	481		481	3.9%	
4890 Unspecified Grants	17,560	13,792	20,000	6,208	1,768	4,440	77.8%	
4891 Age Uk Hereford Localities	4,000	0	4,000	4,000		4,000	0.0%	
4892 Dream Your Future	1,500	1,500	1,500	0		0	100.0%	
4893 Ledbury Food Bank	6,500	2,500	2,500	0		0	100.0%	
4894 Ledbury Methodist Church	1,350	1,500	1,350	(150)		(150)	111.1%	
4896 Winter of Well Being	1,500	0	0	0		0	0.0%	
4897 LEAF	10,440	10,440	10,440	0		0	100.0%	
4898 Ledbury Carnival	0	4,500	4,500	0		0	100.0%	
4900 Buses 4 Us	16,000	0	8,000	8,000		8,000	0.0%	
4901 John Masefield Memorial Projec	5,761	0	0	0		0	0.0%	
Grants with Powers :- Indirect Expenditure	82,075	52,114	70,540	18,426	1,768	16,658	76.4%	0
Net Income over Expenditure	(75,757)	(49,614)	(68,040)	(18,426)				
<u>220 Finance and General Purposes</u>								
1870 Bank Interest Received Income	11,415	6,885	6,000	(885)			114.7%	
1900 Precept Income	682,400	734,622	734,622	0			100.0%	
1902 Western Power WayLeave	126	126	126	0			100.0%	
Finance and General Purposes :- Income	693,941	741,633	740,748	(885)			100.1%	0
4115 Water	(100)	0	0	0		0	0.0%	
4130 Insurance	18,872	645	20,000	19,355		19,355	3.2%	
4185 Alarms	0	102	0	(102)		(102)	0.0%	
4415 Office Support & Equipment	0	149	0	(149)		(149)	0.0%	
4430 Advertising	817	690	1,000	310	375	(65)	106.5%	
4433 Card Machine rental	395	329	600	271		271	54.8%	
4460 Subscriptions	3,695	1,812	5,000	3,188	224	2,963	40.7%	
4483 ICT Services & Software Lease	25	0	0	0		0	0.0%	
4550 Bank Charges	465	349	500	151		151	69.8%	
4551 Data Protection	39	0	500	500		500	0.0%	
4579 Audit Internal	375	0	2,500	2,500		2,500	0.0%	
4580 Audit External	1,680	1,680	3,000	1,320		1,320	56.0%	
4590 Professional Services	21,871	10,063	15,000	4,937		4,937	67.1%	
4592 PPE/Health & Safety	114	155	500	345	65	280	44.1%	
Finance and General Purposes :- Indirect Expenditure	48,249	15,974	48,600	32,626	665	31,961	34.2%	0
Net Income over Expenditure	645,692	725,659	692,148	(33,511)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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225 Councillors/Newsletter

4400 Stationery	0	149	0	(149)		(149)	0.0%
4420 Newsletter	0	393	1,500	1,107	107	1,000	33.4%
4500 Town Mayors Expenses	1,039	362	1,000	638		638	36.2%
4502 Mayor's Advertising	786	0	500	500		500	0.0%
4503 Mayor's Portrait/Caricature	0	0	500	500		500	0.0%
4520 Councillors Expenses	38	0	300	300		300	0.0%
4525 Councillors Training	118	563	1,500	938		938	37.5%
4545 Annual & Other Meetings	0	54	500	446		446	10.8%
4550 Bank Charges	66	0	0	0		0	0.0%
Councillors/Newsletter :- Indirect Expenditure	2,048	1,520	5,800	4,280	107	4,173	28.1%
Net Expenditure	(2,048)	(1,520)	(5,800)	(4,280)			

230 Management and Payroll

1021 Apprentice Income	1,000	500	0	(500)		0.0%
Management and Payroll :- Income	1,000	500	0	(500)		0
4000 Staff Salaries	292,978	221,130	299,480	78,350	78,350	73.8%
4001 Agency Cover	16,904	3,623	8,000	4,377	4,377	45.3%
4018 National Insurance	0	0	0	0	0	0.0%
4019 Pension	0	0	0	0	0	0.0%
4050 Staff Training	6,338	4,676	6,000	1,324	1,324	77.9%
4051 Officers Travel/Conference/Sub	1,974	1,322	1,500	178	178	88.1%
4444 Petty Cash	5	0	0	0	0	0.0%
Management and Payroll :- Indirect Expenditure	318,199	230,751	314,980	84,229	0	84,229
Net Income over Expenditure	(317,199)	(230,251)	(314,980)	(84,729)		

235 Office Facilities & Equipment

1036 Photocopier Printing	22	679	0	(679)		0.0%
1470 Photocopies Income	22	0	0	0		0.0%
Office Facilities & Equipment :- Income	45	679	0	(679)		0
4001 Agency Cover	(0)	0	0	0	0	0.0%
4115 Water	0	8,582	0	(8,582)	(8,582)	0.0%
4155 Housekeeping	19	3	0	(3)	(3)	0.0%
4170 Maintenance	315	22	1,650	1,628	1,628	1.3%
4400 Stationery	4,961	1,624	4,000	2,376	2,376	40.6%
4405 Photocopier Hire	2,531	4,017	3,500	(517)	(517)	114.8%
4410 Photocopier Costs	2,141	0	0	0	0	0.0%
4415 Office Support & Equipment	5,502	4,609	2,500	(2,109)	(2,109)	184.3%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4444 Petty Cash	229	0	0	0	0	0	0.0%	
Office Facilities & Equipment :- Indirect Expenditure	15,698	18,857	11,650	(7,207)	0	(7,207)	161.9%	0
Net Income over Expenditure	(15,654)	(18,179)	(11,650)	6,529				
<b><u>301 Planning/Economic Development</u></b>								
1034 Tourist Information Centre	307	65	200	135			32.7%	
1090 Charter Market Income	9,999	3,836	6,000	2,165			63.9%	
1460 Ceremony Room Income	565	0	0	0			0.0%	
1471 Dog Poop Bags	7	0	0	0			0.0%	
1710 Lengthsman (basic) Income	0	0	3,000	3,000			0.0%	
Planning/Economic Development :- Income	10,878	3,901	9,200	5,299			42.4%	0
4233 Gazebos	0	0	500	500		500	0.0%	
4543 Neighbourhood Plan	0	0	500	500		500	0.0%	
4546 Traffic Management	4,813	267	2,000	1,733		1,733	13.4%	
4549 Charter Market improvements	315	1,800	2,000	200		200	90.0%	
4553 Tourist Information Centre	193	0	1,000	1,000		1,000	0.0%	
4554 Charter Market Strategy	0	0	5,500	5,500		5,500	0.0%	
Planning/Economic Development :- Indirect Expenditure	5,321	2,067	11,500	9,433	0	9,433	18.0%	0
Net Income over Expenditure	5,558	1,834	(2,300)	(4,134)				
6000 plus Transfers from EMR	3,249	0	0	0				
Movement to/(from) Gen Reserve	8,806	1,834	(2,300)	(4,134)				
<b><u>302 Special Projects</u></b>								
4432 Phone Box	59	0	0	0	0	0	0.0%	
Special Projects :- Indirect Expenditure	59	0	0	0	0	0		0
Net Expenditure	(59)	0	0	0				
6000 plus Transfers from EMR	50	0	0	0				
Movement to/(from) Gen Reserve	(9)	0	0	0				
<b><u>401 Full Council</u></b>								
4400 Stationery	7	0	0	0	0	0	0.0%	
4444 Petty Cash	43	0	0	0	0	0	0.0%	
4455 Postage	648	343	400	57	57	57	85.8%	
4480 ICT-Computers	2,209	0	0	0	0	0	0.0%	
4481 Telephones	6,330	4,040	6,000	1,960	1,960	1,960	67.3%	

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4482	Website	4,186	2,079	4,000	1,921		1,921	52.0%	
4483	ICT Services & Software Lease	9,747	15,841	11,000	(4,841)		(4,841)	144.0%	
	Full Council :- Indirect Expenditure	23,168	22,303	21,400	(903)	0	(903)	104.2%	0
	Net Expenditure	(23,168)	(22,303)	(21,400)	903				
6000	plus Transfers from EMR	1,140	0	0	0				
	Movement to/(from) Gen Reserve	(22,028)	(22,303)	(21,400)	903				
	Grand Totals:- Income	871,056	785,746	896,835	111,089			87.6%	
	Expenditure	770,527	578,293	977,948	399,655	11,555	388,100	60.3%	
	Net Income over Expenditure	100,530	207,453	(81,113)	(288,566)				
	plus Transfers from EMR	16,684	17,736	0	(17,736)				
	Movement to/(from) Gen Reserve	117,214	225,188	(81,113)	(306,301)				

<b>FULL COUNCIL</b>	<b>8 JANUARY 2026</b>	<b>AGENDA ITEM: 12</b>
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Report prepared by Angela Price – Town Clerk

### **INVOICES AGREED TO BE PAID – JANUARY 2026 (INTERIM)**

#### **Purpose of Report**

The purpose of this report is to provide Members with information to support the invoices for payment for January 2026 (interim).

#### **Detailed Information**

Attached is a list of payments that were due for payment for January 2026 (interim) in the sum of £27,409.48 plus VAT.

The table below provides explanations in respect of overspends and other queries relevant to those payments.

	<b>Code</b>	<b>Company</b>	<b>Description</b>	<b>Comments</b>
1	102/4312	Budget Shipping containers	Flat pack storage container to be located at cemetery	2025/26 budget £2,000 remaining £1,755 to be placed in 2026/27 budget to off-set expenditure from General Reserve
2	202/4400	Viking	Stationery	Posted to wrong CC should be 235 – Journal required
3	202/4116	Shredall	Confidential waste	Previously identified as year-end overspend – monitor and increase 2026/27 budget
4	115/4650	MAP Group	Labels for Ledbury IN Bloom signs	Overspend previously identified EMR Movement agreed – Movement to be undertaken

#### **Recommendation**

1. That Members approve the invoices for payment in the sum of £27,409.48 plus VAT.
2. That the Accounts Clerk be instructed to undertake actions in relation to points 2 and 4 above.



## Creditors for Month No 9

## Order by Invoices Entered

Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
10/12/2025	4410223318	255	VIKING	VIK001	32.94	6.59	39.53	4400	202	32.94	4410223318/PO0028/Viking Econo
11/12/2025	911752726	256	HEREFORD	HER001	101.24	20.25	121.49	4021	202	101.24	Recycling at LTC
11/12/2025	911752658	257	HEREFORD	HER001	2,637.90	0.00	2,637.90	4176	118	2,637.90	Contribution to Hereford CCTV
11/12/2025	911752657	258	HEREFORD	HER001	84.57	0.00	84.57	4224	101	84.57	Waste collection St Michaels
05/12/2025	003881	259	STEPHEN	STE001	190.00	38.00	228.00	4001	102	190.00	Spraying around cemetery
31/12/2025	EXP004	260	SOPHIE	SOPH	8.28	0.00	8.28	4051	230	8.28	Delivering Christmas Fliers
01/12/2025	0000059	261	FESTIVE	FEST	3,000.00	600.00	3,600.00	4640	115	3,000.00	Year 2 Festive lighting
19/11/2025	167333	262	BERTHOUD	BER001	30.69	6.14	36.83	4300	102	30.69	Repair of Watering unit
10/11/2025	14584026	263	NPOWER	NPO01	91.72	4.58	96.30	4276	118	91.72	Market stall electricity
08/12/2025	SD2670-1	264	SLCC	SLC001	4,052.80	810.56	4,863.36	4590	220	4,052.80	Staff Review x 9 days
05/12/2025	2025/467	265	AMEREDITH	AMA002	2,000.00	0.00	2,000.00	4903	109	2,000.00	MM Memorial evaluation
08/12/2025	P-25/26-27	266	JONSEAGRAVE	JON001	208.50	0.00	208.50	4607	127	208.50	Masefield matters christmas
30/11/2025	294547	267	RADBOURNES	RAD	243.00	48.60	291.60	4236	110	243.00	Play chippings recreation
02/12/2025	121040	268	SHRED	SHR001	89.75	17.95	107.70	4116	202	89.75	Confidential Waste
02/12/2025	66850895	269	HOOPLE	HOOP	396.67	79.33	476.00	4590	220	396.67	HR Advice
25/11/2025	134763	270	SENTINEL	SEN001	75.00	15.00	90.00	4175	110	75.00	Check of equipment
08/12/2025	GB5022ZSLBLW951 271		AMAZON	AMMA001	38.16	7.64	45.80	4155	202	19.08	GB5022ZSLBLW951/PO0022/Softless
05/12/2025	4410205502	272	VIKING	VIK001	15.72	3.15	18.87	4400	235	15.72	4410205502/PO0023/Viking Day 2
30/11/2025	061	273	DMPROP	DMP001	1,608.74	0.00	1,608.74	4400	108	850.00	Contract works
								4205	110	270.00	Contract works
								4205	101	336.66	Contract works
								4236	110	100.00	Contract works
								4252	108	52.08	Contract works
								4252	108	50.00	75644/PO0017/Reinstate Ceiling
04/12/2025	75644	274	HMS	HMS	50.00	10.00	60.00	4170	202	17.30	Takeaway cups
18/11/2025	GB772555821	275	AMAZON	AMA001	17.32	3.46	20.78	4607	127	0.02	Takeaway cups
08/11/2025	000253	276	G P	GP001	5.60	0.00	5.60	4460	220	5.60	Weekly Ledbury Reporter

Purchaser Daybook

### Creditors for Month No 9

### Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/11/2025	13828	277	BLISS	BLI001	75.00	15.00	90.00	4150	202	75.00	13828/PO008/Cleaning Carpet in
30/11/2025	13960	278	BLISS	BLI001	193.50	38.70	232.20	4001	230	193.50	Cleaning of Bye St toilets
30/11/2025	13827	279	BLISS	BLI001	344.00	68.80	412.80	4150	202	344.00	LTC Cleaning
15/12/2025	16484	281	MAP GROUP	MAP001	128.04	25.61	153.65	4650	115	128.04	16484/PO0027/Self Adhesive Lab
15/12/2025	1456330-4	283	AMAZON	AMA001	107.42	21.48	128.90	4607	127	107.42	Water bottles christmas gifts
09/12/2025	1456330-4	284	PESTFORCE	PEST	25.00	5.00	30.00	4170	202	25.00	Bait removal
14/12/2025	EXP005	285	JULIA	JUL001	71.65	0.00	71.65	4051	230	26.65	Event & test
12/12/2025	JW1	286	JOHNW	JOHN	500.00	0.00	500.00	4250	102	45.00	Event & test
2025-12-11	61	287	LEDHARD	LED002	9.79	1.96	11.75	4170	202	500.00	JW1/PO0026
2025-12-11	6008267714	288	WELSHWATER	WEL001	20.53	0.00	20.53	4115	102	9.79	61/PO0014/Extension Lead
2025-12-11	EXP006	289	SOPHIE	SOPH	6.75	0.00	6.75	4051	230	20.53	Water for cemetery
										6.75	Mileage christmas presents

VAT ANALYSIS		CODE		TOTAL INVOICES		16,460.28	1,847.80	18,308.08	16,460.28
VAT ANALYSIS	CODE	E	@ 0.00%	7,152.52	0.00	7,152.52			
VAT ANALYSIS	CODE	F	@ 5.00%	91.72	4.58		96.30		
VAT ANALYSIS	CODE	S	@ 20.00%	9,216.04	1,843.22			11,059.26	

**TOTALS** 16,460.28      1,847.80      18,308.08

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## Invoices for January 2026

INVOICE DATE	INVOICE NO	DD/BAC's	COST CENTRE/ NOMINAL	BUDGET FUNDS	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT	NOTES
18.12.2025	LTC Grant	BACS	214/4890	£6,300.00	Ledbury Community Hub	1st payment of Youth Worker Grant	£5,400.00	£0.00	£5,400.00	
19.12.2025	APRICE	BACS	230/4051		A Price	Mileage	£34.20	£0.00	£34.20	
05.12.2025	3880	BACS	102/4001		Stephen Large	Cemetery Grounds Works	£1,760.00	£352.00	£2,112.00	
18.12.2025	PF18174	BACS	102/4312		Budget Containers	Proforma invoice Flat pack container storage	£3,755.00	£751.00	£4,506.00	
						TOTAL	£10,949.20	£1,103.00	£12,052.20	

Signed

Signatory 1

Signatory 2

Clerk

date

date

date





**Economy & Environment**  
Corporate Director John Hobbs

Angie Price  
Town Clerk  
Ledbury Town Council  
Ledbury Town Council Offices  
Church Street  
Ledbury  
Herefordshire  
HR8 1DH

Your Ref: Ledbury SLA  
Our Ref: Ledbury SLA  
Please ask for: David Wood / John Gibbon  
Direct line / Extension: 01432 383 146 / 01432 383 204  
E-mail: dwood1@herefordshire.gov.uk / John.Gibbon@herefordshire.gov.uk

21<sup>st</sup> November 2025

Dear Angie,

**CCTV REVENUE FUNDING 2026 - 2027**

Firstly, thank you for your support over the previous twelve months, which has been appreciated.

The existing Service Level Agreement (SLA) between Ledbury Town Council and Herefordshire Council for CCTV monitoring and maintenance is due to terminate on the 31<sup>st</sup> March 2026.

The service has seen a number of improvements over the year. One of these has seen the replacement of all Bosch Starlight PTZ cameras in the County with Hikvision PTZ cameras (Three in Ledbury). This work enabled a software upgrade to CCTV VMS which has provided better functionality. For a number of reasons, the anticipated move of the CCTV Control from the Shirehall into Maylords hasn't taken place, but work is now well underway for the Control Room to be relocated at Plough Lane, and it is expected that this work will be complete by March 2026.

We continue to keep under review operating costs for the CCTV service, however, for the period 2026-2027, in accordance with Clause 9 of the existing SLA, should Ross-on-Wye Town Council wish to extend this agreement beyond the expiry of the initial term, Herefordshire Council would propose a one (1) year extension on the same terms of the existing SLA.

We would ask that any confirmation to extend the current SLA be made in writing at least three (3) months before the expiry date.

The requested contribution from Ledbury Town Council towards CCTV in Ledbury for the next financial year, 2026-27, would be **£11,026.42**.

This amount has been calculated using this year's figure (£10,551.60) with a percentage increase of **4.5%**, being the RPI rate announced for September 2025.

As always, we would like to extend an invitation to you and colleagues to visit the CCTV Control Room and observe how this valuable service operates to facilitate the compliant access to CCTV footage by various stakeholders on your behalf. This visit can be accommodated as a group or individually.

If you require any further information, please do not hesitate to make contact.

Yours sincerely,

**Interim CCTV & Regulatory Intelligence Manager**



<b>FULL COUNCIL</b>	<b>8 JANUARY 2025</b>	<b>AGENDA ITEM: 14</b>
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Report prepared by Angela Price – Town Clerk

**TOWN AND PARISH COUNCILS – WORCESTERSHIRE PENSION FUND - 2025  
ACTUARIAL VALUATION (DRAFT EMPLOYER RESULTS)**

**Purpose of this report**

The purpose of this report is to provide Members with the Notification of draft employer result in respect of the 2025 Actuarial Valuation received from Worcestershire Pensions which is attached for information (Appendix A).

The attached schedule sets out the draft funding position as of 31 March 2025 and the proposed employer contribution rates payable from 1 April 2026 to 31 March 2029

Below is a summary of the information provided within the attached draft report

**Detailed Information**

Worcestershire Pensions undertake a review of the contributions rates payable by the Employer every three years. The last review was undertaken in 2022 for the period 1 April 2023-31 March 2026.

It should be noted that these rates are draft and will be formally confirmed in the Fund's Rates and Adjustments Certificate, due to be issued by 31 March 2026.

**1. Overall funding position**

The valuation shows a significantly improved funding position compared with the previous valuation.

As at 31 March 2025, the pool reports:

- i. **Funding level:** 119% (an increase from 101% at the last valuation)
- ii. **Surplus:** £2.2 million (an improvement of £2.2 million since the last valuation)

This indicates that, on the Fund's "ongoing participation" basis, the value of assets exceeds the value of accrued past-service liabilities. The improvement is largely attributable to changes in financial assumptions, particularly the higher discount rate adopted at this valuation, together with strong asset performance.

## **2. Employer contribution rates**

The draft employer contribution rates for the three-year period from 1 April 2026 to 31 March 2029 are summarised below:

- i. **2026/27:** 19.9% of pensionable pay
- ii. **2027/28:** 18.6% of pensionable pay
- iii. **2028/29:** 17.6% of pensionable pay
- iv. **2029/30:** 16.6% of pensionable pay

These rates reflect a reduction over time in line with the Fund's contribution stability mechanism, while remaining subject to the minimum rates required under the Funding Strategy Statement. The primary rate includes an allowance of 0.7% of pay for administration expenses. Employer contributions are payable in addition to employee contributions, which average 6.3% of pay

## **3. Funding strategy and assumptions**

The valuation has been carried out on the basis that the employer remains an open, ongoing participant in the Fund and is invested in the Growth Pot. The funding time horizon has increased from 15 to 20 years, with a target likelihood of at least 70% of achieving the funding objective over that period.

Key changes in assumptions since the last valuation include:

- i. An increase in the discount rate to 5.8% per annum
- ii. Lower assumed pension and salary inflation
- iii. Updated longevity assumptions based on CMI 2024 projections

These changes have materially reduced the assessed value of liabilities and contributed to the improved funding position

## **4. Points to Note**

The attached valuation schedule has been prepared by Hymans Robertson LLP on behalf of the Administering Authority. It is provided for information purposes only and should be read alongside the Fund's draft Funding Strategy Statement (Appendix B). The figures remain subject to finalisation and may change before certification.

## **5. Conclusion**

In summary, the 2025 actuarial valuation indicates a strong funding position for the Town and Parish Councils pool, with a reported surplus and a planned reduction in employer contribution rates over the next valuation cycle. Members are asked to note the contents of the attached schedule and the draft nature of the results at this stage.

## **RECOMMENDATION**

Members are asked to receive and note the above information, noting that the final 22025 Actuarial Valuation will be provided on or after 31 March 2026, which will subsequently be provided to Members for approval and signing off by the Clerk as Head of Paid Services for Ledbury Town Council.



# Town and Parish Councils

Worcestershire Pension Fund

## 2025 Actuarial Valuation – Notification of draft employer result

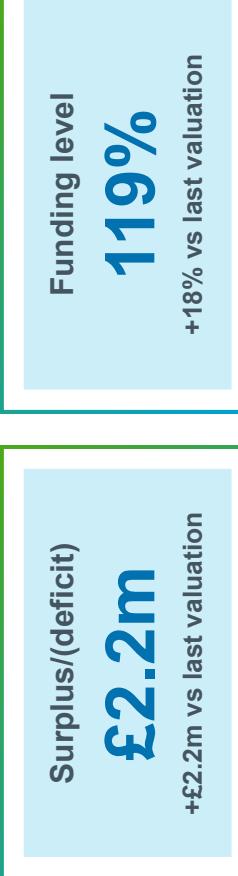
This schedule is addressed to the Administering Authority of the Worcestershire Pension Fund (the Fund). Hymans Robertson LLP consent to it being shared with Town and Parish Councils (the Employer) and, if applicable, its advisor(s) on a non-reliance, no liability basis for information purposes only, and in a manner that fully discloses how it has been produced. It should not be construed as advice to the Employer, its advisor(s) or any other third party with whom it is shared. Any reader of this schedule should carry out their own enquiries and obtain their own advice prior to making decisions.

This schedule should be read in conjunction with the Fund's draft Funding Strategy Statement (the FSS).

This schedule contains a summary of the draft results of the 2025 actuarial valuation of the Worcestershire Pension Fund (the Fund), specifically those relating to the Employer or Pool/Group named above. Its main purpose is to notify the Administering Authority of the contribution rates payable by the Employer from 1 April 2026 to 31 March 2029 as well as the Employer's funding position on the valuation date (31 March 2025). This schedule has not been prepared for any other purpose.

This schedule also contains detailed technical information explaining the results and how they compare to the last valuation, which may be when the Employer joined the Fund.

It also contains the data and assumptions underlying the results, and the reliances and limitations which apply to them. Please see the appendices for more information and read these in conjunction with the draft Funding Strategy Statement.



Contributions from 1 April 2026  
**See page 2**

## Contribution rates

The contribution rates for the three-year period from 1 April 2026 to 31 March 2029 are set out in the following table (alongside the current rate in payment).

Employer contribution rates for year ending	Primary rate		Secondary contributions*		Total contributions*	
	% of pay	% of pay	% of pay	£	% of pay	£
<b>31 March 2026</b>	20.2%		(0.3%)	-	19.9%	-
<b>31 March 2027</b>	18.6%		0.0%	-	18.6%	-
<b>31 March 2028</b>	18.6%		(1.0%)	-	17.6%	-
<b>31 March 2029</b>	18.6%		(2.0%)	-	16.6%	-

\*Contributions may include a percent of pay and monetary element, both of which are payable.

The above contribution rates are the minimum rate required by the Fund. In most circumstances the Employer can pay additional contributions to improve its funding position but this should be referred to the Fund in the first instance. The Employer's final contribution rates will be certified in the Fund's Rates and Adjustments Certificate.

The Primary Rate includes an allowance of 0.7% of pay for administration expenses.

Employer contribution rates are in addition to employee contributions. The average employee contribution rate is 6.3% of pay.

## Employer details and funding plan

The contribution rates payable from 1 April 2026 have been determined based on the following funding strategy and employer circumstances:

Employer details	Employer Type	Last valuation	This valuation
Funding pool	Resolution	Town and Parish Councils	
Investment strategy	Growth Pot	Growth Pot	
Open / closed to new entrants	Open	Open	
Funding target (see FSS for details)	Growth Pot	Ongoing participation	
Funding strategy	Funding time horizon (years)	15	20
	Minimum likelihood of achieving funding target by end of time horizon	70%	

The recommended contribution rate in 2026/27 has been set equal to the Primary rate. Further reductions in 2027/28 and 2028/29 are in line with the formal contribution stability mechanism, subject to a minimum of the total rate calculated using the above parameters.

This funding strategy has been determined by the Administering Authority, taking into account the type of organisation the Employer is and the nature of its participation in the Fund. The approach to setting employer contribution rates, and the Employer's funding target, is explained further in the draft FSS. Further details on the investment strategy is included in the Fund's Investment Strategy Statement.

## Funding position

The table below shows the Employer's funding position as at 31 March 2025 on the Fund's Ongoing participation basis (as defined in the Fund's draft FSS), alongside the funding position at the last valuation for comparison.

Monetary amounts in £000	Last valuation	This valuation
	Growth Pot basis	Ongoing participation basis
<b>Asset share</b>	11,897	14,376
<b>Past-service liabilities</b>	Employees	4,864
	Deferred pensioners	1,768
<b>Total liabilities</b>	Pensioners	5,170
	<b>Total liabilities</b>	11,802
<b>Surplus/(Deficit)</b>	95	2,249
<b>Funding level</b>	101%	119%

The funding position only covers assets and liabilities accrued up to the calculation date (past service), it does not consider the cost of benefits that will be earned in the future (future service).

## Change in funding position

The following table helps to explain the changes in the Employer's assets and liabilities over the period since the last valuation. Due to rounding the columns may not add up exactly.

	£000	Assets	Liabilities	Surplus / (deficit)
<b>Last valuation</b>	11,897	11,802	95	
<b>Employer contributions paid in</b>	1,661			1,661
<b>Employee contributions paid in</b>	504			504
<b>Cashflows</b>				
<b>Benefits paid out</b>	(1,511)		(1,511)	
<b>Other cashflows (e.g. expenses, transfers)</b>	96		96	
<b>Changes since last valuation</b>				
<b>Expected growth</b>	1,738		1,766	(28)
<b>Accrual of new benefits</b>		2,448		(2,448)
<b>Membership experience</b>		1,751		(1,751)
<b>Excess return on assets</b>	(9)		(9)	
<b>Financial assumptions</b>		(4,247)	4,247	
<b>Changes in actuarial assumptions</b>		157	(157)	
<b>Longevity assumptions</b>				
<b>Other demographic assumptions</b>		(39)	39	
<b>This valuation</b>	14,376	12,127	2,249	

## Appendix A – Data

### A.1 Membership data

The results in this schedule are based on the membership data summarised below which was supplied to us by the Fund for the purpose of the 2025 formal valuation.

		Last valuation	This valuation
Employee members	Number	93	108
	Total actual pay (£000)	2,061	2,696
	Total accrued benefit (£000)	294	446
Deferred pensioners	Average age	53.8	56.6
	Number	59	68
	Total accrued benefit (£000)	97	177
Pensioners and dependants	Average age	53.8	55.3
	Number	67	76
	Total accrued benefit (£000)	322	420
Average ages are weighted by liability.		69.3	71.4

## Appendix B – Assumptions

### B.1 Financial assumptions

The financial assumptions underlying the funding positions disclosed are detailed below (with comparison to those adopted at the last valuation).

Assumption (% p.a.)	Last valuation		This valuation	
	Growth Pot basis	Ongoing participation basis	Growth Pot basis	Ongoing participation basis
Discount rate	4.60%	5.80%		
Pension increases	3.10%	2.30%		
Salary increases*	4.60%	3.80%		

\*This is in respect of inflationary increases. There is a separate promotional salary scale assumption.

For further details on the methodology used to derive the assumptions, please see the draft FSS.

## B.2 Demographic assumptions

The longevity assumptions underlying the funding positions disclosed are detailed below (with comparison to those adopted at the last valuation). Details of the demographic assumptions are available within the draft FSS.

Assumption	Last valuation	This valuation
	Growth Pot basis	Ongoing participation basis
Baseline longevity	S3 mortality tables with appropriate weightings	2024 VitaCurves

Future improvements	CMI 2021: A = 0%; 2022 W = 0% (2021) and 0% (2020); LTR = 1.75% p.a.; Sk = 7.5	CMI 2024: Standard parameterisation except, A = 0.25%; LTR = 1.5% p.a.
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Based on the above assumptions and the characteristics of the Employer's individual membership, the average life expectancies are summarised below.

Life expectancy (years)	Ongoing participation basis	
	Male	Female
Current pensioners	22.7	24.9
Future pensioners	22.1	26.3

Life expectancies are from age 65. Future pensioners are assumed to be aged 45 at the valuation date. Figures for future pensioners are a weighted average of active and deferred members.

## Appendix C – Important information

### C.1 Addressee and purpose

relate to the pool/group as opposed to the individual employer (unless stated otherwise).

Hymans Robertson have prepared valuation results for all employers participating in the Worcestershire Pension Fund and provided those to the Administering Authority. This schedule has been prepared on behalf of the Administering Authority of the Fund to be shared with the Employer named on page 1.

Its main purpose is to notify the Administering Authority of the Employer's principal results from the 2025 actuarial valuation. It also allows the Employer to check that the membership and participation details reflect their circumstances.

### C.2 Reliances and limitations

This schedule should not be copied, reproduced, disclosed or released in any medium to any third party except as required by law or regulatory obligation or with our prior written consent. In circumstances where disclosure is permitted, the schedule may only be released or otherwise disclosed in its entirety fully disclosing the basis upon which it has been produced (including any and all limitations, caveats or qualifications). Please note that this schedule does not constitute advice to the Employer or any other third parties and Hymans Robertson LLP does not owe a duty of care, nor does it accept any liability to the Employer or any other third parties. It disclaims any responsibility or liability arising from reliance on this schedule and does not warrant or represent as to its accuracy, fairness or completeness at any given time. Any reader of this report may not copy, reproduce or distribute it, or any part of it, without the prior written consent of Hymans Robertson.

If the Employer is a member of a funding pool or group within the Fund, the contribution rates, funding level and membership data shown in this report

The draft Funding Strategy Statement (FSS) contains further information on the assumptions and methodology used to calculate employer contribution rates and funding position set out in this schedule.

The contribution rates shown in this schedule should be considered draft until finalised in the Rates and Adjustments Certificate, due to be published by 31 March 2026. The other results may also be revised by that point, for example due to changes in data or assumptions.

The figures shown in this schedule have been rounded and therefore the sum of figures within a table may not add up exactly.

For any Employer questions on the FSS or the results in this schedule, please contact the Fund in the first instance.

**Technical Actuarial Standard (TAS) 100 has been complied with to a proportionate degree in the preparation of this report.**

### Prepared by:

Steven Scott FFA C. Act  
Robert McInroy FFA C. Act

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# Worcestershire Pension Fund

## Funding Strategy Statement

### April 2026

Effective date	1 April 2026
Previous valuation date	31 March 2025
Date approved	
Next review	March 2029
Prepared in accordance with SAB / CIPFA / MHCLG guidance dated	January 2025

Revised draft with updates from Hymans dated 31 October 2025

DRAFT

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- Appendix B – Roles and responsibilities
- Appendix C – Glossary
- Appendix D – Risks and controls
- Appendix E – Actuarial assumptions
- Appendix F – Academies policy
- Appendix G – Admissions policy
- Appendix H – Cessations policy
- Appendix I – Contribution reviews policy
- Appendix J – Covenant assessment and monitoring policy
- Appendix K – Investment pot risk management policy
- Appendix L – Prepayments policy

# 1 Purpose of the Worcestershire Pension Fund and the funding strategy statement

This document sets out the funding strategy statement (FSS) for the Worcestershire Pension Fund.

The Worcestershire Pension Fund is administered by Worcestershire County Council, known as the administering authority. Worcestershire County Council worked with the fund's actuary, Hymans Robertson, to prepare this FSS which is effective from 1 April 2026.

There's a regulatory requirement for Worcestershire County Council to prepare an FSS. You can find out more about the regulatory framework in [Appendix A](#). If you have any queries about the FSS, contact [pensions@worcestershire.gov.uk](mailto:pensions@worcestershire.gov.uk).

## 1.1 What is the Worcestershire Pension Fund?

The Worcestershire Pension Fund is part of the Local Government Pension Scheme (LGPS). You can find more information about the LGPS at [www.lgpsmember.org](http://www.lgpsmember.org). The administering authority runs the fund on behalf of participating employers, their employees and current and future pensioners. You can find out more about roles and responsibilities in [Appendix B](#).

## 1.2 What are the funding strategy objectives?

The funding strategy objectives are to:

- take a prudent long-term view to secure the regulatory requirement for long-term solvency, with sufficient funds to pay benefits to members and their dependants
- use a balanced investment strategy to minimise long-term cash contributions from employers and meet the regulatory requirement for long-term cost efficiency
- where appropriate, ensure stable employer contribution rates
- reflect different employers' characteristics to set their contribution rates, using a transparent funding strategy
- use reasonable measures to reduce the risk of an employer defaulting on its pension obligations.

The Fund will engage with employers when developing funding strategy in a way which balances the risk appetite of stakeholders.

## 1.3 Who is the FSS for?

The FSS is mainly for employers participating in the fund, because it sets out how money will be collected from them to meet the fund's obligations to pay members' benefits.

Different types of employers participate in the fund:

### Scheduled bodies

Employers who are specified in a schedule to the LGPS regulations, including councils and employers like academies and further education establishments. Scheduled bodies must give employees access to the LGPS if they can't accrue benefits in another pension scheme, such as another public service pension scheme.

### Designating employers (otherwise known as Resolution bodies)

Employers like town and parish councils can join the LGPS through a resolution. If a resolution is passed, the fund can't refuse entry. The employer then decides which employees can join the scheme.

## Admission bodies

Other employers can join through an admission agreement. The fund can set participation criteria for them and can refuse entry if the requirements aren't met. This type of employer includes contractors providing outsourced services like cleaning or catering to a scheduled body.

Some existing employers may be referred to as **community admission bodies** (CABs). CABs are employers with a community of interest with another scheme employer. Others may be called **transferee admission bodies** (TABs), that provide services for scheme employers. These terms aren't defined under current regulations but remain in common use from previous regulations.

The Scheme Advisory Board refer to three different tiers of employers which may participate in the LGPS, specifically:

- Tier 1 – Local Authorities (including contractors participating in the LGPS with Local Authority backing)
- Tier 2 – Academy Trusts and Further Education Institutions (Colleges).
- Tier 3 – Standalone employers with no local or national taxpayer backing. Include universities, housing associations and charities.

### 1.4 How is the funding strategy specific to the Worcestershire Pension Fund?

The funding strategy reflects the specific characteristics of the fund employers and its own investment strategy.

### 1.5 How often is the Funding Strategy Statement reviewed?

The FSS is reviewed in detail at least every three years ahead of the triennial actuarial valuation and an annual check is carried out in the intervening years.

Amendments to the FSS may be in the following circumstances:

- material changes to the scheme benefit structure (e.g. HM Treasury-led)
- on the advice of the fund actuary
- significant changes to investment strategy or if there has been significant market volatility which impacts the FSS or goes beyond FSS expectation
- if there have been significant changes to the fund membership and/or fund maturity profile
- if there have been significant or notable changes to the number, type, or individual circumstances of any of the employing authorities to such an extent that they impact on the funding strategy (e.g exit / restructuring / failure) which could materially impact cashflow and/or maturity profile and/or covenant)
- if there has been a material change in the affordability of contributions and/or employer(s) financial covenant strength which has an impact on the FSS.
- recommendations from MHCLG/GAD.

In undertaking such reviews, the administering authority should consider:

- looking at experiences in relation to long-term funding assumptions (in terms of both investment income and forecast contributions income) and consequences of actions taken by employers (e.g. pay awards and early retirements)

- the implications for the funding strategy and, if significant, determine what action should be taken to review the FSS
- the implications arising from the funding strategy for meeting the liabilities of individual employers and any amendments required to the ISS
- consulting with individual employers specifically impacted by any changes as an integral part of the monitoring and review process and ensuring any communication regarding a review won't necessarily lead to rates changes for individual employers but could impact admissions, terminations, approach to managing risk and employer risk assessment.

Any amendments will be consulted on, approved by the Pensions Committee and included in the Committee meeting minutes.

This Funding Strategy Statement is effective from 1 April 2026 and is expected to remain in force until 31 March 2029 at the latest, unless an interim review is carried out prior to then.

## **1.6 Links to Administration Strategy**

The fund maintains an Administration Strategy Statement which outlines the responsibilities, standards and procedures for employers and the fund. A copy of this can be found [here](#).

Adherence with the requirements of the Administration Strategy Statement is crucial to ensure the well-running of the pension fund and any failure to do so may lead to uncertainty around the value of an employer's liabilities and the need for prudent assumptions to fill any data gaps.

## **1.7 Actuarial valuation report**

[LGPS Regulations](#) (specifically Regulation 62) require an actuarial valuation to be carried out every three years, under which contribution rates for all participating employers are set for the following three years. This Funding Strategy Statement sets out the assumptions and methodology underpinning the 2025 actuarial valuation actuarial exercise.

The actuarial valuation report sets out 1) the actuary's assessment of the past service funding position, and 2) the contributions required to ensure full funding by the end of the time horizon.

The Rates and Adjustments certificate shows the contribution rates payable by each employer (which may be expressed as a percentage of payroll and/or monetary amounts).

## 2 How does the fund calculate employer contributions?

### 2.1 Calculating contribution rates

Employee contribution rates are set by the LGPS regulations.

Employer contribution rates are determined by a mandatory actuarial valuation exercise, and are made up of the following elements:

- **the primary contribution rate** – contributions payable towards future benefits
- **the secondary contribution rate** – the difference between the primary rate and the total employer contribution

The primary rate also includes an allowance for the fund's expenses.

The fund actuary uses a methodology known as Asset Liability Modelling to set employer contribution rates. Under this methodology, for a given proposed employer contribution rate, the model projects future asset and liability values for the employer under 5,000 different simulations of the future economic environment. Each simulation – generated by Hymans Robertson's Economic Scenario Service (ESS) model - has a different path for future interest rates, inflation rates and the investment return on different asset classes. This approach allows the fund actuary to understand the potential range of future funding outcomes that could be achieved via payment of that contribution rate.

The fund has set *funding strategy criteria* for each employer in the fund which must be satisfied in order for a given employer contribution to be deemed acceptable. The funding strategy criteria are specified in terms of the following four parameters:

- **the target funding level** – how much money the Fund aims to hold for each employer
- **the time horizon** – the time over which the employer aims to achieve the target funding level
- **the funding basis** – the set of actuarial assumptions used to value the employer's (past and future service) liabilities
- **the likelihood of success** – the proportion of modelled scenarios where the target funding level is met.

For example, an employer's funding strategy criteria may be set as follows:

*The employer must have at least an 80% likelihood of being 100% funded on the ongoing participation basis at the end of a 20 year funding time horizon*

The funding strategy criteria used by the fund are set out in Table 2. Further detail on the ESS and on the funding bases used by the fund are set out in [Appendix E](#).

The target funding level may be set greater than 100% as a buffer against future adverse experience. This may be appropriate for long term open employers, where adverse future funding experience may lead to future contribution rises.

The contribution rate setting approach takes into account the maturing profile of the membership when setting employer contribution rates.

The approach taken by the fund actuary helps the fund meet the aim of maintaining as stable a primary employer contribution rate as possible.

The fund permits the prepayment of employer contributions in specific circumstances. The fund's policy on prepayments is detailed in Appendix L.

## 2.2 The contribution rate calculation

**Table 2: contribution rate calculation for individual or pooled employers**

Type of employer	Scheduled bodies				CABs		TABs
	Sub-type	Local authorities, police, fire, T&P Councils	Academies and Colleges	Universities	Other scheduled bodies	Open to new entrants	Closed to new entrants
SAB Tier	Tier 1	Tier 2	Tier 3	Tier 1	Tier 3	Tier 3	Tier 1
<b>Funding basis*</b>	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing, but may move to low-risk exit basis	Low-risk exit basis	Ongoing
<b>Target funding level</b>	100%	100%	100%	100%	100%	100%	100%
<b>Minimum likelihood of success</b>	70%	70%	70%	70%	70%	50%	70%
<b>Maximum time horizon</b>	20 years	20 years	15 years	20 years	20 years or average future working lifetime, if less	Same as the letting employer	
<b>Investment strategy (see 2.4)</b>	Growth	Growth	Growth / Medium	Growth / Medium	Growth / Medium	Growth / Medium	Growth / Medium
<b>Primary rate approach**</b>	The contributions must be sufficient to meet the cost of benefits earned in the future with the required likelihood of success at the end of the time horizon, expressed as a percentage of pensionable pay						
<b>Secondary rate</b>	The difference between the total contribution rate payable (determined as per 2.1) and the primary rate. Negative adjustments are expressed as a percentage of payroll and positive adjustments can be expressed as a percentage of payroll or monetary amounts (for mature closed employers).						
<b>Stabilised contribution rate?</b>	Yes	Yes	No	No	No	No	No
<b>Treatment of surplus</b>	Covered by stabilisation arrangement	Covered by stabilisation arrangement	Contributions kept at primary rate. Further reductions may be permitted by the administering authority.			Preferred approach: reduce contributions by spreading the surplus over the time horizon.***	
<b>Recognising covenant</b>	Stabilisation parameters	Stabilisation parameters	Funding parameters (adjust likelihood of success) or floor reductions.				

Type of employer	Scheduled bodies				CABs		TABs
Sub-type	Local authorities, police, fire, T&P Councils	Academies and Colleges	Universities	Other scheduled bodies	Open to new entrants	Closed to new entrants	(all)
SAB Tier	Tier 1	Tier 2	Tier 3	Tier 1	Tier 3	Tier 3	Tier 1
<b>Phasing of contribution changes</b>	Covered by stabilisation arrangement	Covered by stabilisation arrangement		Phasing of increases to secondary contribution rates may be permitted.		None	None

*\* Employers participating in the fund under a pass-through agreement will pay a contribution rate as agreed between the contractor and letting authority*

*\*\* The Primary Rate for the whole fund is the weighted average (by payroll) of the individual employers' primary rates*

*\*\*\* Where nil rates are certified, this is subject to an annual review which may result in the Fund carrying out a contribution rate review for the employer ahead of the next formal valuation.*

The fund manages funding risks as part of the wider risk management framework, as documented in the fund's risk register. The funding-specific risks identified and managed by the fund are set out in [Appendix E – Risks and Controls](#).

### 2.3 Making contribution rates stable

Making employer contribution rates reasonably stable is an important funding objective. The fund may adopt a stabilised approach to setting contributions for individual employers, which keeps contribution variations within a pre-determined range from year-to-year.

After taking advice from the fund actuary, the administering authority believes a stabilised approach is a prudent longer-term strategy.

#### Current stabilisation approach

Type of employer	Local Authority	Academy and College	Town and Parish Council Pool	Police and Fire
<b>Maximum contribution increase per year</b>	+1% of pay	+1% of pay	+1% of pay	+1% of pay
<b>Maximum contribution decrease per year</b>	-1% of pay	-1% of pay	-1% of pay	-1% of pay

Stabilisation criteria and limits are reviewed during the valuation process. The administering authority may review them between valuations to respond to membership or employer changes.

### 2.4 Links to investment strategy

The funding strategy sets out how money will be collected from employers to meet the fund's obligations. Contributions, assets and other income are then invested according to an investment strategy set by the administering authority.

The funding and investment strategies are closely linked. The fund must be able to pay benefits when they are due – those payments are met from a combination of contributions (through the funding strategy) and asset returns and income (through the investment strategy). If investment returns or income fall short the fund won't be able to pay benefits, so higher contributions would be required from employers.

The investment strategy is designed allowing for the funding position determined on an appropriate and prudent basis, with the objective of achieving the funding objective for each employer group of the specific time horizon.

The fund set specific allocations for different categories of employer, specifically:

- **Growth** – assets are predominately equity type assets, and this strategy is appropriate for open, secure employers.
- **Medium** – assets are a mixture of equities and defensive fixed income type assets, and this strategy is appropriate for closed employers and/or those where there are covenant concerns.
- **Cautious** – assets are predominately defensive and income bearing assets, like fixed income, and this strategy is appropriate for ceased employers and where there is a desire to significantly reduce investment risk.

The fund's current strategic investment strategy as at 31 March 2025 is summarised in the table, with full details available [here](#).

Asset class	Growth	Medium	Cautious
UK equities	12%	9%	0%
Global equities	48%	26%	0%
Private equity	5%	0%	0%
Fixed Income	15%	45%	80%
Property / infrastructure	20%	20%	20%

The Fund's investment pot risk management policy is available in Appendix K.

## 2.5 Does the funding strategy reflect the investment strategy?

The funding policy is consistent with the investment strategy. Future investment return expectations are set with reference to the investment strategy, including a margin for prudence which is consistent with the regulatory requirement that funds take a 'prudent longer-term view' of funding liabilities (see [Appendix A](#))

## 2.6 Reviewing contributions between valuations

The fund may amend contribution rates between formal valuations, in line with its policy on contribution reviews. The fund's policy is available in Appendix I. The purpose of any review is to establish the most appropriate contributions.

A review may lead to an increase or decrease in contributions.

## 2.7 What is pooling?

The administering authority operates contribution rate pools for similar types of employers. Contribution rates can be volatile for smaller employers that are more sensitive to individual membership changes – pooling across a group of employers minimises this. In a contribution rate pool, contributions are set to target full funding for the pool as a whole, rather than for individual employers.

Academies are pooled at MAT level. All academies within a MAT pay the same contribution rate and a common funding level across the MAT applies. If an academy leaves the Fund (or transfers from one MAT to another MAT within the Fund) all liabilities attributed to that academy, including deferred and pensioner liabilities in respect of former staff, will transfer from the MAT along with assets based on the funding level of the MAT.

If an employer leaves the fund, the required contributions are based on their own funding position rather than the pool average. Cessation terms also apply, which means higher contributions may be required at that point.

Pooled employers are identified in the rates and adjustments certificate and only have their pooled contributions certified. Individual contribution rates aren't disclosed to pooled employers, unless agreed by the administering authority.

## **2.8 What are the current contribution pools?**

- **Academies** – the fund operates pooling at MAT level, where a single contribution rate is payable by all academies within a MAT pool and all funding risks across academies within a MAT pool are shared across all other employers in that pool.
- **Schools** – generally pool with their funding council, although there may be exceptions for specialist or independent schools.
- **Smaller TABs** – may be pooled with the letting employer.

## **2.9 Administering authority discretion**

Individual employers may be affected by circumstances not easily managed within the FSS rules and policies. If this happens, the administering authority may adopt alternative funding approaches on a case-by-case basis.

Additionally, the administering authority may allow greater flexibility to the employer's contributions if added security is provided. Flexibility could include things like a reduced contribution rate, extended time horizon, or permission to join a pool. Added security may include a suitable bond, a legally binding guarantee from an appropriate third party, or security over an asset.

The fund permits the prepayment of employer contributions in specific circumstances. Further details are set out in the fund's prepayment policy detailed in Appendix L.

## **2.10 Non cash funding**

Should any employer wish to provide non-cash assets in lieu of contributions, the Fund will fully consider this request based on specialist advice and take steps to manage any conflict of interest that may arise.

## **2.11 Managing surpluses and deficits**

The funding strategy is designed to ensure that all employers are at least fully funded on a prudent basis at the end of their own specific time horizon. The uncertain and volatile nature of pension scheme funding means that it is likely there will be times when employers are in surplus and times when employers are in deficit. The funding strategy recognises this by 1) including sufficient prudence to manage the effect of this over the time horizon, and 2) making changes to employer contribution rates to ensure the funding strategy objectives are met.

Fluctuations in funding positions are inevitable over the time horizon, due to market movements and changing asset values, which could lead to the emergent of deficits and surplus from time to time, and lead to changes in employer contribution rates.

Table 2 sets out the Fund's approach to setting contribution rates for each employer group.

### 3 What additional contributions may be payable?

#### 3.1 Pension costs – awarding additional pension and early retirement on non ill-health grounds

If an employer awards additional pension as an annual benefit amount, they pay an additional contribution to the fund as a single lump sum. The amount is set by guidance issued by the Government Actuary's Department and updated from time to time.

If an employee retires before their normal retirement age on unreduced benefits, employers may be asked to pay additional contributions called strain payments.

Employers typically make strain payments as a single lump sum, though strain payments may be spread if the administering authority agrees.

#### 3.2 Pension costs – early retirement on ill-health grounds

If a member retires early because of ill-health, their employer must pay a funding strain, which may be a large sum.

Employers may choose to use external insurance made available by the fund to manage ill-health early retirement costs. Employers must tell the administering authority if the policy ends or if there are any changes to coverage or premium.

## 4 How does the fund calculate assets and liabilities?

### 4.1 How are employer asset shares calculated?

The fund adopts a cashflow approach to track individual employer assets.

The fund uses Hymans Robertson's HEAT system to track employer assets monthly. Each employer's assets from the previous month end are added to monthly cashflows paid in/out and investment returns to give a new month-end asset value.

If an employee moves one from one employer to another within the fund, assets equal to the cash equivalent transfer value (CETV) will move from the original employer to the receiving employer's asset share.

Alternatively, if employees move when a new academy is formed or an outsourced contract begins, the fund actuary will calculate assets linked to the value of the liabilities transferring.

### 4.2 How are employer liabilities calculated?

The fund holds membership data for all active, deferred and pensioner members. Based on this data and the assumptions in [Appendix E](#), the fund actuary projects the expected benefits for all members into the future. This is expressed as a single value – the liabilities – by allowing for expected future investment returns.

Each employer's liabilities reflect the experience of their own employees and ex-employees.

### 4.3 What is a funding level?

An employer's funding level is the ratio of the market value of asset share against liabilities. If this is less than 100%, the employer has a shortfall: the employer's deficit. If it is more than 100%, the employer is in surplus. The amount of deficit or surplus is the difference between the asset value and the liabilities value.

Funding levels and deficit/surplus values measure a particular point in time, based on a particular set of future assumptions. While this measure is of interest, for most employers the main issue is the level of contributions payable. The funding level does not directly drive contribution rates. See section 2 for further information on rates.

## 5 What happens when an employer joins the fund?

### 5.1 When can an employer join the fund

Employers can join the fund if they are a new scheduled body or a new admission body. New designated employers may also join the fund if they pass a designation to do so.

On joining, the fund will determine the assets and liabilities for that employer within the Fund. The calculation will depend on the type of employer, the existence of any guarantee, and the circumstances of joining.

A contribution rate will also be set. This will be set in accordance with the calculation set out in Section 2, unless alternative arrangements apply (for example, the employer has agreed a pass-through arrangement). More details on this are in Section 5.4 below.

### 5.2 New academies

New academies (including free schools) join the fund as separate scheduled bodies. Only active members of former council schools transfer to new academies. Free schools do not transfer active members from a converting school but must allow new active members to transfer in any eligible service.

Liabilities for transferring active members will be calculated (on the ongoing basis) by the fund actuary on the day before conversion to an academy. Liabilities relating to the converting school's former employees (ie members with deferred or pensioner status) remain with the ceding council.

New academies will be allocated an asset share based on the estimated funding level of the ceding council's active members, having first allocated the council's assets to fully fund their deferred and pensioner members. This funding level will then be applied to the transferring liabilities to calculate the academy's initial asset share, capped at a maximum of 100%. The council's estimated funding level will be based on market conditions on the day before conversion.

It is expected that new academies will join an existing MAT. Following conversion, the new academy will join the MAT pool and pay the pooled contribution rate. If the new academy is not part of a MAT, or if the MAT does not already participate in the Worcestershire Pension fund, the new academy's contribution rate is based on the current Funding strategy (set out in section 2) and the transferring membership.

If an academy leaves one MAT and joins another, all active, deferred and pensioner members transfer to the new MAT.

The fund's policies on academies may change based on updates to guidance from the Ministry for Housing, Communities and Local Government or the Department for Education. Any changes will be communicated and reflected in future funding strategy statements.

The Fund's full policy on academy participation is detailed in Appendix F.

### 5.3 New admission bodies as a result of outsourcing services

New admission bodies usually join the fund because an existing employer (usually a scheduled body like a council or academy) outsources a service to another organisation (a contractor). This involves TUPE transfers of staff from the letting employer to the contractor. The contractor becomes a new participating fund employer for the duration of the contract and transferring employees remain eligible for LGPS membership. At the end of the contract, employees typically revert to the letting employer or a replacement contractor.

Funding arrangements for new admission bodies are set up as one of the following two options:



### i) Pass-through admissions

The Fund's default approach to managing the pension risk associated with contractors is to operate a pass-through arrangement where the pension risk is retained by the letting authority. Further information is set out within the Fund's admissions policy in Appendix G.

### ii) Other admissions

If a pass-through agreement is not considered to be appropriate by either the Fund or the Letting Authority, a full admission arrangement may be put in place. Liabilities for transferring active members will be calculated by the Fund actuary on the day before the outsourcing occurs. New contractors will then be allocated an asset share equal to the value of the transferring liabilities. The admission agreement may set a different initial asset allocation, depending on contract-specific circumstances.

## 5.4 Other new employers

There may be other circumstances that lead to a new admission body entering the fund, eg set up of a wholly owned subsidiary company by a Local Authority. Calculation of assets and liabilities on joining and a contribution rate will be carried out allowing for the circumstances of the new employer.

New designated employers may also join the fund. These are usually town and parish councils. Contribution rates will be set using the same approach as other designated employers in the fund.

## 5.5 Risk assessment for new admission bodies

Under the LGPS regulations, a new admission body must assess the risks it poses to the fund if the admission agreement ends early, for example if the admission body becomes insolvent or goes out of business. In practice, the fund actuary assesses this because the assessment must be carried out to the administering authority's satisfaction.

In most cases where a pass-through arrangement is put in place, the actuarial assessment will not be carried out as the new admission body will not hold any of the pension related risks.

Where a full admission arrangement is put in place, an actuarial assessment will be carried out and the administering authority may decide the admission body must provide security, such as a guarantee from the letting employer, an indemnity or a bond.

Where security is provided, this must cover some or all of the:

- strain costs of any early retirements, if employees are made redundant when a contract ends prematurely
- allowance for the risk of assets performing less well than expected
- allowance for the risk of liabilities being greater than expected
- allowance for the possible non-payment of employer and member contributions
- admission body's existing deficit.

The Fund's admissions policy is detailed in Appendix G.



## 6 What happens if an employer has a bulk transfer of staff?

Bulk transfer cases will be looked at individually, but generally:

- the fund won't pay bulk transfers greater in value than either the asset share of the transferring employer in the fund, or the value of the liabilities of the transferring members, whichever is lower.
- the fund won't grant added benefits to members bringing in entitlements from another fund, unless the asset transfer is enough to meet the added liabilities.
- the fund may permit shortfalls on bulk transfers if the employer has a suitable covenant and commits to meeting the shortfall in an appropriate period, which may require increased contributions between valuations.

## 7 What happens when an employer leaves the fund?

### 7.1 What is a cessation event?

Triggers for considering cessation from the fund are:

- the last active member stops participation in the fund. The administering authority, at their discretion, can defer acting for up to three years by issuing a suspension notice. That means cessation won't be triggered if the employer takes on one or more active members during the agreed time.
- insolvency, winding up or liquidation of the admission body.
- a breach of the agreement obligations that isn't remedied to the fund's satisfaction.
- failure to pay any sums due within the period required.
- failure to renew or adjust the level of a bond or indemnity, or to confirm an appropriate alternative guarantor
- termination of a deferred debt arrangement (DDA).

If no DDA exists, the administering authority will instruct the fund actuary to carry out a cessation valuation to calculate if there is a surplus or a deficit when the employer leaves the fund.

### 7.2 What happens on cessation?

The administering authority must protect the interests of the remaining fund employers when an employer leaves the scheme. The actuary aims to protect remaining employers from the risk of future loss. The basis adopted for the cessation calculation is below.

- (a) Where there is no guarantor, cessation liabilities and a final surplus/deficit will usually be calculated using a low-risk basis, which is more prudent than the ongoing participation basis. The low-risk exit basis is defined in [Appendix E](#).
- (b) Where there is a guarantor, the guarantee will be considered before the cessation valuation.
  - Where the guarantor is a guarantor of last resort (i.e. where the guarantee will cease to have affect after the cessation event and final settlement), this will have no effect on the cessation valuation.
  - If this isn't the case (i.e. if the guarantee continues to apply in respect of the former employer's obligations post cessation), cessation may be calculated using the same basis that was used to calculate liabilities (and the corresponding asset share) on joining the fund.
- (c) Depending on the nature of any guarantee, and/or any risk sharing agreement in place, it may be possible to transfer the employer's liabilities and assets to the guarantor without crystallising deficits or surplus. This may happen if an employer can't pay the contributions due and the approach is within guarantee terms. This is known as 'subsumption' of the assets and liabilities.

If the fund can't recover the required payment in full, unpaid amounts will be paid by the related letting authority (in the case of a ceased admission body) or shared between the other fund employers. This may require an immediate revision to the rates and adjustments certificate or be reflected in the contribution rates set at the next formal valuation.

The fund actuary charges a fee for cessation valuations [and there may be other cessation expenses]. Fees and expenses are at the employer's expense and are deducted from the cessation surplus or added to the cessation deficit. This improves efficiency by reducing transactions between employer and fund.

The cessation policy is in Appendix H.

### **7.3 What happens if there is a surplus?**

If the cessation valuation shows the exiting employer has more assets than liabilities – an exit credit – the administering authority can decide how much will be paid back to the employer based on:

- the surplus amount
- the proportion of the surplus due to the employer's contributions
- any representations (like risk sharing agreements or guarantees) made by the exiting employer and any employer providing a guarantee or some other form of employer assistance/support
- any other relevant factors.

More details on how the Fund determine exit credits is included in the Fund's cessation policy, which is included in Appendix H.

### **7.4 How do employers repay cessation debts?**

If there is a deficit, full payment will usually be expected in a single lump sum or:

- spread over an agreed period, if the employer enters into a deferred spreading agreement
- if an exiting employer enters into a deferred debt agreement, it stays in the fund and pays contributions until the cessation debt is repaid. Payments are reassessed at each formal valuation.

More details on the flexibility available to employers when paying cessation debts is included in the Fund's cessation policy, which is include in Appendix H.

### **7.5 What if an employer has no active members?**

When employers leave the fund because their last active member has left, they may pay a cessation debt, receive an exit credit or enter a DDA/DSA. Beyond this they have no further obligation to the fund and either:

- a) their asset share runs out before all ex-employees' benefits have been paid. The other fund employers will be required to contribute to the remaining benefits. The fund actuary will portion the liabilities on a pro-rata basis.
- b) the last ex-employee or dependant dies before the employer's asset share is fully run down. The fund actuary will apportion the remaining assets to the other fund employers.

### **7.6 Partial cessations**

The fund will generally not consider requests for partial cessations, unless there is a permanent and significant change to the strength of employer covenant. Requests under such circumstances will be considered on their merits on a case by case basis.

## 8 What are the statutory reporting requirements?

### 8.1 Reporting regulations

The Public Service Pensions Act 2013 requires the Government Actuary's Department to report on LGPS funds in England and Wales after every three-year valuation, in what's usually called a section 13 report. The report includes advice on whether the following aims are achieved:

- Compliance
- Consistency
- Solvency
- Long term cost efficiency

### 8.2 Solvency

Employer contributions are set at an appropriate solvency level if the rate of contribution targets a funding level of 100% over an appropriate time, using appropriate assumptions compared to other funds. Either:

- (a) employers collectively can increase their contributions, or the fund can realise contingencies to target a 100% funding level
  - or
- (b) there is an appropriate plan in place if there is, or is expected to be, a reduction in employers' ability to increase contributions as needed.

### 8.3 Long-term cost efficiency

Employer contributions are set at an appropriate long-term cost efficiency level if the contribution rate makes provision for the cost of current benefit accrual, with an appropriate adjustment for any surplus or deficit.

To assess this, the administering authority may consider absolute and relative factors.

Relative factors include:

1. comparing LGPS funds with each other
2. the implied deficit recovery period
3. the investment return required to achieve full funding after 20 years.

Absolute factors include:

1. comparing funds with an objective benchmark
2. the extent to which contributions will cover the cost of current benefit accrual and interest on any deficit
3. how the required investment return under relative considerations compares to the estimated future return targeted by the investment strategy
4. the extent to which contributions paid are in line with expected contributions, based on the rates and adjustment certificate
5. how any new deficit recovery plan reconciles with, and can be a continuation of, any previous deficit recovery plan, allowing for fund experience.



These metrics may be assessed by GAD on a standardised market-related basis where the fund's actuarial bases don't offer straightforward comparisons.

Standard information about the fund's approach to solvency of the pension fund and long-term cost efficiency will be provided in a uniform dashboard format in the valuation report to facilitate comparisons between funds.

# Appendices

## Appendix A – The regulatory framework

### A1 Why do funds need a funding strategy statement?

The Local Government Pension Scheme (LGPS) regulations require funds to maintain and publish a funding strategy statement (FSS). According to the Ministry for Housing, Communities and Local Government (MHCLG) the purpose of the FSS is to document the processes the administering authority uses to:

- *establish a clear and transparent fund-specific strategy identifying how employers' pension liabilities are best met going forward*
- *support the desirability of maintaining as constant and stable primary contribution rate as possible, as defined in Regulation 62(5) of the LGPS Regulations 2013*
- *ensure that the regulatory requirements to set contributions to ensure the solvency and long-term cost efficiency of the fund are met.*
- *explain how the fund balances the interests of different employers.*
- *explain how the fund deals with conflicts of interest and references other policies/strategies.*

To prepare this FSS, the administering authority has used guidance jointly prepared by the Scheme Advisory Board (SAB), MHCLG, and by the Chartered Institute of Public Finance and Accountancy (CIPFA) dated January 2025.

The fund has a fiduciary duty to scheme members and obligations to employers to administer the scheme competently to keep employer contributions at an affordable level. The funding strategy statement sets out how the fund meets these responsibilities.

### A2 Consultation

Both the LGPS regulations and most recent CIPFA guidance state the FSS should be prepared in consultation with “*persons the authority considers appropriate*”. This should include ‘*meaningful dialogue... with council tax raising authorities and representatives of other participating employers*’.

The consultation process included issuing a draft version to participating employers and attending an open employers' forum.

The fund also shared the draft FSS with the Department for Education and facilitated a meeting to discuss the changes made and the implications of the fund's funding policies on academy employers.

### A3 How is the FSS published?

The FSS is emailed to participating employers and employee and pensioner representatives. Summaries are issued to members and a full copy is included in the fund's annual report and accounts. Copies are freely available on request and sent to investment managers and independent advisers.

This could include:

- publishing on the administering authority's website
- sending copies to each employer

- including the full statement or summary in final accounts
- sending copies to members of the local pension board
- sending copies to employee/pensioner representatives
- sending copies to investment managers and independent advisers
- making copies freely available on request.

The FSS once approved, will be published at [Funding and investments | Worcestershire Pension Fund](#).

#### **A5 How does the FSS fit into the overall fund documentation?**

The FSS is a summary of the fund's approach to funding liabilities. It isn't exhaustive – the fund publishes other statements like the statement of investment principles, investment strategy statement, governance strategy and communications strategy. The fund's annual report and accounts also includes up-to-date fund information.

You can see all fund documentation at [About us | Worcestershire Pension Fund](#).

## Appendix B – Roles and responsibilities

### **B1 The administering authority is required to:**

- 1 operate a pension fund
- 2 collect employer and employee contributions, investment income and other amounts due to the pension fund as stipulated in LGPS Regulations
- 3 have an escalation policy in situations where employers fail to meet their obligations
- 4 pay from the pension fund the relevant entitlements as stipulated in LGPS Regulations
- 5 invest surplus monies in accordance with the relevant regulations
- 6 ensure that cash is available to meet liabilities as and when they fall due
- 7 ensure benefits paid to members are accurate and undertake timely and appropriate action to rectify any inaccurate benefit payments
- 8 take measures as set out in the regulations to safeguard the fund against the consequences of employer default
- 9 manage the valuation process in consultation with the fund's actuary
- 10 prepare and maintain an FSS and associated funding policies and SIP/ISS, after proper consultation with interested parties
- 11 monitor all aspects of the fund's performance and funding, and amend the FSS/ISS accordingly
- 12 establish a policy around exit payments and payment of exit credits/debits in relation to employer exits
- 13 effectively manage any potential conflicts of interest arising from its dual role as both fund administrator and scheme employer
- 14 enable the local pension board to review the valuation and FSS review process and as set out in their terms of reference
- 15 support and monitor a Local Pension Board (LPB) as required by the Public Service Pensions Act 2013, the Regulations and the Pensions Regulator's relevant Code of Practice

### **B2 Individual employers are required to:**

- 1 Ensure staff who are eligible are contractually enrolled and deduct contributions from employees' pay correctly after determining the appropriate employee contribution rate (in accordance with the Regulations),
- 2 provide the fund with accurate data and understand that the quality of the data provided to the Fund will directly impact on the assessment of their liabilities and their contributions. In particular, any deficiencies in their data may result in the employer paying higher contributions than otherwise would be the case if their data was of high quality
- 3 pay all ongoing contributions, including employer contributions determined by the actuary and set out in the rates and adjustments certificate, promptly by the due date
- 4 develop a policy on certain discretions and exercise those discretions as permitted within the regulatory framework

- 
- 5 make additional contributions in accordance with agreed arrangements in respect of, for example, augmentation of scheme benefits and early retirement strain
  - 6 notify the administering authority promptly of all changes to active membership that affect future funding
  - 7 Pay any exit payments on ceasing participation in the fund timely provide the fund with accurate data and understand that the quality of the data provided to the fund will directly impact on the assessment of their liabilities and their contributions. In particular, any inaccuracies in data may result in the employer paying higher contributions than otherwise would be the case if their data was of high quality.

**B3 The fund actuary should:**

1. prepare valuations including the setting of employers' contribution rates at a level to ensure fund solvency and long-term cost efficiency based on the assumptions set by the administering authority and having regard to the FSS and the LGPS Regulations
2. provide advice so the fund can set the necessary assumptions for the valuation
3. prepare advice and calculations in connection with bulk transfers and the funding aspects of individual benefit-related matters such as pension strain costs, ill health retirement costs, compensatory added years costs, etc.
4. provide advice and valuations to the fund so that it can make decisions on the exit of employers from the fund
5. provide advice to the fund on bonds or other forms of security against the financial effect on the fund of employer default
6. assist the fund in assessing whether employer contributions need to be revised between valuations as permitted or required by the regulations
7. ensure that the fund is aware of any professional guidance or other professional requirements that may be relevant in the role of advising the fund.
8. Identify to the fund and manage any potential conflicts of interest that may arise in the delivery of contractual arrangements to the fund and other clients.

**B4 Local Pension Boards (LPB):**

Local Pension Boards have responsibility to assist the administering authority to secure compliance with the LGPS regulations, other legislation relating to the governance and administration of the LGPS, any requirements imposed by the Regulator in relation to the LGPS, and to ensure the effective and efficient governance and administration of the LGPS. It will be for each fund to determine the input into the development of the FSS (as appropriate within fund's own governance arrangements) however this may include:

1. Assist with the development and review the FSS
2. Review the compliance of scheme employers with their duties under the FSS, regulations and other relevant legislation
3. Assist with the development of and review communications in relation to the FSS.

**B5 Employer guarantors**

- 1 Department for Education - To pay cessation debts in the case of academy cessations (where the obligations are not being transferred to another MAT) and to consider using intervention powers if an academy is deemed to be in breach of the regulations.



2 Other bodies with a financial interest (outsourcing employers)

**B6 Other parties:**

1. internal and external investment advisers ensure the investment strategy statement (ISS) is consistent with the funding strategy statement
2. investment managers, custodians and bankers play their part in the effective investment and dis-investment of fund assets in line with the ISS
3. auditors comply with standards, ensure fund compliance with requirements, monitor and advise on fraud detection, and sign-off annual reports and financial statements
4. governance advisers may be asked to advise the administering authority on processes and working methods
5. internal and external legal advisers ensure the fund complies with all regulations and broader local government requirements, including the administering authority's own procedures
6. the Ministry for Housing, Communities and Local Government, assisted by the Government Actuary's Department and the Scheme Advisory Board, work with LGPS funds to meet Section 13 requirements.

# Appendix C – Glossary

## **Actuarial certificates**

A statement of the contributions payable by the employer (see also rates and adjustments certificate). The effective date is 12 months after the completion of the valuation.

## **Actuarial valuation**

An investigation by an actuary, appointed by an Administering Authority into the costs of the scheme and the ability of the fund managed by that authority to meet its liabilities. This assesses the funding level and recommended employer contribution rates based on estimating the cost of pensions both in payment and those yet to be paid and comparing this to the value of the assets held in the Fund. Valuations take place every three years (triennial).

## **Administering Authority (referred to as ‘the fund’)**

A body listed in Part 1 of Schedule 3 of the regulations who maintains a fund within the LGPS and a body with a statutory duty to manage and administer the LGPS and maintain a pension fund (the fund). Usually, but not restricted to being, a local authority.

## **Admission agreement**

A written agreement which provides for a body to participate in the LGPS as a scheme employer

## **Assumptions**

Forecasts of future experience which impact the costs of the scheme. For example, pay growth, longevity of pensioners, inflation, and investment returns,

## **Code of Practice**

The Pensions Regulator’s General Code of Practice.

## **Debt spreading arrangement**

The ability to spread an exit payment over a period of time

## **Deferred debt agreement**

An agreement for an employer to continue to participate in the LGPS without any contributing scheme members

## **Employer covenant**

The extent of the employer’s legal obligation and financial ability to support its pension scheme now and in the future.

## **Funding level**

The funding level is the value of assets compares with the liabilities. It can be expressed as a ratio of the assets and liabilities (known as the funding level) or as the difference between the assets and liabilities (referred to as a surplus or deficit).

## **Fund valuation date**

The effective date of the triennial fund valuation.

## **Guarantee / guarantor**

A formal promise by a third party (the guarantor) that it will meet any pension obligations not met by a specified employer. The presence of a guarantor will mean, for instance, that the fund can consider the employer's covenant to be as strong as its guarantor's.

## **Local Pension Board**

The board established to assist the Administering Authority as the Scheme Manager for each Fund.

## **Non-statutory guidance**

Guidance which although it confers no statutory obligation on the parties named, they should nevertheless have regard to its contents

## **Notifiable events**

Events which the employer should make the Administering Authority aware of

## **Past service liabilities**

The cost of pensions already built up or in payment

## **Pensions committee**

A committee or sub-committee to which an administering authority has delegated its pension function

## **Pensions Administration Strategy**

A statement of the duties and responsibilities of scheme employers and Administering Authorities to ensure the effective management of the scheme

## **Primary and secondary employer contributions**

Primary employer contributions meet the future costs of the scheme and Secondary employer contributions meet the costs already built up (adjusted to reflect the experience of each scheme employer). Contributions will therefore vary across scheme employers within a Fund.

## **Rates and adjustments certificate**

A statement of the contributions payable by each scheme employer (see actuarial certificates)

## **Scheme Manager**

A person or body responsible for managing or administering a pension scheme established under section 1 of the 2013 Act. In the case of the LGPS, each Fund has a Scheme Manager which is the Administering Authority.

# Appendix D – Risks and controls

## D1 Managing risks

The administering authority has a risk management programme to identify and control financial, demographic, regulatory and governance risks.

The role of the local pension board is set out in the [board terms of reference](#).

Details of the key fund-specific risks and controls are set out in the [risk register](#).

### Financial risks

The financial risks are as follows:

- Investment markets fail to perform in line with expectations
- Protection and risk management fail to perform in line with expectations
- Market outlook moves at variance with assumptions
- Investment fund managers fail to achieve performance targets over the longer term
- Asset re-allocations in volatile markets may lock in past losses
- Pay and price inflation turning out to be significantly more or less than anticipated
- Future underperformance arising as a result of participating in the larger asset pooling vehicle, and
- An employer ceasing to exist without prior notification, resulting in a large exit credit requirement from the Fund impacting on cashflow requirements.

Any increase in employer contribution rates (as a result of these risks) may in turn impact on the service delivery of that employer and their financial position.

In practice the extent to which these risks can be reduced is limited. However, the Fund's asset allocation (including in each separate investment pot) is kept under constant review and the performance of the investment managers is regularly monitored. In addition, the implementation of a risk management framework to manage the key financial risks will help reduce risk over time

### Demographic risks

The demographic risks are as follows:

- Future unanticipated changes in life expectancy (longevity)
- Potential strains from ill health retirements, over and above what is allowed for in the valuation assumptions (or level of ill-health insurance protection, where relevant)
- Unanticipated acceleration of the maturing of the Fund resulting in materially negative cashflows and shortening of liability durations.

Increasing longevity is something which government policies, both national and local, are designed to promote. It does, however, result in a greater liability for pension funds.

Ill health retirements can be costly for employers, particularly small employers where one or two costly ill health retirements can take them well above the "average" implied by the valuation assumptions. Increasingly we are seeing employers mitigate the number of ill health retirements by employing HR / occupational health

preventative measures. These in conjunction with ensuring the regulatory procedures in place to ensure that ill-health retirements are properly controlled, can help control exposure to this demographic risk. An external ill health insurance arrangement can also help to ensure that the eligible employers are not exposed to large deficits due to the ill health retirement of one or more of their members.

Whilst regulatory procedures are in place to ensure that ill-health retirements are properly controlled, employing bodies also need to recognise that unforeseen costs for them will arise in the event that the number of ill-health retirements were to exceed the assumptions made. Early retirements for reasons of redundancy and efficiency do not normally affect the solvency of the Fund because they are the subject of a direct charge.

Apart from the regulatory procedures in place to ensure that ill-health retirements are properly controlled, **employers should be doing everything in their power to minimise the number of ill-health retirements.**

With regards to increasing maturity (e.g., due to further cuts in workforce and/or restrictions on new employees accessing the Fund), the Fund regularly monitors its cashflow requirements and considers the impact on the investment strategy.

### **Regulatory risks**

The key regulatory risks are as follows:

- Changes to Regulations, e.g., changes to the benefits package, retirement age, potential new entrants to Fund
- Changes to national pension requirements and/or HMRC Rules
- Political risk that the guarantee from the Department for Education for academies and colleges is removed or modified along with the operational risks as a consequence of the potential for a large increase in the number of academies in the Fund due to Government policy.

Membership of the LGPS is open to all local government staff and should be encouraged as a valuable part of the contract of employment. However, increasing membership does result in higher employer costs

### **Governance risks**

The Fund has done as much as it believes it reasonably can to enable employing bodies and Fund members (via their representatives on the Pensions Committee and Pension Board) to make their views known to the Fund and to participate in the decision-making process. Previous versions of this FSS were consulted on prior to being approved at a Pensions Committee meeting, a practice that is being continued with this version.

Governance risks are as follows:-

- The quality of membership data deteriorates materially due to breakdown in processes for updating the information resulting in liabilities being under or overstated
- Fund unaware of structural changes in employer's membership (e.g., large fall in employee numbers, large number of retirements) with the result that contribution rates are set at too low a level
- Fund not advised of an employer closing to new entrants, something which would normally require an increase in contribution rates
- An employer ceasing to exist with insufficient funding or adequacy of a bond
- An employer ceasing to exist without prior notification, resulting in a large exit credit requirement from the Fund impacting on cashflow requirements, and

- Changes in the Committee membership.

For these risks to be minimised much depends on information being supplied to the Fund by the employing bodies. Arrangements are strictly controlled and monitored, but in most cases the employer, rather than the Fund as a whole, bears the risk.

## D2 Employer covenant assessment and monitoring

Many of the employers participating in the fund, such as admitted bodies (including TABs and CABs), have no local tax-raising powers. The fund assesses and monitors the long-term financial health of these employers to assess an appropriate level of risk for each employer's funding strategy.

Type of employer	Assessment	Monitoring
Local Authorities, Police, Fire	Tax-raising or government-backed, no individual assessment required	n/a
Colleges	Government-backed, covered by DfE guarantee in event of failure	Check that DfE guarantee continues, after regular scheduled DfE review
Universities	Assessments may be commissioned by specialists as appropriate or carried out by Fund Officers	The fund will review employers periodically or when a significant event occurs
Academies	Government-backed, covered by DfE guarantee in event of MAT failure	Check that DfE guarantee continues, after regular scheduled DfE review
Admission bodies (CABs)	Assessments may be commissioned by specialists as appropriate or carried out by Fund Officers	The fund will review employers periodically or when a significant event occurs
Admission bodies (TABs)	Assessments may be commissioned by specialists as appropriate or carried out by Fund Officers where effective guarantees are not provided by the Awarding Authority	The fund will review employers periodically or when a significant event occurs
Designating employers	Assessments may be commissioned by specialists as appropriate or carried out by Fund Officers	The fund will review employers periodically or when a significant event occurs

Any change in covenant over the inter-valuation period may lead to a contribution rate review

## D3 Climate risk and TCFD reporting (to be updated once modelling complete)

The Fund has considered climate-related risks when setting the Funding strategy.

To consider the resilience of the strategy the Fund has carried out climate scenario analysis incorporating both stress testing, and narrative-based scenario analysis for the local authority employers at the 2025 valuation. The narrative approach explores the complex and interrelated risks associated with climate change by defining a specific extreme, downside risk (in this instance a food shock) and constructing a narrative around potential policy and market response. This approach allows consideration to be given to the impact of sudden, severe downside risks in the short term, and potential immediate actions. Coupling the narrative approach with stress

testing (to better understand the impact of possible climate scenarios) has allowed the Fund to incorporate real world climate scenarios that may occur and indicate the resilience of the Fund under these scenarios.

The results show that:

1. When considering climate scenario stress tests, the Fund appears to be generally resilient to different climate scenarios, with generally modest impacts versus the base case modelled
2. The results of the downside, narrative analysis suggest that the Fund is likely to be resilient in the face of some severe downside risk events (in comparison to the base case), but not all.

Climate scenario analysis helps assess risks and tests the resilience of current and long-term strategies under various scenarios. This helps to identify vulnerabilities across both assets and liabilities. Identification of these vulnerabilities can inform risk management processes (see figure 1), helping the Fund ensure appropriate controls and mitigations are in place. Scenario analysis therefore supports informed decision making, and may be used in future to assist with disclosures prepared in line with Task Force on Climate-Related Financial Disclosures (TCFD) principles.

### Climate scenario analysis outputs can support the delivery of the following actions:



Figure 1.

This climate analysis was not applied to the funding strategy modelling for smaller employers. However, given that the same underlying model is used for all employers and that the local authority employers make up the vast majority of the fund's assets and liabilities, applying the climate analysis to all employers was not deemed proportionate at this stage and would not be expected to result in any changes to the agreed contribution plans.

The Fund has a [Responsible Investment](#) Policy Framework and a separate [Climate Change](#) Policy, both of which were last agreed by Pensions Committee in date.

#### D4 Gender Pension Gap reporting

To be created once guidance received.

# Appendix E – Actuarial assumptions

The key outputs from an employer's funding valuation are its contribution rate requirement (see Section 2 for further details) and its funding level (see Section 4). For both calculations the fund actuary requires actuarial assumptions.

The fund typically reviews and sets the actuarial assumptions used for funding purposes as part of the triennial valuation. Those assumptions are then used until the next triennial valuation (updated for current market conditions where appropriate).

The fund has reviewed the actuarial assumptions used for funding purposes as part of the 2025 valuation. These are set out below.

## **E1 What are actuarial assumptions?**

Actuarial assumptions are required to value the fund's liabilities because:

- There is uncertainty regarding both the timing and amount of the future benefit payments (the actual cost can't be known until the final payment is made). Therefore, to estimate the cost of benefits earned to date and in the future, assumptions need to be made about the timing and amount of these future benefit payments
- The assets allowed to an employer today are a known figure. However, the future investment return earned on those assets and future cashflows into the fund are uncertain. An assumption is needed about what those future investment returns will be

There are two types of actuarial assumptions that are needed to perform an actuarial valuation: **financial assumptions** determine the expected amount of future benefit payments and the expected investment return on the assets held to meet those benefits, whilst **demographic assumptions** relate primarily to the expected timing of future benefit payments (i.e. when they are made and for how long).

All actuarial assumptions are set as best estimates of future experience with the exception of the discount rate assumption which is deliberately prudent to meet the regulatory requirement for a 'prudent' valuation.

Any change in the assumptions will affect the value that is placed on future benefit payments ('liabilities'), but different assumptions don't affect the actual benefits the fund will pay in future.

## **E2 What funding bases are operated by the Fund?**

A *funding basis* is the set of actuarial assumptions used to value an employer's (past and future service) liabilities. The fund operates two funding bases for funding valuations: the *ongoing participation basis* and the *low-risk exit basis*. All actuarial assumptions are the same for both funding bases with the exception of the discount rate – see further details below.

## **E3 What financial assumptions are used by the fund?**

### **Discount rate**

The discount rate assumption is the average annual rate of future investment return assumed to be earned on an employer's assets from a given valuation date.

The fund uses a risk-based approach to setting the discount rate which allows for prevailing market conditions on the valuation date (see 'Further detail on the calculation of financial assumptions') and the Fund's investment strategy.

The discount rate is determined by the *prudence level*. Specifically, the discount rate is calculated to be:

*The average annual level of future investment return that can be achieved on the Fund's assets over a 20-year period with a x% likelihood.*

The prudence level is the likelihood. The prudence levels used by the fund are as follows:

Funding basis	Prudence level
Ongoing participation	80%
Low-risk exit	N/A – see below

The discount rate for the low-risk exit basis is not set using risk-based methodology. The low-risk exit basis discount rate is set equal to the annualised yield on long dated conventional government bonds at the valuation date.

#### **CPI inflation**

The CPI inflation assumption is the average annual rate of future Consumer Price Index (CPI) inflation assumed to be observed from a given valuation date. This assumption is required because LGPS benefit increases (in deferment and in payment) and revaluation of CARE benefits are in line with CPI.

The fund uses a risk-based approach to setting the CPI inflation assumption which allows for prevailing market conditions on the valuation date (see 'Further detail on the calculation of financial assumptions').

The CPI inflation assumption is calculated to be:

*The average annual level of future CPI inflation that will be observed over a 20 year period with a 50% likelihood*

#### **Salary growth**

The salary growth assumption is linked to the CPI inflation assumption via a fixed margin. The salary increases assumption is 1.5% above the CPI inflation assumption plus a promotional salary scale.

#### **E4 Further detail on the calculation of financial assumptions**

The ongoing participation basis discount rate and CPI inflation assumptions are calculated using a risk-based method. To assess the likelihood associated with a given level of investment return or a given level of future inflation, the fund actuary uses Hymans Robertson's proprietary economic scenario generator; the *Economic Scenario Service* (or *ESS*). The model uses statistical distributions to project a range of 5,000 different possible outcomes for the future behaviour of different asset classes and wider economic variables, such as inflation.

The table below shows the calibration of the model as at 31 March 2025 for some sample asset classes and economic variables. All returns are shown net of fees and are the annualised total returns over 5, 10 and 20 years. Yields and inflation refer to the simulated yields at that time horizon.

		Annualised total returns							Economic variables				
		Cash	Index Linked Gilts (medium)	Fixed Interest Gilts (medium)	UK Equity	Developed World ex UK Equity	Property	Corp Medium A	Inflation (RPI)	17 year real yield (RPI)	Inflation (CPI)	17 year real yield (CPI)	17 year yield
5 years	16th %ile	3.5%	1.7%	2.2%	0.1%	-0.5%	0.2%	2.5%	2.2%	1.4%	1.2%	1.5%	4.8%
	50th %ile	4.3%	4.5%	4.3%	8.2%	8.2%	6.8%	4.9%	3.8%	2.4%	2.8%	2.4%	5.8%
	84th %ile	5.1%	7.5%	6.2%	16.4%	16.9%	14.1%	7.1%	5.3%	3.3%	4.3%	3.3%	7.1%
10 years	16th %ile	3.6%	2.7%	4.2%	2.5%	2.1%	2.3%	4.5%	1.3%	0.8%	0.8%	0.8%	3.9%
	50th %ile	4.6%	4.7%	5.4%	8.6%	8.5%	7.3%	6.0%	3.0%	2.1%	2.5%	2.1%	5.3%
	84th %ile	5.8%	6.9%	6.5%	14.6%	14.8%	12.7%	7.3%	4.6%	3.3%	4.1%	3.3%	7.1%
20 years	16th %ile	3.1%	2.9%	5.0%	3.8%	3.7%	3.5%	5.5%	1.0%	-0.5%	0.7%	-0.5%	1.6%
	50th %ile	4.5%	4.6%	5.8%	8.4%	8.3%	7.3%	6.5%	2.5%	1.2%	2.3%	1.3%	3.6%
	84th %ile	6.3%	6.4%	6.5%	12.9%	13.1%	11.3%	7.4%	4.2%	3.0%	3.9%	3.0%	6.2%
	Volatility (Disp) (1 yr)	0.3%	6.7%	5.5%	16.3%	18.6%	15.2%	6.5%	1.4%		1.4%		

The ESS model is recalibrated monthly. The fund actuary uses the most recent calibration of the model (prior to the valuation date) to set financial assumptions for each funding valuation.

## E5 What demographic assumptions are used by the fund?

The fund uses advice from Club Vita to set demographic assumptions, as well as analysis and judgement based on the fund's experience.

Demographic assumptions vary by type of member, so each employer's own membership profile is reflected in the assumptions that apply to them.

### Life expectancy

The longevity assumptions are a bespoke set of VitaCurves produced by detailed analysis and tailored to fit the fund's membership profile.

Allowance has been made for future improvements to mortality, in line with the 2024 version of the continuous mortality investigation (CMI) published by the actuarial profession. The core parameters of the model apply, however, the starting point has been adjusted by +0.25% to reflect the difference between the population-wide data used in the CMI and LGPS membership. A long-term rate of mortality improvements of 1.5% pa applies.

### Other demographic assumptions

Retirement in normal health	Members are assumed to retire at the earliest age possible with no pension reduction.
Promotional salary increases	Sample increases below
Death in service	Sample rates below
Withdrawals	Sample rates below
Retirement in ill health	Sample rates below
Family details	<p>A varying proportion of members are assumed to have a dependant partner at retirement or on earlier death. For example, at age 60 this is assumed to be 55% for males and 54% for females. Beyond retirement the proportion is adjusted for assumed dependant mortality.</p> <p>Dependant of a male is 3.5 years younger than him</p> <p>Dependant of a female is 0.6 years older than her</p>

Commutation	75% of maximum tax-free cash
50:50 option	0% of members will choose the 50:50 option.

### Males

Age	Salary scale	Death before retirement	Incidence per 1000 active members per year					
			Withdrawals		III health tier 1		III health tier 2	
			FT &PT	FT	PT	FT	PT	FT
20	105	0.17	355.79	548.78	0.00	0.00	0.00	0.00
25	117	0.17	235.01	362.49	0.00	0.00	0.00	0.00
30	131	0.20	166.75	257.16	0.00	0.00	0.00	0.00
35	144	0.24	130.28	200.90	0.10	0.07	0.02	0.01
40	151	0.41	104.89	161.69	0.16	0.12	0.03	0.02
45	159	0.68	98.53	151.85	0.35	0.27	0.07	0.05
50	167	1.09	81.22	125.03	0.90	0.68	0.23	0.17
55	173	1.70	63.96	98.51	3.54	2.65	0.51	0.38
60	174	3.06	57.00	87.76	6.23	4.67	0.44	0.33
65	174	5.10	34.99	53.87	11.83	8.87	0.00	0.00

### Females

Age	Salary scale	Death before retirement	Incidence per 1000 active members per year					
			Withdrawals		III health tier 1		III health tier 2	
			FT &PT	FT	PT	FT	PT	FT
20	105	0.10	281.94	373.90	0.00	0.00	0.00	0.00
25	117	0.10	189.71	251.55	0.10	0.07	0.02	0.01
30	131	0.14	159.02	210.83	0.13	0.10	0.03	0.02
35	144	0.24	137.25	181.90	0.26	0.19	0.05	0.04
40	151	0.38	114.23	151.34	0.39	0.29	0.08	0.06
45	159	0.62	106.60	141.21	0.52	0.39	0.10	0.08
50	167	0.90	89.87	118.92	0.97	0.73	0.24	0.18
55	173	1.19	67.06	88.83	3.59	2.69	0.52	0.39
60	174	1.52	54.04	71.50	5.71	4.28	0.54	0.40
65	174	1.95	25.76	34.07	10.26	7.69	0.00	0.00





## Appendix F – Policy on academy funding

Effective date of policy	1 April 2026
Date approved	
Next review	March 2029

## 1 Introduction

The purpose of this policy is to set out the administering authority's funding principles relating to academies and Multi-Academy Trusts (MATs).

### 1.1 Aims and Objectives

The administering authority's objectives related to this policy are as follows:

- to state the approach for the treatment and valuation of academy liabilities and asset shares on conversion from a local maintained school, or when joining or leaving a MAT
- to state the approach for setting contribution rates for MATs
- to outline the responsibilities of academies seeking to consolidate
- to outline the responsibilities of academies when outsourcing

### 1.2 Background

As described in Section 5.2 of the Funding Strategy Statement (FSS), new academies join the fund on conversion from a local authority school or on creation (eg newly established academies, Free Schools, etc).

It is expected that new academies will join an existing MAT and so, upon joining the fund, academies will join an existing MAT pool for funding purposes. Where a new academy does not join an existing MAT pool, asset allocation and contribution rates will be determined by the Fund Actuary based on policy set out in the FSS.

Funding policy relating to academies and MATs is largely at the fund's discretion, however guidance on how the fund will apply this discretion is set out within this policy.

### 1.3 Guidance and regulatory framework

The Local Government Pension Scheme Regulations 2013 (as amended) contains general guidance on Scheme employers' participation within the fund which may be relevant but is not specific to academies.

There is currently a [written ministerial guarantee of academy LGPS liabilities](#), which was [reviewed](#) in 2022.

Academy guidance from the Department for Education (DfE) and the Ministry of Housing, Communities & Local Government (MHCLG) may also be relevant.

## 2 Statement of Principles

This Statement of Principles covers the fund's approach to funding academies and MATs. Each case will be treated on its own merits but in general:

- the fund will seek to apply a consistent approach to funding academies that achieves fairness to the ceding councils, MATs and individual academies.
- the fund's current approach is to treat all academies within a MAT as a single employer (operating as a funding pool where all pension risks are shared). The academy liabilities will still be tracked individually but will, for funding and contribution rate setting purposes, be combined with those of the other academies in the MAT.
- academies must consult with the fund prior to carrying out any outsourcing activity.

## 3 Policies

### 3.1 Admission to the fund

#### Asset allocation on conversion

New academies will be allocated an asset share based on the estimated funding level of the ceding council's active members, having first allocated the council's assets to fully fund its deferred and pensioner members. This funding level will then be applied to the transferring liabilities to calculate the academy's initial asset share, capped at a maximum of 100%. The council's estimated funding level will be based on market conditions on the day before conversion.

For new academies joining a MAT, assets calculated using the approach outlined in the previous paragraph will be transferred from the ceding council to the MAT.

#### Asset tracking

The Fund's policy is to pool assets (and liabilities) of all academies within a MAT. Once an academy joins a MAT, the individual asset share of that academy is merged into the MAT. All funding risks within the MAT pool are shared with other academies within the MAT pool. However, where possible, the liability share for each academy within the fund will still be tracked individually.

#### Contribution rate

New academy contribution rates are based on the current funding strategy (set out in section 2 of the FSS) and the transferring membership.

The default approach is that the MAT is treated as a 'full funding risks' pool meaning that all academies within the MAT pay the same contribution rate to the fund and all membership experience is shared across the MAT (i.e. full cross-subsidy exists).

If an academy is joining an existing MAT (within the fund), the transferring academy will pay the certified contribution rate of the MAT it is joining. At the discretion of the fund, a new contribution may be calculated by the fund actuary to allow for impact of the transferring academy joining the MAT.

If the new academy is not part of a MAT, or if the MAT does not already participate in the Worcestershire Pension Fund, the new academy contribution rate will be determined based on the current funding strategy (set out in section 2 of the FSS) and the transferring membership.

### 3.2 Academy transfers

#### Academy leaves a MAT and joins another MAT

If an academy leaves one MAT and joins another, the transfer terms will depend on whether the individual academy's underlying liability position has been tracked:

- **If tracked** - all active, deferred and pensioner members transfer to the new MAT. The individual asset share of that academy (determined based on the value of the transferring liabilities and the funding level

of the MAT pool) will be transferred to the new MAT, noting that this may be more (or less) than 100% of the transferring liabilities.

- **If the underlying liability position for transferring academy has not been tracked** - all active members (only) will transfer from the existing MAT to the new MAT. The value of transferring assets will be determined based on the estimated funding level of the MAT's (from which the academy(ies) is transferring) active members, having first allocated the MAT's assets to fully fund their deferred and pensioner members. This funding level will then be applied to the transferring liabilities to calculate the transferring asset value, capped at a maximum of 100%. The MAT's estimated funding level will be based on market conditions on the day before conversion.

The academy will pay the new MAT pool rate.

### **Merging of MATs**

If two MATs merge during the period between formal valuations, all assets and liabilities will be combined to form a new MAT pool.

The new merged MAT will pay the higher of the two certified individual MAT rates until the rates are reassessed at the next formal valuation (NB where one or both MATs are paying a monetary secondary contribution rate these will be converted to a % of pay for the purposes of determining the new merged contribution rate).

Alternatively, as set out in the fund's contribution review policy and per Regulation 64 A (1)(b) (iii) the MAT may request that a contribution review is carried out. The MAT would be liable for the costs of this review.

### **Standalone Academy joins a MAT**

If an existing standalone academy joins a MAT, all active deferred and pensioner liabilities, along with the full asset share for the existing standalone academy, will transfer to the MAT.

The academy will pay the existing MAT pool rate.

### **3.3 Cessations of academies and multi-academy trusts**

A cessation event will occur if a current academy or MAT ceases to exist as an entity or an employer in the fund.

The cessation treatment will depend on the circumstances:

- In the event of a MAT closure (or the closure of a standalone academy), where individual academies may be subsequently transferred to another MAT (or several MATs), a formal cessation valuation would be carried out. Assets transferred to any new MAT(s) would be set based on the value of the transferring active liabilities, but these may be adjusted to ensure that the legacy MAT deferred, and pensioner liabilities are fully funded on the low-risk cessation basis.
- If an academy or MAT merges with another academy or MAT within the fund, all assets and liabilities from each of the merging entities will be combined and will become the responsibility of the new merged entity. A formal cessation valuation would then be carried out in respect of the former entities (on the basis of their being nil assets and liabilities remaining).

If a single academy operating within a MAT ceases to exist, the legacy assets and liabilities of the academy will remain the responsibility of the MAT. This is not a cessation event (as defined in Regulation 64 of the LGPS Regulations), and a cessation valuation will not be required.

In all other circumstances, and following payment of any cessation debt, section 7 of the FSS would apply.

### **3.4 Academy consolidations**

If an academy or MAT is seeking to merge with another MAT outside of the fund they would need to seek approval from the secretary of state to consolidate their liabilities (and assets) into one LGPS fund.

The fund will provide the necessary administrative assistance to academies seeking to consolidate into another LGPS fund, however the academy (or MAT) will be fully liable for all actuarial, professional and administrative costs.

Following the transfer of an academy or a MAT from another LGPS Fund, the Fund will assess if a revision to the contribution rate is required to allow for impact of the academy transfer.

### 3.5 Outsourcing

An academy (or MAT) may outsource or transfer a part of its services and workforce via an admission agreement to another organisation (usually a contractor). The contractor becomes a new participating fund employer for the duration of the contract and transferring employees remain eligible for LGPS membership.

The contractor will pay towards the LGPS benefits accrued by the transferring members for the duration of the contract, but ultimately the obligation to pay for these benefits will remain with the academy (or MAT) during and after the contract period.

It is critical for any academy (or MAT) considering any outsourcing to contact the fund initially to fully understand the administrative and funding implications.

It is the fund's preference for the contractor to participate under a pass-through basis of admission, where the contribution rate is set equal to the Primary Rate paid by the letting academy (or MAT). The fund's policy on pass-through is included within the fund's admissions policy.

In some cases, it is necessary to seek approval from Department for Education before completing an outsourcing (including seeking confirmation that the guarantee provided to academies will remain in place for the transferring members).

### 3.6 Accounting

Academies (or MATs) may choose to prepare combined FRS102 disclosures (e.g. for all academies within a MAT). Any pooling arrangements for accounting purposes may be independent of the funding arrangements (e.g. academies may be pooled for contribution or funding risks but prepare individual disclosures, or vice versa).

## 4 Related Policies

The fund's approach to admitting new academies into the fund is set out in the Funding Strategy Statement, specifically "Section 5 – What happens when an employer joins the fund?"

- Contribution review policy
- Cessation policy

# Appendix G – Policy on admissions

Effective date of policy	1 April 2026
Date approved	
Next review	1 April 2029

## 1 Introduction

The purpose of this policy is to set out the administering authority's default approach to admitting new employers into the fund.

While it is possible for a prospective new employer to request alternatives, any deviation from the stated default position would have to ensure no risk to other scheme employers and will be at the discretion of the Fund to agree to.

### 1.1 Aims and objectives

The administering authority's aims and objectives related to this policy are as follows:

- Set out how the fund ensures that only appropriate bodies are admitted to the Fund and that the financial risk to the fund and to other employers in the fund is identified, minimised, and managed accordingly.
- Set out the Fund's default position in relation to the admission of new employers.
- In respect of the admission of new contractors, to set out the calculation of contribution rates and how risks are shared under the pass-through arrangement.
- To outline the process for admitting new employers into the fund.

### 1.2 Background

It is essential for the administering authority to establish its fundamental approach to the risks involved in the admission of new employers to the fund.

The regulatory framework relating to the different types of employer that may join the fund is set out in the next section.

### 1.3 Guidance and regulatory framework

The [Local Government Pension Scheme Regulations 2013](#) (as amended) set out the various types of employer that can participate in the fund and the different requirements that apply to each. These can be summarised as:

- **Scheduled Bodies** listed in Part 1 to Schedule 2 – the councils, further education colleges, academies, police and fire services. These bodies must provide access to the LGPS to their employees (assuming they are not eligible to be members of other pension schemes)
- **Designating employers** listed in Part 2 to Schedule 2 – have the right to decide who of their employees are eligible to join the scheme. Includes town and parish councils, as well as entities connected to bodies in Part 1 above. If a relevant designation is made the Administering Authority cannot refuse entry into the scheme in respect of that employer.

- **Admission bodies listed in part 3 to schedule 2** – who can apply to participate in the scheme. Admission bodies can encompass a variety of different types of employer. These are –
  - a body which provides a public service in the United Kingdom which operates otherwise than for the purposes of gain and has sufficient links with a Scheme employer for the body and the Scheme employer to be regarded as having a community of interest (whether because the operations of the body are dependent on the operations of the Scheme employer or otherwise);
  - a body, to the funds of which a Scheme employer contributes;
  - a body representative of any Scheme employers, or local authorities or officers of local authorities;
- a body that is providing or will provide a service or assets in connection with the exercise of a function of a Scheme employer as a result of—
- the transfer of the service or assets by means of a contract or other arrangement (i.e. outsourcing),
  - a direction made under section 15 of the Local Government Act 1999,
  - directions made under section 497A of the Education Act 1996;
- a body which provides a public service in the United Kingdom and is approved in writing by the Secretary of State for the purpose of admission to the Scheme.

When an administering authority is considering permitting a body to become an admission body, the LGPS Regulations include some discretions relating to the creation and management of admission agreements. These discretions are considered within this policy. The discretionary areas are:

- Part 3 of Schedule 2 (para 1) – Whether or not to proceed with admission agreements
- Part 3 of Schedule 2 (para 9(d)) – Whether to terminate the admission agreement
- Regulation 54(1) – If the Fund will set up separate pension funds in respect of admission agreements

Further, the regulations contain requirements around the determination of employer contributions, and the relevant provisions regarding the payment of these, specifically:

- Regulation 67 – which sets out the requirement for employers to pay contributions in line with the Rates and Adjustments (R&A) certificate.
- Regulation 64 - covers the requirements for a cessation valuation following the exit of a participating employer from the fund.

Employees outsourced from local authorities, police and fire authorities or from independent schools (generally academies, regulated by the Department for Education) must be offered pension benefits that are the same, better than, or count as being broadly comparable to, the Local Government Pension Scheme (as per the Best Value Authorities Staff Transfer (Pensions) Direction 2007). This is typically achieved by employees remaining in the LGPS and the new employer becoming an admitted body to the Fund and making the requisite employer contributions.

## 2 Statement of principles

### 2.1 General

The administering authority's policy is drafted on the basis of the following key principles:

- to ensure the long-term solvency of the fund as a whole and the solvency of each of the notional sub-funds allocated to the individual employers;
- to ensure that sufficient funds are available to meet all benefits as they fall due for payment;
- not to restrain unnecessarily the investment strategy of the fund so that the administering authority can seek to maximise investment returns (and hence minimise the cost of the benefits) for an appropriate level of risk;
- to set clear principles and ensure there is a consistency of requirement for employers in respect of all admissions and cessations to and from the fund.
- to ensure employers recognise the impact of their participation in the LGPS, helping them manage their pension liabilities as they accrue and understanding the effect of those liabilities on the ongoing operation of their business;
- to minimise the degree of short-term change in the level of each employer's contributions where the administering authority considers it reasonable to do so;
- to use reasonable measures to reduce the risk to other employers and ultimately to the council taxpayer from an employer ceasing participation or defaulting on its pension obligations;
- to address the different characteristics of the disparate employers or groups of employers to the extent that this is practical and cost-effective; and
- to maintain the affordability of the Fund to employers as far as is reasonable over the longer term.

There is also an overriding objective to ensure that the LGPS Regulations and any supplementary guidance (in particular the Best Value Authorities Staff Transfer (Pensions) Direction 2007 and Fair Deal guidance) as they pertain to admission agreements are adhered to.

### 2.2 New contractors

This statement of principles covers the **admission of new contractors** to the fund. Each case will be treated on its own merits, but in general:

- In the absence of a preferred approach from the letting authority, pass-through is the default approach for the admission of all new contractors to the fund from the effective date of this policy. For the avoidance of doubt, this would apply to contracts established by councils, police & fire authorities, and academy trusts ("the letting authority").
- Pass-through is an arrangement whereby the letting authority (the local authority or the independent school) retains the main risks of fluctuations in the employer contribution rate during the life of the contract, and the risk that the employer's assets may be insufficient to meet the employees' pension benefits at the end of the contract.
- The contractor's pension contribution rate is set equal to the primary contribution rate payable by the letting authority. This will change from time to time in line with changes to the letting authority's primary contribution rate (i.e. following future actuarial valuations).

- The letting authority retains responsibility for variations in funding level, for instance due to investment performance, changes in market conditions, longevity, and salary experience under its pass-through arrangement, irrespective of the size of the outsourcing.
- The contractor will meet the cost of additional liabilities arising from (non-ill health) early retirements and augmentations.
- Ill health experience will be pooled with the letting authority and no additional strain payments will be levied on the contractor in respect of ill health retirements.
- The contractor will not be required to obtain an indemnity bond.
- There will be no notional transfer of assets to the contractor within the Fund. This means that all assets and liabilities relating to the contractor's staff will remain the responsibility of the letting authority during the period of participation.
- At the end of the contract (or when there are no longer any active members participating in the fund, for whatever reason), the admission agreement will cease and no further payment will be required from the contractor (or the letting authority) to the fund, save for any outstanding regular contributions and/or invoices relating to the cost of early retirement strains and/or augmentations. Likewise, no "exit credit" payment will be required from the Fund to the contractor (or letting authority).
- The terms of the pass-through agreement will be documented by way of the admission agreement between the administering authority, the letting authority, and the contractor.
- All existing admission agreements are unaffected by this policy.

The principles outlined above are the default principles which will apply for the admission of new contractors, however, the letting authority may request the specific details of a particular agreement to differ from the principles outlined above.

The administering authority is not obliged to agree to a departure from the principles set out in this policy but will consider such requests and engage with the letting authority to reach agreement.

## 3 Policy and process – all employers

### 3.1 Entry conditions

The following entry conditions apply:

- **Scheduled bodies** must ensure that the fund is aware of their creation.
- **Designating employers** must ensure that the fund is aware of their creation and provide the fund with a copy of its resolution, confirming who is eligible for membership of the fund.
- **Admission bodies.** The fund will consider applications from bodies;
  - with links to a scheme employer, or
  - that provides services or assets on behalf of a scheme employer

Agreements can be open or closed so long as necessary protections are in place.

### 3.2 Security

The security requirements (i.e. via a bond, indemnity and/or guarantor) are as follows:

- There are no security requirements for **scheduled bodies** and **designating employers**.

- **Admission bodies.** Where contractors are being admitted to the fund under a pass-through arrangement, the requirement set out in Section 4 will apply. For all other admission bodies:
  - the admission body is required to undertake risk assessment to the satisfaction of the administering authority (and scheme employer where seeking admission as a body under Part 1(d) to Part 3 of Schedule 2).
  - the admission body is required to put in place a secure and financially durable bond to the satisfaction of the administering authority or agree an alternative guarantor (generally with a scheme employer and/or government department).
  - Documentary evidence of the bond or guarantee must be provided to the administering authority by the admission body.
  - The level of risk must be reviewed and any associated security renewed on an annual basis

### 3.3 Approval

The process for approving the participation of a new employer in the fund is as follows;

- **Scheduled bodies.** The Fund has no power to refuse participation of any new employer set up under Part 1 of schedule 2 and where the Fund is designated as the appropriate Fund for that employer.
- **Designating employers** The Fund has no power to refuse participation of an employer under Part 2 of schedule 2, although it will require sight of a signed copy of the relevant resolution to confirm the employees eligible for participation in the scheme.
- **Admission bodies.** Fund officers to be responsible for ensuring prospective admission bodies meet the necessary criteria. Admission agreement template will generally be standard and non-negotiable

All new employers will be reported to the Pensions Committee and Pension Board for information only.

### 3.4 Asset allocation

The starting asset allocation for new employers will be determined in the following way;

- **Scheduled bodies and designating employers.** Assets for any new employer will be calculated using the Fund's ongoing funding basis, as set out in the Funding Strategy Statement (FSS).
 

Academies may be pooled with other academies as part of a Multi Academy Trust (MAT).

Where a new employer is created from an existing scheme employer, the initial asset allocation will be based on a share of the ceding employer's assets, with consideration taken of the ceding employer's estimated deficit as at the date of transfer.
- **Admission bodies.** The asset allocation will be agreed on a case by case basis. For new contractors participating in the fund under a pass-through arrangement, the fund assets (and liabilities) associated with outsourced employees are retained by the letting authority.

### 3.5 Contributions

Contribution rates will be set in accordance with the FSS.

### 3.6 Costs

Employer being admitted to the fund will be required to meet the cost of this, which includes (but is not limited to) the actuarial fees incurred by the administering authority.

### 3.7 Employer specific policy

#### Second generation outsourcings

A 2nd generation outsourcing is one where a service is being outsourced for the second time, usually after the previous contract has come to an end. For Best Value Authorities, principally the unitary authorities, they are bound by The Best Value Authorities Staff Transfers (Pensions) Direction 2007 so far as 2nd generation outsourcings are concerned. In the case of most other employing bodies, they should have regard to Fair Deal Guidance issued by the Government.

It is usually the case that where services have previously been outsourced, the transferees are employees of the contractor as opposed to the original scheme employer and as such will transfer from one contractor to another without being re-employed by the original scheme employer. There are even instances where staff can be transferred from one contractor to another without ever being employed by the outsourcing scheme employer that is party to the Admission Agreement. This can occur when one employing body takes over the responsibilities of another, such as a maintained school (run by the local education authority) becoming an academy.

In this instance the contracting body is termed a 'Related Employer' for the purposes of the Local Government Pension Scheme Regulations and is obliged to guarantee the pension liabilities incurred by the contractor. "Related Employer" is defined as "any Scheme employer or other such contracting body which is a party to the admission agreement (other than an administering authority in its role as an administering authority)"

## 4 Policy and process – new contractors

### 4.1 Compliance

Adherence to this policy is the responsibility of the relevant responsible service manager for any given outsourcing.

The administering authority and the fund actuary must always be notified that an outsourcing has taken place, regardless of the number of members involved.

### 4.2 Contribution rates

The contribution rate payable by the contractor over the period of participation will be set equal to the primary rate payable by the letting authority from time to time. This means that the contractor's contribution rate will change once every three years, following the triennial actuarial valuation, but not between those times. Even then, this would always be in line with changes in the letting authority future service primary rate, and not affected by the (generally more volatile) changes in past service funding level.

### 4.3 Risk sharing and cessation valuation

The letting authority will retain the risk of the contractor becoming insolvent during the period of admission and so no indemnity bond will be required from contractors participating in the Fund on a pass-through basis. The letting authority is effectively guaranteeing the contractor's participation in the fund.

A cessation valuation is required when a contractor no longer has any active members in the fund. This could be due to a contract coming to its natural end, insolvency of a contractor or the last active member leaving employment or opting out of the LGPS.

Where a pass-through arrangement is in place, the fund assets and liabilities associated with outsourced employees are retained by the letting authority. At the end of the admission, the cessation valuation will therefore record nil assets and liabilities for the ceasing employer and therefore that no cessation debt or exit credit is payable to or from the Fund.

The contractor will be required to pay any outstanding regular contributions and/or unpaid invoices relating to the cost of (non-ill health) early retirement strains and/or augmentations at the end of the contract.

However, in some circumstances, the winning bidder will be liable for additional pension costs that arise due to items over which it exerts control. The risk allocation is as follows:

Risks	Letting authority	Contractor/ Admitted body
Surplus/deficit prior to the transfer date	✓	
Interest on surplus/deficit	✓	
Investment performance of assets held by the Fund	✓	
Changes to the discount rate that affect past service liabilities	✓	
Changes to the discount rate that affect future service accrual *		✓
Change in longevity assumptions that affect past service liabilities	✓	
Changes to longevity that affect future accrual *		✓
Price inflation affects past service liabilities	✓	
Price inflation / pension increases that affect future accrual *		✓
Exchange of pension for tax free cash	✓	
Ill health retirement experience	✓	

Strain costs attributable to granting early retirements (not due to ill health (e.g. redundancy, efficiency, waiving actuarial reductions on voluntary early retirements)		✓
Greater/lesser level of withdrawals	✓	
Rise in average age of contractor's employee membership	✓	
Changes to LGPS benefit package *		✓
Excess liabilities attributable to the contractor granting pay rises that exceed those assumed in the last formal actuarial valuation of the Fund	✓	
Award of additional pension or augmentation		✓

\* *These elements would be picked up at the next triennial valuation, if the contractor is still active in the Fund at that time, and would feed through into the letting authority's primary contribution rate and hence the contractor's contribution rate.*

#### 4.4 Accounting valuations

Accounting for pensions costs is a responsibility for individual employers.

It is the administering authority's understanding that contractors may be able to account for such pass-through admissions on a defined contribution basis and therefore no formal FRS102 / IAS19 report may be required (contractors are effectively paying a fixed rate and are largely indemnified from the risks inherent in providing defined benefit pensions).

As the letting authority retains most of the pension fund risk relating to contractors, it is the administering authority's understanding that these liabilities (and assets) should be included in the letting authority's FRS102 / IAS19 disclosures.

The administering authority expect employers to seek approval to the treatment of pension costs from their auditor.

#### 4.5 Application

Letting authorities may request terms which differ from those set out in this policy and any such request will be considered by the Administering authority.

All existing admission agreements (i.e. which commenced prior to the effective date of this policy) are unaffected by this policy.

#### 4.6 Process

The procurement department at each letting authority that has responsibility for staff/service outsourcing must be advised of this policy. The process detailed below must be adhered to by the letting authority and (where applicable) the winning bidder.

- **Tender Notification** - The letting authority must publicise this pass-through policy as part of its tender process to bidders. This should confirm that the winning bidder will not be responsible for ensuring that the liabilities of outsourced employees are fully funded at the end of the contract, and that the winning bidder will only be responsible for paying contributions to the fund during the period of participation and meeting the cost of (non-ill health) early retirement strains and the cost of benefit augmentations (assuming the terms of this policy are adhered to). It should also advise the employer contribution rate as detailed in paragraph 4.2.
- **Initial notification to Pension Team** – The letting authority must contact the administering authority when a tender (or re-tender) of an outsourcing contract is taking place and staff (or former staff) are

impacted. The administering authority must be advised prior to the start of the tender and the letting authority must also confirm that the terms of this policy have been adhered to.

- **Confirmation of winning bidder** – The letting authority must immediately advise the administering authority of the winning bidder.
- **Request for winning bidder to become an admitted body** – The winning bidder (in combination with the letting authority), should request to the administering authority that it wishes to become an admitted body within the Fund.
- **Template admission agreement** – a template pass-through admission agreement will be used for admissions under this policy. It will set out all agreed points relating to employer contribution rate, employer funding responsibilities, and exit conditions. Only in exceptional circumstances, and only with the prior agreement of the Administering authority, will the wording within the template agreement be changed. All admission agreements must be reviewed (including any changes) by the administering authority and possibly its legal advisors.
- **Signed admission agreement** - Signing of the admission agreement can then take place between an appropriate representative of the winning bidder, the lead finance officer of the letting authority, and the administering authority. It is at this point the fund can start to receive contributions from the contractor and its employee members (backdated if necessary).
- **Admitted body status** – The letting authority will advise the contractor of its requirements and responsibilities within the Fund.

## 5 Related Policies

The information contained with the FSS applies equally to admission bodies as to other participating employers within the Fund. This admissions policy, therefore, supplements the general policy of the Fund as set out in the FSS and should be read in conjunction with that document, together with its associated funding policies.

# Appendix H – Policy on cessations

Effective date of policy	1 <sup>st</sup> April 2026
Date approved	
Next review	1 <sup>st</sup> April 2026

## 1 Introduction

The purpose of this policy is to set out the administering authority's approach to dealing with circumstances where a scheme employer leaves the fund and becomes an exiting employer (a cessation event).

It should be noted that this policy is not exhaustive. Each cessation will be treated on a case-by-case basis, however certain principles will apply as governed by the regulatory framework (see below) and the fund's discretionary policies (as described in Section 3 - Policies).

### 1.1 Aims and Objectives

The administering authority's aims and objectives related to this policy are as follows:

- To confirm the approach for the treatment and valuation of liabilities for employers leaving the fund.
- To provide information about how the fund may apply its discretionary powers when managing employer cessations.
- To outline the responsibilities of (and flexibilities for) exiting employers, the administering authority, the actuary and, where relevant, the original ceding scheme employer (usually a letting authority).

### 1.2 Background

As described in Section 7 of the Funding Strategy Statement (FSS), a scheme employer may become an exiting employer when a cessation event is triggered e.g. when the last active member stops participating in the fund. On cessation from the fund, the administering authority will instruct the fund actuary to carry out a valuation of assets and liabilities for the exiting employer to determine whether a deficit or surplus exists. The fund has full discretion over the repayment terms of any deficit, and the extent to which any surplus results in the payment of an exit credit.

### 1.3 Guidance and regulatory framework

The Local Government Pension Scheme Regulations 2013 (as amended) contain relevant provisions regarding employers leaving the fund ([Regulation 64](#)) and include the following:

- Regulation 64 (1) – this regulation states that, where an employing authority ceases to be a scheme employer, the administering authority is required to obtain an actuarial valuation of the liabilities of current and former employees as at the termination date. Further, it requires the Rates & Adjustments Certificate to be amended to show the revised contributions due from the exiting employer
- Regulation 64 (2) – where an employing authority ceases to be a scheme employer, the administering authority is required to obtain an actuarial valuation of the liabilities of current and former employees as at the exit date. Further, it requires the Rates & Adjustments Certificate to be amended to show the exit payment due from the exiting employer or the excess of assets over the liabilities in the fund.

- Regulation 64 (2ZAB) – the administering authority must determine the amount of an exit credit, which may be zero, taking into account the factors specified in paragraph (2ZC) and must:
  - a) Notify its intention to make a determination to-
    - (i) The exiting employer and any other body that has provided a guarantee to the Exiting Employer
    - (ii) The scheme employer, where the exiting employer is a body that participated in the Scheme as a result of an admission agreement
  - b) Pay the amount determined to that exiting employer within six months of the exit date, or such longer time as the administering authority and the exiting employer agree.
- Regulation (2ZC) – In exercising its discretion to determine the amount of any exit credit, the administering authority must have regard to the following factors-
  - a) The extent to which there is an excess of assets in the fund relating to that employer in paragraph (2)(a)
  - b) The proportion of this excess of assets which has arisen because of the value of the employer's contributions
  - c) Any representations to the administering authority made by the exiting employer and, where that employer participates in the scheme by virtue of an admission agreement, any body listed in paragraphs (8)(a) to (d)(iii) of Part 3 to Schedule 2 of the Regulations: and
  - d) Any other relevant factors
- Regulation 64 (2A) & (2B) – the administering authority, at its discretion, may issue a suspension notice to suspend payment of an exit amount for up to three years, where it reasonably believes the exiting employer is to have one or more active members contributing to the fund within the period specified in the suspension notice.
- Regulation 64 (3) – in instances where it is not possible to obtain additional contributions from the employer leaving the Fund or from the bond/indemnity or guarantor, the contribution rate(s) for the appropriate scheme employer or remaining fund employers may be amended.
- Regulation 64 (4) – where it is believed a scheme employer may cease at some point in the future, the administering authority may obtain a certificate from the fund actuary revising the contributions for that employer, with a view to ensuring that the assets are expected to be broadly equivalent to the exit payment that will be due.
- Regulation 64 (5) – following the payment of an exit payment to the Fund, no further payments are due to the fund from the exiting employer.
- Regulation 64 (7A-7G) – the administering authority may enter into a written deferred debt agreement, allowing the employer to have deferred employer status and to delay crystallisation of debt despite having no active members.
- Regulation 64B (1) – the administering authority may set out a policy on spreading exit payments.

In addition to the 2013 Regulations summarised above, [Regulation 25A](#) of the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 ("the Transitional Regulations") give the fund the ability to levy a cessation debt on employers who have ceased participation in the fund (under the previous regulations) but for whom a cessation valuation was not carried out at the time. This policy document describes how the fund expects to deal with any such cases.

This policy also reflects [statutory guidance](#) from the Ministry of Housing, Communities and Local Government on preparing and maintaining policies relating to employer exits. Interested parties may want to refer to an accompanying [guide](#) that has been produced by the Scheme Advisory Board.

These regulations relate to all employers in the fund.

## 2 Statement of Principles

This Statement of Principles covers the fund's approach to exiting employers. Each case will be treated on its own merits but in general:

- it is the fund's policy that the determination of any surplus or deficit on exit should aim to minimise, as far as is practicable, the risk that the remaining, unconnected employers in the Fund have to make contributions in future towards meeting the past service liabilities of current and former employees of employers leaving the fund.
- the fund's preferred approach is to request the full payment of any exit debt (an exit payment), which is calculated by the actuary on the appropriate basis (as per Section 7 of the FSS and Section 3.1 below). This would extinguish any liability to the fund by the exiting employer.
- the fund's key objective is to protect the interests of the fund, which is aligned to protecting the interests of the remaining employers. A secondary objective is to consider the circumstances of the exiting employer in determining arrangements for the recovery of the exit debt.
- The fund may review contribution rates payable by employers who anticipate leaving the fund in the short term, with a view to meeting the potential liabilities at the point of exit. The fund's policy on contribution reviews refers.

## 3 Policies

On cessation, the administering authority will instruct the fund actuary to carry out a cessation valuation to determine whether there is any deficit or surplus as defined in Section 4.3 of the FSS.

Where there is a deficit, payment of this amount in full would normally be sought from the exiting employer. The fund's normal policy is that this cessation debt is paid in full in a single lump sum within 28 days of the employer being notified.

However, the fund will consider written requests from employers to spread the payment over an agreed period, in the exceptional circumstance where payment of the debt in a single immediate lump sum could be shown by the employer to be materially detrimental to the employer's financial situation (see section 3.2 – Repayment flexibility on exit payments, below).

In circumstances where there is a surplus, the administering authority will determine, at its sole discretion, the amount of exit credit (if any) to be paid to the exiting employer (see section 3.3 – Exit credits, below).

### 3.1 Approach to cessation calculations

Cessation valuations are carried out on a case-by-case basis at the sole discretion of the fund depending on the exiting employer's circumstances. However, in general the following broad principles and assumptions may apply, as described in Section 7.2 of the FSS and summarised below:

Type of employer	Cessation exit basis	Responsible parties for unpaid or future deficit emerging
Local Authorities, Police, Fire	Low risk basis <sup>1</sup>	Shared between other fund employers
Colleges	Low risk basis	DfE guarantee applies
Universities	Low risk basis	Shared between other fund employers
Academies	Low risk basis	DfE guarantee may apply, otherwise see below
Admission bodies (TABs)	Ongoing basis <sup>2</sup>	Letting authority (where applicable), otherwise shared between other fund employers
Admission bodies (CABs)	Low risk basis	Shared between other fund employers (if no guarantor exists)
Designating employers	Low risk basis	Shared between other fund employers (if no guarantor exists)

<sup>1</sup>Cessation is assumed not to be generally possible, as Scheduled Bodies are legally obliged to participate in the LGPS. In the rare event of cessation occurring (e.g. machinery of Government changes), these cessation principles would apply.

<sup>2</sup>Where a TAB has taken, in the view of the administering authority, action that has been deliberately designed to bring about a cessation event (e.g. stopping future accrual of LGPS benefits), then the cessation valuation will be carried out on a low-risk basis.

## **Cessation of academies and multi-academy trusts (MATs)**

A cessation event will occur if a current academy or MAT ceases to exist as an entity or an employer in the fund.

The cessation treatment will depend on the circumstances:

- If the cessation event occurs due to an academy or MAT merging with another academy or MAT within the fund, all assets and liabilities from each of the merging entities will be combined and will become the responsibility of the new merged entity.
- If the MAT is split into more than one new or existing employers within the fund, the actuary will calculate a split of the assets and liabilities to be transferred from the exiting employer to the new employers. The actuary will use their professional judgement to determine an appropriate and fair methodology for this calculation in consultation with the administering authority.
- In all other circumstances, and following payment of any cessation debt, section 7.5 of the FSS would apply.

### **3.2 Repayment flexibility on exit payments**

#### **Deferred spreading arrangement (DSA)**

The fund will consider written requests from exiting employers to spread an exit payment over an agreed period, in the exceptional circumstance where payment of the debt in a single immediate lump sum could be shown by the employer to be materially detrimental to the employer's financial situation.

In this exceptional case, the fund's policy is:

- The agreed spread period is no more than five years, but the fund could use its discretion to extend this period in extreme circumstances.
- The fund may consider factors such as the size of the exit payment and the financial covenant of the exiting employer in determining an appropriate spreading period.
- The exiting employer may be asked to provide the administering authority with relevant financial information such as a copy of its latest accounts, sources of funding, budget forecasts, credit rating (if any) etc. to help in this determination.
- Payments due under the DSA may be subject to an interest charge.
- The fund will only consider written requests within six months of the employer exiting the fund. The exiting employer would be required to provide the fund with detailed financial information to support its request.
- The fund would consider the amount of any security offered and seek actuarial, covenant and legal advice in all cases. Suitable security will include, but is not restricted to, first charge on an unencumbered asset, an agreed sum held in an escrow account or a bond.
- The fund proposes a legal document, setting out the terms of the exit payment agreement, would be prepared by the fund and signed by all relevant parties prior to the payment agreement commencing.
- The terms of the legal document should include reference to the spreading period, the annual payments due, interest rates applicable, other costs payable and the responsibilities of the exiting employer during the exit spreading period.

- Any breach of the agreed payment plan would require payment of the outstanding cessation amount immediately.
- Regular monitoring of the security requirements. This will usually be performed (at least) annually.
- Where appropriate, cases may be referred to the Pensions Committee for consideration and considered on its individual merit. Decisions may be made by the Chair in consultation with officers if an urgent decision is required between Committee meetings.
- A scheme employer asking to spread an exit payment must agree to pay any professional costs incurred by the administering authority in connection with the request.

Without exception, the Fund will discuss any application for a spreading arrangement with the exiting employer and any other scheme employers who have provided guarantees.

The spreading arrangement must be scrupulously adhered to and if any payment or request for information is delayed by more than 30 days, the outstanding balance may fall due immediately.

If the Fund believes that the exiting employer's covenant is likely to weaken materially it may approach the employer to vary the quantum or duration of the payments due under the agreement. If it is reasonably satisfied that the employer's ability to meet the contributions has, or is likely, to materially weaken in the next twelve months it may serve a notice to recover any outstanding liabilities.

#### **Deferred debt agreement (DDA)**

The fund's preferred policy is for the spreading of payments, as detailed above, to be followed in the exceptional circumstances where an exiting employer is unable to pay the required cessation payment as a lump sum in full. However, in the event that spreading of payments will create a high risk of bankruptcy for the exiting employer, the fund may exercise its discretion to set up a deferred debt agreement as described in [Regulation 64 \(7A\)](#).

The employer must meet all requirements on Scheme employers and pay the secondary rate of contributions as determined by the Fund actuary until the termination of the DDA.

The Administering Authority may consider a DDA in the following circumstances:

- The employer requests the Fund consider a DDA.
- The employer is expected to have a deficit if a cessation valuation was carried out.
- The employer is expected to be a going concern.
- The covenant of the employer is considered sufficient by the administering authority.

The Administering Authority will normally require:

- A legal document to be prepared, setting out the terms of the DDA and signed by all relevant parties prior to the arrangement commencing.(including details of the time period of the DDA, the annual payments due, the frequency of review and the responsibilities of the employer during the period).
- Relevant financial information for the employer such as a copy of its latest accounts, sources of funding, budget forecasts, credit rating (if any) to support its covenant assessment.
- Security be put in place covering the employer's deficit on their cessation basis and the Fund will seek actuarial, covenant and legal advice in all cases. Suitable security will include, but is not restricted to, first charge on an unencumbered asset, an agreed sum held in an escrow account or a bond.

- Regular monitoring of the contribution requirements and security requirements. This will usually be performed (at least) annually.
- All costs of the arrangement are met by the employer, such as the cost of advice to the fund, ongoing monitoring or the arrangement and correspondence on any ongoing contribution and security requirements.

Without exception, the Fund will discuss any application for a DDA with the exiting employer and any other scheme employers who have provided guarantees.

The DDA must be scrupulously adhered to and if any payment or request for information is delayed by more than 30 days, the outstanding balance may fall due immediately.

If the Fund believes that the exiting employer's covenant is likely to weaken materially it may approach the employer to vary the quantum or duration of the payments due under the agreement. If it is reasonably satisfied that the employer's ability to meet the contributions has, or is likely, to materially weaken in the next twelve months it may serve a notice to recover any outstanding liabilities.

A DDA will normally terminate on the first date on which one of the following events occurs:

- The employer enrolls new active fund members.
- The period specified, or as varied, under the DDA elapses.
- The take-over, amalgamation, insolvency, winding up or liquidation of the employer.
- The administering authority serves a notice on the employer that the Administering Authority is reasonably satisfied that the employer's ability to meet the contributions payable under the DDA has weakened materially or is likely to weaken materially in the next 12 months.
- The Fund actuary assesses that the employer has paid sufficient secondary contributions to cover all (or almost all) of the exit payment due if the employer becomes an exiting employer on the calculation date (i.e. employer is now largely fully funded on their low risk basis).
- The Fund actuary assesses that the employer's value of liabilities has fallen below an agreed *de minimis* level and the employer becomes an exiting employer on the calculation date.
- The employer requests early termination of the agreement and settles the exit payment in full as calculated by the fund actuary on the calculation date (i.e. the employer pays their outstanding cessation debt on their cessation basis).

On the termination of a DDA, the employer will become an exiting employer and a cessation valuation will be completed in line with this policy.

### 3.3 Exit credits

The administering authority's entitlement to determine whether exit credits are payable in accordance with these provisions shall apply to all employers ceasing their participation in the fund after 14 May 2018. This provision therefore is retrospectively effective to the same extent as provisions of the [Local Government Pension Scheme \(Amendment\) Regulations 2020](#).

The administering authority may determine the amount of exit credit payable to be zero, however, in making a determination, the Administering Authority will take into account the following factors.

- a) the extent to which there is an excess of assets in the fund relating to the employer over and above the liabilities specified.

- b) the proportion of the excess of assets which has arisen because of the value of the employer's contributions.
- c) any representations to the Administering Authority made by the exiting employer, guarantor, ceding Scheme Employer (usually the Letting Authority) or by a body which owns, funds or controls the exiting employer; or in some cases, the Secretary of State.
- d) any other relevant factors

#### **Admitted bodies**

- i. For the purpose of determining exit credits payable following the cessation of an admission body who has participated in the fund as a result of having provided outsourced services, the exit credit payable will be calculated to reflect the proportion of the level of contributions paid by the contractor to the value of assets at the cessation date. This proportion will then be applied to the cessation surplus to determine the exit credit payable, prior to the further consideration being made by the Administering Authority in respect of other relevant factors.
- ii. No exit credit will be payable to any admission body who participates in the fund via the mandated pass through approach. For the avoidance of doubt, whether an exit credit is payable to any admission body who participates in the fund via the "Letting employer retains pre-contract risks" route is subject to its risk sharing arrangement, as per paragraph iii) below.
- iii. The fund will make an exit credit payment in line with any contractual or risk sharing agreements which specifically covers the ownership of exit credits/cessation surpluses or if the admission body and letting authority have agreed any alternative approach (which is consistent with the Regulations and any other legal obligations). This information, which will include which party is responsible for which funding risk, must be presented to the fund in a clear and unambiguous document with the agreement of both the admission body and the letting authority/awarding authority/ceding employer and within one month (or such longer time as may be agreed with the administering authority) of the admission body ceasing participation in the Fund.
- iv. In the absence of this information or if there is any dispute from either party with regards interpretation of contractual or risk sharing agreements as outlined in c), the fund will withhold payment of the exit credit until such disputes are resolved and the information is provided to the administering authority.
- v. Where a guarantor arrangement is in place, but no formal risk-sharing arrangement exists, the fund will consider how the approach to setting contribution rates payable by the admission body during its participation in the fund reflects which party is responsible for funding risks. This decision will inform the determination of the value of any exit credit payment.
- vi. If the admission agreement ends early, the fund will consider the reason for the early termination, and whether that should have any relevance on the fund's determination of the value of any exit credit payment. In these cases, the fund will consider the differential between employers' contributions paid (including investment returns earned on these monies) and the size of any cessation surplus.
- vii. If an admitted body leaves on a low-risk basis (because no guarantor is in place), then any exit credit will normally be determined on a basis which leads to a 98% likelihood of the remaining assets being sufficient to meet the cost of future benefits payments, given the investment strategy that applies to the admitted bodies former fund assets immediately following the cessation event.
- viii. The decision of the fund is final in interpreting how any arrangement described under iii), v), vi) and vii) applies to the value of an exit credit payment.

## **Scheduled bodies and designating bodies**

- i. Where a guarantor arrangement is in place, but no formal risk-sharing arrangement exists, the fund will consider how the approach to setting contribution rates payable by the employer during its participation in the fund reflects which party is responsible for funding risks. This decision will inform the determination of the value of any exit credit payment.
- ii. Where no formal guarantor or risk-sharing arrangement exists, the fund will consider how the approach to setting contribution rates payable by the employer during its participation in the fund reflects the extent to which it is responsible for funding risks. This decision will inform the determination of the value of any exit credit payment.
- iii. If a scheduled body or designating body becomes an exiting employer due to a reorganisation, merger or take-over, then no exit credit will be paid.
- iv. If a scheduled body or resolution body leaves on a low-risk basis (because no guarantor is in place), then any exit credit will normally be determined on a basis which leads to a 98% likelihood of the remaining assets being sufficient to meet the cost of future benefits payments, given the investment strategy that applies at the point of cessation.
- v. The decision of the fund is final in interpreting how any arrangement described under i) to iv) applies to the value of an exit credit payment.

## **General**

- i. The fund will advise the exiting employer as well as the letting authority and/or other relevant scheme employers of its decision to make an exit credit determination under Regulation 64.
- ii. Subject to any risk sharing or other arrangements and factors discussed above, when determining the cessation funding position the fund will generally make an assessment based on the value of contributions paid by the employer during their participation, the assets allocated when they joined the fund and the respective investment returns earned on both.
- iii. The fund will also factor in if any contributions due or monies owed to the fund remain unpaid by the employer at the cessation date. If this is the case, the fund's default position will be to deduct these from any exit credit payment.
- iv. The final decision will be made by the pension manager, in conjunction with advice from the fund's actuary and/or legal advisors where necessary, in consideration of the points held within this policy.
- v. The fund accepts that there may be some situations that are bespoke in nature and do not fall into any of the categories above. In these situations the fund will discuss its approach to determining an exit credit with all affected parties. The decision of the fund in these instances is final.
- vi. The guidelines above at point v) in the 'Admitted bodies' section, and at points i) and ii) in the 'Scheduled bodies and designating bodies' section, make reference to the Fund 'considering the approach to setting contribution rates during the employer's participation'. The different funding approaches, including the parameters used and how these can vary based on employer type, are covered in detail in Table 2 (section 2.2) in the FSS. Considering the approach taken when setting contribution rates of the exiting employer may help the fund to understand the extent to which the employer is responsible for funding the underlying liabilities on exit. For example, if contribution rates have always been based on ongoing assumptions then this may suggest that these are also appropriate assumptions for exit credit purposes (subject to the other considerations outlined within this policy). Equally, a shorter than usual funding time horizon or lower than usual probability of success parameter may reflect underlying commercial terms about how responsibility for

pension risks is split between the employer and its guarantor. For the avoidance of doubt, each exiting employer will be considered in the round alongside the other factors mentioned above.

### **Disputes**

In the event of any dispute or disagreement on the amount of any exit credit paid and the process by which that has been considered, the appeals and adjudication provisions contained in Regulations 74-78 of the LGPS Regulations 2013 would apply.

## 4 Practicalities and process

### 4.1 Responsibilities of ceasing employers

An employer which is aware that its participation in the fund is likely to come to an end must:

- advise the fund, in writing, of the likely ending of its participation (either within the terms of the admission agreement in respect of an admission body (typically a 3 month notice period is required) or otherwise as required by the Regulations for all other scheme employers). It should be noted that this includes closed employers where the last employee member is leaving (whether due to retirement, death or otherwise leaving employment).
- provide any relevant information on the reason for leaving the Fund and, where appropriate, contact information in the case of a take-over, merger or insolvency.
- provide all other information and data requirements as requested by the Administering Authority which are relevant, including in particular any changes to the membership which could affect the liabilities (e.g. salary increases and early retirements) and an indication of what will happen to current employee members on cessation (e.g. will they transfer to another Fund employer, will they cease to accrue benefits within the Fund, etc.).

### 4.2 Responsibilities of Administering Authority

The administering authority will:

- gather information as required, including, but not limited to, the following:
  - details of the cessation - the reason the employer is leaving the fund (i.e. end of contract, insolvency, merger, machinery of government changes, etc.) and any supporting documentation that may have an effect on the cessation.
  - complete membership data for the outgoing employer and identify changes since the previous formal valuation.
  - the likely outcome for any remaining employee members (e.g. will they be transferred to a new employer, or will they cease to accrue liabilities in the Fund).
- identify the party that will be responsible for the employer's deficit on cessation (i.e. the employer itself, an insurance company, a receiver, another Fund employer, guarantor, etc.).
- commission the fund actuary to carry out a cessation valuation under the appropriate regulation.
- where applicable, discuss with the employer the possibility of paying adjusted contribution rates that target a 100% funding level by the date of cessation through increased contributions in the case of a deficit on the cessation basis or reduced contributions in respect of a surplus.
- where applicable, liaise with the original ceding employer or guarantor and ensure it is aware of its responsibilities, in particular for any residual liabilities or risk associated with the outgoing employer's membership.
- having taken actuarial advice, notify the employer and other relevant parties in writing of the payment required in respect of any deficit on cessation and pursue payment.

## **Payment of an exit credit**

- If the actuary determines that there is an excess of assets over the liabilities at the cessation date, the administering authority will act in accordance with the exit credit policy above. If payment is required, the administering authority will advise the exiting employer of the amount due to be repaid and seek to make payment within six months of the exit date. However, in order to meet the six month timeframe, the administering authority requires prompt notification of an employers' exit and all data requested to be provided in a timely manner. The administering authority is unable to make any exit credit payment until it has received all data requested.
- At the time this policy was produced, the fund has been informed by HMRC that exit credits are not subject to tax, however all exiting employers must seek their own advice on the tax and accounting treatment of any exit credit.

### **4.3 Responsibilities of the actuary**

Following commission of a cessation valuation by the administering authority, the fund actuary will:

- calculate the surplus or deficit attributable to the outgoing employer on an appropriate basis, taking into account the principles set out in this policy.
- provide actuarial advice to the administering authority on how any cessation deficit should be recovered, giving consideration to the circumstances of the employer and any information collected to date in respect to the cessation.
- where appropriate, advise on the implications of the employer leaving on the remaining fund employers, including any residual effects to be considered as part of triennial valuations.

## **5 Related Policies**

The fund's approach to exiting employers is set out in the FSS, specifically "Section 7 – What happens when an employer leaves the fund?"

The approach taken to set the actuarial assumptions for cessation valuations is set out in Appendix D of the FSS.

# Appendix I – Policy on contribution reviews

Effective date of policy	1 April 2026
Date approved	
Next review	

## 1 Introduction

The purpose of this policy is to set out the administering authority's approach to reviewing contribution rates between triennial valuations.

It should be noted that this statement is not exhaustive and individual circumstances may be taken into consideration where appropriate.

### 1.1 Aims and objectives

The administering authority's aims and objectives related to this policy are as follows:

- To provide employers with clarity around the circumstances where contribution rates may be reviewed between valuations.
- To outline specific circumstances where contribution rates will not be reviewed.

### 1.2 Background

The Fund may amend contribution rates between valuations for 'significant change' to the liabilities or covenant of an employer.

Such reviews may be instigated by the fund or at the request of a participating employer.

Any review may lead to a change in the required contributions from the employer.

### 1.3 Guidance and regulatory framework

[Regulation 64](#) of the Local Government Pension Scheme Regulations 2013 (as amended) sets out the way in which LGPS funds should determine employer contributions, including the following:

- Regulation 64 (4) – allows the administering authority to review the contribution rate if it becomes likely that an employer will cease participation in the fund, with a view to ensuring that the employer is fully funded at the expected exit date.
- Regulation 64A - sets out specific circumstances where the administering authority may revise contributions between valuations (including where a review is requested by one or more employers).

This policy also reflects [statutory guidance](#) from the Department for Levelling Up, Housing and Communities on preparing and maintaining policies relating to the review of employer contributions. Interested parties may want to refer to an accompanying [guide](#) that has been produced by the Scheme Advisory Board.

## 2 Statement of principles

This statement of principles covers review of contributions between valuations. Each case will be treated on its own merits, but in general:

- The administering authority reserves the right to review contributions in line with the provisions set out in the LGPS Regulations.
- The decision to make a change to contribution rates rests with the administering authority, subject to consultation with employers during the review period.
- Full justification for any change in contribution rates will be provided to employers.
- Advice will be taken from the fund actuary in respect of any review of contribution rates.
- Any revision to contribution rates will be reflected in the Rates & Adjustment certificate.

## 3 Policy

### 3.1 Circumstances for review

The fund would consider the following circumstances as a potential trigger for review:

- in the opinion of an administering authority there are circumstances which make it likely that an employer (including an admission body) will become an exiting employer sooner than anticipated at the last valuation;
- an employer is approaching exit from the fund within the next two years and before completion of the next triennial valuation;
- there are changes to the benefit structure set out in the LGPS Regulations which have not been allowed for at the last valuation;
- it appears likely to the administering authority that the amount of the liabilities arising or likely to arise for an employer or employers has changed significantly since the last valuation;
- it appears likely to the administering authority that there has been a significant change in the ability of an employer or employers to meet their obligations (e.g. a material change in employer covenant, or provision of additional security);
- it appears to the administering authority that the membership of the employer has changed materially such as bulk transfers, significant reductions to payroll or large-scale restructuring; or
- where an employer has failed to pay contributions or has not arranged appropriate security as required by the administering authority.

### 3.2 Employer requests

The administering authority will also consider a request from any employer to review contributions where the employer has undertaken to meet the costs of that review and sets out the reasoning for the review (which would be expected to fall into one of the above categories, such as a belief that their covenant has changed materially, or they are going through a significant restructuring impacting their membership).

The administering authority will require additional information to support a contribution review made at the employer's request. The specific requirements will be confirmed following any request and this is likely to include the following:

- a copy of the latest accounts;
- details of any additional security being offered (which may include insurance certificates);
- budget forecasts; and/or
- information relating to sources of funding.

The costs incurred by the administering authority in carrying out a contribution review (at the employer's request) will be met by the employer. These will be confirmed upfront to the employer prior to the review taking place.

### **3.3 Other employers**

When undertaking any review of contributions, the administering authority will also consider the impact of a change to contribution rates on other fund employers. This will include the following factors:

- The existence of a guarantor.
- The amount of any other security held.
- The size of the employer's liabilities relative to the whole fund.

The administering authority will consult with other fund employers as necessary.

### **3.4 Effect of market volatility**

Except in circumstances such as an employer nearing cessation, the administering authority will not consider market volatility or changes to asset values as a basis for a change in contributions outside a formal valuation.

### **3.5 Documentation**

Where revisions to contribution rates are necessary, the fund will provide the employer with a note of the information used to determine these, including:

- Explanation of the key factors leading to the need for a review of the contribution rates, including, if appropriate, the updated funding position.
- A note of the new contribution rates and effective date of these.
- Date of next review.
- Details of any processes in place to monitor any change in the employer's circumstances (if appropriate), including information required by the administering authority to carry out this monitoring.

The Rates & Adjustments certificate will be updated to reflect the revised contribution rates.

## **4 Related Policies**

The fund's approach to setting employer contribution rates is set out in the Funding Strategy Statement, specifically "Section 2 – How does the fund calculate employer contributions?".

## Appendix J – Covenant assessments policy

Effective date of policy	1 April 2026
Date approved	
Next review	

### **J1 Why do funds need a covenant assessment and monitoring policy?**

An employer's covenant underpins its legal obligation and ability to meet its financial responsibilities now and in the future. The strength of covenant depends upon the robustness of the legal agreements in place and the likelihood that the employer can meet them. The covenant effectively underwrites the risks to which the Fund is exposed, including underfunding, longevity, investment, and market forces.

An assessment of employer covenant focuses on determining the following:

- Type of body and its origins
- Nature and enforceability of legal agreements
- Whether there is a bond in place and the level of the bond
- Whether a more accelerated recovery plan should be enforced
- Whether there is an option to call in contingent assets
- Is there a need for monitoring of ongoing and termination funding ahead of the next actuarial valuation?

The strength of employer covenants can be subject to substantial variation over relatively short periods of time and, as such, regular monitoring and assessment is vital.

### **J2 Risk criteria**

The assessment criteria upon which an employer should be reviewed could include:

- Nature and prospects of the employer's industry
- Employer's competitive position and relative size
- Management ability and track record
- Financial policy of the employer
- Profitability, cashflow and financial flexibility
- Employer's credit rating
- Position of the economy as a whole

Not all of the above would be applicable to assessing employer risk within the Fund; rather a proportionate approach to consideration of the above criteria would be made, with further consideration given to the following:

- The scale of obligations to the Fund is related to the size of the employer's operating cashflow
- The relative priority placed on the Fund compared to corporate finances.
- An estimate of the amount which might be available to the scheme on insolvency of the employer as well as the likelihood of that eventuality.

### **J3 Assessing Employer Covenant**

The employer covenant will be assessed objectively and its ability to meet their obligations will be viewed in the context of the Fund's exposure to risk and volatility based on publicly available information and/or information provided by the employer. The monitoring of covenant strength along with the funding position (including on the termination basis) enables the Fund to anticipate and pre-empt employer funding issues and thus adopt a proactive approach. In order to objectively monitor the strength of an employer's covenant, adjacent to the risk posed to the Fund, a number of fundamental financial metrics will be reviewed to develop an overview of the employer's stability, and a rating score will be applied using a Red/Amber/Green (RAG) rating structure.

In order to accurately monitor employer covenant, it will be necessary for research to be carried out into employers' backgrounds and, in addition, for those employers to be contacted to gather as much information as possible. Focus will be placed on the regular monitoring of employers with a proactive rather than reactive view to mitigating risk.

The covenant assessment will be combined with the funding position to derive an overall risk score. Action will be taken if these metrics meet certain triggers based on funding level, covenant rating and the overall risk score.

### **J4 Frequency of monitoring**

The funding position and contributions for each employer participating in the Fund will be reviewed as a matter of course with each triennial actuarial valuation. However, it is important that the relative financial strength of employers is reviewed regularly to allow for a thorough assessment of the financial metrics. The funding position will be monitored (including on the termination basis) using an online system provided to officers by the Fund Actuary.

Employers subject to a more detailed review, where a risk criterion is triggered, will be reviewed at least every six months, but more realistically with a quarterly focus.

### **J5 Covenant risk management**

The focus of the Fund's risk management is the identification and treatment of the risks, and it will be a continuous and evolving process which runs throughout the Fund's strategy. Mechanisms that will be explored with certain employers, as necessary, will include but are not limited to the following:

- Parental Guarantee and/or Indemnifying Bond.
- Transfer to a more prudent actuarial basis (e.g., the termination basis).
- Shortened deficit recovery periods and increased cash contributions.
- Managed exit strategies.
- Contingent assets and/or other security such as escrow accounts.

## Appendix K – Investment risk management policy

Effective date of policy	1 April 2026
Date approved	
Next review	

### K1 What is an investment pot risk management policy?

In the context of managing aspects of the Fund's financial risks, the Fund has implemented a range of "investment" pots for employers (with effect from 1 April 2020) which exhibit different levels of investment risk based on alternative underlying investment strategies. The three available investment pots are called:

- The Growth pot.
- The Medium pot; and
- The Cautious pot

This strategy will be reviewed periodically as part of the governance of the Fund's overall risk management framework. This policy should be considered alongside the Fund's Covenant Assessment and Monitoring Policy

### K2 Investment Strategies

The current Fund investment strategy will apply to the "Growth pot". The "Medium pot" and "Cautious pot" will provide reduced levels of investment risk, which may be appropriate particularly for those employers that are considering leaving the Fund.

The strategic allocation for the Fund as a whole and for each of the investment pots is set out in the Investment Strategy Statement.

The investment strategy underlying each investment pot will be reviewed formally at each actuarial valuation along with the overall Fund investment strategy. This will also allow for any movements of employers between the investment pots due to changes in funding position, covenant and also at the request of an employer.

In addition, a high-level health check will be performed annually allowing for market changes and outlook as well as underlying changes in the maturity and profile of the liabilities of the employers within each pot. However, a formal review may be undertaken mid-valuation if there is a material shift of employers between pots and/or material shift in the funding position in order to manage the overall risk more efficiently.

The investment pots will be managed within the overall Fund investment strategy as far as possible. If any investment options are unavailable, and are deemed to be desirable, then the Fund will consider obtaining access to these options through the LGPS Central Limited pool or potentially directly.

# Appendix L – Policy on prepayments

Effective date of policy	1 April 2026
Date approved	
Next review	

## 1 Introduction

The purpose of this policy is to set out the administering authority's approach to the prepayment of regular contributions due by participating employers.

It should be noted that this statement is not exhaustive and individual circumstances may be taken into consideration where appropriate.

### 1.1 Aims and objectives

The administering authority's aims and objectives related to this policy are as follows:

- To provide employers with clarity around the circumstances where prepayment of contributions will be permitted.
- To outline the key principles followed when calculating prepayment amounts.
- To outline the approach taken to assess the suitability of a prepayment as sufficient to meet the required contributions.

### 1.2 Background

It is common practice in the LGPS for employers to pre-pay regular contributions that were otherwise due to be paid to the fund in future. Employer contributions include the 'Primary Rate' – which is expressed as a percentage of payroll and reflects the employer's share of the cost of future service benefits, and the 'Secondary Rate' – which can be expressed as a percentage of payroll or a monetary amount and is an additional contribution designed to ensure that the total contributions payable by the Employer meet the funding objective.

On 22 March 2022, following a request from the LGPS Scheme Advisory Board, James Goudie (then) QC provided an [Opinion](#) on the legal status of prepayments. This Opinion found that the prepayment of employee and employer contributions was not illegal, subject to the basis for determining the prepayment amount being reasonable, proportionate and prudent. Further, the Opinion set out specific requirements around the presentation of prepayments.

### 1.3 Guidance and regulatory framework

The Local Government Pension Scheme Regulations 2013 (as amended) set out the way in which LGPS funds should determine employer contributions and contain relevant provisions regarding the payment of these, including the following:

- Regulation 67 – sets out the requirement for employers to pay contributions in line with the Rates and Adjustments (R&A) certificate and specifies that primary contributions be expressed as a percentage of pensionable pay of active members.
- Regulation 62 - sets the requirement for an administering authority to prepare an R&A certificate.
- Regulation 9 – outlines the contribution rates payable by active members

## 2 Statement of principles

This statement of principles covers the prepayment of regular employer contributions to the fund. Each case will be treated on its own merits, but in general:

- The administering authority will permit the prepayment of employer contributions.
- Prepaying contributions expressed as a percentage of pay introduces the risk that the prepayment amount will be insufficient to meet the scheduled contribution (as a result of differences between expected and actual payroll). Prepaying contributions is therefore only permissible in the case of secure, long-term employers (e.g. local authorities).
- The prepayment of employee contributions is not permitted.
- A discount will be applied where employer contributions are prepaid, to reflect the investment return that is assumed to be generated by the fund over the period of prepayment.
- The fund actuary will determine the prepayment amount, which may require assumptions to be made about payroll over the period which the scheduled contribution is due.
- Where contributions expressed as a percentage of pay have been prepaid, the administering authority will carry out an annual check (and additional contributions may be required by the employer) to make sure that the actual amounts paid are sufficient to meet the contribution requirements set out in the R&A certificate.
- Prepayment agreements will be documented by way of correspondence between the administering authority and the employer.
- The R&A certificate will be updated on an annual basis to reflect any prepayment agreements in place.
- Employers are responsible for ensuring that any prepayment agreement is treated appropriately when accounting for pensions costs.
- Prepayment agreements can cover any annual period of the R&A (or a consecutive number of annual periods).

## 3 Policy

### 3.1 Eligibility and periods covered

The fund is happy to consider requests from any employers to pre-pay certified primary and secondary contributions. However, in general, the prepayment of contributions is only appropriate for large, secure employers with stable active memberships. Employer contributions over the period of the existing R&A certificate (and, where a draft R&A certificate is being prepared following the triennial valuation, the draft R&A certificate) may be pre-paid by employers.

Prepayment of contributions due after the end of the existing (or draft) R&A certificate is not permitted, i.e. it would not be possible to prepay employer contributions due in the 2026/27 year until the results of the 2025 valuation are known and a draft R&A certificate covering the 2026 to 2029 period has been prepared.

### 3.2 Request and timing

Prior to making any prepayment, employers are required to inform the fund in writing of their wish to prepay employer contributions and to request details of the amount required by the fund to meet the scheduled future contribution.

This request should be received by the fund within 2 months of the start of the period for which the prepayment is in respect of.

The fund will then provide the employer with a note of the prepayment amount and the date by which this should be paid. In general, the prepayment should be made prior to the beginning of the appropriate R&A period.

Failure to pay the prepayment amount by the specified date may lead to the need for an additional and immediate payment from the employer to ensure that the amount paid is sufficient to meet the certified amount set out in the R&A certificate.

### 3.3 Calculation

The fund actuary will determine the prepayment amount required.

Where the prepayment is in respect of contributions expressed as a percentage of pay:

- The fund actuary will determine the discounted value of scheduled contributions based on an estimate of payroll over the period (using the information available and assumptions set at the previous valuation) and the discount rate set for the purpose of the previous actuarial valuation (as specified in the previous actuarial valuation report).
- A sufficiency check will be required at the end of the period (see section 3.4)

Where the prepayment is in respect of contributions expressed as a monetary amount:

- The fund actuary will determine the discounted value of scheduled contributions based on the discount rate set for the purpose of the previous actuarial valuation (as specified in the previous actuarial valuation report).
- No sufficiency check will be required

Employers may pay more than the prepayment amount determined by the fund actuary.

No allowance for expected outsourcing of services and/or expected academy conversions will be made in the fund actuary's estimation of payroll for the prepayment period.

### 3.4 Sufficiency check

Where required, the fund actuary will carry out an **annual** assessment to check that sufficient contributions have been prepaid in respect of that period. Specifically, this will review the prepayment calculation based on actual payroll of active members over the period and this may lead to a top-up payment being required from the employer.

If this sufficiency check reveals that the prepayment amount was higher than that which would have been required based on actual payroll (i.e. if actual payroll over the period is less than was assumed), this will not lead to a refund of contributions to the employer.

The sufficiency check will not compare the assumed investment return (i.e. the discount rate) with actual returns generated over the period. i.e. the check considers payroll only. Any shortfall arising due to actual investment returns being lower than that assumed will form part of the regular contribution assessment at the next valuation (as per the normal course of events).

The administering authority will notify the employer of any top-up amount payable following this annual sufficiency check and the date by which any top-up payment should be made.

### **3.5 Documentation and auditor approval**

The fund will provide the employer with a note of the information used to determine the prepayment amount, including:

- Discount rate used in the calculations
- The estimate of payroll (where applicable)
- The effective date of the calculation (and the date by which payment should be made)
- The scheduled regular payments which the prepayment amount covers.

The prepayment agreement will be reflected in the R&A certificate as follows:

- The unadjusted employer regular contribution rate payable over the period of the certificate
- As a note to the contribution rate table, information relating to the prepayment amount and the discount applied, for each employer where a prepayment agreement exists.

The R&A certificate will be updated on an annual basis to reflect any prepayment agreements in place.

Employers should discuss the prepayment agreement with their auditor prior to making payment and agree the accounting treatment of this. The fund will not accept any responsibility for the accounting implications of any prepayment agreement.

### **3.6 Costs**

Employers entering into a prepayment agreement will be required to meet the cost of this, which includes (but is not limited to) the actuarial fees incurred by the administering authority.

### **3.7 Risks**

Employers enter into prepayment agreements on the expectation that the fund will be able to generate higher returns than they can over the prepayment period. Employers should be aware that future returns are not guaranteed, and it is possible that the returns generated on prepayment amounts may generate a lower return than that which can be generated by the employer. It is also possible that negative returns will lead to the value of any prepayment being less than that which was scheduled to be paid. In such circumstances, a top-up payment would not be required (as the sufficiency check only considers the effect of actual payroll being different to that assumed in the prepayment calculation), however the employer's asset share would be lower than it would have been if contributions were paid as scheduled. This would be considered by the fund actuary at the next triennial valuation (as per the normal course of events).

## **4 Related Policies**

The fund's approach to setting regular employer contribution rates is set out in the Funding Strategy Statement, specifically "Section 2 – How does the fund calculate employer contributions?".

<b>FULL COUNCIL</b>	<b>8 JANUARY 2026</b>	<b>AGENDA ITEM: 15</b>
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Report prepared by Angela Price – Town Clerk

**REQUEST RECEIVED FROM LEAF IN RESPECT OF TRANSFER OF FUNDING  
ALLOCATED TO LYAS**

**Purpose of Report**

The purpose of this report is to make Members aware of a request received from LEAF in respect of directing funds originally allocated to LYAS for youth projects, to LEAF.

**Detailed Information**

In early 2019 Ledbury Youth Activities Support (LYAS) were awarded a three-year grant of £5,000 per year in support of rent of the BBI building in Ledbury where they had set up a Youth Group. The first instalment was paid in April 2019; however, the remaining two payments were not made due to a change in circumstances of LYAS and having to move out of the BBI Building.

Consequently, the remaining £10,000 has remained within the Council's earmarked reserves for community projects until such time LYAS could request the draw down of the funds.

Some of the Members of LYAS have since created a new Group Locally Encouraging All to Flourish (LEAF) (<https://www.leafledbury.com/>) and as former members of LYAS are aware of the funds that had been allocated to them, and the fact that these have not been drawn down.

The attached letter does not make reference as to whether remaining Members of LYAS are in agreement to the funds being transferred to LEAF; the Clerk has contacted a member of LYAS to establish whether they are aware of this request and in agreement with it.

When considering the request from LEAF Members should bear in mind that at their meeting of 4 December 2025 they resolved the following funding being awarded to the Community HUB in support of a youth worker in Ledbury and therefore may consider that the funds previously earmarked to support youth provision in Ledbury to LYAS should be allocated towards the funding for the Community HUB youth projects.

**C1069**

**That Ledbury Town Council support the request for funding for a full-time youth working in Ledbury as set out below to be paid to the Community Hub on a quarterly basis:**

<b>Year</b>	<b>Period</b>	<b>LTC Contribution requested</b>
2025/26	January-March	£ 5,400
2026/27	April-March	£21,900 (£5,475 per quarter)
2027/28	April-March	£23,100 (£5,775 per quarter)
2028/29	April-December	£18,000 (£6,000 per quarter)

**RECOMMENDATION**

Members are requested to give consideration to the attached request from LEAF, noting that to date no clarification has been received from LYAS as to whether they have been approached by LEAF in respect of this request, and determine whether these funds should:

a. Remain allocated to LYAS, noting that they are not currently operating and there is no indication that they will be soon.

or

b. Be transferred to LEAF as per the attached request, subject to confirmation that LYAS have been approached by LEAF in respect of this request.

or

c. Be transferred to support the funding of a Youth Worker to be employed via the Ledbury Community Hub.

LEAF – Locally Encouraging All to Flourish  
St Katherines Hall,  
High Street,  
Ledbury,  
HR8 1DZ

5<sup>th</sup> November 2025

Dear Ledbury Town Council

As you are aware the Council has allocated a 3-year grant to youth work within the Town. The initial first year payment went to LYAS. We kindly ask the Council to consider directing the remaining two payments of £5,000 per year to LEAF, in support of the youth work we are delivering in the town.

Please take this letter as confirmation that these funds will be used for these purposes as agreed.

Your sincerely.



P J Williamson  
Chair of Trustees





# **LEDBURY TOWN COUNCIL**

## **DRAFT ENVIRONMENT AND SUSTAINABILITY POLICY**

**Date Created: 26/11/2025**

**Next Review:**

## Introduction

Public expectation with regard to the environment and sustainability has increased to the point where it is essential that Local Councils adopt the principles of sustainability in all areas of operation or where the council has influence to ensure environmental responsibilities and quality of life is maintained. Ledbury, a historic market town, is committed to protecting and enhancing its natural environment for current and future generations. Recognising the vital role that a healthy environment plays in residents' wellbeing, social cohesion, economic vitality, and biodiversity, Ledbury Town Council pledges to integrate sustainable practices into all aspects of its activities.

## Our Vision

To create a resilient, environmentally responsible, and vibrant community that values and actively preserves the natural beauty, biodiversity, and cultural heritage of Ledbury and its surroundings.

### 1. Commitment and Principles

- i. Behave responsibly towards the environment in all Council activities.
- ii. Lead by example in promoting sustainable practices within the community.
- iii. Engage residents, local organisations, and stakeholders in sustainability initiatives.
- iv. Monitor progress through clear, achievable goals with defined actions.

### 2. Legal and Policy Framework

Ledbury Town Council recognises its responsibilities under relevant legislation, including:

- i. The Water Act 2003 – conserving water supply and usage.
- ii. The Natural Environment and Rural Communities Act 2006 – conserving biodiversity.
- iii. The Climate Change Act 2008 and subsequent policies – reducing carbon emissions.
- iv. The Environment Bill and local planning policies – promoting sustainable development.
- v. The Water Framework Directive – ensuring the health of the River Leadon reaches 'good ecological status' by 2027.

### 3. Strategic Environmental Actions

#### a) Water Conservation and River Protection

- i. Promote efficient water use in Council facilities and community spaces.
- ii. Support sustainable drainage systems (SuDS) in new developments to reduce flooding and pollution of the River Leadon.
- iii. Collaborate with local environmental groups like the Herefordshire Wildlife Trust.
- iv. Encourage riparian buffer zones along the Leadon to prevent erosion and filter pollutants.
- v. Encourage residents and businesses to adopt water-saving measures and create a community campaign around it.

#### b) Sustainable Development and Planning

- i. Advocate for sustainable land use in planning applications, prioritising green spaces and biodiversity.
- ii. Support the Ledbury Neighbourhood Development Plan's policies on conservation and sustainable growth.
- iii. Lobby for the integration of green infrastructure, such as permeable surfaces and tree planting, in new developments to manage stormwater and enhance biodiversity.
- iv. Ensure all Council-led projects and property developments incorporate sustainability criteria.

#### c) Climate Change and Energy Use

- i. Commit to reducing the Council's carbon footprint by improving energy efficiency in buildings and operations.
- ii. Promote community awareness campaigns on energy conservation and sustainable living.
- iii. Transition Council vehicles towards electric or other low-emission alternatives where feasible.
- iv. Conduct basic energy audits of Council buildings to identify quick wins, such as sealing drafts, upgrading insulation, or replacing old lighting with LED bulbs.
- v. Apply for grants or funding opportunities that support renewable energy installations for small public bodies.

- vi. Consider climate change resilience when planning new projects or community infrastructure, such as flood defences or green spaces that can absorb heavy rainfall.

#### **d) Waste Management and Pollution Reduction**

- i. Support local community groups such as the Sustainable Ledbury and The Repair Café in Ledbury in highlighting and supporting their work where possible.
- ii. Continue to support local schemes such as the 2022 scheme with Garden Organic / Sustainable Ledbury in 2022 who recruited volunteers to learn about recycling, composting and food waste reduction, as well as how to share those messages with others as part of a waste reduction campaign.
- iii. Ensure safe disposal of hazardous waste and support initiatives to reduce single-use plastics.
- iv. Organise regular litter picks to maintain a clean environment. Equip volunteers with gloves, bags, and recycling bins, and involve local schools and community groups.
- v. Encourage residents to donate or exchange items through community swaps or “freecycle” schemes or to make use of the donations bins situated around the town.
- vi. Avoid using single-use plastics at Council events, meetings, and offices—opt for reusable cups, plates, and cutlery.
- vii. Promote awareness within the community about the impacts of single-use plastics and encourage local businesses to reduce their use.
- viii. Encourage staff to print only when necessary and use double-sided printing.
- ix. Use digital documentation and communication to reduce paper use.
- x. Provide recycling bins for paper, plastics, and batteries in Council offices.
- xi. Provide information about composting at home, especially for organic waste, which reduces landfill waste and methane emissions.
- xii. Where possible, purchase office supplies, cleaning products, and equipment that have eco-labels or certifications (e.g., FSC, PEFC, Green Seal).
- xiii. Implement policies to minimise unnecessary outdoor lighting and noise, especially during evening events or in public spaces.
- xiv. Educate the community on the importance of reducing light pollution for wildlife and energy conservation.

**e) Green Spaces and Biodiversity**

- i. Where possible plant native wildflower meadows in parks, verges, and open spaces to support bees, butterflies, and other pollinators.
- ii. Install bee hotels, insect boxes, or wildflower planting schemes on Council land.
- iii. Work with local schools, community groups, and residents to develop small wildlife gardens or pocket parks.
- iv. Protect and enhance existing green spaces, including parks, verges, and the riverbanks.
- v. Support community-led projects such as wildflower meadows and community orchards.
- vi. Establish a Biodiversity Action Plan involving local schools, groups, and residents.
- vii. Use “leave areas wild” schemes, especially in less trafficked or less visible spaces.
- viii. Run / support educational programmes, nature walks, or volunteer days focused on local ecology and conservation.
- ix. Establish simple citizen science projects where residents and schools can record sightings of key species, such as birds, insects, and plants. Use this data to inform future planting and conservation efforts.

**f) Transport and Community Engagement**

- i. Encourage walking and cycling for short journeys within the town through the development and promotion of safe, accessible footpaths and cycle routes.
- ii. Educate residents on sustainable travel choices and the benefits of low-impact transportation.
- iii. Support community walks, promoting local footpath maps, and installing wayfinding signage through the PROW Scheme.
- iv. Continue to work with local bus and train providers to improve service information, timetabling, and accessibility for residents, especially for those with mobility challenges.
- v. Support awareness campaigns highlighting the environmental and health benefits of active travel and public transport.

### **g) Sustainable Procurement**

- i. Actively seek out local businesses and producers to supply goods and services, reducing transportation emissions and supporting the local economy.
- ii. Avoid single-use plastics and encourage suppliers to do the same.
- iii. Develop a preferred supplier list that includes local, eco-friendly, and ethically responsible vendors.
- iv. Opt for products made from recycled or biodegradable materials, such as recycled paper, biodegradable cleaning agents, and refillable stationery.
- v. Where possible, support Fairtrade certified products for tea, coffee, and other consumables used at Council meetings and events.

### **h) Community Engagement and Education**

Actively promote environmental awareness through talks, workshops, and guest speakers at community events such as Big Green Week. Invitations will be extended to experts in environmental and sustainability fields to inspire action and inform residents. These events will aim to educate, motivate, and foster a culture of sustainability within Ledbury.

## **4. Monitoring, Reporting, and Review**

- i. Establish measurable targets.
- ii. Regularly review progress through audits, community feedback, and environmental indicators.
- iii. Publish annual sustainability reports to maintain transparency and accountability.
- iv. Update the policy every three years to reflect new challenges, opportunities, and legislative requirements.

## **5. Community Involvement and Partnerships**

- i. Engage residents through awareness campaigns, workshops, and volunteering opportunities.
- ii. Collaborate with local schools, businesses, and voluntary groups to promote sustainability.
- iii. Partner with organisations such as the Leadon Valley and Herefordshire Wildlife Trust.
- iv. Support community-led environmental projects, including river conservation initiatives.

## **Aims and objectives**

Ledbury Town Council is dedicated to embedding sustainability into its core functions and working collaboratively to protect the broader environment. Together, we aim to build a resilient, thriving town that values its natural heritage and leads by example in environmental stewardship.

DRAFT



<b>FULL COUNCIL</b>	<b>8 JANUARY 2026</b>	<b>AGENDA ITEM: 17</b>
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Report prepared by Angela Price

## **RESIGNATION**

### **Purpose of Report**

The purpose of this report is to formally advise Members of the resignation of a Town Councillor.

### **Detailed Information**

On 30 November 2025 the Clerk received an email from Edward Coleman advising that due to personal circumstances he felt that he would regrettfully be relinquishing his position as a Town Councillor with Ledbury Town Council.

The Clerk forward this email to the Chair of the Council, in line with Standing Orders, and notified all other Members accordingly and arrangements were made to remove Mr Coleman's profile from the Council website and email list.

### **Recommendation**

Members are requested to receive and note the above information.



<b>FULL COUNCIL</b>	<b>8 JANUARY 2026</b>	<b>AGENDA ITEM: 19</b>
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Report prepared by Angela Price – Town Clerk

**OUTCOME OF INVESTIGATION BY INFORMATION COMMISSIONER CASE NO.  
IC-383874-1C7**

**Purpose of Report**

The purpose of this report is to inform Members of the outcome of a recent Freedom of Information (FOI) investigation – IC-383874-1C7.

**Detailed Information**

Members will be aware that for the past three years a member of the public has repeatedly contacted Ledbury Town Council in respect the Councils s149 EQA 2010 responsibilities. Having received a response in respect of their requests and subsequent response to a further request for an internal review the complainant remained dissatisfied with the response received and submitted a complaint to the Information Commissioner's Office (ICO).

On 4 November 2025, the Clerk received a follow-up notification from the ICO requesting information from Ledbury Town Council in respect of an investigation they were undertaking following receipt of a complaint.

The Clerk provided a full response to the ICO request in line with the required timescales and on 4 December the decision notice was received advising that the ICO were satisfied that Ledbury Town Council had provided all held information and is entitled to rely upon section 21 (Information accessible to the applicant by other means) for that which is already published on its website and therefore determined that the Commissioner does not require further steps in relation to the complaint.

The full decision notice can be found at <https://ico.org.uk/media/2/1d2e5jss/ic-383874-y1c7.pdf>

The complainant has 28 calendar days to submit an appeal to the Commissioners decision (1 January 2026)..

**Recommendation**

That Members receive and note the Information Commissioner's decision in respect of FOI investigation no. IC-383874-1C7.

## **Freedom of Information Act 2000 (FOIA)**

### **Decision notice**

**Date:** **4 December 2025**

**Public Authority:** **Ledbury Town Council**  
**Address:** **Town Council Offices**  
**Church Street**  
**Ledbury**  
**Herefordshire**  
**HR8 1DH**

### **Decision (including any steps ordered)**

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1. The complainant has requested various information about compliance with legislation. Ledbury Town Council ("the Council") disclosed some of the information and directed the complainant to where the remainder was published on its website.
2. The Commissioner's decision is that the Council has provided all held information and is entitled to rely upon section 21 (Information accessible to the applicant by other means) for that which is already published on its website.
3. The Commissioner does not require further steps.

### **Request and response**

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4. On 31 March 2025, the complainant wrote to the Council and requested information in the following terms:
  1. Your s149 EQA 2010 proportionate regard in all policy areas. This will also include budget approvals for the financial year 2024-25.

2. Please provide evidence of your continual review of this duty as required by legislation. As [name redacted by ICO] noted the duty as "what the dickens".
3. We note the cemetery duties still appear on the council books even though the legislation is from the 19th century. As described over a year ago, such duties for a Church of England asset must be evaluated under the conditions of s149 under the protected characteristic of religion. It appears nothing has been done.

Please provide the review process taken under s149 for this very matter."

5. The Council responded on 16 April 2025. It disclosed information (including a copy of a statement about its 'Equality Duty' that the Council adds to relevant documents). It also directed the complainant to where other information (such as relating to budget approvals) was publicly available on the Council's website for the purposes of section 21 of FOIA.
6. Following an internal review the Council wrote to the complainant on 28 May 2025. In this it considered a range of matters that do not fall under FOIA but otherwise maintained its position in respect of its handling of the request.

## Scope of the case

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7. The complainant contacted the Commissioner on 6 May 2025 to complain about the way their request for information had been handled, and specifically that the Council had not disclosed all held information.
8. The scope of this case and of the following analysis is whether the Council has provided all held information or has otherwise directed the complainant to where it can be accessed.

## Reasons for decision

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### Section 1 – General right of access to information

### Section 21 – Information accessible to the applicant by other means

9. This reasoning covers whether the Council holds further information to that already disclosed, or to which the Council has directed the complainant to.

10. Under section 1(1) of FOIA anyone who requests information from a public authority is entitled under subsection (a) to be told if the authority holds the information and, under subsection (b), to have the information communicated to them if it is held and is not exempt information.
11. The purpose of the exemption at section 21(1) of FOIA is to remove the right of access set out within section 1 where the requested information is "reasonably accessible" to an applicant via another route.
12. In scenarios where there is some dispute between the amount of information located by a public authority and the amount of information that a complainant believes may be held, the Commissioner, following the lead of a number of First-tier Tribunal (Information Rights) decisions, applies the civil standard of the balance of probabilities.
13. In other words, in order to determine such complaints, the Commissioner must decide whether on the balance of probabilities a public authority holds any – or additional – information which falls within the scope of the request (or was held at the time of the request).

### **The complainant's position**

14. The complainant has informed the Commissioner that they believe the Council holds further information to that which has been provided in response to their request. This includes "14 years worth of PSED examination and mitigations".

### **The Council's position**

15. The Council has informed the Commissioner that it understands the request to relate to the Equality Act 2010, and further, the Council's compliance with it in respect of a parish precept – of which part is used to manage a closed churchyard.
16. The Council has further informed the Commissioner that it understands the complainant is seeking all information that has come to be held since that legislation came into force.
17. In response to the request the Council has manually reviewed its held information and has consulted with long-standing Councillors.
18. The Council has informed the Commissioner that, following these actions, it has provided the complainant, or else directed them to, all known recorded information which it is aware of. This includes a statement about the Equality Duty that is on its website, and where relevant, added to the Council's reports to ensure that members are aware of the need to give consideration to it. The Council has also

confirmed that all reports are published on the Council's website, and that the complainant has been provided with a link to access these.

19. The Council has clarified that, prior to 2024-2025, the Council did not include a statement about the Equality Duty in its reports.
20. The Council is not aware of any other recorded information it can provide or direct the complainant to in relation to this request.

### **The Commissioner's investigation**

21. The Commissioner has reviewed the submissions provided by both parties.
22. The Commissioner recognises that the complainant believes the Council must hold information spanning a 14 year period, or since the implementation of the Equality Act 2010. However, the Council has explained that it has only recently started to add a statement about this to its reports. The Council has therefore disclosed a copy of this statement and has directed the complainant to the published agenda reports and minutes that are publicly available on its website.
23. The Commissioner has considered the steps taken by the Council in considering this request, and its explanation about why further information is not expected to be held.
24. Having done so, there is no evidence available to the Commissioner that suggests that any further recorded information is held by the Council besides that already disclosed, or to which the complainant has been directed.
25. The Commissioner is therefore satisfied that the Council has provided, or otherwise directed the complainant on how to access, all relevant information.

## **Right of appeal**

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26. Either party has the right to appeal against this decision notice to the First-tier Tribunal (Information Rights). Information about the appeals process may be obtained from:

First-tier Tribunal (Information Rights)  
GRC & GRP Tribunals,  
PO Box 9300,  
LEICESTER,  
LE1 8DJ

Tel: 0203 936 8963  
Fax: 0870 739 5836  
Email: [grc@justice.gov.uk](mailto:grc@justice.gov.uk)  
Website: [www.justice.gov.uk/tribunals/general-regulatory-chamber](http://www.justice.gov.uk/tribunals/general-regulatory-chamber)

27. If you wish to appeal against a decision notice, you can obtain information on how to appeal along with the relevant forms from the Information Tribunal website.
28. Any Notice of Appeal should be served on the Tribunal within 28 (calendar) days of the date on which this decision notice is sent.

**Daniel Perry**  
**Senior Case Officer**  
**Information Commissioner's Office**  
**Wycliffe House**  
**Water Lane**  
**Wilmslow**  
**Cheshire**  
**SK9 5AF**

FULL COUNCIL	8 JANUARY 2026	AGENDA ITEM: 20
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Report prepared by Sophie Rudd – Administrative Assistant to the Town Clerk

## **PLANNING CONSULTATIONS**

### **Purpose of Report**

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

### **Detailed Information**

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

		<b>Deadline for comments/ determination</b>	<b>Application details</b>
1.	<a href="#"><u>253209</u></a>	Deadline date for comments <b>24/12/2025</b> Target determination date <b>27/01/2026</b>	Dropped kerb - <b>18 Lower Road, Ledbury, Herefordshire, HR8 2DH</b>
2.	<a href="#"><u>253317</u></a>	Deadline date for comments <b>04/01/2026</b> Target determination date <b>09/01/2026</b>	Part change of use from a mixed residential and retail use, to residential use. - <b>123 The Homend Ledbury Herefordshire HR8 1BP LISTED BUILDING CONSENT</b>
3.	<a href="#"><u>253316</u></a>	Deadline date for comments <b>04/01/2026</b> Target determination date <b>09/01/2026</b>	Part change of use from a mixed residential and retail use, to residential use. - <b>123 The Homend Ledbury Herefordshire HR8 1BP</b>
4.	<a href="#"><u>253151</u></a>	Deadline date for comments <b>11/01/2026</b> Target determination date <b>28/01/2026</b>	Installation of fibre optic cable and junction box - <b>16-18 Bye Street Ledbury Herefordshire HR8 2AA LISTED BUILDING CONSENT</b>
5.	<a href="#"><u>253280</u></a>	Deadline date for comments 04/01/2026 Target determination date 27/01/2026	Replacement of small extension with a larger single storey extension. Small utility room to be added at front of garage and roof lights to be added to sloping roof. - <b>10 Oakland Drive, Ledbury, Herefordshire, HR8 2ER</b>

6.	<a href="#"><u>253088</u></a>	Deadline date for comments <b>29/01/2026</b> Target determination date <b>19/02/2026</b>	Replacement of existing plant with new, removal of existing cold room and alterations to 2 no. openings to the rear, proposed laundrette and parcel lockers to front, and general redecoration to store – <b>Co-op Supermarket, New Street, Ledbury, Herefordshire, HR8 2EZ</b>
7.	<a href="#"><u>253480</u></a>	Deadline date for comments <b>23/01/2026</b> Target determination date <b>11/02/2026</b>	Refurbishment of existing building – <b>233 The Homend, Ledbury, Herefordshire, HR2 1BS – LISTED BUILDING CONSENT</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

Agenda Item: 21

Planning App	Details	Case Officer	LTC's Recommendation	HFDS Decision
<b>LTC MEETING 9 JANUARY 2025</b>				
<u>242783</u>	A hybrid planning application for full planning permission for the erection of a Day Nursery (Use Class E(f)) and Foodstore (Use Class E (a)) including access, car parking, landscaping and associated work, & an application for outline planning permission for the erection of a medical centre (Use Class E(e)), with access to be determined and all other matters reserved. – <b>Land South of Leadon Way (A417) and East of Dymock Road (B4216) Ledbury, Herefordshire</b>	OJ	Comments provided to PO in form of report	Approved with conditions
<u>242956</u>	Proposed damp proofing to be applied to masonry walls with internal finish being re-applied in a like for like manner – <b>82 The Homend, Ledbury, Herefordshire, HR8 1BX (LISTED BUILDING CONSENT)</b>	AM	No objection	No decision
<b>LTC MEETING 3 JULY 2025</b>				
<u>251261</u>	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>	AM	Deferred due to concerns in respect of access issues in the event of a fire.	No decision
<b>LTC MEETING 11 SEPTEMBER 2025</b>				
<u>250622</u>	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>	AM	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	No decision

			that it is a fast road with a blind bend.	
<u><b>252470</b></u>	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	<b>Approved with conditions</b>
<b>LTC MEETING 30 OCTOBER 2025</b>				
<u><b>252841</b></u>	Application to determine if prior approval is required for a proposed part change of use from a mixed commercial and residential site to Dwellinghouse (Use Class C3) – <b>5a The Royal Hall The Southend Ledbury Herefordshire HR8 2EY</b>	<b>AM</b>	No Objection	<b>Prior approval not required</b>
<u><b>252834</b></u>	Conversion of garage to provide art studio and office. External changes to fenestration – <b>2 Larkrise Knapp Lane Ledbury Herefordshire HR8 1AN</b>	<b>KR</b>	No Objection	<b>Approved with conditions</b>
<u><b>252953</b></u>	Brick faced rear and side extension to replace existing glazed conservatory and side extension – <b>32 Oakland Drive, Ledbury, Herefordshire, HR8 2ER</b>	<b>KR</b>	No Objection	<b>No decision</b>
<u><b>252920</b></u>	Application to remove a S106 planning obligation at Flights Orchard tying all land owned by the applicant to the dwelling - <b>Flights Orchard, Flights Farm Ledbury Herefordshire HR8 2JN</b>	<b>YC</b>	No Objection	<b>No decision</b>
<u><b>252286</b></u>	Application of reserved matters relating to layout, scale, appearance and landscaping pursuant to Outline permission 171532 APP/W1850/W/20/324410 (Site for a mixed use development including the erection of up to 625 new homes (including affordable housing), up to 2.9 hectares of B1 employment land, a canal corridor, public open space (including a linear park), access, drainage and ground modelling works and other associated works. The proposal is for outline planning permission with all matters reserved for future consideration with the exception of access) for 43 dwellings with associated parking, garages, highway and drainage infrastructure	<b>CS</b>	Lengthy Response Prepared	<b>No decision</b>

	(Phase 2A) – <b>Land North of Viaduct adjoining Orchard Business Park, Ledbury, Herefordshire</b>		
<b>LTC MEETING 13 NOVEMBER 2025</b>			
<u>252975</u>	Single storey rear extension, porch canopy and interior alterations. - <b>New House Bridge Street Ledbury Herefordshire HR8 2AW</b>	<b>KR</b>	No objection
<u>253037</u>	Erection of a side extension. - <u>Woodlands Lodge Parkway Ledbury</u> <b>Herefordshire HR8 2JG</b>	<b>KR</b>	No objection
<b>LTC MEETING 4 DECEMBER 2025</b>			
<u>252853</u>	Two fascia internally illuminated signs, one internally illuminated totem sign, and one non illuminated vinyl on glazing – <b>Homebase, New Mills Industrial Estate, Ledbury, Herefordshire, HR8 1JA</b>	<b>KR</b>	No objection
<u>252751</u>	Works to windows on the ground floor of the west side of the property – <b>3 Upper Hall, Ledbury, Herefordshire, HR8 1JA – LISTED BUILDING CONSENT</b>	<b>Not known</b>	No objection
<u>250622</u>	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>	Objection - in support of the grounds for objection provided by Wellington Heath Parish Council.
<u>253145</u>	Replacement cartway screen on east elevation. Replacement windows. Replacement front door (west elevation) – <b>Upper Barn, Ledbury, Herefordshire, HR8 2PX</b>	<b>KR</b>	No objection
<u>253184</u>	Installation of new shopfront to RHS man entrance. Remove existing RHS doors & relocate to LHS main entrance. New shopfront (side panel staff riser) to RHSS of relocated doors. Including new externally illuminated fascia and projecting signage – <b>8 The Homend, Ledbury, Herefordshire, HR8 1BT</b>	<b>KR</b>	No objection

<b>2553185</b>	1 No timber fascia sign with externally illuminated letters by trough lighting. 1 No timber projecting sign (double sided) with externally illuminated letters by trough lighting – <b>8 The Homend, Ledbury, Herefordshire, HR8 1BT</b>		No objection
<b>253361</b>	Application to determine if prior approval is required for a proposed change of use of ground floor shop to 1 no. flat (Use Class C3) – 5 Homend Walk, The Homend, Ledbury, Herefordshire		No objection

<b>FULL COUNCIL</b>	<b>8 JANUARY 2025</b>	<b>AGENDA ITEM: 22</b>
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Report prepared by Angela Price – Town Clerk

## **REQUEST FOR ROAD CLOSURE – TALBOT HOTEL**

### **Purpose of Report**

The purpose of this report is to ask Members to provide comment to Herefordshire council in respect of a request for a road closure on New Street, Ledbury in August 2025.

### **Detailed Information**

The Talbot Hotel has submitted a request to Herefordshire Council for a road closure on Sunday, 9 August 2026 between the hours of 12 noon – 8.00 pm to enable them to hold a Charty Event. The closure would be from the front entrance of the Talbot Hotel to the traffic lights at Top Cross.

Ledbury Town Council are being consulted on this road closure to help provide local knowledge as to whether a road closure in this location is appropriate, due to several issues being highlighted following a similar road closure in 2023.

The Talbot have suggested in their email to the Clerk that this is an Annual Charty event, however they were not successful in securing a road closure in 2025 due to the lateness of the application and therefore there being insufficient time for Herefordshire Council to obtain feedback from the Town Council and other stakeholders.

Members will be aware that the area in question is part of a one-way system which leads up to a key location for traffic travelling to the town centre and to Malvern and beyond on the A417.

### **Recommendation**

Members are requested to consider whether to support the request from the Talbot Hotel for a road closure from their hotel to Top Cross for a period of 8 hours on Sunday, 9 August 2026 (12.00 noon – 8.00 pm) and instruct the Clerk to notify Herefordshire Council of their decision.





## WELLINGTON HEATH PARISH COUNCIL

Ledbury Town Council  
c/o Angela Price, Town Clerk  
Ledbury Town Council Offices  
Church Street  
Ledbury  
Herefordshire  
HR8 1DH

15 December 2025

Dear Councillors,

### **Request for Contribution Towards Wellington Heath Road Safety Improvements**

I am writing on behalf of Wellington Heath Parish Council to enquire whether Ledbury Town Council would consider allocating some of its £200,000 Town Improvement Fund in support of our planned road safety improvements within the neighbouring parish

Wellington Heath and particularly Staplow, have experienced increasing through-traffic, much of it travelling to and from Ledbury. As a result, concerns about speeding and pedestrian safety have become a growing issue for our residents. To address these concerns, we have developed a modest but meaningful package of improvements, including:

- The purchase and installation of one mobile Speed Indicator Device (SID)
- The installation of two pairs of white village entrance gates at Staplow to reinforce drivers' awareness of entering a rural residential area

These measures are proven, cost-effective methods of reducing vehicle speeds and improving overall road safety. Their benefit extends not only to Wellington Heath parishioners but also to drivers, cyclists, walkers, and schoolchildren who travel regularly between our communities

Given the close links between our two communities both socially and economically, and also in daily travel patterns, we hope Ledbury Town Council may feel able to support this initiative through a contribution of £10,000. This would significantly advance our ability to complete the project and deliver safety improvements that will benefit residents of both communities

We would be very pleased to provide any further information, attend a council meeting, or supply costings and documentation if that would assist your decision

Thank you for considering this request. We look forward to the possibility of working collaboratively for the safety and wellbeing of our shared community

Yours sincerely,  
Heloise Tierney  
Chair  
**Wellington Heath Parish Council**



## LEDBURY TOWN COUNCIL

<b>FULL COUNCIL</b>	<b>8 JANUARY 2026</b>	<b>AGENDA ITEM: 24</b>
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Report prepared by Julia Lawrence, Deputy Town Clerk

### **MARKET HOUSE – QUINQUENNIAL SURVEY**

#### **Purpose of Report**

The purpose of the report is to provide Members with sight of the Quinquennial Survey of the Market House which was recently undertaken by the Council's Technical Consultants, Caroe & Partners.

#### **Detailed Information**

The detailed Quinquennial Survey, which was received on 16 December 2025, details anticipated works for the Market House. Members are asked to read the report in its entirety although a summary of works required for the period 2026 to 2030 is detailed below giving indicative costings for budget purposes.

A full copy of the Survey is provided at Appendix A.

#### **Urgent / Immediate Action**

- Rainwater drainage – clear rainwater gully and rod below ground drainage, if needed.

Indicative cost: c. £1,000

Timescale: Immediate

#### **Required within next 12 months**

- Carry out holding repair to caulk joints and cover exposed stainless steel mesh to timber posts
- External staircase safety - renew damaged and peeling anti-slip strips and redecorate balustrade and handrails
- Repair staircase lower gate

Indicative cost: c. £7,000

Timescale: Within 12 months

#### **Required within next 24 months**

- Carry out minor periodic repair of roof coverings
- Repair anti-bird mesh and improve anti-pigeon spikes
- Carry out photographic survey of internal walls and roof, to help monitor movement and water penetration
- Advise if fresh frass (sawdust) is seen

Indicative cost: c. £6,000+

#### **Required within the Quinquennium (0–5 Years)**

- Repairs to timber frame and infill panels where rainwater wash is concentrated
- Repair bases of timber posts

- Repair/improve surface water drainage at ground level
- Commence periodic repair and maintenance of windows
- Repair flagstone paving to reduce trip hazards
- Repair and redecoration of plaster panels to internal walls
- Re-caulk wide joints between floorboards

Indicative cost: c. £40,000+

Timescale: Planned and phased over the quinquennium

### **Desirable improvements**

- Periodic maintenance of timber frame to infill panels
- Structural review of whole timber frame
- Phased repair of windows
- Repoint stone steps and staddle stones
- Improvements to staircase handrails
- Fill gaps in timber frame at eaves level
- Redecorate stair enclosure

Indicative cost: To be confirmed

Early investment in water management and timber post bases will significantly reduce future costs. The Market House remains stable and fundable, provided maintenance is proactive rather than reactive.

### **Financial Implications**

Based on the above estimates, there is currently £5,000 in budget line 201/4170 for Market House Maintenance. Realistically any such costs would need to be met from Ear Marked Reserves, budget line EMR 324 Listed Buildings, which currently has a balance of £106,855.97.

### **Recommendations**

- 1 That Members receive and note the contents of the Quinquennial Survey for the Market House.**
- 2 That Members instruct Officers to seek costings and provide a report back to Council detailing these costs once received in order to progress both the urgent works and those works identified for the next 12 month period, detailed above.**
- 3 That once quotations are received, Caroe & Partners will act as the Council's consultants, reviewing the quotations and overseeing the works.**

## LEDBURY Market House



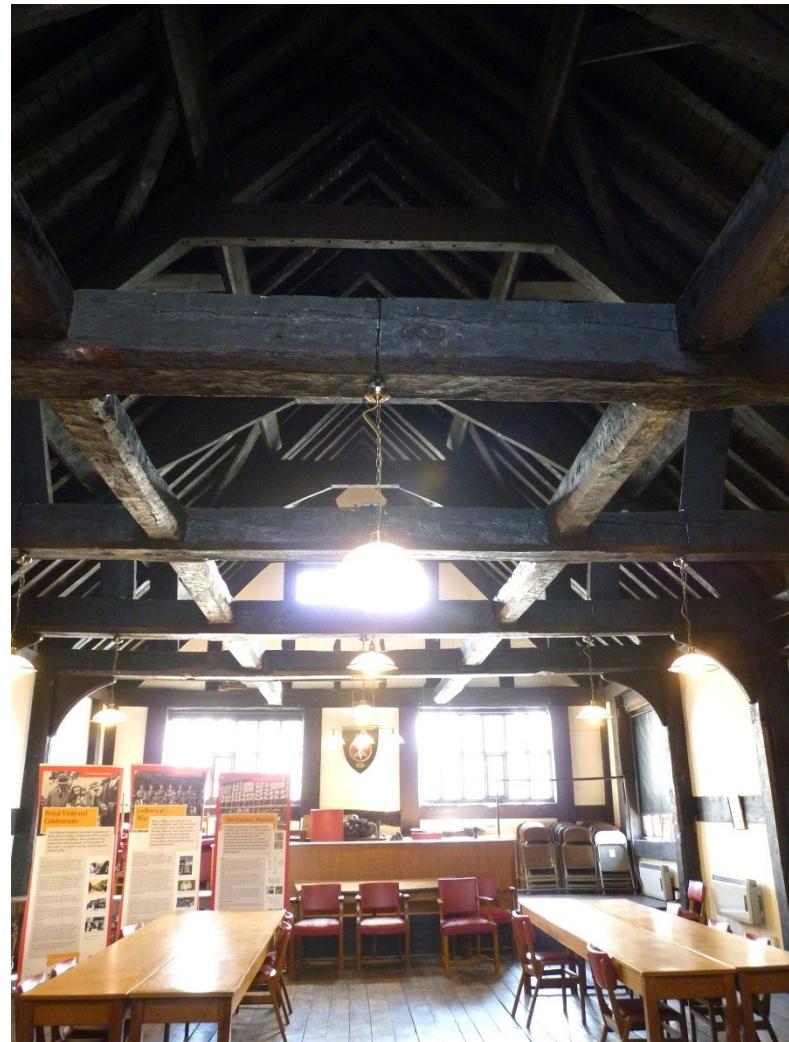
Report on the Quinquennial Survey

2025

## LEDBURY Market House

Listed Grade I

Last quinquennial survey carried out by: Robert Lister November 2017



*The Market House was constructed in 1617, as a single storey timber framed structure supported on 16 oak posts. The upper room was added in the late seventeenth century, with an external staircase at the north end. In the mid nineteenth century the building was in very poor condition and extensive repairs and alterations were undertaken in c.1850.*

## Report on the Quinquennial Survey for 2025

Survey by Jane Chamberlain RIBA AABC

25 July 2025

7 Forge Road, Monmouth, NP25 3AY

## **LEDBURY Market House**

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### **Report on the Quinquennial Survey for 2025**

#### **PART ONE**

##### **I. Introduction**

- I.1 This report on the quinquennial survey of Market House, Ledbury was carried out on 22 July and 7 August 2025. The survey was instructed by Julia Lawrence, Deputy Town Clerk to Ledbury Town Council and was undertaken by Jane Chamberlain RIBA AABC, Partner, of Caroe & Partners. The previous inspection was carried out in November 2017 and March 2018 by Jane Chamberlain and Robert Lister
- I.2 I have therefore made a thorough general survey of the building. My inspection was visual, and such as could readily be made from ground level, ladders, and any accessible roofs, galleries, stagings. No part of the fabric was opened up for inspection, and the report does not therefore include any part of the building which was covered up, unexposed or inaccessible; and no guarantee can therefore be given of the absence of rot or beetle or of any other defect.
- I.3 The weather was hot and sunny, during the hottest summer ever recorded.

##### **DESIGNATIONS**

- I.4 The building is listed Grade I and lies within the Ledbury Conservation Area.

##### **2. Limitations of Survey**

- 2.1 No below ground drains were tested.
- 2.2 No ladders were used during the survey.

##### **3. Recommendations for Further Surveys**

- 3.1 An asbestos audit should be commissioned unless one has recently been carried out.
- 3.2 A structural engineer's survey of the timber frame is suggested.
- 3.3 A photographic survey of internal plaster panels and inspection of all fabric during and after heavy rain is advised.

#### **4. Recent Structural History**

- 4.1 Major repairs were undertaken to the Market House were carried out in 1991 and 2006 after extensive decay was found to the bases of the ground floor oak posts. To limit the visual impact of repairs and avoid damaging sandstone plinths on which the posts sit, the full building was raised using hydraulic jacks incorporated within a structural scaffolding. Whilst raised, the decay was cut away from within the posts leaving cone shaped cavities within the bases of the posts. The building was lowered back into position and, whilst it was still supported the cavities were filled with liquid lime based grout through holes drilled into the posts from above the voids. These are the only external evidence of the procedure. The grout has the same crushing strength as the sandstone pads and was chosen to avoid holding moisture against the oak and be unaffected by fungal decay or woodboring insects.
- 4.2 At the same time as these repairs to the oak posts, roof coverings were stripped and re-laid with new battens, counter battens and breather membrane.
- 4.3 The following work has been carried out within the last quinquennium:
- 4.4 Comprehensive repair of roof coverings, improvements to weatherings of some high level gable windows, repairs to some pentice and sill boards and restaining and caulking to upper parts of external timber frame gables.
- 4.5 Overhaul and redecoration of cast iron rainwater goods.
- 4.6 External repairs to many modern and historic rendered infill panels to timber frame.
- 4.7 Ongoing maintenance of covered area and interior.

#### **5. Summary of Structural Condition**

- 5.1 The building is well kept, following recent external repairs.
- 5.2 Roof coverings are in good condition with only minor storm damage to clay plain tiles.
- 5.3 The ancient timber frame at first floor level inevitably suffers decay and weathering but has been brought into good order at high level during recent repair work. The Town Council should nevertheless plan for further periodic maintenance and repair, particularly to windows and to areas of the frame which catch the weather and where there is localised water penetration, commencing with work to some elevations during the current quinquennium.
- 5.4 The bases of the timber posts supporting the Market House continue to weather and slowly decay. Holding repairs to cover the exposed stainless steel mesh should be promptly carried out. Repair of the post feet should be carried out within the quinquennium, to conserve as much as possible of the remaining outer timber mouldings.

- 5.5 Timber framed and leaded light windows are aging and would greatly benefit from repair and maintenance. High level windows to gables were repaired in the previous quinquennium. Another phase of repair should be carried out within the current quinquennium.
- 5.6 Rainwater goods are in good condition and well maintained. At least one surface water gulley should be cleared of debris. Minor repairs are advised, to drainage channels close to post bases and to paving within the Market House.
- 5.7 The staircase would benefit from overhaul and redecoration. Anti-slip strips on treads are in poor condition and should be promptly renewed.
- 5.8 The timber roof structure and internal timber frame appears currently fair. Internal plaster panels show minor cracking and significant water penetration in places. Monitoring should take place, starting with a photographic record, to identify any active leaks. Repair should commence within the quinquennium.
- 5.9 The first floor is in fair condition. Wide gaps between boards should be caulked.

## **6. Description and Historical Summary**

- 6.1 Ledbury Market House is Grade I listed, entry number 1349392. The listing description states the following:

'Begun circa 1617 and completed after 1655, and attributed to John Abel, the King's Carpenter. Timber framed with a gable-ended tiled roof. Two storeys. The upper storey is supported on seven posts on the long sides and three at the ends all with curved braces. The posts are of local Spanish chestnut [note, now known to be oak], on stone bases, they are moulded grooved and tapered with moulded bases. Upper storey projects on all sides with chamfered bressummers and exposed timber framing, herringbone patterned on the west and south, the other sides with square panels. Six-light wooden ovolو moulded mullion/transom windows with leaded panes. Three windows on west side, two on south side. Inside the open ground floor, the floor is stone paved, the ceiling has chamfered beams forming square bays. The upper storey has similar beams and exposed wall posts. The stairs and most of the windows are modern.'

## PART TWO

### Condition of Structure

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#### 7. Roofs and High Level Features

- 7.1 Clay plain tiles were re-laid on new battens and counter battens in 2006.
- 7.2 Roofs coverings were very thoroughly overhauled within the last quinquennium.
- 7.3 Clay ridge tiles appear in good order. One section of ridge tile has lost part of its capping but was found to be secure, during recent repairs. Photograph 1.1
- 7.4 There are two slipped clay plain tiles to the west facing pitch, one or two more are slightly lifted, not surprising with the increasing severity and regularity of storms. Repair of slipped tiles is advised within two years as part of periodic maintenance, sooner if there are active leaks. Photograph 1.1
- 7.5 The east facing pitch can only be seen in part from the north east, and should be checked when roof tiles are repaired.
- 7.6 Mortar pointing between tiles to the north facing verges was recently patch repaired. Recent and older mortar fillets remain intact. Photograph 1.2
- 7.7 Verge fillets to the south elevation appear in slightly better condition than the north.
- 7.8 East elevation eaves appear stable albeit with inevitable decay, particularly at the corners of the building which catch the weather. Localised repair and improvements to lead weatherings were recently carried out. Photograph 1.2
- 7.9 Timber eaves fillets behind gutters to both elevations are either discoloured or have black stain, wearing away. This is currently of low concern.
- 7.10 Metal mesh snow guards were checked for security during recent repair work. Guards are bent back slightly but appear generally to line and level.
- 7.11 Roof coverings are therefore in good condition. The Town Council should nevertheless expect to have to carry out further periodic maintenance and repairs in the medium term.

#### 8. External Walls

##### EXTERNAL TIMBER FRAME AND INFILL PANELS ABOVE & INCLUDING FIRST FLOOR & JETTY

- 8.1 External wall construction comprises an ancient timber frame with rendered infill panels, of wattle and daub, lath and render or modern construction. Vertical studs are at close centres with an eaves beam above, bressummer below and a single horizontal mid-rail. The eaves beam continues around the two gables, with the wall above slightly jettied out as a result. Angled timber struts to west and north form a broken herring bone pattern and additional horizontals to east and south for form square panels.

- 8.2 Carpentry to north and south gables was inspected close to, within the quinquennium. Lead flashings over decayed purlin ends were improved in places, to discharge rainwater further away from vulnerable purlin and wall plate ends. Historic caulking and repairs to weathered purlin and wall plate ends remain in places. Water traps were weathered with caulking during recent repairs. Photograph 1.2
- 8.3 The external timber frame generally, with a black painted/stained finish, is inevitably weathering. Caulking has been used extensively to fill shakes, joints and decayed areas of timber and is inevitably slowly weathering away. Weathering is worst to the more exposed south and west facing elevations. Periodic recaulking will be required in the medium term, sooner if there are active leaks, especially in places which receive increased rainwater wash such as beneath windows, gables and at bases of diagonally set timbers. Some of these areas were recently repaired with caulking. Photograph 1.4
- 8.4 Many of the plastered infill panels, both historic and with modern external render were repaired within the last quinquennium. A small additional number of panels now require repair, perhaps where there has been slight movement during the unprecedented hot weather preceding the inspection. Any signs of new movement or fracturing will be a good indication of localised seasonal and daily movement which must be expected, as well as any more long-term movement, should it occur. It would be helpful to make a photographic record of ongoing repairs, to assist with long term monitoring.
- 8.5 There are some localised areas where the effects of long term decay and rainwater wash are more concentrated. For example, beneath the west jamb to the lower north facing window. Render panels have been recently and repeatedly repaired in this location. Render again appears saturated, with paint finishes deteriorating. The need for a further campaign of localised repair and redecoration should be expected within the quinquennium or early in the next. Detailing should be carefully considered, in case improvements can be made such as additional slim lead flashings to redirect rainwater away from window heads and cills, or to improve weathering locally. Deeper caulking, weathering of water traps or localised piecing-in to the timber frame should be considered, throughout the timber frame. In the first instance, areas of higher decay should be reviewed during and after heavy rain, both internally and externally and a detailed schedule of repair planned.
- 8.6 There will inevitably be other locations where weathering and rainwater run-off is concentrated and which would benefit from localised attention. Recent repairs to leadwork over window cills have been of great benefit. When repair is next carried out, significant caulking of joints, shakes and water traps should be allowed for, to all elevations.
- 8.7 The more sheltered east elevation generally appears in better order.
- 8.8 To the north elevation, rainwater runs down the timber frame and drips from the underside of the bressummer, which suffers decay throughout its length and at exposed corners of the building. Shakes are developing in pieced-in repairs to the bressummer at the north east corner, with shakes developing in the arched

- cantilevered braces. Undersides of timbers here and elsewhere suffer slow deterioration of the stain/painted finish. Old caulking is inevitably decaying and the open timber grain previously affected by wood boring beetle attack is exposed and vulnerable, perhaps attacked by wasps in many places. Again and in the first instance, a good photographic record would help to see where the shakes and splits are developing, including in modern repairs. These areas should be kept under review, with the need for repair to be expected in the medium term, perhaps the next quinquennium.
- 8.9 The bases of timber posts immediately above the first floor bressummer have been packed in front of their tenons and lead flashings installed. All appears fair, though gaps are developing where timber is splitting. Caulking is in worst condition to elevations which catch the sun. Shakes are inevitably developing in modern replacement timbers, for example the post to the east of the corner of the east of the south west corner post. When Christmas lights or bunting are next installed it would be worth checking the feet of the posts to make sure that all remains secure.
- 8.10 Pegs to the timber frame should be inspected when repairs are next carried out and be re-tapped and re-caulked as needed.
- 8.11 Recently repaired render panels were just inevitably beginning to fracture in places. Paint finish is beginning to peel. One boarded infill panel close to the south west corner has been painted and is inevitably beginning to fail. Planned maintenance should be allowed for in the medium term. Photographs 2.1, 2.2
- 8.12 The west elevation is afforded some protection by the overhanging eaves. Paint is beginning to decay to some recently redecorated infill panels. Damage is more pronounced towards the lower parts of the elevation which receives most rainwater wash.
- 8.13 Birds gain access in very many areas where anti-bird mesh has been broken beneath the eaves, for example to the east elevation and in several locations including to the north behind the bressummers below first floor level. Birds nest behind some of the anti-pigeon prongs above the head of the southern east facing window and elsewhere. Improvements to anti-pigeon prongs and mesh is advised. Mesh and anti-pigeon prongs are being used to hold nesting material in places. All should be promptly reviewed and mesh or other anti-pigeon protection reinforced. Photographs 1.3, 1.5
- 8.14 The underside of the first floor is protected from the weather, with ongoing decay at a slower rate than elsewhere. Since the previous inspection deterioration of the stained finish and very superficial erosion of the timber surfaces has occurred to the undersides of beams, dragon beams and joists, including possibly modern joists. There are historic shakes particularly at the junctions of mortice and tenon/halved joints at the junctions of primary beams with secondary floor beams primary running east west with secondary points running north south. The modern boarded floor above the main oak frame appears in good and stable order. Photographs 1.5, 2.6, 3.1
- 8.15 In summary I saw no obvious need for further immediate repair to the timber frame at and above first floor level, but the need for ongoing maintenance to the frame and

infill panels should be expected. Any opportunity afforded by high level access should be used to carry out caulking and re-staining of the frame, as part of long term maintenance. A long term maintenance plan should ideally be put in place, to help the Town Council plan for future periodic repair. Photographs taken during recent repair work will act as a good record of the level of decay, for gauging areas of active decay in future years.

- 8.16 It is some decades since a structural appraisal of the timber frame to the whole building was carried out. Photographs taken now will help to inform structural review, which should be planned for the medium term. I saw nothing to suggest immediate concern, but I strongly recommend that a structural engineer's inspection is carried out periodically, perhaps in the current or next quinquennium.

#### GROUND FLOOR TIMBER POSTS

- 8.17 The bases of the timber posts have received several campaigns of repair, most recently in 1991, when the whole building was lifted and the decayed post ends were lowered back onto reinforced structural bases. This repair technique has enabled the ancient timber post bases to be retained. Previous phases of repair have involved complete removal of the historic post bases and replacement with laminated sections of new oak. The timber post has been renewed in whole to the south west corner.
- 8.18 The damp staddle stones and reinforced bases on which the posts rest, inevitably wick dampness into the post feet. This plus rainwater run-off has resulted in continuing decay of the now non-loadbearing outer timber mouldings to the feet. Photograph 3.3
- 8.19 As previously reported, the immediate concern is that the slim timber sections to the splayed post bases set in front of the modern core are decaying and falling away. There is concern that decay may be accelerated due to the impermeable nature of the core. Expanded stainless steel mesh reinforcing the structural core is exposed in places, which could be a danger to little fingers. Several timber fragments are loose and worth saving and re-attaching. The previous inspection reported that wasp action was dislodging material at the base of the post. Decay has continued over the last quinquennium with a distinct further loss of timber for example to the east elevation post immediately to the north of the south east corner post. Caulking to shakes through the height of the posts is falling away. Water traps should be weathered and the exposed mesh covered, until such time as full repair of the post feet takes place. Photographs 3.4, 3.5, 3.6
- 8.20 Specialist advice has recently been sought on the impact of wasp damage and the condition of the post bases. Possible repair techniques were discussed with Historic England. The repair methods adopted in the 1990's were agreed to be appropriate, as the outer faces of the timber posts were able to be retained. Repair should involve careful pinning back of loose timber sections. Repair should ideally be carried out within the quinquennium, to stabilise the timber post bases and prevent further exposure of the expanded metal mesh.
- 8.21 The oak post bases which have been repaired using laminated timber are opening up along laminations. These wide laminations have been caulked in the past. Bolt heads

are exposed and may have previously been filled with oak pellets, which should be renewed where missing, for example to the north east corner post. Repairs should be carried out when other post bases are repaired. Photograph 3.2

- 8.22 Some posts such as the one as close to the bottom of the stairs are not vertical. This should be checked against records, following the repair of the post bases.

## **9. Rainwater Disposal System**

- 9.1 Cast iron rainwater goods were inspected, overhauled and redecorated within the quinquennium. All appears in good order. Periodic inspection should take place of all external and internal fabric during and after heavy rain to make sure there are no leaks, blockages or overflowing, which could easily occur where downpipes have bends to follow the lines of the building, at eaves level and beneath the jettied first floor.
- 9.2 Downpipes drain over gullies and gratings at ground level, which with one exception were free from debris at the time of the inspection. All gullies should be inspected during and after heavy rain to make sure that below ground drainage runs freely.
- 9.3 The downpipe to the north east drains onto paving set some distance from the gulley and which was blocked with vegetation at the time of the inspection. This area should be cleared and inspected during and after heavy rain. The grating should be cleared and if needed, below ground drainage rodded. It would be sensible to reform the pavements underneath the shoe and leading to the gulley, to provide a better route for rainwater. A slightly recessed channel could be formed. This would help to direct as much rainwater as possible away from the post foundations. Photograph 2.5
- 9.4 Wheelchair access into the covered area is over a metal grille which protects the drainage channel beneath. This is blocked with debris and should be cleared. Paving in the shallow channel would benefit from repointing.
- 9.5 The grating to the south east corner is recessed. The bench and litter bin protect this area from becoming a trip hazard.

## **10. Windows and Doors**

- 10.1 High level gable windows were repaired at sill level and re-stained, as part of recent repair work.
- 10.2 External joinery to window primary and secondary frames, including opening lights and main cills and heads is in basic condition, as is to be expected on such an ancient building. Detailing at junctions especially between cills and heads and the main structural timber frame is inevitably vulnerable. Lead aprons are doing a good job but there is localised rainwater wash beneath the windows. Further repair and maintenance should be carried out, commencing within the quinquennium. Photographs 2.3, 2.4
- 10.3 The timber cills and /or battens applied to the timber cills to several windows are splitting and pulling away. This includes the two lower south facing elevation windows.

Repair should ideally be carried out within the quinquennium. Localised carpentry repair to mullion bases is desirable. The existing detail should be investigated in case any improvements can be made. Photographs 1.6, 2.3

- 10.4 Leaded lights remain generally in fair condition though are aging and suffer some bleeding of putty. Lead aprons to window heads, pentice boards and cills generally appear in good order, albeit with inevitable staining. South elevation leaded lights inevitably suffer more buckling, with stain in poor condition. Overhaul of first floor south elevation windows is advised within the quinquennium. Photograph 2.4
- 10.5 West elevation windows suffer opening-up of grain and joints as elsewhere and deterioration of the black painted/stained finish on this more exposed elevation. Maintenance within the quinquennium would go a long way towards long term conservation and would help to delay the date for more significant repair.
- 10.6 The more sheltered windows to the north and east elevations are in slightly better condition though would still benefit from repair.
- 10.7 In summary, overhaul and repair of windows is advised to take place within the quinquennium, commencing with the south and west elevations.

#### INTERNAL

- 10.8 There is water penetration at bases, cills and elsewhere to west elevation and other windows, where water drives through joints and gaps and where timber and putty is weathering. There is old evidence of wood boring beetle attack. Caulking and minor repair should ideally take place at the same time as external repairs to windows, or form part of periodic maintenance. Photograph 5.5
- 10.9 Window stays are generally slightly loose and require re-fixing and redecorating. The stays are missing to the northernmost window to the west and should be renewed. The opening casements to this window do not close snugly. The casement should be re-hung to sit properly in the recess. One glass quarry is cracked and should ideally be renewed.
- 10.10 Windows to north elevation, where accessible, appear fair.
- 10.11 Two windows to more sheltered east elevation, appear to generally be in good order. There is one loose stay.
- 10.12 Three windows to the south elevation, one at high level and two low level. There is one cracked glass quarry to the westernmost window, with a hole. This should be replaced to match.

### 11. Ground Floor Paving and Steps

- 11.1 Many of the moulded staddle stones are highly eroded and friable, from rainwater wash and splashing from pavements, which are almost certainly gritted in the winter. Steps and staddle stones have been repointed in many areas with cementitious mortar which should ideally be removed and renewed in lime. Photographs 3.2, 3.3

- 11.2 Clay paviours and eroded flagstones within the footprint are in fair condition considering their age. Many paviours are fractured but trip hazards are limited. Minor trip hazards occur where flagstones are wearing, which must be expected in paving of this age. Localised repointing in lime should be allowed for within the quinquennium to fill trip hazards. Photograph 4.1
- 11.3 Steps and nosings are eroded and have no handrails. There is however level access into the base of the Market House from the wide pavement to the east.
- 11.4 Guarding of the drops to the west and north does not meet modern Building Regulations standards but has remained unaltered for very many decades.

## **12. External Staircase**

- 12.1 Infill strips to demarcate the edges of treads have been lost or have shrunk away and are no longer of contrasting colour. The adhesive anti-slip panels fixed to treads are damaged and peeling, particularly to the lower flight which is more exposed to the weather. All should be renewed before they create trip hazards.
- 12.2 The staircase appears generally stable and is of relatively recent construction. Timbers have been installed to fill parts of the open risers.
- 12.3 Original iron balustrading is now heavily rusted with detaching paintwork throughout. Overhaul and redecoration is advised. Modern handrails should be overhauled and redecorated at the same time. Preparation and redecorating with smooth oil based paint will make the handrails easier to use.
- 12.4 There is very slight splitting of timber close to the north west corner, where one rusted section of balustrade is set into the timber handrail, though this is of currently low concern.
- 12.5 The gate is splitting slightly where a deadlock has been installed, which just fits within the gatepost. Redecoration of the gate should take place at the same time as redecoration of balustrades.
- 12.6 Chicken mesh at floor level above the quarter landing has broken down and should be renewed. Wood boring beetle attack can be seen in many timber members, structural and otherwise, which is to be expected. Old bolts are rusting and should ideally be redecorated though this is currently of low priority.
- 12.7 The bottom gate is loose on its modern hinges and requires repair.
- 12.8 Access for all was considered in a recent study and wheelchair access being very difficult and costly to achieve. Other improvements such as providing modern handrails to both flights of steps should be considered. This might also help to keep hands away from the spiked railings to the inside of the flight. Photograph 5.6

## INTERIOR

- 13. Roof Structures and Ceilings**
- 13.1 The roof structure comprises five large timber trusses, with two cross beams running between the tie beam of each truss and the two gables. Trusses support two purlins per slope, with wind braces between, and the purlins in turn support rafters with sarking boards with V groove joints. Brackets at connection between truss tie beams and the wall posts are similar to those found at ground floor level.
- 13.2 All elements of roof structure are painted with dark paint or dark stain making close inspection difficult.
- 13.3 Some iron straps are noted at junction between cross beams and truss tie beams. These are only in three locations and are likely to be a later addition. Where these are present the paint finish is generally failed and there are signs of surface rusting. All should be fully de-rusted and fully repainted though this is currently of low priority.
- 13.4 There is evidence of very slight water penetration and decay around the purlin ends at gables, particularly at the north end. These areas of dampness should be monitored. Recent repairs to improve flashings etc will hopefully slow down what might be old decay. There is minor evidence of staining elsewhere, for example to sarking boards, again close to the north and south gables. Roof coverings were recently repaired and staining is likely to be historic. Photograph 4.3
- 13.5 There is very slight opening up between upper tie and its brace to the northernmost freestanding truss, to its west pitch. Opening-up can be seen since the trusses were last redecorated. This is currently minor but should be kept under observation and considered when a structural review of the timber frame takes place. Photographs 4.2, 5.1
- 13.6 Daylight can be seen between the wall plate, and the timber window heads to the east elevation especially. This is of low current concern but should be monitored and will certainly be a source of draughts. Caulking could be considered though some cross ventilation should be retained.

**14. Internal Walls**

- 14.1 Structural timber framing is exposed, with render infill panels. The vertical posts located below trusses separate the wall into six bays in total, with the posts projecting forward from the wall. Set flush with the plastering is a horizontal rail at mid-height, which corresponds with the external mid-rail. The other vertical and angled timber sections visible externally are not exposed internally and are therefore secondary timbers of a smaller section size. There is a timber skirting at the junction at the floor with what looks to be modern boxing in front, presumably concealing services. The eaves beam above projects to the same depth as the posts.
- 14.2 Joinery and carpentry, where visible, appears in generally fair order and largely stable, with decorative finishes intact. The frame and plaster panels are nevertheless stained

- with rainwater wash and condensation in places. Caulking is falling away to some pieced-in repairs and elsewhere, which must be expected.
- 14.3 The dark stained finish is breaking away in places where there has been previous wood boring beetle attack, generally in sap wood to wavy edges. Timber is friable in places. This occurs for example to the truss tie beam to the west elevation. Any areas of sawdust/frass seen during cleaning should be reported in case this indicates active decay. Photograph 4.6
- 14.4 Plaster panels are also generally in good order, however, there are many panels with cracks running through and some areas of flaking paint. Where cracks are present these should be filled and redecorated if the adjacent plaster is still sound. Where adjacent plaster is loose they should be cut back to sound material and renewed to match. The sources of water penetration, including junctions in the timber frame and around and through windows, should be considered in case detailing can be improved, when repair takes place. Water penetration is worse than noted in the previous inspection report. Repair should ideally commence within the quinquennium, especially as external repairs to many plastered panels has already been carried out. Photographs 4.5, 5.2, 5.3
- 14.5 Paint to infill panels to all elevations is in fair condition, obviously fractured when panels behind are fractured, and peeling/blowing in some areas, for example to the large panels to the west eaves elevation. Decorations including plaster skim will inevitably continue to deteriorate. Successive layers of what might even be gypsum plaster and paint have been applied over older and softer decorations. When decoration next becomes due, removal of modern impermeable paint and plaster finishes should be considered, with redecoration using breathable paint or limewash.
- 14.6 Some fracturing of panels is to be expected as the timber frame moves daily and with the seasons.
- 14.7 A detailed photographic record of the timber frame and infill panels would be useful to help to identify any new areas of movement or water staining.
- 14.8 Repairs to plaster panels internally should ideally take place within the quinquennium. Internal redecoration is desirable.
- WEST ELEVATION**
- 14.9 Cross beams at tie level have been packed out at mortice and tenon joints and have not surprisingly shrunk back leaving small gaps. This is not currently of concern but should be monitored over the longer term.
- 14.10 Many plastered infill panels suffer diagonal and other fine fractures, which must be expected. There is evidence of water penetration at the bottoms of several panels, for example to the northern end of the west elevation. Water penetration can be seen at the base of the panel close to the electrical switch gear cupboards, at the northern end of the west elevation. Dampness will have been reduced by recent repairs to infill panels but should nevertheless be kept under observation.

14.11 Dampness can also be seen at the heads of plaster panels, for example to the lower large panel, to the southern end of the west elevation. The base of the panel to the south of the main west window and the panel to the south of the upper west window suffer paint spalling, cracking and other damage. The lower of these panels might be infilled with plasterboard. Fracturing to these and other panels may have worsened since recent repair work and should be kept under observation. No action is currently advised as these panels are behind the storage area at the west end of the council chamber.

14.12 Daylight can be seen beneath at least one of the horizontal rails to the west elevation, though with no obvious evidence of water penetration.

14.13 The second panel from the south at low level is generally in poor order, shows water ingress and would benefit from repair. The cause of water ingress should be identified and may relate to the previously slipped lead flashing to the blocked window cill.

#### NORTH ELEVATION

14.14 Timber framing with render infill panels, is generally as described above, with additional gable wall at high level. The wall above the eaves beam is set back slightly, with a ledge formed on top of the beam. Much of the elevation is obscured by the staircase enclosure making visibility limited.

14.15 Gable panels to this elevation show extensive evidence of water penetration. Photographs should be compared with those taken at the previous quinquennial inspection. Water penetration is likely to have been significantly reduced by repairs to window cills and plastered panels at high level, carried out within the quinquennium. The worst of the water penetration is to panels slightly lower than and to both sides of the upper windows. Record photographs should be taken and monitoring carried out.

14.16 A large section of plaster has fallen from the panel to the east of the upper level window, fortunately caught by the truss tie beam and above an area used for storage. Condensation and / or water penetration runs are visible beneath the upper south window elsewhere. The high level gable panels are worst affected by damage and water penetration. Infill panels beneath the eaves are much larger and suffer less damage. Gable wall infill panels should be checked to make sure they are secure, within the quinquennium.

14.17 One render panel immediately to the west of the lower window has detached from the wall at its base, with sections having fallen and the rest now probably loose. Repair is required. Elsewhere panels suffer multiple smaller cracks as with the previous section, which should be filled and redecorated or cut out locally and repaired.

14.18 The higher-level render panels appear to suffer more movement and might be more generally detached from their backing. This cannot be determined without better access. All should be inspected.

14.19 Electricity meters and fuse board etc. are fixed to the wall at its east end. Further damage to plaster is visible behind.

## EAST ELEVATION

- 14.20 The east elevation configuration and condition is broadly as per the west elevation though slightly more sheltered, with several panels having minor cracks through the plaster.
- 14.21 The low-level panel at the north end is more severely damaged, with multiple cracks including a sunken area which appears to have been struck. The third panel in from the north at the top of the low-level plaster panel where it meets the timber cross rail has detached from its backing and has sections of falling plaster. These areas require repair.

## SOUTH ELEVATION

- 14.22 The south elevation is again generally as described for the north wall. The low-level plaster panel between two windows has multiple cracks and requires repair. At the east end, a low level plaster panel is stained where there appears to be water ingress. Plaster in this area has failed and is likely to need hacking off and replacing. The source of the water ingress should be determined and repaired externally prior to repairing the plaster work.
- 14.23 Plaster panels at high level show evidence of water ingress in several locations, including directly below the window and below the cross rail to either side of the window. There are also areas of cracked and detached plaster suggesting that multiple areas of repair are required, possibly to full panels. Again, the source of the water ingress should be located and resolved prior to the internal repairs being undertaken.  
Photograph 4.4

## 15. Floors

- 15.1 The timber boarded floor throughout has boards running in north-south direction, other than the north end where there is a 45-degree joint running from both corners, and the central section running from east to west. This corresponds with the direction of joists visible from below, with dragon beams to corners. At the south end there is a raised stage area, with two steps up and boards running in east-west direction here.
- 15.2 The floor is uneven in places with some wide joints between boards, however, there is nothing out of the ordinary for a floor of this age and no areas that present specific trip hazards or health and safety issues. Very wide joints between floorboards should ideally be caulked. Photograph 5.4
- 15.3 There is a removable hatch to the centre of the dais, under which the raised structure and the original floorboards can be seen, which match the orientation of those to the north end. Full access was not available, but viewed from the outside there were no obvious issues with the stage structure.
- 15.4 Steps up to the dais are unguarded and steep, a risk assessment should be carried out if the raised area is used, though it may currently only be used for storage.

Coloured tape has been applied to the edge of the steps onto the dais to the south end. Consideration should be given to replacing this with a purpose made stair nosing.

**16. Stair Enclosure**

- 16.1 Free standing partitions form the enclosure at the north of building, with painted plaster to four sides and a timber skirting. Photograph 5.6
- 16.2 Single panelled door on double swing hinge, arranged into eight square panels without mouldings. The doorway looks to have had previous repairs and has mismatching finishes. It should ideally be redecorated to an even finish.
- 16.3 Plaster and paint finishes are very tired. The enclosure would greatly benefit from cleaning and redecorating. Paint, which is likely to be impermeable is bubbling and flaking. There are fine horizontal and other fractures to north and south walls and plaster is breaking down at its edges. Localised plaster repairs and redecoration using breathable paint is desirable. Old light fittings should be removed.

**17. Asbestos**

- 17.1 I saw no obvious evidence of asbestos in the building, and this seems unlikely, but Ledbury Town Council are alerted to their obligations under the Legislation as summarised in the attached notes.

**18. Bats**

- 18.1 I could detect no evidence of bats using the building and none was reported. Ledbury Town council are nevertheless alerted to their obligations under Legislation when planning any work to the building, as summarised in the attached notes.



## PART THREE

### Recommendations in Order of Priority

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**NOTE:** the budget costs are for each item as briefly described, without specification or detailed investigation and are to give a broad indication only of likely costs. Costs exclude contractors' preliminaries, high level scaffolding, professional fees and VAT.

The following cost bands 1 to 6 are as Church Buildings Council advice. We have split some of the categories into a and b as we feel this may be more helpful to parishes in planning work:

		Ref.	£
<b>26.</b>	<b>Urgent requiring for Immediate Attention</b>		
26.1	Clear rainwater gulley and rod below ground drainage if needed.	9.2-9.4	£1,000
<b>27.</b>	<b>Requires Attention within 12 Months</b>		
27.1	Carry out holding repair to caulk joints and cover stainless steel mesh to timber posts.	8.18, 8.19	£1,000
27.2	Renew anti-slip strips to staircase.	12.1	£2,000
27.3	Overhaul and redecorate balustrade and handrails.	12.3-12.6	£3,000
27.4	Repair staircase gate.	12.7	£1,000
27.5	Prepare risk assessment for stairs, if dais is used.	15.4	DIY
<b>28.</b>	<b>Requires Attention within the next 24 Months</b>		
28.1	Carry out minor periodic repair of roof coverings.	7.4, 7.5	£1,000 +
28.2	Repair anti-bird mesh and improve anti-pigeon spikes.	8.13	£3,000
28.3	Carry out photographic survey of internal walls and roof, to help to monitor movement and water penetration.	14.7	£2,000
28.4	Advise if fresh frass (sawdust) is seen.		DIY
<b>29.</b>	<b>Requires Attention within the Quinquennium</b>		
29.1	Carry out further localised repairs to timber frame and infill panels where rainwater wash is concentrated.	8.1-8.12	£10,000
29.2	Repair bases of timber posts.	8.17-8.21	£10,000 TBC

29.3	Repair/improve surface water drainage at ground level.	9.1-9.5	£2,000
29.4	Commence periodic repair and maintenance of windows.	10.1-10.12	£10,000 Phase 1
29.5	Repair flagstone paving to reduce trip hazards.	11.2	£1,000
29.6	Commence repair and redecoration of plaster panels to internal walls.	Section 14	£5,000 Phase 1
29.7	Re-caulk wide joints between floor boards.	15.2	£1,000
<b>30.</b>	<b>Desirable Improvements</b>		
30.1	Plan for periodic maintenance of timber frame to infill panels.	8.2-8.14	
30.2	Carry out structural review of whole timber frame.	8.16, 13.5	
30.3	Continue phased repair of windows.	10.1-10.8	
30.4	Repoint stone steps and staddle stones.	11.1	
30.5	Consider improvements to staircase handrails.	12.8	
30.6	Fill gaps in timber frame at eaves level.	13.6	
30.7	Redecorate stair enclosure.	Section 16	



Fig 1.1  
Slipped clay plain tile. Old damage to ridge tile.



Fig 1.2  
Verge pointing recently patch repaired. Lead flashings protecting exposed wall plates with inevitable staining below.

Fig 1.3  
Pigeons nesting behind anti-pigeon spikes.

Fig 1.4  
Old caulking to shakes in timber frame.



Fig 1.5  
Dislodged anti-bird mesh, ongoing decay beneath first floor structure.

Fig 1.6  
Splitting timber to window cills.



Fig 2.1  
Dampness and recent cracks to plaster infill panels.



Fig 2.2  
Slightly damaged paint finish to plaster infill panels.



Fig 2.3  
Damaged window sill detail.  
Weathered window frame.



Fig 2.4  
Weathered window frame.  
Lead came to leaded light windows aging.



Fig 2.5  
Loose setts, eroding sandstone plinth and blocked rainwater gulley.



Fig 2.6  
Slightly open joints to shakes and decay to waney edges, to underside of first floor.



Fig 3.1  
Staining and slight decay where rainwater runs back onto timber frame beneath first floor level.



Fig 3.2  
Missing oak caps and joints between laminated timber repairs beginning to open, to post feet.

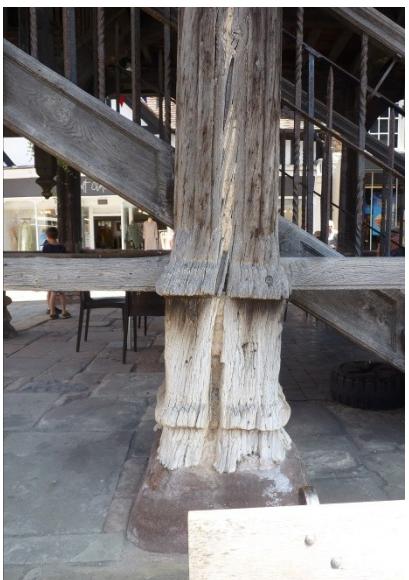


Fig 3.3  
Decayed sandstone plinths and steps.

Fig 3.4  
Post bases with lost outer mouldings, exposing repaired core, including stainless steel mesh.

Fig 3.5  
Caulking to old shakes in posts falling away.

Fig 3.6  
As above.



Fig 4.1  
Eroding flagstones becoming uneven.



Fig 4.2  
Opening of joints between truss tie and brace.



Fig 4.3  
Damp staining to sarking board.



Fig 4.4  
Internal plaster damage and staining to gable truss tie.



Fig 4.5  
Plaster damage and cracking to infill panel.

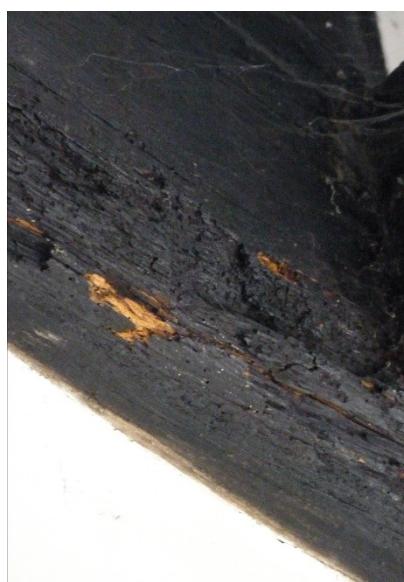


Fig 4.6  
Old wood boring beetle attack to wavy edge of timber.



Fig 5.1  
Reopened gap at mortice and tenon joint.



Fig 5.2  
Internal damp staining and plaster damage.



Fig 5.3  
Cracked plaster and water staining.



Fig 5.4  
Gap between floor board.



Fig 5.5  
Wood boring beetle attack, dampness and opening joints and old repairs to window frames.

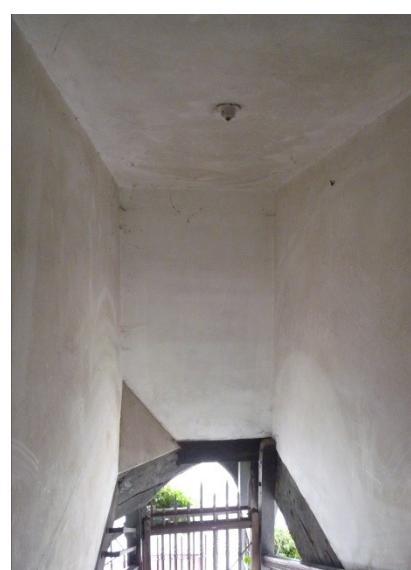


Fig 5.6  
Stairwell ceiling.



## LEDBURY TOWN COUNCIL

FULL COUNCIL	8 JANUARY 2026	AGENDA ITEM: 25
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Report prepared by Julia Lawrence, Deputy Town Clerk

### **PURCHASE OF DEFIBRILLATORS FOR LANGLANDS CLOSE AND BRIDGE STREET, LEDBURY**

#### **Purpose of Report**

That Members approve the purchase of two Defibrillators and Locked Cabinets, to be installed in disused public phone boxes in Langlands Close and Bridge Street.

#### **Detailed Information**

Members will recall that a report was submitted to the Planning and Economy Committee on 10 November 2022 regarding the installation of two defibrillators in the disused public phone boxes at The Langlands and on Bridge Street. BT Payphones has confirmed that these two boxes have been formally adopted by Ledbury Town Council for this purpose.

While the report received approval from Members at the time, it did not specify the funding source for the purchases and no subsequent reports have been provided since that time. Currently there is £750 available within budget line 118/4285, with any remaining balance to be met from EMR336 (Community Projects).



As part of the defibrillator package, each telephone box would need an outdoor locked cabinet to house the defib in and an example of the cabinet is shown here. This comes with a 10-year warranty (5-year warranty on keypad lock).

It is proposed that a Cardiac Science Powerheart G5 Fully Automatic Defibrillator is purchased. This is similar to the Defibrillator used at the Almshouses and would use the same pads, making it easier to replenish pads when needed. This comes with an 8-year warranty.

As part of the package, most suppliers include a Prep Kit, worth approximately £8.32.

A local electrician from HMS has offered to install both Defibrillators free of charge.



Three reputable and well known suppliers were contacted and their costs are as follows:

Company	Costs	Unit Price, ex VAT	Cost per package
1	Defibrillator Cabinet Cardiac Science Powerheart G5 Fully Automatic Defibrillator Prep Kit  The company will also register the Defib with the Ambulance service and provide free online defibrillator awareness course. The package also included an electrician to attend site to install the Defibrillators but this is not needed.	475.00 989.00  8.32	1,472.32  <b>1,440.00 Special price</b>
2	Defibrillator Cabinet Cardiac Science Powerheart G5 Fully Automatic Defibrillator Prep Kit	445.00 990.00  9.99	<b>1,444.99</b>
3	Defibrillator Cabinet Cardiac Science Powerheart G5 Fully Automatic Defibrillator Prep Kit	491.65 1,025.00  8.34	<b>1,524.99</b>

To recap, BT Payphones will continue to be responsible for the electrical supply and any payments to the electricity companies for that supply. BT reserves the right to disconnect the electricity supply at some point in the future however BT will contact the telephone box owner should this become necessary. BT will only be responsible for the supply in to the telephone box to the point of the R.E.C. fuse box. Any future faults beyond this point will be the responsibility of the telephone box owner (i.e. bulb replacement).

Members are directed to Appendix A for information as it provides a summary of likely annual electricity costs for a heater in the defibrillator cabinet.

### **Recommendation**

1. That Members instruct officers to purchase the defibrillator and associated items from company one as a matter of priority, noting that a local electrician has agreed to install the equipment free of charge.
2. That funds be taken from budget line 118/4285 in respect of £750, with the remaining balance of £690.00 to be taken from EMR336 (Community Projects).

## AGENDA ITEM. 25 - APPENDIX A

### **DEFIBRILLATOR COSTS**

Cost of Electricity for Heater in Defibrillator Cabinet

Thermostat is set to 5 degrees

Assuming temperature doesn't drop below 5 degrees for 8 months of the year

4 months 120 days x 24 hours = 2880 hrs of use

Heater size = 50W

Therefore use for 4 months is 144,000 W / 144 KW

Using electricity at 27p per KW, cost would 144 x 27p = £38.88

But assuming that the heater is on for half of that KW used would be 72 KW

Using electricity at 27p per KW, cost would 72 x 27p = £19.44

Worst case scenario temperature is below 5 degrees 12 months of the year

12 months 365 days x 24 hours = 8760 hrs of use

Heater size = 50W

Therefore use for 12 months is 438,000 W / 438 KW

Using electricity at 27p per KW, cost would 438 x 27p = £118.26

**This £1181.26 is 365 days a year 24 hours a day below 5 degrees so unlikely to ever be that high**

Obviously, it depends on your tariff per KW and the weather, most sites use £12 to £20 per year.

(Above costs have been provided by AED Donate)



## LEDBURY TOWN COUNCIL

### **NOTES OF A MEETING OF COUNCILLORS TO REVIEW THE COUNCIL'S AMENITY MAINTENANCE PLANS, INCLUDING THE REQUEST FROM THE COMMUNITY HUB TO UNDERTAKE CONSERVATION WORK IN RESPECT OF DOG HILL WOOD**

**HELD ON THURSDAY, 11 DECEMBER 2025**

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**PRESENT:** Councillors Chowns & Hughes

**ALSO PRESENT:** Angela Price (Town Clerk)  
Julia Lawrence (Deputy Town Clerk)

#### **1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Kettle.

#### **2 REVIEW OF REPORT PRESENTED TO THE MEETING**

Councillor Chowns requested a precis of the report, dated 20 November 2025, that had been presented, and this is detailed below.

##### ***Purpose***

*To brief Members on the current position, completed works, outstanding issues, and key decisions required regarding grounds maintenance across Dog Hill Wood, Ledbury Cemetery, and other open spaces maintained by Ledbury Town Council.*

##### ***1. Dog Hill Wood ("DHW")***

###### ***Current Position***

*DHW is a semi-ancient woodland owned by the Council and managed under a Woodland Management Plan (2015–2025).*

*The required five-year review (2020) was not undertaken.*

*Tree safety works have been carried out since 2022 following professional surveys, mainly addressing ash dieback and public safety.*

*Volunteer activity has been limited and not sustainable to date.*

###### ***Key Works Completed***

*Tree surveys (2022 and 2025) and phased felling of high-risk trees along Green Lane, Knapp Lane and Upperfields.*

*Installation of updated interpretation signage.*

*Initial coppicing works and hedge laying (via contractor).*

###### ***Outstanding Issues***

*Remaining trees identified in the 2022 survey (top ridge) still require felling;*

*Coppicing, thinning, ivy removal, quarry safety measures, and car park gateway improvements remain incomplete.*

*Woodland Management Plan review/update is overdue.*

*No dedicated woodland specialist or internal expertise in place.*

### **Key Consideration**

*Appointment of a Woodland Specialist/Manager to oversee safety, biodiversity, volunteer coordination, grant funding, and long-term delivery of the Management Plan.*

## **2. Ledbury Cemetery**

### **Current Position**

*The Cemetery is owned and managed by the Council as a lawned cemetery. Since the retirement of the Groundsman in late 2024, maintenance has been undertaken by external contractors.*

*Contractor costs in 2025 were significantly lower than historic in-house staffing costs.*

### **Key Works Completed**

*Tree surveys and necessary tree works.*

*Ivy removal from boundary walls to prevent structural damage.*

*Memorial safety testing and repairs.*

*Geophysical survey to assess historic burial areas.*

### **Outstanding Issues**

*Repointing of boundary walls (planned for 2026).*

*Completion of the Scatter Garden.*

*Removal and levelling of soil mound in the new cemetery area.*

*Condition surveys of the Chapel and Mortuary.*

*Installation of a new gravel footpath.*

### **Key Consideration**

*Future cemetery staffing and maintenance arrangements will be addressed through the Clerk's forthcoming staff review report.*

## **3. Other Open Spaces**

### **Current Position**

*Grounds maintenance is undertaken by a subcontractor.*

*Some areas maintained by the Council are owned by Herefordshire Council and should be cut under their grass-cutting programme.*

*Members have previously agreed that costs should be passed back to Herefordshire Council where appropriate.*

### **Key Consideration**

*Review whether to extend or retender the current maintenance contract when it expires (March 2026).*

*Clarify responsibilities and cost recovery for Herefordshire Council-owned land.*

***Decisions Requested from Members***

*Agree to review and update the Dog Hill Wood Management Plan and develop a delivery plan.*

*Consider appointing a Woodland Specialist/Manager and formalising volunteer involvement.*

*Note that future cemetery maintenance arrangements will be considered separately via the staff review*

*Decide whether to extend or retender the grounds maintenance contract for other open spaces.*

**3   NEXT STEPS – DOG HILL WOOD (“DHW”)**

- 3.1 Members reviewed the works completed to date and acknowledged that most of the tree works within DHW had now been completed, with the upper ridge area remaining. Members also noted that general hedge maintenance and coppicing areas still outstanding and agreed that a structured maintenance plan for DHW is required moving forward.
- 33.2 The seating at DHW was reviewed. It was confirmed that LTC's Maintenance Operative painted most of the metal benches approximately two years ago, however, it was noted that general maintenance of the wooden benches still requires attention. It was suggested that the Men's shed could be approached to see if they would be interested in undertaking some of this work, provided they are supplied with all necessary materials.
- 3.3 Members considered that the Community Hub's (“the Hub”) expertise needed to be explored. If they lack the necessary personnel, they should reach out through their contacts, and LTC should also explore their own contacts to work collaboratively. A meeting should be arranged with Nic Sims to clarify what expertise the Hub currently has on board, or, if none, what roles they intend to fill. The aim being to ensure the project progresses with qualified personnel. It is important to avoid having unqualified staff or a lack of direction. A long term ambition would be to eventually set up forestry apprenticeships under a structured training and qualifications pathway.
- 3.4 Members agreed that LTC is to collaborate with the Hub to create a delivery plan. As LTC has already agreed in principle to work with the Hub, then a target date is set promptly to ensure timely use of the Hub's funding, which needs to be used by the end of March 2026. Basic woodland maintenance, including clearing undergrowth and coppicing, was considered sufficient at this stage.

**4   NEXT STEPS - OPEN SPACES AROUND LEDBURY – MR McCUTCHEON CONTRACT**

- 4.1 The Deputy Clerk outlined the role currently undertaken by Mr McCutcheon, particularly in relation to grass cutting. It was noted that some of the areas being mown are not Town Council-owned and fall within the responsibility of Balfour Beatty on behalf of Herefordshire County Council. Members were asked to consider whether they were content for Mr McCutcheon to continue cutting grass in areas that are not the Town Council's responsibility. These additional areas are currently maintained within his existing contract, and the Deputy Clerk reported that the standard of his work is very good. However, it was

emphasised that any future contracted work would need to be subject to a tender process, with all additional areas clearly incorporated into the specification document.

## **5 NEXT STEPS - FUTURE OF CEMETERY GROUNDSMAN ROLE**

- 5.1 The Clerk advised Members that she is currently preparing a report as part of the Staff Review, within which this matter is included. Councillor Hughes referred to a previous report prepared by the Clerk concerning the future of the Cemetery and suggested that this be resubmitted to Full Council on 29 January 2026, setting out all the suggestions previously proposed.
- 5.2 The Clerk advised that it would be preferable to have a dedicated groundsman based at the Cemetery, not only to manage the day-to-day duties but also to support funerals and provide cover for driving the truck. The Clerk further confirmed her intention to recommend annualised hours for the role. Under this arrangement, the postholder would receive a consistent monthly salary, working reduced hours during the winter and longer hours during the summer months to accommodate tasks such as watering the hanging baskets, thereby reducing overtime costs.

## **RECOMMENDATIONS TO FULL COUNCIL**

**That the following recommendations be referred to Full Council at their meeting on 8 January 2026:**

### **DOG HILL WOOD**

- 1 **That as LTC has already agreed in principle to work with the Hub, that approval be sought for the proposed way forward in relation to DHW to include basic woodland maintenance, clearing undergrowth and coppicing, in line with work previously undertaken by volunteers in 2022/23.**
- 2 **That officers liaise with the Hub to establish any future funding requirements and agree the next phase of works.**
- 3 **That Officers contact the Men's Shed to see if they would be interested in undertaking any general maintenance for the wooden benches, subject to the Council providing them with the necessary materials.**

### **OPEN SPACES AROUND LEDBURY**

- 4 **That a specification for tender in respect of the grounds maintenance contract be drafted for approval by Council, to include all open spaces referred to above which are not currently covered within the existing contract, with the exception of Dog Hill Woods.**
- 5 **That the Deputy Clerk contact Spencer Grogan at Herefordshire Council to seek his advice when drawing up the new tender specification.**

- 6 That the draft specification be presented to Full Council on 29 January 2026 for approval, in order that it can go out to tender immediately afterwards for a 4 to 6 week period.**

**CEMETERY**

- 7 That the Clerk resubmit her report on the future of the Cemetery setting out suggestions previously reported and present to Full Council on 29 January 2026.**

**FUTURE OF CEMETERY GROUNDSMAN ROLE**

- 8 That officers draw up a job description and personal specification in respect of the current vacancy of Cemetery Groundsman to be considered at the meeting of Council in January 2026, with a view to recruiting to this role as a matter of priority**

The meeting closed at 6.50pm

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



## LEDBURY TOWN COUNCIL

<b>FULL COUNCIL</b>	<b>8 JANUARY 2026</b>	<b>AGENDA ITEM: 27</b>
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Report prepared by Julia Lawrence, Deputy Town Clerk

### **PANIC BUTTON DEVICES FOR COUNCIL OFFICES**

#### **Purpose of Report**

The purpose of this report is to seek approval for the purchase and installation of two panic buttons within Ledbury Town Council's offices - one located in Reception and the other within the Painted Room. The purpose of the installation is to strengthen staff and visitor safety, improve emergency response capability, and support the Council's wider commitment to maintaining a safe and welcoming environment.

#### **Detailed Information**

The Council's Reception area can, at times, be a high-traffic public space where staff are regularly required to engage with a wide range of visitors, sometimes including individuals who may be distressed, confrontational or unpredictable. The Painted Room is used for tours and heritage visits and can at times be occupied by a single staff member. Both spaces have been identified through internal discussions and informal risk assessments as areas where an enhanced means of summoning immediate assistance would be beneficial.

Installing panic buttons provides staff with a discreet and reliable method of calling for immediate assistance in situations involving aggression, threatening behaviour, medical emergencies or other safety concerns. The Council has a duty of care to both its employees and members of the public while they are on Council premises. Panic alarms are an established safety measure in public-facing environments and form part of good practice in risk management.

Reception staff may, at times, work alone or with minimal staffing. Similarly, the Painted Room can often be run by a single person. In such circumstances, the ability to summon help quickly, without relying on mobile phones or leaving the area is essential.

The Painted Room contains important historic material and is recognised as a significant heritage asset. Installing a panic button enhances the protection of this space by enabling swift action if an incident threatens the safety of the room, its contents or people.

A panic button provides a direct, instant alert to designated responders, reducing emergency response times during incidents where seconds may be critical. Unlike verbal calls for help, a silent or discreet alarm can be used safely without

escalating a tense situation. The presence of a panic alarm system acts as a passive deterrent to would-be aggressors by signalling that staff have access to immediate assistance. This supports the Council's zero-tolerance stance on harassment, threatening behaviour or damage to property.

The measure supports compliance with recommended health and safety practices for public-facing organisations and may contribute positively to insurance risk assessments. The installation demonstrates that the Council is taking reasonable and proportionate steps to reduce foreseeable risks.

Quotations for the supply and installation of two panic buttons have been received from three companies as follows:

### **Company 1**

To supply and install 2 x AJAX wireless panic buttons in fixed positions for the safety of staff. These buttons can be carried by staff in the building when required. The buttons link back to an AJAX hub that is connected to the internet and has a SIM backup. Once the hub is installed, required persons can be given to the AJAX app and this will mean that when the button is pressed, it will alert the mobile phone. Training will be given on how to use the system.

The AJAX hub is a security intruder system, so in the future, if required, the intruder alarm can be replaced and wireless devices added to the hub. If desired, there would be a minimal cost to upgrade the intruder system in the future.

Annual maintenance for the panic buttons is £100.00 +VAT for the year noting that maintenance for the first year is free. This cost also covers the sim costs.

Net Value	£604.78
VAT at 20%	£120.96
<b>Gross Total</b>	<b>£725.74</b>

### **Company 2**

Supply and installation of two Scantronic radio PA transmitters and one Scantronic radio PA receiver. The Council would be required to supply a 240v 3-amp unswitched fused spur, with the location to be agreed.

Net Value	£767.00
VAT at 20%	£153.40
<b>Gross Total</b>	<b>£920.40</b>

No information has been provided regarding annual maintenance costs.

### **Company 3**

This company requested a full building survey prior to issuing a formal quotation but was provided with sufficient information to supply an estimate. The proposal involves linking panic buttons to the existing security alarm system, with an estimated cost of £150 plus VAT per panic button.

Despite requests, no specific technical details regarding the make or model of the panic buttons have been provided. The company has confirmed that the panic buttons could be wired or wireless, depending on the existing alarm system.

Net Value, estimate	£300.00
VAT at 20%	£ 60.00
<b>Gross Total, estimate</b>	<b>£360.00</b>

All three companies are known to Ledbury Town Council, having carried out work both in the past and present, and hold relevant industry accreditations in leading security and risk management in the UK.

### **Financial Implications**

Funding for the purchase/installation could be allocated from the Council's budget line: 202/4170 Maintenance, where there are currently sufficient funds to cover the costs (£3,698 available, Month No.8). However, it should be noted that these funds are allocated for the costs for the alarm contracts for 2025/26 and therefore if funds were to be taken from this budget would result in an overspend at the year end.

Therefore, Officers suggest that if this proposal is accepted, that the works be undertaken in the new financial year 2026/27, and that the budget line 202/4185 Alarms can be increased to accommodate these costs.

Once installed, ongoing maintenance requirements are minimal.

### **Recommendation**

**1 Should Members wish to proceed, that they approve the purchase and installation of two panic buttons as outlined in this report, selecting one of the companies referred to above and instruct Officers to proceed but with effect from the new financial year 2026/27 when funds can be drawn from budget line 202/4185 Alarms.**

**Or**

**2 Members may wish to defer this item in the likely event that the Council will move its day-to-day operations to another property in Ledbury. However, Members are reminded of the Council's responsibilities to ensure a safe working environment and to protect its heritage assets by appropriate measures.**



## LEDBURY TOWN COUNCIL

### MINUTES OF A MEETING OF A MEETING TO DISCUSS HERITAGE BUILDINGS HELD ON 31 OCTOBER 2025

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

**ALSO PRESENT:** Angie Price (Clerk)  
Julia Lawrence (Deputy Clerk)

**APOLOGIES FOR ABSENCE:** Councillor Coleman

Councillor Harvey explained that the meeting was about reacquainting Members with the work that has gone on in the past in relation to Heritage buildings in Ledbury and to identify where that previous work might be relevant to look at now and take forward.

The buildings in consideration are:

The Town Council Offices  
Church Lane Public Toilets – owned by Herefordshire Council  
The Heritage Centre in the old Grammar School  
Butcher's Row Museum and the Burgage Hall  
The Barratt Browning Institute  
The Market House  
The Masters House  
St Katherine's Hall  
The Barn (was previously an empty space)

#### 1. Multiple Asset Transfer Feasibility Stage Business Plan (March 2014)

It was noted that the plan includes a map outlining the locations of the buildings under consideration. It was also noted that there are several appendices mentioned within the report which were not included with the document, and it was agreed that the clerk obtain hard copies of the appendices. It was suggested that the Civic Society and Herefordshire Council may possess copies.

It was noted that Section 12 sets out the priorities for the feasibility study. It was noted that it had previously been suggested that a charitable organisation be established with a shared vision for the use and management of the buildings, noting that not all buildings need to be owned by this body; however, owners should be stakeholders.

It was noted that there was information included in this report that referred to St Katherine's and that it should be recognised that the chapel adjacent to St Katherine's is not included as part of this report, but that it may contain useful information going forward.

Following this report, Ledbury Places was established and registered as a charity, with involvement from the Town Council at that time. It was noted that

a unified approach regarding finance and resource management is essential for success of this group.

## **2. Civic Society – Business Plan (February 2014)**

It was noted that the summary of this Plan provides an outline of potential options for maintaining buildings within the community or civic management, aiming to enhance public access and benefit, safeguard the historic fabric, ensure financial sustainability, and meet the expectations of key stakeholders. The plan emphasizes supporting the town's economic and cultural prosperity.

It proposed establishing a management group to oversee some of the buildings, with potential flexibility in their functions. The report suggests that Ledbury needed a welcoming space, which the TIC now provides for which there are plans to expand and improve this.

Ideas and options included development of holiday accommodation from some of the buildings, including those owned by the Town Council and the upstairs of the Heritage Centre. Although a planning application for this was granted in outline, the project was not pursued, and the space remains used as a meeting area.

Other initiatives included supporting the Poetry Festival, local artists, and the Geopark, which have since been resolved. The Town Council's involvement is considered crucial for future progress. It is acknowledged that this was a challenging period for the Council.

### **Potential options discussed:**

Moving Council Offices to the BBI, with the end cottage retained as a museum. The other two cottages would serve as holiday accommodation, generating revenue to improve Burghage Hall and undertake upgrades at the Market House. Including a commercial lease option.

Relocating the Poetry Festival into the Town Council premises (which occurred briefly).

The current closest option: relocating the Town Council offices while maintaining public access.

The Civic Society previously applied for grants for the BBI from the National Lottery, which were rejected. At that time, the steering group looked to the Town Council for leadership and financial backing, but support was not forthcoming. These options are valuable for reflection.

A letter of support from English Heritage advocates installing a lift at the Market House to improve accessibility, along with water and toilet facilities. However, during the time of the supermarket campaigns, public opinion was unfavourable. The future use of the upstairs space and associated costs, including heating, are considerations.

Members were advised that there would be a proposal to Full Council in December that the Market House could shift from a public meeting space to a civic display area. This space aims to serve residents rather than tourists, with a market stall capacity of 4-6 under the Market House. The HMS Ledbury display will be refreshed.

A £1,000 grant was awarded to the Twinning Association for a display to be shared with the carnival association. The Council could look at funding cleaning and redecoration of the space currently used as storage. Maintenance costs for the Market House are covered under the quinquennial survey, with an upcoming survey planned for the Council Office buildings.

### **3. Ledbury Places Project Brief – Heritage Master Plan 2025**

There is a strong desire to advance the objectives from the 2014 work. Ledbury Places is eager to see progress. When established in 2014 as a steering group and later registered as a charity, two or three Town Council members were appointed as representatives.

Currently, the Board and Trustees are appointed individuals without formal Town Council representation. It was agreed that the Clerk investigate this and consult with the group about how the Town Council can be involved moving forward. This brief has not yet been formally presented to the Council.

### **4. Climate Change Report by SC**

Buildings can serve as practical frameworks for students pursuing master's and engineering degrees. The Climate Change Working Party aims to utilise the project to assess how the Council's buildings can be improved for sustainability and long-term resilience.

Last April, Ledbury Places proposed two or three ideas that could be developed academically. The Clerk will contact the student who previously used the Market House for his degree.

The Timber Technology Centre was also discussed, alongside Beth's recent project on timber buildings for HODs.

### **5. TEMAP**

It was noted that the most recent feasibility study brings the initiatives into the current day.

### **Way Forward**

1. The Clerk will obtain the missing appendices.
2. Options A-D of feasibility study to be considered, with particular focus on the market strategy and the display space. The Ledbury Places report offers a solid starting point.
3. The Council should review its own buildings and accommodation and explore collaboration opportunities with other heritage building owners to coordinate opening times, displays, and visitor engagement.
4. Briefings should be held prior to Full Council meetings to ensure cohesion and effective use of meeting time.
5. The staff review's implications will be discussed by Resources and Full Council, focusing on staff utilisation.
6. Progress is needed on drafting a plan to revitalise the market. The Clerk will follow up with Mr. Finning regarding Ross.

#### Timeline

1. Efforts should be made to align with the finalisation of the 2026/27 budget.
2. The Clerk request local estate agents to assess the feasibility of the commercial let option and obtain a quote regarding this. It is important to avoid relocating the Town Council if the current building cannot be used effectively once empty. The Clerk is aware of a consultancy that advises on building utilisation and has their contact details. The BBI could serve as a TIC, though use of the upstairs use may pose challenges.
3. All documents at this stage should be clearly marked as drafts and kept internally. No comments should be shared on social media.
4. The Clerk re-engage with Ledbury Places.
5. Meeting attendance and scheduling should be reviewed, with evening meetings on Thursdays considered to facilitate committee setup.
6. Consideration be given to 'teching up' heritage buildings to enhance inclusivity.

## LEDBURY TOWN COUNCIL

<b>FULL COUNCIL</b>	<b>8 JANUARY 2026</b>	<b>AGENDA ITEM: 30</b>
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Report prepared by Olivia Trueman, Community Engagement Officer

### **LEDBURY WORLD BOOKFEST PROPOSAL**

#### **Purpose of Report**

The purpose of this report is to seek Council approval to proceed with the organisation and delivery of Ledbury World Bookfest 2026, following a recommendation made by the Events Working Party at its meeting on 28 October, and to confirm the associated budget allocation.

#### **Detailed Information**

At the Events Working Party meeting held on 28 October, Members considered a proposal for the organisation of Ledbury World Bookfest 2026. The event is intended to deliver a programme of activities that celebrates books, reading, and literature, while encouraging community engagement, supporting local businesses and attracting visitors to Ledbury.

It was noted during the meeting that Ledbury Library Group has an upcoming meeting and will be approached to explore whether any funding may be available to support the event through sponsorship on the day. The report and recommendations from the Events Working Party are attached for information.

The Events Working Party recommended that Council authorises Officers to proceed with the organisation of Ledbury World Bookfest 2026, supported by a **budget of £3,500, with a £250 contingency**, to enable effective planning and delivery of the programme, promotional activity and marketing. This recommendation was due to be considered by Council on 4 December; however, as the item was missed at that meeting, formal approval is now being sought.

Due to the recommendation having already been agreed by the Events Working Party and referred to Council for approval, and to avoid disappointment and the risk of losing highly sought-after bookings, the Town Clerk gave approval for the Community Engagement Officer to proceed with booking the Aardman workshops. These workshops are extremely popular and required early confirmation to secure availability.

As outlined in the attached Events Working Party report, the original recommendation was to engage one author for the event. This option would allow the author to visit local schools in the week leading up to the event, helping to generate interest, encourage attendance and promote engagement with the event.

An alternative option, available for a similar overall cost would be to engage two authors, each delivering half a day during the event. Under this option, one author would focus on primary school-aged audiences, while the other would cater for older children and secondary school students, allowing the programme to appeal to a wider age range. However, selecting this option would mean that there would be no capacity within the agreed budget to also fund school visits, and engagement would therefore be limited to the festival days themselves.

Authors include:

<https://authorsalouduk.co.uk/speaker/john-dougherty/>  
<https://authorsalouduk.co.uk/speaker/hana-tooke/>

Both options are presented for Members' consideration, depending on whether priority is given to pre-event engagement through school visits or a broader range of authors during the festival, within the agreed budget.

## **RECOMMENDATION**

**That Council:**

- 1. Authorise Officers to proceed with the organisation of Ledbury World Bookfest 2026;**
- 2. Approves a budget of £3,500, with a £250 contingency, to support the delivery of the programme of activities, promotional initiatives, and marketing.**
- 3. Determine whether the programme should include either:**

**Option 1: One author with associated pre-event school visits; or**

**Option 2: Two authors delivering sessions for different age groups, without school visits.**

## APPENDIX A

EVENTS WORKING PARTY	28 OCTOBER 2025	AGENDA ITEM: 30(i)
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Report prepared by Olivia Trueman, Community Engagement Officer

### LEDBURY WORLD BOOKFEST PROPOSAL

#### Purpose of Report

The purpose of this report is to update Members on the progress of Ledbury World Bookfest and to provide ideas and suggestions for consideration. It is to be noted that this event is in early stages of preparation.

#### Detailed Information

World Book Day will take place on Thursday, 5 March 2026. Traditionally, the Council holds a community event on the following Saturday to celebrate this occasion in the town, known as Ledbury World Bookfest.

The Community Engagement Officer has proposed a budget of £3,500 (with an extra £250 contingency) to deliver this event. The planned programme aims to celebrate books, creativity, and storytelling through a range of engaging, family-friendly activities. The activities outlined below are based on a model that has proven successful at previous events, ensuring that the programme builds on established approaches that effectively engage the community and attract visitors.

- I. Art and Craft Workshops - Led by local artists, focusing on book-inspired creative activities. **Approximate cost £500**
- II. Reading & Writing or Aardman Modelling Workshops – Designed for older children (secondary school age and above) . ***A new activity, introduced in response to feedback from previous years, offering an activity tailored for older children. Approximate cost £800***
- III. Author Visit and Workshops – Engagement with a visiting author to run an interactive workshop during the event and visit local primary schools in the preceding week. This approach has proven successful in previous years, helping to build excitement and participation through school-based competitions. **O****Approximate cost £1,200**
- IV. Walk about entertainment - This element has consistently proven successful in engaging children and families. In 2025, officers arranged for mascots to walk around the town, distributing free books at participating venues. The mascots visited each location and interacted with families and participate in photo opportunities, including visits to local traders' premises to further promote community engagement. **Approximate cost £100**

- V. Face Painting – Local company to paint characters from books, this is a great way to encourage children to take part in the workshops. **Approximate cost £100**
- VI. Marketing and Promotion – Working with a local company to create book mark save the dates, banners, posters, online advertising as well as papers and local magazines. All material will be distributed to local shops, nearby towns and cities. **Approximate cost £800**
- VII. Masefield-Themed Activities – Workshops and displays celebrating Ledbury's literary heritage and connection to John Masefield (**this will come out of the Masefield Matters Budget**)

This event continues to build on Ledbury's strong literary reputation, offering an inclusive opportunity for residents and visitors alike to celebrate the joy of reading and creativity. It is particularly popular with local families and also attracts many visitors from surrounding areas such as Cheltenham and Worcester. The Community Engagement Officer works closely with a range of local groups to host events around the town, including the Stromstad Twinning Association, Ledbury Community Hub, Busy Bees Nursery, the Methodist Church, Ledbury Poetry and many more.

Members are invited to share any ideas or suggestions for the event directly with the Community Engagement Officer.

### **RECOMMENDATION**

That Members of the Events Working Party recommend that Full Council authorises the Community Engagement Officer to proceed with the organisation of *Ledbury World Bookfest 2026* with a budget of £3,500 (with a £250 contingency) to support the delivery of the programme of activities, promotional initiatives, and marketing as outlined above.

<b>FULL COUNCIL</b>	<b>8 JANUARY 2026</b>	<b>AGENDA ITEM: 30(ii)</b>
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Report prepared by Olivia Trueman, Community Engagement Officer

## **VOLUNTEER DATABASE**

### **Purpose of Report**

To inform Members of the available options for developing a volunteer database and to recommend an appropriate approach for Ledbury Town Council.

### **Detailed Information**

The CEO met with Don McAll, a representative of Ledbury Together, to explore options for improving the coordination of volunteers and volunteering opportunities within Ledbury. As part of this discussion, the potential creation of a Town Council-managed volunteer database was considered.

Two possible approaches have been identified:

- Developing an in-house volunteer database using the Ninox platform
- Utilising Goal 17 – Herefordshire Volunteering, the county-wide volunteering platform promoted by Herefordshire Council

This report outlines both options and provides officer's recommendation as requested by the Events Working Party

### **Option One: Ninox Volunteer Database (In-House System)**

Ninox is a GDPR-compliant, cloud-based database platform that allows organisations to design and manage custom databases without the need for advanced technical expertise. It is currently used successfully by the local Rugby Club and has been demonstrated to be both reliable and secure.

Ninox Software GmbH is based in Berlin, Germany. As an EU-based provider, the software operates fully within GDPR requirements and meets the criteria for use by Parish and Town Councils.

If adopted, Ninox could be configured to create and manage a comprehensive volunteer database. This would allow the Council to securely store volunteer contact details, skills, and availability; record volunteering opportunities from local community groups and organisations; match volunteers to opportunities based on interests and capacity; and communicate directly with registered volunteers.

To deliver this project, the Council would need to purchase a single-user licence at a cost of approximately £10 per month (£120 per year). Ledbury Town Council would own the dataset and act as the Data Controller, with access rights managed internally.

Implementation would be phased. Initially, the Council, supported by Ledbury Together, would establish and populate the database, with the CEO or a designated officer acting as administrator. Community groups would submit volunteering opportunities to the Council, and officers would match volunteers accordingly. In the longer term, access could potentially be extended to trusted partners, subject to further licences and GDPR review.

While Ninox offers flexibility and local control, officers note that it would require ongoing administrative input, system maintenance, and active management by Town Council staff.

### **Option Two: Goal 17 – Herefordshire Volunteering**

Goal 17 is a county-wide volunteering platform supported, promoted, and used by Herefordshire Council. It is designed to connect volunteers with opportunities across the county and already hosts a number of local organisations and community groups. The platform is fully operational, free to use for both volunteers and organisations, and actively promoted as the central volunteering hub for Herefordshire. Volunteers register once and can access a wide range of opportunities without the need for multiple systems.

Using Goal 17 would significantly reduce the administrative burden on Town Council officers, as the platform is managed externally. It also avoids duplication of effort and ensures consistency with the approach already being encouraged by Herefordshire Council.

Some local groups are already signed up to Goal 17, meaning there is an existing user base that Ledbury Town Council can build upon through promotion and engagement.

### **Officers Recommendation**

Officers consider both options to be viable; however, they offer different benefits and resource implications.

An in-house system such as Ninox would provide greater local control and customisation but would require officer time to establish, administer, and maintain. It would also introduce an additional system alongside the county-wide platform already in use.

Goal 17, by contrast, is already established, actively promoted by Herefordshire Council, and used by some local organisations. Promoting a separate Town Council system at this stage could lead to confusion among residents and community groups and result in unnecessary duplication.

Officers therefore believe that, at this stage, it is more sensible to utilise and actively promote Goal 17 as the primary volunteering platform for Ledbury. The option of developing a Ninox database can be retained as a future consideration should local needs change or if gaps in provision are identified.

## **RECOMMENDATION**

**That Members of Full Council consider the following options for supporting and coordinating volunteering within Ledbury and resolve to adopt either Option A or Option B:**

### **Option A – Ninox Volunteer Database**

- i. Agree to work in partnership with Ledbury Together to create a local volunteer database using the Ninox system, at an estimated cost of £120 per year, utilising the Rugby Club's existing licence where appropriate.
- ii. Agree that Ledbury Town Council will manage and administer the database, acting as the Data Controller, with operational support from Ledbury Together.
- iii. Note that this option provides a locally managed system tailored to Ledbury's specific needs but would require ongoing officer involvement and database administration.

### **OR**

### **Option B – Goal 17 (Herefordshire Volunteering)**

- i. Agree to work with Goal 17 – Herefordshire Volunteering as the platform for coordinating volunteering opportunities in Ledbury.
- ii. Agree that the Council will promote the use of Goal 17 to local organisations, businesses, and residents.
- iii. Note that this option makes use of an established county-wide system, is available at no direct cost to the Council, and requires minimal ongoing administration by Town Council officers.



**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE  
HELD ON 4 DECEMBER 2025**

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

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

**R229. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Harvey.

**R230. DECLARATIONS OF INTEREST**

None received.

**R231. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES  
OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 13  
NOVEMBER 2025**

**RESOLVED:**

**That the minutes of the meeting of the Resources Committee held on 13 November 2025 be approved and signed as a correct record.**

**R232. COUNCIL POLICIES**

**RESOLVED:**

**That the following policies be referred to Full Council for approval, along with the Covering Sheet which provides a summary of which policy should be used when in respect of complaints:**

- Complaints Policy
- Dignity at work Policy
- Local Resolution Policy

**R323. STAFFING MATTERS**

**RESOLVED:**

**That the feedback received from staff members who have recently completed Excel training be received with thanks and congratulations to the staff members.**

The meeting ended at 18:26.

Signed ..... Dated.....  
Chair

<b>FULL COUNCIL</b>	<b>8 JANUARY 2026</b>	<b>AGENDA ITEM: 32</b>
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Report prepared by Angela Price – Town Clerk

## **HEREFORDSHIRE COUNTY BID BOARD – TOWN COUNCILLOR DIRECTOR**

### **Purpose of Report**

The purpose of this report is to ask Members to consider putting themselves forward for nomination as a Town Councillor Director on the Herefordshire County BID Board to represent the 5 market towns in Herefordshire at the AGM in November 2026.

### **Detailed Information**

Currently the market towns are represented by Councillor Ed O'Driscoll (Ross-on-Wye Town Council) who has been in post since the inception of the BID Board. It was understood by Clerks that as the Board only allowed for one Town Councillor representative this would be a rotating post whereby each Town Council could nominate a representative each year and take it in turns to have a representative on the Board. Unfortunately, for various reasons, this position has not changed since Councillor O'Driscoll's appointment.

In November 2025 an email was sent to the 5 market towns in Herefordshire asking if they would wish to put forward a Councillor to stand for nomination at the upcoming AGM. Unfortunately, the email was received too late for it to be considered by Ledbury Town Council, and this was fed back to the BID accordingly.

As a consequence of notifying the BID that a week is insufficient time for a Town Council's to submit the request to committee and nominate a candidate the BID have asked that if any of the market towns are interested in putting a Councillor forward as a representative well in advance of the meeting in November 2026.

Information on what being a Board Member entails can be found at [BID Board - Herefordshire County BID](#). Any Town Council representative would also be expected to provide feedback and updates to the other market towns in Herefordshire as part of their role.

### **Recommendation**

That any Member of Ledbury Town Council who wishes to stand as a candidate to the BID Board put their name forward at the meeting for consideration.



**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE MASEFIELD MATTERS PROJECT BOARD  
HELD ON 9 DECEMBER 2025**

**PRESENT:** John Holmes (JH), Amy Howard (AH), Tim Keyes (TK), Nick Morris (NM), Chris Noel (CN), Justine Peberdy (JP), Christine Tustin (CT)

**ALSO PRESENT:** Isabel Lewis (IL) (Project Assistant Intern), Angela Price (AP) (Town Clerk), Andrew Meredith (AM) (Consultant Specialist)

**31. TO ELECT A CHAIRMAN OF THE MASEFIELD MATTERS BOARD**

TK nominated JP, NM seconded. JP was elected as Chairman of the Masefield Matters Board for the remainder of the 2025/26 Municipal Year.

**32. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Emma Clowsley, Philip Errington, Amy Howard, and Caroline Magnus.

**33. TO ELECT A DEPUTY CHAIRMAN OF THE MASEFIELD MATTERS BOARD**

JP nominated AH, TK seconded. AH was elected as Deputy Chairman of the Masefield Matters Board for the remainder of the 2025/26 Municipal Year.

**34. TO APPROVE AND SIGN THE NOTES OF THE MEETING OF THE MASEFIELD MATTERS BOARD HELD ON 14<sup>th</sup> OCTOBER 2025**

**RESOLVED:**

**That the minutes of the Masefield Matters Board Meeting held on the 14<sup>th</sup> October be approved and signed as a correct record.**

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

TK asked whether the Poem of the Month was taking place. IL confirmed that no action had yet been taken, and that she would contact PE about this.

JH confirmed that he would join the risk subgroup. TK recommended this group met in advance of the board meetings.

NM requested that expected completion dates on actions that are yet to be resolved be included on the action sheet. This will be added to the action sheet.

JP asked for the action regarding the Communications group curating a programme

to accompany the Mark le Brocq concert to be marked as 'in progress' rather than resolved. JP stressed that the group's input into this would be important.

JP suggested that the group of u3a volunteers could have some involvement in the production of the programme. It was also suggested that individuals may be willing to assist with specific events such as this. The timeline of ticket production and design was discussed, as was how to receive payments.

CT asked if press coverage was required for this event. JP suggested board members should approach potential attendees on an individual basis, with targeted mailing lists, rather than advertising the event more generally. She suggested a press release would be of use but should not be promotional in nature.

**ACTIONS:**

- MM35 (1) IL to follow up the Poem of the Month with PE.**
- MM35 (2) AP to pass on suggestion that Risk subgroup meets before each Board meeting.**
- MM35 (3) Action MM25.2 (3) to be reopened.**

**36. MASEFIELD MATTERS PROJECT ASSISTANT INTERN CONTRACT EXTENSION DECISION IN PRINCIPLE**

Members were asked to consider making a recommendation to Ledbury Town Council that the Masefield Matters Project Assistant Intern (MMPA) contract be extended for an additional two months due to there being a number of events scheduled that the MMPA has been involved with setting up.

**RECOMMENDATION:**

- 1. That full council be asked to agree a two-month extension of the MMPA to end 31 May 2026, noting that there is no funding allocation for this within the NLHF and that LTC would be asked to fund these two additional months' salary.**
- 2. That the Chairman of the Masefield Matters Board attend the Full Council meeting on 8 January 2026 to speak on this request.**

**37. VERBAL UPDATE ON THE PROJECT EVALUATOR**

AP advised that the contract with the previous project evaluator had been terminated. She advised that Andrew Meredith (A Meredith Associates) and Janine Rusby (Engaging Heritage), who are currently carrying out the memorial consultation, had been approached to take on the evaluation contract for the remainder of the project and that they had accepted and letter of engagement had been provided.

AM introduced himself and Janine. He advised that they plan to build on the existing evaluation framework going forward.

TK asked if AM had recommendations for raising the profile of the project and the consultation survey. AM suggested methods such as cost-effective marketing (for example, beer mats with the QR code coinciding with town events). It was noted that these ideas had all been discussed previously by the Board.

JP asked if there was a specific number required to fill in the survey; AM replied that there is not a specific number, and that the quality of responses is as important as the number of responses. Soft feedback gathered at events is also important.

AP noted that there had been requests to edit the consultation survey and asked if this was possible. AM confirmed that this would be possible and previous responses would not be lost. JP noted the modification was suggested to ensure participants were not led to a specific response in relation to a potential memorial outcome

CT and NM suggested that the project leaflet should be updated. It was suggested the leaflet feature the consultation survey QR code.

**ACTIONS:**

**MM37 (1) IL to share consultancy PowerPoint with members.**

**MM37 (2) To raise update to leaflet with Comms group.**

**38. TO RECEIVE AND NOTE SUBGROUP UPDATES:**

**38.1. FUNDRAISING**

TK noted that the project still needs to be publicised further. He also suggested that when approaching individuals for donations, match funding should be prioritised as a requirement. It was noted that any funding over and above that required for the match funding should be welcomed and could be set against the cost of the final memorial.

TK updated members on the fundraising events. Warwick school will be sending a choir to support the Pauntley Court activity. There will be a Masefield Marathon event during the Ledbury Poetry Festival in St Michael's. In Autumn 2026, the Market Theatre has offered two free nights in November for a performance based on Masefield's life. The theatre has offered actors, directors, sound and lighting. PE has been asked to advise on the performance.

In March 2027 there will be a fundraising event held at John Masefield High School with pupils from JMHS and the primary school. This will be preceded by a creative activity at Pauntley Court that will feed into this event.

Several grant applications have been made, with no outcomes received so far. TK urged members to suggest any trusts that may be suitable.

TK updated members on the production of a donor pack that will contain a case for support, newsletter, details on how to support the project and a letter from the Chair.

The Fundraising group intends to focus on larger donations, then donations from businesses, and finally on a general fundraising effort.

Due to the need to work closely with the Comms group, TK suggested the groups meet alternately so they can feed back to each other.

JP noted that GiftAid is now in place, but that the John Masefield Society (JMS) do not use online banking. She raised concerns that they cannot check donations have been received quickly, slowing down acknowledgements.

AP noted that some have already donated via JMS. She asked how often these donations would be paid to Ledbury Town Council, noting donations cannot be counted as received with the NLHF until they are held by the Council. AP recommended monthly payments.

NM raised the Herefordshire BID, noting that there was funding still available. AP and EC will meet about this next week.

NM asked if the letters sent out will include the logo. TK confirmed they will have both the Masefield Matters and National Heritage Lottery logos.

**ACTIONS:**

- MM38.1 (1) CN to speak to JMS treasurer about financial processes.**
- MM38.1 (2) Members to send donor pack email to at least 10 people, either on or off the launch list within the next two weeks.**
- MM38.1 (3) CT to write paragraph to send out in newsletters including link to survey.**

**38.2. COMMUNICATIONS**

JH left at 12:20.

CT raised concerns that the Comms group did not have a press contact list and asked that members share any contacts they have. She also raised concerns with the project website and asked if it was possible for Masefield Matters to have a standalone site. AP advised that as this project is under the umbrella of LTC, it had been agreed that the Council website would be used.

CT was concerned that the Comms group required Stephen Furlonger's (SF) marketing skills and felt that these skills had not been replaced. SF's involvement and the issue of patrons were discussed.

JP suggested she speak to SF about his approach to a potential Patron. NM requested that the patron agreement be circulated and be an item on the next agenda.

JP asked the group to consider recruiting a further board member with skills in communications. Members suggested this should be advertised for.

**ACTIONS:**

- MM38.2 (1)** All to send any press contacts they have to the Comms group.
- MM38.2 (2)** The Comms group to discuss the website.
- MM38.2 (3)** JP to speak to SF about further work with the Board.
- MM38.2 (4)** EC to draft and share the patron agreement document, to be included on the next agenda.
- MM38.2 (5)** JP to talk to AP about recruiting extra board members.

**5.3. RISK**

JP noted that it was informally agreed that the risk group meets before each Board Meeting.

**39. FUNDRAISING LIST OF INDIVIDUALS TO APPROACH**

TK asked that members note which individuals they would like to approach after the meeting.

**ACTIONS:**

- MM39** Members to write their name against individuals they would like to approach.

**40. TO RECEIVE AND NOTE THE NATIONAL LOTTERY HERITAGE FUND REPORT DECEMBER 2025**

AP noted that she and EC are scheduled to meet with Liz Warren from the National Lottery Heritage Fund.

**41. DATE OF NEXT TWO MEETINGS**

Tuesday 27<sup>th</sup> January at 11am in the Committee Room.

Tuesday 24<sup>th</sup> March at 11am in the Committee Room.

The meeting ended at 12:52.

Signed.....

Dated.....