



# 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)

18 July 2025

To All Councillors

Dear Councillor

You are **summoned** to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 24 July 2025 at 7.00pm** in the **Town Council Offices, Church Lane, Ledbury, HR8 1DH** for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Angela Price PSLCC, AICCM, MIWFM  
Town Clerk

## FILMING AND RECORDING OF COUNCIL MEETINGS

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

## A G E N D A

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

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

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

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

3. **To note the Nolan Principles**  
<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life—2>
4. **To note the general duty on public authorities of Section 149 of the Equality Act 2010** (Page 4073)
5. **To approve and sign as a correct record the minutes of a meeting of Full Council held on 3 July 2025** (Pages 4075 - 4084)
6. **To receive and note the action sheet** (Pages 4085 - 4090)
7. **Mayor's Communications**
8. **To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)**  

*"Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting"*
9. **To receive motions presented by Councillors in accordance with Standing Order 9**

## **FINANCE**

10. **To receive and note Month 3 financial reports** (Pages 4091 - 4120)
  - i. Receipts and Payments – 1-30 June 2025
  - ii. Balance sheet and Trial Balance – Month 3
  - iii. Budget Monitoring Reports
11. **To confirm verification of bank statements and reconciliations for May and June 2025**
12. **Invoices for Payment July 2025 (Final)** (Pages 4121 - 4124)
13. **Subscriptions** (Standing Item)

To note that the following subscriptions were included in agenda item 11 for approval to pay :

- i. Institute of Cemetery and Crematorium Management – A Price annual membership - £110
- ii. Bullguard/Norton security annual subscription - £69.99

14. Request for release of funding in respect Masefield Matters  
(Pages 4125 - 4126)

## **PLANNING, ECONOMY & TOURISM**

15. Planning Consultations (Page 4127)
16. Planning Decisions (Pages 4129 - 4131)
17. TEMAP Working Party (Pages 4133 - 4137)

- i. To receive and note the minutes of a meeting of the TEMAP Working Party held on 1 July 2025

18. Painted Room and Market Houses Visitor Numbers March to June  
(Pages 4139 - 4141)

19. Invitation to meet with Vistry Group (Pages 4143 - 4144)

## **ENVIRONMENT & LEISURE**

20. Proposal from Herefordshire Council in relation to future of newly proposed Pump Track, St Martin's Way, Ledbury (Pages 4145 - 4146)

21. Climate Change Working Party - Outcome of meeting between Councillor Chowns and Nina Shields (Sustainable Ledbury) (Pages 4147 - 4149)

22. Events Working Party (Pages 4151 - 4162)

- i. To receive and note minutes of the Events Working Party Meeting held on Tuesday, 1 July 2025
- ii. Report on future events budget and resourcing

23. Request for support in respect of Defibrillator installation and maintenance in Bramley Close (Pages 4163 - 4164)

24. Entrance to Painted Room Door (Pages 4165 - 4167)

25. Biddulph Way trees (Pages 4169 - 4188)

## **RESOURCES**

26. To receive and note the minutes of a meeting of the Resources Committee held on 3 July 2025 and to receive any recommendations therein  
(Pages 4189 - 4192)

27. Code of Conduct matters – update report (Pages 4193 - 4195)

## **GENERAL**

- 28. High Sheriff's Award for Exceptional Service (Page 4197)**
- 29. Outside Bodies (Pages 4199 - 4206)**
- i. Minutes of a meeting of the Carnival Association held on 2 July 2025**
  - ii. Minutes of a meeting of the Ledbury Community Choir held on 13 June and 8 July 2025**
- 30. Date of next meeting**

To note that the next meeting of Council is scheduled for Thursday,  
11 September 2025

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

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

<b>FULL COUNCIL</b>	<b>24 JULY 2025</b>	<b>AGENDA ITEM: 4</b>
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## **SECTION 149 OF THE EQUALITIES ACT 2010**

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

### **Equality Duty**

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

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

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

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



**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF FULL COUNCIL  
HELD ON 3 JULY 2025**

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**PRESENT:** Councillors: Browning, Chowns, Harvey, Hughes and Morris.

**ALSO PRESENT:** Angela Price – Town Clerk  
Julia Lawrence – Deputy Clerk  
Justine Peberdy – Ward Councillor (Ledbury West)  
Honor Holton – Minute Taker

**C853. APOLOGIES FOR ABSENCE**

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

Councillor Browning advised that he would be arriving late to the meeting and gave his apologies for the items he would miss.

**C854. DECLARATIONS OF INTEREST**

Councillors Harvey and Morris declared a non-pecuniary interest in item 23, Love Ledbury Partnership agreement, due to being a Trustee of Love Ledbury.

**C855. TO NOTE THE NOLAN PRINCIPLES**

**RESOLVED:**

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

**C856. 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 was received and noted by members.**

**C857. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 12 JUNE 2025**

**RESOLVED:**

**That the minutes of a meeting of Full Council Meeting held on 12 June 2025 be approved and signed subject to the following amendment:**

**Page 4051, C844: “Purchase of self-propelled push mower”, be amended to “Purchase of self-propelled mower”.**

**C858. TO RECEIVE AND NOTE THE ACTION SHEET**

**RESOLVED:**

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

**C859. MAYOR’S COMMUNICATIONS**

The Chairman reported that the “Clerks and Council’s Direct Publication in England and Wales” had an article on page 13 relating to the Masefield Matters Project.

The Chairman spoke of her recent visit to HMS Ledbury on Friday, 27 June 2025, with members of Ledbury Town Council staff and the Masefield Matters Project Team. The Chairman advised that she had also spoken with members of staff at Ledbury Town Council regarding the increasing visibility of the work of HMS Ledbury on the Town Council’s website. The Commanding Officer was keen for members of the ship’s company to be present at this year’s Remembrance Day in Ledbury on Sunday, 9 November 2025 and that staff would be following this up.

The Chairman also spoke about her visit to Walk and Talk on Wednesday, 2 July 2025 at Ledbury Rugby Club and the success of the day, with local groups supporting local people, as well as the recent Flag Raising event for Armed Forces Week.

The Chairman requested that her secretary provide her with a summary of recent events for future Mayor’s Communications report.

**RESOLVED:**

**That the Chairman’s secretary provide a summary of recent events.**

**C860. TO CONSIDER QUESTIONS/ COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3 (e) AND 3 (f)**

**None received.**

**C861. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9**



**None received.**

**C862. TO RECEIVE AND NOTE MONTH 2 FINANCIAL REPORTS**

It was noted that the costs of the Bye Street Toilets electricity was higher than anticipated. The Clerk advised that this was partly due to having received invoices for the previous year after 1 April 2025.

Councillor Peberdy left the meeting at 7:25 pm

**RESOLVED:**

- 1. That the Month 2 Financial Reports (receipts and payments, balance sheet, trial balance sheet and budget monitoring report) be received and noted subject to the following amendments:**
- 2. That page 3988, 4903 be amended to read “Professional Fees”.**
- 3. That the Clerk investigate why the expenditure is in brackets in the sum of £8,000 Cost Centre 214 Nominal Code 4891 Age Uk Hereford Localities.**

**C863. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR APRIL AND MAY 2025**

The Chairman confirmed that the reconciliation and bank statements for April 2025 have been verified. A new system for Petty Cash has been implemented provides evidence of the remaining cash when the accounts are reconciled at the end of each month.

The Chairman of Finance advised that he when he had attended the offices to sign the reconciliation for month 2 he had only been presented with the accounting records. No bank statements or reconciliation of the bank statements were provided and therefore he was unable to sign the reconciliation.

**RESOLVED:**

- 1. That the bank statements/reconciliations for April 2025 have been reconciled.**
- 2. That the Clerk is to investigate why the Chairman of Finance did not receive any bank statements or reconciliation of bank statements for May 2025.**

**C864. INVOICES FOR PAYMENT JULY 2025**

The Clerk advised Members of a response received from Festive Lighting Company in respect of a detailed breakdown as to why it had not been possible to have the overhead lights as planned in 2025.

The Chairman proposed an item on a future council agenda to include the issues as far as the suppliers are concerned and outcome of a dialogue with property owners about the renewal and possible relocation of the problematic mounting points.

The Clerk advised that there was a meeting arranged for the following week to review the Masefield expenditure codes.

**RESOLVED:**

- 1. That invoices be approved for payment in the sum of £19,273.18 plus VAT.**
- 2. That the response from Festive Lighting in respect of 2024/2025 Christmas Lights costs, and the 2025/2026 Christmas Lights be received and noted.**
- 3. That an item be included on a future agenda "Christmas Lights" once a dialogue has taken place with shop keepers.**
- 4. That the total expenditure of £1,378.00 in respect of cost centre 235 Nominal Code 4415 for the purchase of a positive plus high no neck/arms support chair, be received and noted, noting that this sum is due to be reimbursed by Access to Work.**
- 5. That the overspend against 105/4770 be received and noted.**

**C865. GRANT APPLICATIONS**

**RESOLVED:**

**That the Grant Application from Sustainable Ledbury in the sum of £200 be approved.**

**C866. SUBSCRIPTIONS**

**RESOLVED:**

**None were received.**

**C867. REQUEST FOR £10,015 RELEASE OF FUNDING IN RESPECT OF MASEFIELD MATTERS SEA FEVER ACTIVITY**

**RESOLVED:**

1. That the Masfield Matters request to release funds in the sum of £10,015 in respect of the sea fever activity be approved.
2. That the Masfield Matters Project Coordinator provide a feedback report with actual costings for the 2 teachers over 6 days at £250 per day.

**C868. PLANNING CONSULTATIONS**

**RESOLVED:**

1. **Application Number 251240.** Two storey side extension and single storey front extension to front entrance lobby. – 17 Browning Road Ledbury Herefordshire HR8 2GA.

**That this item be deferred to the next meeting of Full Council, due to the link being incorrect.**

2. **Application Number 242783.** A hybrid planning application comprising: An application for full planning permission for the erection of a Day Nursery (Use Class E (f)) and Food store (Use Class E (a)) including access, car parking landscaping and associated work; & an application for outline planning permission for the erection of a medical centre (Use Class E (e), with access to be determined and all other matters reserved. -Land South of Leadon Way (A417) and East of Dymock Road (B4216) Ledbury Herefordshire – AMENDED/RE – CONSULTATION

**That a meeting of Councillors be arranged to consider this application and that Neighbourhood Development Plan participants be invited to attend this meeting.**

3. **Application Number 251261.** Erection of two dwellings, repairs to boundary walls and associated soft and hard landscape. 17-19 The Homend Ledbury Herefordshire HR8 1BN.
  - i. **That this item be deferred due to concerns in respect of access issues in the event of a fire.**
  - ii. **Town Clerk to seek an extension for this application.**

**Councillor Browning joined the meeting at 8:00pm.**

4. **Application Number 251809.** Works to trees in conversation area – T1 Chery – fell

**That Ledbury Town Council support option 2 provided within the tree survey provided on the Herefordshire Council planning portal.**

**C869. PLANNING DECISIONS**

**RESOLVED:**

**That the Planning Decisions be received and noted.**

**C870. DRAFT RESPONSE TO LOCAL TRANSPORT PLAN 5 – 2025-2041**

The Chairman thanked Councillors Chowns and Kettle, for their participation in the Working Party. She advised that due to the deadline for submission of the response being 30 June 2025 the Clerk had been instructed to provide the attached draft working group report to Herefordshire Council advising that should there be any amendments to this these would be provided on Friday, 4 July.

**RESOLVED:**

- 1. That Ledbury Town Council acknowledges and supports the aspects of LTP5 as they relate to Ledbury and recommends that the omissions as regards points c-d-e, g & h above are also recognised and included in LTP5.'**
- 2. That Ledbury Town Council acknowledges and supports the aspects of LTP5 as they relate to Ledbury and recommends that the omissions as regards points a & c above are also recognised and included in LTP5.'**
- 3. That Ledbury Town Council acknowledges and supports these aspects of LTP5 as they relate to the wider county and recommends that the omissions highlighted are also recognised and included in LTP5.'**
- 4. That the notes of the meeting held on 13 June 2025 be accepted as Ledbury Town Council's recommendations to be provided to Herefordshire Council.**

**C871. NOTES OF A MEETING TO CONSIDER THE COUNCIL'S DRAFT PROPOSED AMENDED S106 WISH LIST**

Councillor Chowns requested that the colouring system indicating the status of the suggested schemes be made clearer to interpret and that he considered more detailed descriptions were required.

Councillor Hughes questioned "Improved existing provision" on page 4016, Paths and Cycleways; and "better pedestrian access", for Transport and Highways, considering them to be vague.

Councillor Browning spoke of his concerns over the proposed lighting for the Town Trail. The Chairman explained that previous discussions had

considered low level solar lighting to illuminate the trail surface to assist people in navigating the trail in the darker winter months.

The Chairman requested that Councillors read and review the existing infrastructure delivery plan (2017) ahead of the next meeting.

**RESOLVED:**

**That a further meeting of Councillors be arranged for early August to consider the Council's S106 Wish List.**

**872. NEIGHBOURHOOD DEVELOPMENT PLANNING (NDP) FUNDING POSITION**

**RESOLVED:**

- 1. That the Neighbourhood planning funding position be received and noted.**
- 2. That a meeting be arranged to include stakeholders and interested parties to discuss the options for future NDP development and engagement on local planning issues.**
- 3. That consideration be given to the Council putting aside some funding for planning activity.**

**C873. TEMAP WORKING PARTY**

- i. To receive and note the minutes of a meeting of the TEMAP Working Party held on 3 June 2025.**
- ii. Update report in respect of Consultants Report**

Councillor Hughes advised that the TEMAP Group now requires some direction from Council as to how to take forward suggestions from within the Feasibility Study and the Market and Tourism Strategies previously prepared.

**RESOLVED:**

- i. That the minutes of a meeting of the TEMAP Working Party held on 3 June 2025 be received and noted.**
- ii. That a meeting of Councillors and staff be arranged for early August to review the content of the Feasibility Study to decide on the priorities and to consider a way forward in respect of Tourism, Markets and Events.**

**C874. EXTENSION OF STANDING ORDER 3(X)**

**RESOLVED:**

**That Standing order 3(x) be suspended for 15 minutes to allow the remaining business of the agenda to be completed.**

**C875. PAINTED ROOM VISITOR NUMBERS MARCH AND APRIL**

The Clerk advised the meeting that this was a duplicate report from the previous meeting.

**C876. CLIMATE CHANGE WORKING PARTY – OUTCOME OF MEETING BETWEEN COUNCILLOR CHOWNS AND NINA SHIELDS (SUSTAINABLE LEDBURY)**

**RESOLVED:**

**That this item be deferred until the next meeting of Full Council on Thursday, 24 July 2025.**

**C877. TO APPROVE DRAFT PARTNERSHIP AGREEMENT BETWEEN LEDBURY TOWN COUNCIL AND LOVE LEDBURY (LEDBURY & DISTRICT COMMUNITY BENEFITS SOCIETY) IN RELATION TO BYE STREET TOILETS AND CONSIDER REQUEST IN RESPECT OF FUTURE ARRANGEMENTS FOR INSURANCE COVER FOR THE PREMISES AND EVENTS**

Councillor Morris and the Chairman left the room as they had declared a non-pecuniary interest in this item.

**RESOLVED:**

- 1. That Members agree to reimburse Love Ledbury Trustees the sum of £15.70 per month to cover the cost of the buildings insurance for matters not reserved to the County Council as the building's owners.**
- 2. That Ledbury Town Council include Bye Street Toilets within their current Public Liability Insurance Policy at no additional cost to the Council.**

**C878. TO RECEIVE AND NOTE MINUTES OF THE EVENTS WORKING PARTY MEETING HELD ON TUESDAY 3 JUNE 2025**

**RESOLVED:**

**That the minutes of the Events Working Party meeting held on Tuesday 3 June 2025 be received and noted.**

**C879. TO RECEIVE NOTES OF A MEETING OF THE ICT TASK AND FINISH GROUP HELD ON 4 JUNE 2025**

The Chairman reported operating issues with the Reception computer. Members agreed that a new computer system should be purchased for Reception as a matter of urgency, which will include a separate stand-alone server to act as host to the Rialtas software. Councillor Browning also suggested that increased RAM storage should be purchased for the new computer.

**RESOLVED:**

- 1. That the minutes of the ICT Task and Finish Group held on 4 June 2025 were received and noted.**
- 3. That a new computer system should be purchased for Reception as a matter of urgency, which will include a separate stand-alone server to act as host to the Rialtas software.**

**C880. OUTSIDE BODIES**

- i. To receive nominations for Councillor representation on the following outside bodies:**
  - a. RMTG Local Councillor Panel – Rural Vulnerable Young**
  - b. RMTG Local Councillor Panel – Rural Older People**

**RESOLVED:**

- 1. That the Clerk contact outside organisations such as Age UK and LEAF to ask whether they would like to provide a representative to the above groups on behalf of Ledbury Town Council.**
- 2. Councillor Browning confirmed that he was happy to act as an intermediary, if applicable. The Clerk agreed to obtain a list of meeting dates and forward to Councillor Browning.**
- 3. That Council representatives on outside bodies be reminded that they should forward copies of agenda Agendas and Minutes of meetings to the Clerk so that they can be included within the Full Council meetings.**

**C881. DATE OF NEXT MEETING**

**That the next meeting of Council is scheduled for Thursday 24 July 2025.**

**Councillor Morris gave his apologies in advance for the meeting.**

The meeting ended at 9:15pm

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

DRAFT



## FULL COUNCIL

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
<b>FULL COUNCIL 14 November 2024</b>					
C518(2)	That further information be provided to a future meeting of council to inform Members on how much should be placed on deposit	AC	Future meeting of council	Meeting to be arranged with Cllrs Newsham and Harvey - Accounts Clerk investigating and asked to provide report - now in work programme	completed - in work programme
C518(3)	That the Clerk and Cllrs Harvey and Newsham review the current market for a suitable high interest, short term deposit account	AC	Future meeting of council	meeting to be arranged with Cllr Harvey - Accounts Clerk investigating and asked to provide report - now in work programme	completed - in work programme
<b>FULL COUNCIL 12 December 2024</b>					
C558(ii)	105/4700 - that it be noted that how stock is handled over financial years is to be considered as part of the financial year end.	TC	Financial Year end	To be reviewed following completion of 25/26 budget - Clerk has contacted Rialtas to establish how to "write-off" the stock amount as agreed	completed - in work programme
C559(2iv)	That the Clerk raise a query with the Insurance Company in respect of the policy schedule for buildings, in particular in relation to the insured sums for the Cemetery Chapel and Mortuary Buildings.	TC	Jan-25	Clerk contacted insurance company awaiting response	completed - in work programme
<b>FULL COUNCIL 9 JANUARY 2025</b>					
C593(2)	That a meeting be held with the Civic Society in respect of the best use of staffing in relation to supporting other heritage offerings in Ledbury	TC	TBC	Invite sent to invite members to the next TEMAP Meeting to start negotiations on opening hours and working preferences for all heritage buildings in Ledbury	completed

<b>FULL COUNCIL 23 JANUARY 2025</b>						
C625	That request from the CCWP Chair be deferred for consideration by the Climate Change Working Party upon resumption of their meetings.	DTC			To be included on FC agenda 24.07.2025	Completed
C633.2	That consideration of the future maintenance of land owned by Herefordshire Council be deferred to a future meeting.	DTC			To be considered as part of specification review for grounds maintenance contract DTC asked to provide report with new draft documents in good time of budget setting process for 2026/27	completed - in work programme
<b>FULL COUNCIL 20 FEBRUARY 2025</b>						
C652.	The following motion was received from Councillor Hughes "That the Council forms a Task and Finish Group to consists of Town and Ward Councillors, Leaders of LEAF and the Community Hub, representatives of young people and other relevant individuals and organisations, to create a response to the recommendations from the Ledbury Listening Creative Consultation presented to Councillors and interested members of the Public and other organisations on 12 October 2024 and to bring forward recommendations to Council as a matter of priority."	Mayor		Mar-25	former Mayor to confirm whether he has contacted group - The group that Cllr Simmons has formed with young people be asked to review 10 points and assess progress if any - email sent to Cllr Simmons	completed - in work programme
<b>FULL COUNCIL 27 MARCH 2025</b>						

C721(b2)	That consideration be given to ways in which the offering for Weddings in the Jacobean Room can be marketed	DTC/WC	2025/26	To be considered when staffing resources allow - due to the high number of weddings bookings on both weekends and week days it is felt that this has been superceded ad does not	completed
<b>FULL COUNCIL 17 APRIL 2025</b>					
C740	That the Clerk review the format of the action sheet	TC	Apr-25	Cllr Hughes and Clerk met to consider 14.07.2025	completed
C746(vi)	That consideration be given to commissioning tree works to take place in the autumn of 2025/26	DTC	2025/26 FY	To be undertaken in autumn 2025 - recorded in Clerks calendar for action	Completed
C760(1)	That company no 2 be appointed to provide hanging basket posts and that the work be scheduled to take place in the 2026/27 financial year	DTC	2025/26 FY	To be included in 2026/27 budgets - recorded in Clerks calendar for action	Completed
C760(2)	That the TMO identify where posts have been removed from their locations in the past and that these be added to the list for replacement	DTC	2025	DTC requested to request information from TMO	completed - in work programme
C760(3)	That officers investigate possible funding to help cover the costs of hanging basket posts	DTC	2025	DTC asked to investigate potential funding/donations	completed
C765(2)	That further consideration be given to the criteria for this award, noting that this will be an exceptional award and not necessarily an annual award	TC	Future agenda	Clerk to provide report providing information on High Sheriff awards as an option for this	completed
<b>FULL COUNCIL 12 JUNE 2025</b>					
C829.	That the Clerk arranges a meeting with the Chair and Deputy Chair to review the Action Sheet.	TC	01.07.2025	Dates for this meeting being considered - Meeting held 14.07.2025	Completed
C830.	That the Clerk contacts the Canal Trust and arranges a mutually convenient meeting to be held at the Council Offices to discuss plans for the reinstatement of the Canal.	TC	01.07.2025	Invite to meet sent to Canal Trust - meeting arranged for 31.07.2025	completed

C843.	Members were in favour of appointing company 2 to install the fence posts at a cost of £3,200 + VAT. And that Budget Line 102/4206 Cemetery Grounds Maintenance will be used to fund this work, together with £1,000 from EMR 335 Amenity and Public Spaces.	DTC	01.07.2025	Order placed awaiting confirmation of commencement of works	completed
C844.	That the purchase of self-propelled mower be deferred until February 2026 prior to the commencement of the maintenance programme.	TC	Feb-26	To be considered as part of 26/27 budget process and reported back to committee in Feb 2026 - in clerk's calendar for review	completed - in work programme
C845.	That the Long Walk Weave and Tyre Hopscotch be purchased for the Recreation Ground, in place of the existing timber sleepers. That the cost for the purchase of the Long Walk Weave and Tyre Hopscotch will be £3,246.11 plus VAT, which also includes the removal and disposal of the 20 existing timber sleepers. Budget line 110/4235 with the balance of £423.07 coming from EMR 335 Amenity and Public Spaces.	TC	Jun-25	Order placed and invoice on agenda for payment of 30% deposit	Completed
C846.	Members considered that the report presented together with a copy of the draft Partnership Agreement were not aligned and requested further clarification on the text, ie. The nature of the insurance liability and who is paying for what.	TC	03.07.2025	Report on agenda for further consideration	Completed
C847.	That the Deputy Clerk contact Caroe & Partners to seek their advice concerning the Chimney plate as regards it's installation and them acting as "Clerk of Works"	DTC	Jun-25	Email sent to Caroe awaiting response	Completed
C851.	That the Outside Body Representation be deferred until the next meeting of Council.	TC	03.07.2025	On agenda for consideration	Completed

**FULL COUNCIL 3 JULY 2025**

C859	That the Chairman's secretary provide the Chairman with a summary of events for each full council meeting	SJ	14.07.2025	SJ advised of request	Completed
C862(3)	That the Clerk investigate why the expenditure is in brackets in the sum of £8,000 cost centre 214 nominal code 4891 Age UK Hereford Localities	TC	08.07.2025	Accounts Clerk requested to provide response - awaiting details	Completed
C863	Clerk to investigate why the chair of Finance was not provided with bank statements when asked to sign reconciliation	TC	15.07.2025	Accounts clerk informed - correct paperwork to be provided to Chair of finance 15.07.2025	completed
C864	That an item be included on a future agenda "Christmas Lights" once a dialogue has taken place with property owners.	TC	Jul-25	Officers to speak with property owners	In progress
C865	That the grant of £200 be awarded to Sustainable Ledbury	TC	14.07.2025	Sustainable Ledbury advised of grant award - awaiting bank details	Completed
C867	That MM Project Co-ordinator provide a feedback report with actual costings for two teachers @ 6 days at a future meeting	MMPC	14.07.2025	Emma requested to provide further information once confirmed	Completed
C871	Clerk to arrange meeting of councillors in early August to consider S106 wish list	TC	Aug-25	Date to be agreed - Admin assistant to clerk asked to arrange	Completed
C872(2)	Clerk to arrange a meeting to discuss future of NDP in Ledbury	TC	Aug-25	Date to be agreed - Admin assistant to clerk asked to arrange	completed
C872(3)	That consideration be given for future funding for NDP	tc	2026/27	To be considered in 2026/27 budget - in clerks calendar	Completed
C873(ii)	That a meeting be arranged to consider feasibility study - early August	TC	Aug-25	Date to be agreed - Admin assistant to clerk asked to arrange	Completed
C876	That the Climate change notes be deferred to next meeting of council	TC	24.07.2025	On agenda	Completed

C877(1)	That Love Ledbury Trustees be reimbursed the sum of £15.70 per month to cover the cost of the buildings insurance for matters not reserved to the County Council as the building's owners.	TC		Jul-25	Accounts Clerk to make payments	Completed
C877(2)	That Ledbury Town Council include Bye Street Toilets within their current Public Liability Insurance Policy at no additional cost to the Council.	TC		wef July 2025	Clerk confirmed with Insurance company	Completed
C879(ii)	That a new computer system be purchased for reception	TC		11.07.2025	New computer ordered and delivered. Installation to take place 16.07.2025	Completed
C880(1)	Clerk to contact outside organisations such as LEAF and Age UK to offer opportunity to act as outside representatives on behalf of LTC	TC		Jul-25		In progress
C880(ii)	Clerk to obtain a list of meeting dates and forward to Cllr Browning	TC		Jul-25		In progress

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

Receipts received between 01/06/2025 and 30/06/2025

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
FPI	Banked: 02/06/2025	277.78						
FPI	The Stone Workshop	277.78			1289	118	277.78	War Memorial Refund
MEM	Banked: 04/06/2025	49.50						
MEM	Betameau	49.50			1130	102	49.50	Memorial
DEED	Banked: 05/06/2025	34.00						
DEED	Betambeau	34.00			1131	102	34.00	Deed Transfer
REFUND	Banked: 09/06/2025	-37.00						
REFUND	Susan Todd-Wood	-37.00			1090	301	-37.00	Charter Market
INTEREST	Banked: 09/06/2025	9.74						
INTEREST	Lloyds Bank	9.74			1870	220	9.74	Bank interest
	Banked: 17/06/2025	40,000.00						
	to 235 Premier A/c (736) Comm Call	40,000.00			202		40,000.00	736 - 235
	Banked: 21/06/2025	40,000.00						
Transfer	Premier A/c (736) Comm Call	40,000.00			202		40,000.00	736 - 235
CARD	Banked: 30/06/2025	451.50						
CARD	Barclaycard	451.50			1034	301	2.00	Card Machine Payments
					1460	120	449.50	Card Machine Payments
CARD	Banked: 30/06/2025	2.00						
CARD	Barclaycard	2.00			1460	120	2.00	Card Machine payments
CARD	Banked: 30/06/2025	133.40						
CARD	Barclaycard	133.40			1450	105	133.40	Painted room sales
CARD	Banked: 30/06/2025	26.10						
CARD	Barclaycard	26.10			1450	105	26.10	Painted Room Sales
CARD	Banked: 30/06/2025	174.10						
CARD	Barclaycard	174.10			1451	105	174.10	Painted Room Donations
CARD	Banked: 30/06/2025	19.40						
CARD	Barclaycard	19.40			1451	105	19.40	Painted Room Donations
CARD	Banked: 30/06/2025	0.30						
CARD	Barclaycard	0.30			1451	105	0.30	Painted Room Donations
Total Receipts:		81,140.82	0.00	0.00			81,140.82	

## Premier A/c (736) Comm Call

Receipts received between 01/06/2025 and 30/06/2025

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2439	Banked: 02/06/2025	78.00						
2439	Le Delice	78.00			1090	301	78.00	Charter Market
2430	Banked: 02/06/2025	307.50						
2430	Mos&Bow	307.50			1100	102	307.50	Interment
090126	Banked: 03/06/2025	23.50						
090126	Orchards Grove Preserves	23.50			1090	301	23.50	Charter Market
2441	Banked: 06/06/2025	19.50						
2441	Flics Rustic Bake	19.50			1090	301	19.50	Charter Market
2444	Banked: 09/06/2025	23.50						
2444	Young PV	23.50			1090	301	23.50	Charterr Market
INTEREST	Banked: 09/06/2025	314.56						
INTEREST	Lloyds Bank	314.56			1870	220	314.56	Bank Interest
Transfer	Banked: 10/06/2025	34.00						
Transfer	Cousins	34.00			1131	102	34.00	Deed Transfer
MEMORIAL	Banked: 10/06/2025	164.00						
MEMORIAL	Turberfield	164.00			1130	102	164.00	Memorial Stone
2450	Banked: 10/06/2025	190.00						
2450	Stephen Pope	190.00			1460	120	190.00	Ceremony Room
TAYN	Banked: 24/06/2025	90.00						
TAYN	Taynton Farm Sales	90.00			1090	301	90.00	Charter Market
2458	Banked: 30/06/2025	240.00						
2458	Ledbury Country Market	240.00			1030	201	240.00	Market House Hire
Total Receipts:		1,484.56	0.00	0.00			1,484.56	



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## Ledbury Town Council Current Year

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## Public Sector Deposit Fund

Receipts received between 01/06/2025 and 30/06/2025

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
INT	Banked: 30/06/2025	633.27						
INT	The Public Sector Deposit Fund	633.27			1870	220	633.27	Bank interest
Total Receipts:		633.27	0.00	0.00			633.27	

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

Payments made between 01/06/2025 and 30/06/2025

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/06/2025	Advansys Ltd	BACS	123.60		20.60	4482	401	103.00	Monthly Web hosting
02/06/2025	Take Payments	DD	30.00		5.00	4433	105	25.00	Credit Card Machine
02/06/2025	Takepayments	DD	30.00		5.00	4433	220	25.00	Card Machine
02/06/2025	O2	DD	162.44		27.07	4482	401	135.37	LTC Mobile Phones
03/06/2025	EE Limited	DD	15.13		2.52	4482	401	12.61	Wedding co-ordinator phone
06/06/2025	Chubb Electronic Security	BACS	-614.82		-102.47	4185	202	-512.35	Duplicate payment
09/06/2025	Welsh Water	DD	20.39			4115	202	20.39	LTC Water
09/06/2025	Welsh Water	DD	31.74			4115	202	31.74	LTC Water
09/06/2025	Citation Limited	DD	279.48		46.58	4415	235	232.90	EL and HR Compliance
10/06/2025	Barclaycard	BACS	10.00			4433	220	10.00	Card Machine
10/06/2025	Barclaycard	BACS	15.76		0.96	4433	105	14.80	Card Machine
10/06/2025	Octopus Energy	DD	30.86		1.47	4122	102	29.39	Cemetery Electricity
10/06/2025	Octopus Energy	DD	84.63		4.03	4122	202	80.60	LTC Electricity
10/06/2025	Octopus Energy	DD	203.56		9.69	4122	202	193.87	LTC Electricity
10/06/2025	Water Plus	DD	9.22			4115	201	9.22	Market House water drainage
10/06/2025	Water Plus	DD	12.29			4115	202	12.29	LTC Waterdrainage
13/06/2025	J B Gaynham	BACS	300.00		50.00	4875	214	250.00	Citizen of the Year awards
13/06/2025	Ledbury Poetry Festival	BACS	140.00			4607	127	140.00	Bookfest Art Workshops
13/06/2025	Printerbase	BACS	122.40		20.40	4400	235	102.00	Stationery
13/06/2025	IAC	BACS	450.30		75.05	4590	220	375.25	Internal Audit Services
16/06/2025	Citation Limited	DD	59.50		9.92	4415	235	49.58	Employee HR
17/06/2025	Stephen Chowns	BACS	211.95			4500	225	211.95	Travel Expenses
17/06/2025	Area Entertainments	BACS	456.00		76.00	4607	127	380.00	Hire of outdoor lighting
17/06/2025	Hoople Ltd	BACS	463.97		77.33	4590	220	386.64	HR Advice
17/06/2025	Orphans Press	BACS	2,710.95		451.82	4704	107	2,259.13	Town Guide
17/06/2025	Fools Paradise	BACS	2,316.00		386.00	4607	127	1,930.00	Hire of Whale Community Day
17/06/2025	Dolphin Tec	BACS	765.79		127.63	4405	235	638.16	Printer Readings
17/06/2025	Shredall Ltd	BACS	107.70		17.95	4116	202	89.75	Confidential Waste
17/06/2025	Ledbury Garden Machinery	BACS	52.80		8.80	4300	102	44.00	Mower repairs
17/06/2025	Emma Clowsley	BACS	30.00			4051	109	30.00	Travel expenses
17/06/2025	Sophie Jarvis	BACS	8.01			4051	230	8.01	Travel Expenses
17/06/2025	Isabel Lewis	BACS	27.20			4051	109	27.20	Travel Expenses
17/06/2025	Pitman Training	BACS	1,555.20		259.20	4050	230	1,296.00	Excel Training
17/06/2025	Amazon	BACS	11.86		1.98	4206	102	9.88	Rubbish Bags
17/06/2025	Amazon	BACS	7.64		1.27	4206	102	6.37	Multipurpose Scissors

Subtotal Carried Forward:

10,241.55

0.00

1,583.80

8,657.75

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

Payments made between 01/06/2025 and 30/06/2025

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
17/06/2025	Amazon	BACS	-11.86		-1.98	4206	102	-9.88	Rubbish Bags
17/06/2025	Amazon	BACS	71.16		11.86	4206	102	59.30	Rubbish Bags
17/06/2025	Amazon	BACS	-0.39		-0.06	4206	102	-0.33	Multipurpose scissors
17/06/2025	Amazon	BACS	4.36		0.73	4200	108	3.63	Retractable keychain
17/06/2025	Amazon	BACS	7.23		1.21	4400	235	6.02	Stationery
17/06/2025	Amazon	BACS	14.24		2.37	4400	235	11.87	Batteries
17/06/2025	Amazon	BACS	37.90		6.32	4051	230	31.58	Stationery
17/06/2025	Amazon	BACS	-1.88		-0.31	4400	235	-1.57	Stationery
17/06/2025	Amazon	BACS	10.50		1.75	4051	230	8.75	Stationery
17/06/2025	Amazon	BACS	22.68		3.78	4200	102	6.66	Stationery
						4400	235	2.79	Stationery
						4400	235	2.79	Stationery
						4155	202	6.66	Stationery
17/06/2025	Bliss Cleaning	BACS	309.60		51.60	4150	202	258.00	LTC Cleaning
17/06/2025	Pestforce	BACS	144.00		24.00	4592	102	120.00	Removal animal
17/06/2025	Ledbury Community Hub	BACS	60.00			4906	109	60.00	Venue Hire
17/06/2025	D M Property Maintenance	BACS	1,608.74			4205	106	336.66	Contracts works
						4205	108	1,120.00	Contracts works
						4205	110	100.00	Contracts works
						4013	125	52.08	Contracts works
17/06/2025	D M Property Maintenance	BACS	585.00			4236	110	585.00	Re turf at Recreation ground
17/06/2025	D H Gladwyn	BACS	320.00			4206	102	320.00	Prepare Cemetery
17/06/2025	Caroline Owen Thomas	BACS	20.00			4531	210	20.00	Updating Mayors Board
17/06/2025	Colwall Stone	BACS	8,220.00		1,370.00	4250	101	6,850.00	Repair work St Michaels
						335		-6,850.00	Repair work St Michaels
						6000	101	6,850.00	Repair work St Michaels
17/06/2025	OMS UK Ltd	DD	1,255.24		209.21	4483	401	1,046.03	Monthly IT
20/06/2025	E.on	DD	225.78		10.75	4122	201	215.03	Market House electricity
24/06/2025	Lloyds Bank	DD	21.60			4550	220	21.60	Bank Charges
25/06/2025	Staff Salaries	BACS	23,610.76			4000	103	1,750.27	Payroll Mth 3
						4000	105	2,850.60	Payroll Mth 3
						4000	109	3,718.83	Payroll Mth 3
						4000	230	15,291.06	Payroll Mth 3
25/06/2025	Staff Salaries	BACS	15,194.63			4000	230	10,144.84	Payroll Mth 3
						4000	109	2,539.91	Payroll Mth 3
						4000	105	1,042.84	Payroll Mth 3

Subtotal Carried Forward:

61,970.84

0.00

3,275.03

57,228.77

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

Payments made between 01/06/2025 and 30/06/2025

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
						4000	103	1,467.04	Payroll Mth 3
26/06/2025	Herefordshire Council	DD	697.00			4110	202	697.00	LTC Rates
26/06/2025	Herefordshire Council	DD	79.00			4110	201	79.00	Market House Rates
26/06/2025	Herefordshire Council	DD	101.00			4110	102	101.00	Mortuary Rates
26/06/2025	Herefordshire Council	DD	213.00			4110	202	213.00	Cemetery Rates
27/06/2025	Lloyds Bank	PAY	8.50			4550	220	8.50	Bank Charges
30/06/2025	West Mercia Energy	DD	41.69		1.98	4800	214	39.71	Barrett Browning Clock Elec
30/06/2025	Thompson & Co	DD	55.20		9.20	4590	220	46.00	Payroll
30/06/2025	Onecom Limited	DD	490.09		81.68	4481	401	408.41	Web hosting
Total Payments:			63,656.32	0.00	3,367.89			60,288.43	

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Premier A/c (736) Comm Call

Payments made between 01/06/2025 and 30/06/2025

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
09/06/2025	Buses4US	FPI	-8,000.00			4900	214	-8,000.00	Grant Payment
17/06/2025	Lloyds A/c (235& 174)(Bus Ext)	to 235	40,000.00			200		40,000.00	736 - 235
21/06/2025	Lloyds A/c (235& 174)(Bus Ext)	Transfer	40,000.00			200		40,000.00	736 - 235
Total Payments:			72,000.00	0.00	0.00			72,000.00	

Date: 14/07/2025

## Ledbury Town Council Current Year

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## Petty Cash

Payments made between 01/06/2025 and 30/06/2025

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
24/06/2025	Post Office Ltd	PCASH	8.75		1.46	4455	401	7.29	Postage
25/06/2025	Ledbury Store	PCASH	1.45		0.24	4155	109	1.21	Refreshments
30/06/2025	Ledbury Store	PCASH	14.21			4535	210	14.21	Refreshments Armed Forces
30/06/2025	Boots the Chemist	PCASH	5.50		0.92	4592	103	4.58	Suncream
Total Payments:			29.91	0.00	2.62			27.29	

## List of Payments made between 01/06/2025 and 30/06/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/06/2025	Take Payments	DD	30.00	2016-2	Credit Card Machine
02/06/2025	Takepayments	DD	30.00	20164-1	Card Machine
02/06/2025	Advansys Ltd	BACS	123.60	51697	Monthly Web hosting
02/06/2025	O2	DD	162.44	37513473	LTC Mobile Phones
03/06/2025	EE Limited	DD	15.13	5842244	Wedding co-ordinator phone
06/06/2025	Chubb Electronic Security	BACS	-614.82	Return	Duplicate payment
09/06/2025	Welsh Water	DD	20.39	6089291506	LTC Water
09/06/2025	Welsh Water	DD	31.74	6089292360	LTC Water
09/06/2025	Citation Limited	DD	279.48	0063014	EL and HR Compliance
10/06/2025	Octopus Energy	DD	30.86	K1-B092647B	Cemetery Electricity
10/06/2025	Octopus Energy	DD	84.63	KI-6295D2CA	LTC Electricity
10/06/2025	Octopus Energy	DD	203.56	K1-30D6C022-0052	LTC Electricity
10/06/2025	Water Plus	DD	9.22	08676062	Market House water drainage
10/06/2025	Barclaycard	BACS	10.00	016436890525	Card Machine
10/06/2025	Barclaycard	BACS	15.76	016436880525	Card Machine
10/06/2025	Water Plus	DD	12.29	7001422092	LTC Waterdrainage
13/06/2025	J B Gaynham	BACS	300.00	0023	Citizen of the Year awards
13/06/2025	Ledbury Poetry Festival	BACS	140.00	2419	Bookfest Art Workshops
13/06/2025	Printerbase	BACS	122.40	774826	Stationery
13/06/2025	IAC	BACS	450.30	1982	Internal Audit Services
16/06/2025	Citation Limited	DD	59.50	CT0063014	Employee HR
17/06/2025	Stephen Chown	BACS	211.95	Mayor's civic duties	Travel Expenses
17/06/2025	Area Entertainments	BACS	456.00	1281	Hire of outdoor lighting
17/06/2025	Hoople Ltd	BACS	463.97	66848932	HR Advice
17/06/2025	Orphans Press	BACS	2,710.95	006353	Town Guide
17/06/2025	Fools Paradise	BACS	2,316.00	19456	Hire of Whale Community Day
17/06/2025	Dolphin Tec	BACS	765.79	023757	Printer Readings
17/06/2025	Shredall Ltd	BACS	107.70	102815	Confidential Waste
17/06/2025	Ledbury Garden Machinery	BACS	52.80	21231	Mower repairs
17/06/2025	Emma Clowsley	BACS	30.00	Expenses	Travel expenses
17/06/2025	Sophie Jarvis	BACS	8.01	Expenses	Travel Expenses
17/06/2025	Isabel Lewis	BACS	27.20	Expenses	Travel Expenses
17/06/2025	Pitman Training	BACS	1,555.20	141975	Excel Training
17/06/2025	Amazon	BACS	11.86	GB5023P6ME05X	Rubbish Bags
17/06/2025	Amazon	BACS	7.64	GB5001IG1A153	Multipurpose Scissors
17/06/2025	Amazon	BACS	-11.86	GB5023P6ME05X	Rubbish Bags
17/06/2025	Amazon	BACS	71.16	GB5023P6ME05X	Rubbish Bags
17/06/2025	Amazon	BACS	-0.39	GB5001IG1A153	Multipurpose scissors
17/06/2025	Amazon	BACS	4.36	GB500083VZ4KJ	Retractable keychain
17/06/2025	Amazon	BACS	7.23	GB5002EG0NLS	Stationery
17/06/2025	Amazon	BACS	14.24	GB500MX0RVNH	Batteries

## List of Payments made between 01/06/2025 and 30/06/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/06/2025	Amazon	BACS	37.90	GB5003NYZD4T	Stationery
17/06/2025	Amazon	BACS	-1.88	GB5003NYZD4T	Stationery
17/06/2025	Amazon	BACS	10.50	GB5001JW08SRI	Stationery
17/06/2025	Amazon	BACS	22.68	GB53Y608AAEUI	Stationery
17/06/2025	Bliss Cleaning	BACS	309.60	12538	LTC Cleaning
17/06/2025	Pestforce	BACS	144.00	1344199-1	Removal animal
17/06/2025	Ledbury Community Hub	BACS	60.00	11025L	Venue Hire
17/06/2025	D M Property Maintenance	BACS	1,608.74		Contracts works
17/06/2025	D M Property Maintenance	BACS	585.00	June 2025	Re turf at Recreation ground
17/06/2025	D H Gladwyn	BACS	320.00	050625	Prepare Cemetery
17/06/2025	Caroline Owen Thomas	BACS	20.00	004	Updating Mayors Board
17/06/2025	Colwall Stone	BACS	8,220.00	1445	Repair work St Michaels
17/06/2025	OMS UK Ltd	DD	1,255.24	132363	Monthly IT
20/06/2025	E.on	DD	225.78	K!-DBC1576-0041	Market House electricity
24/06/2025	Lloyds Bank	DD	21.60	458600615	Bank Charges
25/06/2025	Staff Salaries	BACS	23,610.76	Salaries	Payroll Mth 3
25/06/2025	Staff Salaries	BACS	15,194.63	Salaries	Payroll Mth 3
26/06/2025	Herefordshire Council	DD	697.00	85237264	LTC Rates
26/06/2025	Herefordshire Council	DD	79.00	85806086	Market House Rates
26/06/2025	Herefordshire Council	DD	101.00	8427557X	Mortuary Rates
26/06/2025	Herefordshire Council	DD	213.00	84275471	Cemetery Rates
27/06/2025	Lloyds Bank	PAY	8.50	457585825	Bank Charges
30/06/2025	West Mercia Energy	DD	41.69	11666890	Barrett Browning Clock Elec
30/06/2025	Thompson & Co	DD	55.20	L21250	Payroll
30/06/2025	Onecom Limited	DD	490.09	7583491	Web hosting
<b>Total Payments</b>			<b>63,656.32</b>		



## List of Payments made between 01/06/2025 and 30/06/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/06/2025	Buses4US	FPI	-8,000.00	LTC Grant	Grant Payment
17/06/2025	Lloyds A/c (235& 174)(Bus Ext)	to 235	40,000.00		736 - 235
21/06/2025	Lloyds A/c (235& 174)(Bus Ext)	Transfer	40,000.00		736 - 235
Total Payments			72,000.00		

## Petty Cash

## List of Payments made between 01/06/2025 and 30/06/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/06/2025	Post Office Ltd	PCASH	8.75	Petty Cash	Postage
25/06/2025	Ledbury Store	PCASH	1.45	MasefieldM Meeting	Refreshments
30/06/2025	Ledbury Store	PCASH	14.21	Petty Cash	Refreshments Armed Forces
30/06/2025	Boots the Chemist	PCASH	5.50	Petty Cash	Suncream
<b>Total Payments</b>			<u>29.91</u>		

Date : 14/07/2025

**Ledbury Town Council Current Year**

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Time: 12:01

Trial Balance for Month No: 3

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>
120	Vat Due			8,430.32	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			27,831.80	
202	Premier A/c (736) Comm Call			323,972.29	
203	Public Sector Deposit Fund			172,794.85	
215	Petty Cash			57.57	
310	General Fund				195,337.12
324	EMR - Listed Buildings				106,855.97
331	EMR - Advertising				5,000.00
335	EMR - Amenity & Public Spaces				26,386.67
336	EMR - Community Projects				15,701.35
1030	Market House Income	201	Market House		240.00
1034	Tourist Information Centre	301	Planning/Economic Development		11.90
1036	Photocopier Printing	235	Office Facilities & Equipment		4.40
1090	Charter Market Income	301	Planning/Economic Development		959.00
1100	Cemetery Interment Income	102	Cemetery & Buildings		503.54
1130	Cemetery Memorial Permit Income	102	Cemetery & Buildings		260.50
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		68.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		500.01
1273	Event Income	127	Services and Events		65.00
1289	War Memorial Refund	118	Minor Infrastructure		833.34
1450	Painted Room Sales Income	105	Painted Room		643.50
1451	Painted Room Donations Income	105	Painted Room		1,281.70
1452	UKSPF Funding	105	Painted Room		9,000.00
1460	Ceremony Room Income	120	Non-Statutory Services		1,756.00
1471	Dog Poop Bags	127	Services and Events		61.10
1870	Bank Interest Received Income	220	Finance and General Purposes		2,747.00
1900	Precept Income	220	Finance and General Purposes		367,311.00
4000	Staff Salaries	103	Grounds Maintenance	9,705.03	
4000	Staff Salaries	105	Painted Room	8,834.94	
4000	Staff Salaries	109	Masefield Matters	14,791.83	
4000	Staff Salaries	230	Management and Payroll	84,194.05	
4001	Agency Cover	202	Town Council Offices	2,530.00	
4001	Agency Cover	230	Management and Payroll	3,623.20	
4013	Devolved Services	125	Green Spaces Maintenance	52.08	
4050	Staff Training	230	Management and Payroll	1,891.66	
4051	Officers Travel/Conference/Sub	109	Masefield Matters	57.20	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	122.82	
4110	Rates	102	Cemetery & Buildings	728.60	
4110	Rates	201	Market House	232.11	
4110	Rates	202	Town Council Offices	2,298.25	
4115	Water	106	Bye Street Toilets	8.70	

## Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4115	Water	201	Market House	18.44	
4115	Water	202	Town Council Offices	228.70	
4116	Confidential Waste - Shredding	202	Town Council Offices	464.96	
4122	Electricity	102	Cemetery & Buildings	91.16	
4122	Electricity	106	Bye Street Toilets	208.04	
4122	Electricity	108	Amenity Areas		3.10
4122	Electricity	201	Market House	380.73	
4122	Electricity	202	Town Council Offices	3,763.57	
4150	Cleaning	202	Town Council Offices	645.00	
4155	Housekeeping	109	Masefield Matters	1.21	
4155	Housekeeping	202	Town Council Offices	141.11	
4155	Housekeeping	235	Office Facilities & Equipment	2.90	
4170	Maintenance	106	Bye Street Toilets	8.30	
4170	Maintenance	202	Town Council Offices	88.78	
4170	Maintenance	235	Office Facilities & Equipment	21.67	
4185	Alarms	202	Town Council Offices	512.35	
4200	New Equipment	102	Cemetery & Buildings	6.66	
4200	New Equipment	108	Amenity Areas	3.63	
4205	Grounds Maintenance (Contract)	106	Bye Street Toilets	336.66	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	1,456.66	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	1,220.00	
4206	Grounds Maintenance	102	Cemetery & Buildings	385.34	
4228	General Tree works	108	Amenity Areas	4,195.00	
4236	Play Equipment Maintenance	110	Recreation Ground	1,070.14	
4250	Tree Works/Property Maintenan	101	Closed Churchyard	6,850.00	
4250	Tree Works/Property Maintenan	102	Cemetery & Buildings	375.00	
4252	General Park Maintenance	108	Amenity Areas	52.08	
4276	External power supply -High St	118	Minor Infrastructure	95.77	
4300	Vehicle Repair	102	Cemetery & Buildings	44.00	
4330	Fuel	102	Cemetery & Buildings	71.52	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	54.85	
4400	Stationery	235	Office Facilities & Equipment	783.27	
4405	Photocopier Hire	235	Office Facilities & Equipment	1,111.97	
4415	Office Support & Equipment	235	Office Facilities & Equipment	989.96	
4416	Equipment Maintenance	102	Cemetery & Buildings	193.00	
4433	Card Machine rental	105	Painted Room	117.73	
4433	Card Machine rental	220	Finance and General Purposes	105.00	
4455	Postage	401	Full Council	113.48	
4460	Subscriptions	220	Finance and General Purposes	895.90	
4481	Telephones	401	Full Council	1,310.07	
4482	Website	401	Full Council	1,355.35	
4483	ICT Services & Software Lease	401	Full Council	3,635.44	

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4500	Town Mayors Expenses	225	Councillors/Newsletter	211.95	
4531	Roll of Honour	210	Civic Matters	20.00	
4535	Civic Hospitality	210	Civic Matters	1,378.03	
4550	Bank Charges	220	Finance and General Purposes	117.53	
4590	Professional Services	220	Finance and General Purposes	1,035.40	
4592	PPE/Health & Safety	102	Cemetery & Buildings	120.00	
4592	PPE/Health & Safety	103	Grounds Maintenance	4.58	
4607	Events	127	Services and Events	2,719.33	
4700	Stock Purchase	105	Painted Room	306.50	
4703	Promotional Material	107	Town Promotion	450.00	
4704	Tourism/ Town Plan Projects	107	Town Promotion	1,889.13	
4800	Barrett Browning Clock	214	Grants with Powers	90.61	
4801	Carnival Association	214	Grants with Powers	4,000.00	
4827	Community Action Ledbury	214	Grants with Powers	12,000.00	
4875	Distinguished Citizen Awards	214	Grants with Powers	250.00	
4890	Unspecified Grants	214	Grants with Powers	3,500.00	
4891	Age Uk Hereford Localities	214	Grants with Powers		4,000.00
4892	Dream Your Future	214	Grants with Powers	1,500.00	
4893	Ledbury Food Bank	214	Grants with Powers	2,500.00	
4894	Ledbury Methodist Church	214	Grants with Powers	1,500.00	
4897	LEAF	214	Grants with Powers	10,440.00	
4898	Ledbury Carnival	214	Grants with Powers	4,500.00	
4901	John Masefield Memorial Projec	214	Grants with Powers	200.00	
4902	New Staff	109	Masefield Matters	2,000.00	
4903	Professional Fees	109	Masefield Matters		872.00
4906	Event Costs	109	Masefield Matters		60.00
4907	Equipment and Materials	109	Masefield Matters	1,483.75	
6000	Transfers from EMR	101	Closed Churchyard		6,850.00
6000	Transfers from EMR	108	Amenity Areas		2,195.00
Trial Balance Totals :				<b>749,507.20</b>	<b>749,507.20</b>
Difference				<b>0.00</b>	

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2025

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Closed Churchyard</b>								
4205 Grounds Maintenance (Contract)	0	0	1,500	1,500		1,500	0.0%	
4206 Grounds Maintenance	0	0	1,000	1,000		1,000	0.0%	
4224 Wheely Bins Refuse Collection	0	0	250	250		250	0.0%	
4250 Tree Works/Property Maintenanc	6,850	6,850	1,000	(5,850)		(5,850)	685.0%	6,850
Closed Churchyard :- Indirect Expenditure	<b>6,850</b>	<b>6,850</b>	<b>3,750</b>	<b>(3,100)</b>	<b>0</b>	<b>(3,100)</b>	<b>182.7%</b>	<b>6,850</b>
<b>Net Expenditure</b>	<b>(6,850)</b>	<b>(6,850)</b>	<b>(3,750)</b>	<b>3,100</b>				
6000 plus Transfers from EMR	6,850	6,850	0	(6,850)				
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>	<b>(3,750)</b>	<b>(3,750)</b>				
<b>102 Cemetery &amp; Buildings</b>								
1100 Cemetery Intermment Income	308	504	11,000	10,496			4.6%	
1130 Cemetery Memorial Permit Incom	214	261	2,500	2,240			10.4%	
1131 Cemetery Deed Transfers Income	68	68	360	292			18.9%	
1160 Mortuary Rent Income	0	500	2,500	2,000			20.0%	
1161 Chapel Hire	0	0	150	150			0.0%	
Cemetery & Buildings :- Income	<b>589</b>	<b>1,332</b>	<b>16,510</b>	<b>15,178</b>			<b>8.1%</b>	<b>0</b>
4000 Staff Salaries	0	0	33,952	33,952		33,952	0.0%	
4001 Agency Cover	0	0	12,000	12,000		12,000	0.0%	
4110 Rates	101	729	3,350	2,621		2,621	21.7%	
4115 Water	0	0	100	100		100	0.0%	
4122 Electricity	29	91	1,000	909		909	9.1%	
4150 Cleaning	0	0	100	100		100	0.0%	
4181 CCTV Maintenance Contract	0	0	100	100		100	0.0%	
4183 Memorial Board	0	0	100	100		100	0.0%	
4200 New Equipment	7	7	1,100	1,093		1,093	0.6%	
4201 Equipment Hire	0	0	500	500		500	0.0%	
4206 Grounds Maintenance	385	385	2,200	1,815		1,815	17.5%	
4223 Perimeter Wall Repairs	0	0	2,000	2,000		2,000	0.0%	
4225 Skip Hire	0	0	1,800	1,800		1,800	0.0%	
4227 Memorial Testing	0	0	1,000	1,000		1,000	0.0%	
4250 Tree Works/Property Maintenanc	0	375	2,500	2,125		2,125	15.0%	
4273 Scatter Garden & Memorial Tree	0	0	2,000	2,000		2,000	0.0%	
4300 Vehicle Repair	44	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 Starage Container	0	0	2,000	2,000		2,000	0.0%	
4330 Fuel	0	72	1,100	1,028		1,028	6.5%	

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2025

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>107 Town Promotion</b>								
4703 Promotional Material	0	450	3,000	2,550		2,550	15.0%	
4704 Tourism/ Town Plan Projects	2,259	1,889	5,000	3,111		3,111	37.8%	
4705 Signage	0	0	3,000	3,000		3,000	0.0%	
<b>Town Promotion :- Indirect Expenditure</b>	<b>2,259</b>	<b>2,339</b>	<b>11,000</b>	<b>8,661</b>	<b>0</b>	<b>8,661</b>	<b>21.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,259)</b>	<b>(2,339)</b>	<b>(11,000)</b>	<b>(8,661)</b>				
<b>108 Amenity Areas</b>								
4122 Electricity	0	(3)	1,000	1,003		1,003	(0.3%)	
4200 New Equipment	4	4	200	196		196	1.8%	
4204 Dog Hill Wood Management Plan/	0	0	1,000	1,000		1,000	0.0%	
4205 Grounds Maintenance (Contract)	1,120	1,457	4,540	3,083		3,083	32.1%	
4210 Dog Hill Wood Coppicing	0	0	1,000	1,000		1,000	0.0%	
4228 General Tree works	0	4,195	2,000	(2,195)		(2,195)	209.8%	2,195
4252 General Park Maintenance	0	52	1,000	948		948	5.2%	
<b>Amenity Areas :- Indirect Expenditure</b>	<b>1,124</b>	<b>5,704</b>	<b>10,740</b>	<b>5,036</b>	<b>0</b>	<b>5,036</b>	<b>53.1%</b>	<b>2,195</b>
<b>Net Expenditure</b>	<b>(1,124)</b>	<b>(5,704)</b>	<b>(10,740)</b>	<b>(5,036)</b>				
6000 plus Transfers from EMR	2,195	2,195	0	(2,195)				
<b>Movement to/(from) Gen Reserve</b>	<b>1,071</b>	<b>(3,509)</b>	<b>(10,740)</b>	<b>(7,231)</b>				
<b>109 Masefield Matters</b>								
1020 National Heritage Funding	0	0	111,110	111,110			0.0%	
<b>Masefield Matters :- Income</b>	<b>0</b>	<b>0</b>	<b>111,110</b>	<b>111,110</b>			<b>0.0%</b>	<b>0</b>
4000 Staff Salaries	6,259	14,792	0	(14,792)		(14,792)	0.0%	
4051 Officers Travel/Conference/Sub	57	57	0	(57)		(57)	0.0%	
4155 Housekeeping	1	1	0	(1)		(1)	0.0%	
4902 New Staff	0	2,000	0	(2,000)		(2,000)	0.0%	
4903 Professional Fees	0	(872)	0	872		872	0.0%	
4906 Event Costs	60	(60)	0	60		60	0.0%	
4907 Equipment and Materials	0	1,484	0	(1,484)		(1,484)	0.0%	
<b>Masefield Matters :- Indirect Expenditure</b>	<b>6,377</b>	<b>17,402</b>	<b>0</b>	<b>(17,402)</b>	<b>0</b>	<b>(17,402)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>(6,377)</b>	<b>(17,402)</b>	<b>111,110</b>	<b>128,512</b>				
<b>110 Recreation Ground</b>								
4205 Grounds Maintenance (Contract)	100	1,220	10,000	8,780		8,780	12.2%	
4224 Wheely Bins Refuse Collection	0	0	150	150		150	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2025

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>125 Green Spaces Maintenance</b>								
4013 Devolved Services	52	52	1,000	948		948	5.2%	
4014 Lenghtsman Scheme/P3 Scheme	0	0	3,000	3,000		3,000	0.0%	
Green Spaces Maintenance :- Indirect Expenditure	<b>52</b>	<b>52</b>	<b>4,000</b>	<b>3,948</b>	<b>0</b>	<b>3,948</b>	<b>1.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(52)</b>	<b>(52)</b>	<b>(4,000)</b>	<b>(3,948)</b>				
<b>127 Services and Events</b>								
1273 Event Income	0	65	0	(65)			0.0%	
1471 Dog Poop Bags	0	61	500	439			12.2%	
Services and Events :- Income	<b>0</b>	<b>126</b>	<b>500</b>	<b>374</b>			<b>25.2%</b>	<b>0</b>
4271 Dog Bags	0	0	700	700		700	0.0%	
4595 Climate Change	0	0	2,000	2,000		2,000	0.0%	
4600 Town Crier/Fees & Subs	0	0	500	500		500	0.0%	
4601 Town Crier/Uniforms	0	0	500	500		500	0.0%	
4605 Events Barriers	0	0	100	100		100	0.0%	
4607 Events	2,450	2,719	12,000	9,281		9,281	22.7%	
4850 Poppy Wreath	0	0	40	40		40	0.0%	
Services and Events :- Indirect Expenditure	<b>2,450</b>	<b>2,719</b>	<b>15,840</b>	<b>13,121</b>	<b>0</b>	<b>13,121</b>	<b>17.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,450)</b>	<b>(2,593)</b>	<b>(15,340)</b>	<b>(12,747)</b>				
<b>201 Market House</b>								
1030 Market House Income	240	240	1,100	860			21.8%	
Market House :- Income	<b>240</b>	<b>240</b>	<b>1,100</b>	<b>860</b>			<b>21.8%</b>	<b>0</b>
4110 Rates	79	232	1,900	1,668		1,668	12.2%	
4115 Water	9	18	100	82		82	18.4%	
4122 Electricity	215	381	1,000	619		619	38.1%	
4150 Cleaning	0	0	100	100		100	0.0%	
4170 Maintenance	0	0	5,000	5,000		5,000	0.0%	
Market House :- Indirect Expenditure	<b>303</b>	<b>631</b>	<b>8,100</b>	<b>7,469</b>	<b>0</b>	<b>7,469</b>	<b>7.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(63)</b>	<b>(391)</b>	<b>(7,000)</b>	<b>(6,609)</b>				
<b>202 Town Council Offices</b>								
4001 Agency Cover	0	2,530	0	(2,530)		(2,530)	0.0%	
4021 Rubbish Collection	0	0	1,000	1,000		1,000	0.0%	
4110 Rates	910	2,298	7,500	5,202		5,202	30.6%	
4115 Water	64	229	630	401		401	36.3%	
4116 Confidential Waste - Shredding	90	465	780	315		315	59.6%	



## Detailed Income &amp; Expenditure by Budget Heading 30/06/2025

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>220 Finance and General Purposes</b>								
1870 Bank Interest Received Income	958	2,747	6,000	3,253			45.8%	
1900 Precept Income	0	367,311	0	(367,311)			0.0%	
1902 Western Power WayLeave	0	0	126	126			0.0%	
Finance and General Purposes :- Income	<b>958</b>	<b>370,058</b>	<b>6,126</b>	<b>(363,932)</b>			<b>6040.8%</b>	<b>0</b>
4130 Insurance	0	0	20,000	20,000		20,000	0.0%	
4430 Advertising	0	0	1,000	1,000		1,000	0.0%	
4433 Card Machine rental	35	105	600	495		495	17.5%	
4460 Subscriptions	0	896	5,000	4,104		4,104	17.9%	
4550 Bank Charges	30	118	500	382		382	23.5%	
4551 Data Protection	0	0	500	500		500	0.0%	
4579 Audit Internal	0	0	2,500	2,500		2,500	0.0%	
4580 Audit External	0	0	3,000	3,000		3,000	0.0%	
4590 Professional Services	808	1,035	15,000	13,965		13,965	6.9%	
4592 PPE/Health & Safety	0	0	500	500		500	0.0%	
Finance and General Purposes :- Indirect Expenditure	<b>873</b>	<b>2,154</b>	<b>48,600</b>	<b>46,446</b>	<b>0</b>	<b>46,446</b>	<b>4.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>85</b>	<b>367,904</b>	<b>(42,474)</b>	<b>(410,378)</b>				
<b>225 Councillors/Newsletter</b>								
4420 Newsletter	0	0	500	500		500	0.0%	
4500 Town Mayors Expenses	212	212	1,000	788		788	21.2%	
4502 Mayor's Advertising	0	0	500	500		500	0.0%	
4503 Mayor's Portrait/Caricature	0	0	500	500		500	0.0%	
4520 Councillors Expenses	0	0	300	300		300	0.0%	
4525 Councillors Training	0	0	1,500	1,500		1,500	0.0%	
4545 Annual & Other Meetings	0	0	500	500		500	0.0%	
Councillors/Newsletter :- Indirect Expenditure	<b>212</b>	<b>212</b>	<b>4,800</b>	<b>4,588</b>	<b>0</b>	<b>4,588</b>	<b>4.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(212)</b>	<b>(212)</b>	<b>(4,800)</b>	<b>(4,588)</b>				
<b>230 Management and Payroll</b>								
4000 Staff Salaries	25,436	84,194	299,480	215,286		215,286	28.1%	
4001 Agency Cover	0	3,623	8,000	4,377		4,377	45.3%	
4050 Staff Training	1,296	1,892	6,000	4,108		4,108	31.5%	
4051 Officers Travel/Conference/Sub	48	123	1,500	1,377		1,377	8.2%	
Management and Payroll :- Indirect Expenditure	<b>26,780</b>	<b>89,832</b>	<b>314,980</b>	<b>225,148</b>	<b>0</b>	<b>225,148</b>	<b>28.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(26,780)</b>	<b>(89,832)</b>	<b>(314,980)</b>	<b>(225,148)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2025

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	3,259	386,246	162,213	(224,033)			238.1%	
Expenditure	52,316	209,758	792,428	582,670	0	582,670	26.5%	
<b>Net Income over Expenditure</b>	<u>(49,057)</u>	<u>176,488</u>	<u>(630,215)</u>	<u>(806,703)</u>				
plus Transfers from EMR	9,045	9,045	0	(9,045)				
<b>Movement to/(from) Gen Reserve</b>	<u>(40,012)</u>	<u>185,533</u>	<u>(630,215)</u>	<u>(815,748)</u>				

## Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 30/06/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
120	Vat Due	8,430
150	Stock	1,728
200	Lloyds A/c (235) (Bus Ext)	27,832
202	Premier A/c (736) Comm Call	323,972
203	Public Sector Deposit Fund	172,795
215	Petty Cash	58
<b>Total Current Assets</b>		<b>534,815</b>
<u>Represented by :-</u>		
300	Current Year Fund	176,488
310	General Fund	204,382
324	EMR - Listed Buildings	106,856
331	EMR - Advertising	5,000
335	EMR - Amenity & Public Spaces	26,387
336	EMR - Community Projects	15,701
<b>Total Equity</b>		<b>534,815</b>

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2025

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Closed Churchyard</b>								
4205 Grounds Maintenance (Contract)	0	0	1,500	1,500		1,500	0.0%	
4206 Grounds Maintenance	0	0	1,000	1,000		1,000	0.0%	
4224 Wheely Bins Refuse Collection	0	0	250	250		250	0.0%	
4250 Tree Works/Property Maintenanc	6,850	6,850	1,000	(5,850)		(5,850)	685.0%	6,850
Closed Churchyard :- Indirect Expenditure	<b>6,850</b>	<b>6,850</b>	<b>3,750</b>	<b>(3,100)</b>	<b>0</b>	<b>(3,100)</b>	<b>182.7%</b>	<b>6,850</b>
<b>Net Expenditure</b>	<b>(6,850)</b>	<b>(6,850)</b>	<b>(3,750)</b>	<b>3,100</b>				
6000 plus Transfers from EMR	6,850	6,850	0	(6,850)				
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>	<b>(3,750)</b>	<b>(3,750)</b>				
<b>102 Cemetery &amp; Buildings</b>								
1100 Cemetery Interment Income	308	504	11,000	10,496			4.6%	
1130 Cemetery Memorial Permit Incom	214	261	2,500	2,240			10.4%	
1131 Cemetery Deed Transfers Income	68	68	360	292			18.9%	
1160 Mortuary Rent Income	0	500	2,500	2,000			20.0%	
1161 Chapel Hire	0	0	150	150			0.0%	
Cemetery & Buildings :- Income	<b>589</b>	<b>1,332</b>	<b>16,510</b>	<b>15,178</b>			<b>8.1%</b>	<b>0</b>
4000 Staff Salaries	0	0	33,952	33,952		33,952	0.0%	
4001 Agency Cover	0	0	12,000	12,000		12,000	0.0%	
4110 Rates	101	729	3,350	2,621		2,621	21.7%	
4115 Water	0	0	100	100		100	0.0%	
4122 Electricity	29	91	1,000	909		909	9.1%	
4150 Cleaning	0	0	100	100		100	0.0%	
4181 CCTV Maintenance Contract	0	0	100	100		100	0.0%	
4183 Memorial Board	0	0	100	100		100	0.0%	
4200 New Equipment	7	7	1,100	1,093		1,093	0.6%	
4201 Equipment Hire	0	0	500	500		500	0.0%	
4206 Grounds Maintenance	385	385	2,200	1,815		1,815	17.5%	
4223 Perimeter Wall Repairs	0	0	2,000	2,000		2,000	0.0%	
4225 Skip Hire	0	0	1,800	1,800		1,800	0.0%	
4227 Memorial Testing	0	0	1,000	1,000		1,000	0.0%	
4250 Tree Works/Property Maintenanc	0	375	2,500	2,125		2,125	15.0%	
4273 Scatter Garden & Memorial Tree	0	0	2,000	2,000		2,000	0.0%	
4300 Vehicle Repair	44	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		2,000	0.0%	
4330 Fuel	0	72	1,100	1,028		1,028	6.5%	

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2025

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4340 Insurance, Tax & MOT	0	55	1,100	1,045		1,045	5.0%	
4416 Equipment Maintenance	0	193	2,000	1,807		1,807	9.7%	
4592 PPE/Health & Safety	120	120	500	380		380	24.0%	
4594 Cemetery Mapping	0	0	395	395		395	0.0%	
Cemetery & Buildings :- Indirect Expenditure	<b>686</b>	<b>2,070</b>	<b>79,897</b>	<b>77,827</b>	<b>0</b>	<b>77,827</b>	<b>2.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(97)</b>	<b>(738)</b>	<b>(63,387)</b>	<b>(62,649)</b>				
<b>103 Grounds Maintenance</b>								
4000 Staff Salaries	3,217	9,705	35,057	25,352		25,352	27.7%	
4592 PPE/Health & Safety	5	5	0	(5)		(5)	0.0%	
Grounds Maintenance :- Indirect Expenditure	<b>3,222</b>	<b>9,710</b>	<b>35,057</b>	<b>25,347</b>	<b>0</b>	<b>25,347</b>	<b>27.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,222)</b>	<b>(9,710)</b>	<b>(35,057)</b>	<b>(25,347)</b>				
<b>105 Painted Room</b>								
1450 Painted Room Sales Income	160	644	2,000	1,357			32.2%	
1451 Painted Room Donations Income	194	1,282	5,000	3,718			25.6%	
1452 UKSPF Funding	0	9,000	0	(9,000)			0.0%	
Painted Room :- Income	<b>353</b>	<b>10,925</b>	<b>7,000</b>	<b>(3,925)</b>			<b>156.1%</b>	<b>0</b>
4000 Staff Salaries	3,893	8,835	25,711	16,876		16,876	34.4%	
4430 Advertising	0	0	800	800		800	0.0%	
4433 Card Machine rental	40	118	600	482		482	19.6%	
4434 Music Licence	0	0	500	500		500	0.0%	
4700 Stock Purchase	0	307	550	244		244	55.7%	
Painted Room :- Indirect Expenditure	<b>3,933</b>	<b>9,259</b>	<b>28,161</b>	<b>18,902</b>	<b>0</b>	<b>18,902</b>	<b>32.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,580)</b>	<b>1,666</b>	<b>(21,161)</b>	<b>(22,827)</b>				
<b>106 Bye Street Toilets</b>								
4115 Water	0	9	0	(9)		(9)	0.0%	
4122 Electricity	0	208	500	292		292	41.6%	
4155 Housekeeping	0	0	500	500		500	0.0%	
4170 Maintenance	0	8	500	492		492	1.7%	
4205 Grounds Maintenance (Contract)	337	337	0	(337)		(337)	0.0%	
Bye Street Toilets :- Indirect Expenditure	<b>337</b>	<b>562</b>	<b>1,500</b>	<b>938</b>	<b>0</b>	<b>938</b>	<b>37.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(337)</b>	<b>(562)</b>	<b>(1,500)</b>	<b>(938)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2025

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>107 Town Promotion</b>								
4703 Promotional Material	0	450	3,000	2,550		2,550	15.0%	
4704 Tourism/ Town Plan Projects	2,259	1,889	5,000	3,111		3,111	37.8%	
4705 Signage	0	0	3,000	3,000		3,000	0.0%	
Town Promotion :- Indirect Expenditure	<b>2,259</b>	<b>2,339</b>	<b>11,000</b>	<b>8,661</b>	<b>0</b>	<b>8,661</b>	<b>21.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,259)</b>	<b>(2,339)</b>	<b>(11,000)</b>	<b>(8,661)</b>				
<b>108 Amenity Areas</b>								
4122 Electricity	0	(3)	1,000	1,003		1,003	(0.3%)	
4200 New Equipment	4	4	200	196		196	1.8%	
4204 Dog Hill Wood Management Plan/	0	0	1,000	1,000		1,000	0.0%	
4205 Grounds Maintenance (Contract)	1,120	1,457	4,540	3,083		3,083	32.1%	
4210 Dog Hill Wood Coppicing	0	0	1,000	1,000		1,000	0.0%	
4228 General Tree works	0	4,195	2,000	(2,195)		(2,195)	209.8%	2,195
4252 General Park Maintenance	0	52	1,000	948		948	5.2%	
Amenity Areas :- Indirect Expenditure	<b>1,124</b>	<b>5,704</b>	<b>10,740</b>	<b>5,036</b>	<b>0</b>	<b>5,036</b>	<b>53.1%</b>	<b>2,195</b>
<b>Net Expenditure</b>	<b>(1,124)</b>	<b>(5,704)</b>	<b>(10,740)</b>	<b>(5,036)</b>				
6000 plus Transfers from EMR	2,195	2,195	0	(2,195)				
<b>Movement to/(from) Gen Reserve</b>	<b>1,071</b>	<b>(3,509)</b>	<b>(10,740)</b>	<b>(7,231)</b>				
<b>109 Masefield Matters</b>								
1020 National Heritage Funding	0	0	111,110	111,110			0.0%	
Masefield Matters :- Income	<b>0</b>	<b>0</b>	<b>111,110</b>	<b>111,110</b>			<b>0.0%</b>	<b>0</b>
4000 Staff Salaries	6,259	14,792	0	(14,792)		(14,792)	0.0%	
4051 Officers Travel/Conference/Sub	57	57	0	(57)		(57)	0.0%	
4155 Housekeeping	1	1	0	(1)		(1)	0.0%	
4902 New Staff	0	2,000	0	(2,000)		(2,000)	0.0%	
4903 Professional Fees	0	(872)	0	872		872	0.0%	
4906 Event Costs	60	(60)	0	60		60	0.0%	
4907 Equipment and Materials	0	1,484	0	(1,484)		(1,484)	0.0%	
Masefield Matters :- Indirect Expenditure	<b>6,377</b>	<b>17,402</b>	<b>0</b>	<b>(17,402)</b>	<b>0</b>	<b>(17,402)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>(6,377)</b>	<b>(17,402)</b>	<b>111,110</b>	<b>128,512</b>				
<b>110 Recreation Ground</b>								
4205 Grounds Maintenance (Contract)	100	1,220	10,000	8,780		8,780	12.2%	
4224 Wheely Bins Refuse Collection	0	0	150	150		150	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2025

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4229 Street Light Maintenance	0	0	500	500		500	0.0%	
4230 ROSPA Reports	0	0	80	80		80	0.0%	
4235 Play Equipment-New	0	0	10,000	10,000		10,000	0.0%	
4236 Play Equipment Maintenance	585	1,070	5,000	3,930		3,930	21.4%	
4237 Skate Park Maintenance	0	0	500	500		500	0.0%	
4238 Youth Shelter Maintenance	0	0	300	300		300	0.0%	
<b>Recreation Ground :- Indirect Expenditure</b>	<b>685</b>	<b>2,290</b>	<b>26,530</b>	<b>24,240</b>	<b>0</b>	<b>24,240</b>	<b>8.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(685)</b>	<b>(2,290)</b>	<b>(26,530)</b>	<b>(24,240)</b>				
<b>115 Town Centre Decorations</b>								
1270 Christmas Lights Event	0	0	2,500	2,500			0.0%	
<b>Town Centre Decorations :- Income</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>			<b>0.0%</b>	<b>0</b>
4122 Electricity	0	0	1,000	1,000		1,000	0.0%	
4640 Christmas Lights & Install	0	0	15,000	15,000		15,000	0.0%	
4650 Ledbury In Bloom	0	0	4,000	4,000		4,000	0.0%	
<b>Town Centre Decorations :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>	<b>0</b>	<b>20,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>(17,500)</b>	<b>(17,500)</b>				
<b>118 Minor Infrastructure</b>								
1289 War Memorial Refund	278	833	1,667	834			50.0%	
<b>Minor Infrastructure :- Income</b>	<b>278</b>	<b>833</b>	<b>1,667</b>	<b>834</b>			<b>50.0%</b>	<b>0</b>
4176 CCTV Link to Hereford	0	0	12,000	12,000		12,000	0.0%	
4276 External power supply -High St	0	96	1,000	904		904	9.6%	
4285 Defibrillator Maintenance	0	0	750	750		750	0.0%	
<b>Minor Infrastructure :- Indirect Expenditure</b>	<b>0</b>	<b>96</b>	<b>13,750</b>	<b>13,654</b>	<b>0</b>	<b>13,654</b>	<b>0.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>278</b>	<b>738</b>	<b>(12,083)</b>	<b>(12,821)</b>				
<b>120 Non-Statutory Services</b>								
1460 Ceremony Room Income	642	1,756	4,000	2,244			43.9%	
<b>Non-Statutory Services :- Income</b>	<b>642</b>	<b>1,756</b>	<b>4,000</b>	<b>2,244</b>			<b>43.9%</b>	<b>0</b>
4004 Wedding Decorations	0	0	250	250		250	0.0%	
4020 Cleaning	0	0	300	300		300	0.0%	
4430 Advertising	0	0	500	500		500	0.0%	
<b>Non-Statutory Services :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>1,050</b>	<b>1,050</b>	<b>0</b>	<b>1,050</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>642</b>	<b>1,756</b>	<b>2,950</b>	<b>1,194</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2025

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>125 Green Spaces Maintenance</b>								
4013 Devolved Services	52	52	1,000	948		948	5.2%	
4014 Lengthsman Scheme/P3 Scheme	0	0	3,000	3,000		3,000	0.0%	
Green Spaces Maintenance :- Indirect Expenditure	<b>52</b>	<b>52</b>	<b>4,000</b>	<b>3,948</b>	<b>0</b>	<b>3,948</b>	<b>1.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(52)</b>	<b>(52)</b>	<b>(4,000)</b>	<b>(3,948)</b>				
<b>127 Services and Events</b>								
1273 Event Income	0	65	0	(65)			0.0%	
1471 Dog Poop Bags	0	61	500	439			12.2%	
Services and Events :- Income	<b>0</b>	<b>126</b>	<b>500</b>	<b>374</b>			<b>25.2%</b>	<b>0</b>
4271 Dog Bags	0	0	700	700		700	0.0%	
4595 Climate Change	0	0	2,000	2,000		2,000	0.0%	
4600 Town Crier/Fees & Subs	0	0	500	500		500	0.0%	
4601 Town Crier/Uniforms	0	0	500	500		500	0.0%	
4605 Events Barriers	0	0	100	100		100	0.0%	
4607 Events	2,450	2,719	12,000	9,281		9,281	22.7%	
4850 Poppy Wreath	0	0	40	40		40	0.0%	
Services and Events :- Indirect Expenditure	<b>2,450</b>	<b>2,719</b>	<b>15,840</b>	<b>13,121</b>	<b>0</b>	<b>13,121</b>	<b>17.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,450)</b>	<b>(2,593)</b>	<b>(15,340)</b>	<b>(12,747)</b>				
<b>201 Market House</b>								
1030 Market House Income	240	240	1,100	860			21.8%	
Market House :- Income	<b>240</b>	<b>240</b>	<b>1,100</b>	<b>860</b>			<b>21.8%</b>	<b>0</b>
4110 Rates	79	232	1,900	1,668		1,668	12.2%	
4115 Water	9	18	100	82		82	18.4%	
4122 Electricity	215	381	1,000	619		619	38.1%	
4150 Cleaning	0	0	100	100		100	0.0%	
4170 Maintenance	0	0	5,000	5,000		5,000	0.0%	
Market House :- Indirect Expenditure	<b>303</b>	<b>631</b>	<b>8,100</b>	<b>7,469</b>	<b>0</b>	<b>7,469</b>	<b>7.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(63)</b>	<b>(391)</b>	<b>(7,000)</b>	<b>(6,609)</b>				
<b>202 Town Council Offices</b>								
4001 Agency Cover	0	2,530	0	(2,530)		(2,530)	0.0%	
4021 Rubbish Collection	0	0	1,000	1,000		1,000	0.0%	
4110 Rates	910	2,298	7,500	5,202		5,202	30.6%	
4115 Water	64	229	630	401		401	36.3%	
4116 Confidential Waste - Shredding	90	465	780	315		315	59.6%	



## Detailed Income &amp; Expenditure by Budget Heading 30/06/2025

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4122 Electricity	274	3,764	15,500	11,736		11,736	24.3%	
4150 Cleaning	258	645	2,500	1,855		1,855	25.8%	
4155 Housekeeping	7	141	500	359		359	28.2%	
4170 Maintenance	0	89	5,000	4,911		4,911	1.8%	
4179 Quinquennial Works	0	0	2,000	2,000		2,000	0.0%	
4185 Alarms	(512)	512	4,620	4,108		4,108	11.1%	
Town Council Offices :- Indirect Expenditure	<b>1,091</b>	<b>10,673</b>	<b>40,030</b>	<b>29,357</b>	<b>0</b>	<b>29,357</b>	<b>26.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,091)</b>	<b>(10,673)</b>	<b>(40,030)</b>	<b>(29,357)</b>				
<b>210 Civic Matters</b>								
4501 Mayor's Hospitality	0	0	1,100	1,100		1,100	0.0%	
4529 Civic Insignia	0	0	400	400		400	0.0%	
4531 Roll of Honour	20	20	50	30		30	40.0%	
4532 Flag Pole	0	0	200	200		200	0.0%	
4535 Civic Hospitality	14	1,378	2,042	664		664	67.5%	
Civic Matters :- Indirect Expenditure	<b>34</b>	<b>1,398</b>	<b>3,792</b>	<b>2,394</b>	<b>0</b>	<b>2,394</b>	<b>36.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(34)</b>	<b>(1,398)</b>	<b>(3,792)</b>	<b>(2,394)</b>				
<b>214 Grants with Powers</b>								
1718 October Fair Donation Income	0	0	2,500	2,500			0.0%	
Grants with Powers :- Income	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>			<b>0.0%</b>	<b>0</b>
4800 Barrett Browning Clock	40	91	500	409		409	18.1%	
4801 Carnival Association	0	4,000	0	(4,000)		(4,000)	0.0%	
4805 Citizens Advice Worcs	0	0	5,000	5,000		5,000	0.0%	
4827 Community Action Ledbury	0	12,000	12,000	0		0	100.0%	
4875 Distinguished Citizen Awards	250	250	250	0		0	100.0%	
4876 October Fair Expenditure	0	0	500	500		500	0.0%	
4890 Unspecified Grants	0	3,500	20,000	16,500		16,500	17.5%	
4891 Age Uk Hereford Localities	0	(4,000)	4,000	8,000		8,000	(100.0%)	
4892 Dream Your Future	0	1,500	1,500	0		0	100.0%	
4893 Ledbury Food Bank	0	2,500	2,500	0		0	100.0%	
4894 Ledbury Methodist Church	0	1,500	1,350	(150)		(150)	111.1%	
4897 LEAF	0	10,440	10,440	0		0	100.0%	
4898 Ledbury Carnival	0	4,500	4,500	0		0	100.0%	
4900 Buses 4 Us	(8,000)	0	8,000	8,000		8,000	0.0%	
4901 John Masefield Memorial Projec	0	200	5,761	5,561		5,561	3.5%	
Grants with Powers :- Indirect Expenditure	<b>(7,710)</b>	<b>36,481</b>	<b>76,301</b>	<b>39,820</b>	<b>0</b>	<b>39,820</b>	<b>47.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>7,710</b>	<b>(36,481)</b>	<b>(73,801)</b>	<b>(37,320)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2025

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>220 Finance and General Purposes</b>								
1870 Bank Interest Received Income	958	2,747	6,000	3,253			45.8%	
1900 Precept Income	0	367,311	0	(367,311)			0.0%	
1902 Western Power WayLeave	0	0	126	126			0.0%	
<b>Finance and General Purposes :- Income</b>	<b>958</b>	<b>370,058</b>	<b>6,126</b>	<b>(363,932)</b>			<b>6040.8%</b>	<b>0</b>
4130 Insurance	0	0	20,000	20,000		20,000	0.0%	
4430 Advertising	0	0	1,000	1,000		1,000	0.0%	
4433 Card Machine rental	35	105	600	495		495	17.5%	
4460 Subscriptions	0	896	5,000	4,104		4,104	17.9%	
4550 Bank Charges	30	118	500	382		382	23.5%	
4551 Data Protection	0	0	500	500		500	0.0%	
4579 Audit Internal	0	0	2,500	2,500		2,500	0.0%	
4580 Audit External	0	0	3,000	3,000		3,000	0.0%	
4590 Professional Services	808	1,035	15,000	13,965		13,965	6.9%	
4592 PPE/Health & Safety	0	0	500	500		500	0.0%	
<b>Finance and General Purposes :- Indirect Expenditure</b>	<b>873</b>	<b>2,154</b>	<b>48,600</b>	<b>46,446</b>	<b>0</b>	<b>46,446</b>	<b>4.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>85</b>	<b>367,904</b>	<b>(42,474)</b>	<b>(410,378)</b>				
<b>225 Councillors/Newsletter</b>								
4420 Newsletter	0	0	500	500		500	0.0%	
4500 Town Mayors Expenses	212	212	1,000	788		788	21.2%	
4502 Mayor's Advertising	0	0	500	500		500	0.0%	
4503 Mayor's Portrait/Caricature	0	0	500	500		500	0.0%	
4520 Councillors Expenses	0	0	300	300		300	0.0%	
4525 Councillors Training	0	0	1,500	1,500		1,500	0.0%	
4545 Annual & Other Meetings	0	0	500	500		500	0.0%	
<b>Councillors/Newsletter :- Indirect Expenditure</b>	<b>212</b>	<b>212</b>	<b>4,800</b>	<b>4,588</b>	<b>0</b>	<b>4,588</b>	<b>4.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(212)</b>	<b>(212)</b>	<b>(4,800)</b>	<b>(4,588)</b>				
<b>230 Management and Payroll</b>								
4000 Staff Salaries	25,436	84,194	299,480	215,286		215,286	28.1%	
4001 Agency Cover	0	3,623	8,000	4,377		4,377	45.3%	
4050 Staff Training	1,296	1,892	6,000	4,108		4,108	31.5%	
4051 Officers Travel/Conference/Sub	48	123	1,500	1,377		1,377	8.2%	
<b>Management and Payroll :- Indirect Expenditure</b>	<b>26,780</b>	<b>89,832</b>	<b>314,980</b>	<b>225,148</b>	<b>0</b>	<b>225,148</b>	<b>28.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(26,780)</b>	<b>(89,832)</b>	<b>(314,980)</b>	<b>(225,148)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2025

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>235 Office Facilities &amp; Equipment</b>								
1036 Photocopier Printing	0	4	0	(4)			0.0%	
Office Facilities & Equipment :- Income	<b>0</b>	<b>4</b>	<b>0</b>	<b>(4)</b>				<b>0</b>
4155 Housekeeping	0	3	0	(3)		(3)	0.0%	
4170 Maintenance	0	22	1,650	1,628		1,628	1.3%	
4400 Stationery	124	783	4,000	3,217		3,217	19.6%	
4405 Photocopier Hire	638	1,112	3,500	2,388		2,388	31.8%	
4415 Office Support & Equipment	282	990	2,500	1,510		1,510	39.6%	
Office Facilities & Equipment :- Indirect Expenditure	<b>1,045</b>	<b>2,910</b>	<b>11,650</b>	<b>8,740</b>	<b>0</b>	<b>8,740</b>	<b>25.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,045)</b>	<b>(2,905)</b>	<b>(11,650)</b>	<b>(8,745)</b>				
<b>301 Planning/Economic Development</b>								
1034 Tourist Information Centre	2	12	200	188			6.0%	
1090 Charter Market Income	198	959	6,000	5,041			16.0%	
1710 Lengthsman (basic) Income	0	0	3,000	3,000			0.0%	
Planning/Economic Development :- Income	<b>200</b>	<b>971</b>	<b>9,200</b>	<b>8,229</b>			<b>10.6%</b>	<b>0</b>
4233 Gazebos	0	0	500	500		500	0.0%	
4543 Neighbourhood Plan	0	0	500	500		500	0.0%	
4546 Traffic Management	0	0	2,000	2,000		2,000	0.0%	
4549 Charter Market improvements	0	0	2,000	2,000		2,000	0.0%	
4553 Tourist Information Centre	0	0	1,000	1,000		1,000	0.0%	
4554 Charter Market Strategy	0	0	5,500	5,500		5,500	0.0%	
Planning/Economic Development :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>11,500</b>	<b>11,500</b>	<b>0</b>	<b>11,500</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>200</b>	<b>971</b>	<b>(2,300)</b>	<b>(3,271)</b>				
<b>401 Full Council</b>								
4455 Postage	7	113	400	287		287	28.4%	
4481 Telephones	408	1,310	6,000	4,690		4,690	21.8%	
4482 Website	251	1,355	4,000	2,645		2,645	33.9%	
4483 ICT Services & Software Lease	1,046	3,635	11,000	7,365		7,365	33.0%	
Full Council :- Indirect Expenditure	<b>1,713</b>	<b>6,414</b>	<b>21,400</b>	<b>14,986</b>	<b>0</b>	<b>14,986</b>	<b>30.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,713)</b>	<b>(6,414)</b>	<b>(21,400)</b>	<b>(14,986)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2025

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	3,259	386,246	162,213	(224,033)			238.1%	
Expenditure	52,316	209,758	792,428	582,670	0	582,670	26.5%	
<b>Net Income over Expenditure</b>	<b>(49,057)</b>	<b>176,488</b>	<b>(630,215)</b>	<b>(806,703)</b>				
plus Transfers from EMR	9,045	9,045	0	(9,045)				
<b>Movement to/(from) Gen Reserve</b>	<b>(40,012)</b>	<b>185,533</b>	<b>(630,215)</b>	<b>(815,748)</b>				

<b>FULL COUNCIL</b>	<b>24 JULY 2025</b>	<b>AGENDA ITEM: 12</b>
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Report prepared by Angela Price – Town Clerk

## **INVOICES FOR PAYMENT – JULY (Final) 2025**

### **Purpose of Report**

The purpose of this report is to provide Members with information to support the invoices for payment for July 2025 (Final)

### **Detailed Information**

Attached is a list of payments due for payment for July 2025 (interim) in the sum of £16,213.18 plus VAT. This total includes Direct Debit and BAC's payments which are broken down as follows:

Direct Debit total for July 2025	£ 2,590.38 plus VAT
BAC's payments for June 2025	<u>£13,622.80</u> Plus VAT
<b>TOTAL INVOICES FOR PAYMENT</b>	<b><u>£16,213.18 Plus VAT</u></b>

There are no significant issues relating to overspends within this list, other than to note that the payment to A J Roberts Farm will be paid from cc 102 nc 4206 and EMR 335 as previously agreed.

### **Recommendation**

1. That the invoices for payment in the sum of £16,213.18 plus VAT be approved noting that the payment to A J Roberts Farm will be paid from cc 102 nc 4206 and EMR 335 as previously agreed.

Invoices for July 2025

INVOICE DATE	INVOICE NO	DD/ BAC's	COST CENTRE/ NOMINAL CODE	BUDGET FUNDS available	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT	NOTES
11/06/2025	459233006	DD	220/4550		Lloyds Bank	Banking Fees	£5.78	£0.00	£5.78	
12/06/2025	460064279	DD	220/4550		Lloyds Bank	Banking Fees	£20.85	£0.00	£20.85	
07/07/2025	461021270	DD	220/4550	£338.27	Lloyds Bank	Banking Fees	£17.10	£0.00	£17.10	
17/06/2025	38082267	DD	401/4481	£4,569.00	O2	LTC Mobile phones	£121.41	£24.28	£145.69	
24/06/2025	PZ1987732	DD	220/4433		Take Payments	Service Charge - Card	£25.00	£5.00	£30.00	
30/06/2025	16436890625	DD	220/4433	£460.00	Barclaycard	Card Reader Charges - LTC	£10.00	£0.00	£10.00	
24/06/2025	PZ15987733	DD	105/4433		Take Payments	Service Charge - Card	£25.00	£5.00	£30.00	
30/06/2025	16436880625	DD	105/4433	£442.00	Barclaycard	Card Reader Charges -	£14.80	£0.96	£15.76	
01/07/2025	51989	DD	401/4482	£2,542.00	Advansys	Monthly web hosting	£103.00	£20.60	£123.60	
02/07/2025	KI-B092647B-0050	DD	102/4122	£880.00	Octopus Energy	Electricity Charges -	£29.34	£0.76	£30.70	
07/07/2025	42	DD	201/4122	£405.00	e.on	Electricity Ledbury Market	£213.92	£10.19	£203.73	
02/07/2025	KI-30D6C022-0053	DD	202/4122		Octopus Energy	Electricity Charges - LTC	£227.32	£11.37	£238.69	
07/07/2025	K1-6295D2CA	DD	202/4122	£10,807.85	Octopus Energy	Offices	£700.83	£140.17	£841.00	
10/07/2025	132461	DD	401/4483	£6,319.00	OMS	Monthly IT hosting	£1,046.03	£209.21	£1,255.24	
15/07/2025	11515594	DD	401/4455	£257.00	FP	Franking Machine 15.07.2025-14.10.2025	£30.00	£6.00	£36.00	
						<b>TOTAL DD</b>	<b>2,590.38</b>	<b>433.54</b>	<b>3,004.14</b>	
03/06/2025	32811	BACS	102/4225	£1,580.00	Quickskip	Skip for Cemetery	£220.00	£44.00	£264.00	
27/06/2025	132430	BACS	401/4483	£5,553.85	OMS	Engineer visit for works to the Pink room	£765.15	£153.03	£918.18	
29/06/2025	Expenses	BACS	127/4607	£9,254.00	Olivia Trueman	water for an event and meeting	£27.44	£0.00	£27.44	
30/06/2025	SI-4577	BACS	109/4607	TBC	Community Action Ledbury	Minibus for MM LEAF project	£66.00	£0.00	£66.00	
01/07/2025		BACS	109/4607	TBC	Malvernwalks	Masefield poetry walk	£60.00	£0.00	£60.00	
03/07/2025		BACS	109/4607	TBC	Gudren Leitz	2 x Woodland days for LEAF participants	£1,400.00	£0.00	£1,400.00	
30/06/2025	44	BACS	202/4170	£4,879.00	Ledbury Hardware	LTC Maintenance goods	£31.95	£6.39	£38.34	

30/06/2025		BACS	108/4205 110/4205 110/4236 108/4252		D M Property Maintenance	Contract Works	£1,608.74	£0.00	£1,608.74	
30/06/2025	INV-12736	BACS	202/4150	£884.00	Bliss	LTC Cleaning	£344.00	£68.80	£412.80	
01/07/2025	16317	BACS	225/4500	£638.00	Tilley Printing	Letterhead for Chairman	£150.00	£0.00	£150.00	
01/07/2025	LTC/Q2/010725	BACS	108/4122	£830.00	Ledbury Community Association	Electricity for CCTV at Rec	£173.11	£6.41	£199.52	
03/07/2025	780144	BACS	235/4400		Printerbase	Cartridges for AP Printer	£108.00	£21.60	£129.60	
04/07/2025	6035052	BACS	235/4400		Viking Raja	Stationery	£88.08	£17.62	£105.70	
07/07/2025	GB551TJ7HAEUUI	BACS	235/4400		Amazon	Ink Cartridges	£29.17	£5.83	£35.00	
07/07/2025	GB551BKIMAEUI	BACS	235/4400		Amazon	Storage boxes	£20.86	£4.18	£25.04	
05/07/2025	GB50058V223PHI	BACS	235/4400		Amazon	Ink Cartridges	£27.58	£5.52	£33.10	
07/07/2025	GB395370566	BACS	235/4400	£29,333.00	Amazon	Stationery	£10.82	£2.16	£12.98	
10/07/2025	GB5001YG080SRI	BACS	230/4051	£1,368.00	Amazon	Personalised name badges	£8.74	£1.76	£10.50	
07/07/2025	EH2504	BACS	109/4590	TBC	Lavender Cottage	Masefield Matters project consultation	£640.00	£0.00	£640.00	
07/07/2025	3791	BACS	102/4001	£9,360.00	Stephen C Large	Maintenance works at Town Cemetery	£2,640.00	£528.00	£3,168.00	
08/07/2025	19888	BACS	220/4460	£3,994.00	ICCM	Membership for AP	£110.00	£0.00	£110.00	
09/07/2025	142923	BACS	230/4050		Pitman	Staff excel training	£432.00	£86.40	£518.40	
16/07/2025	66849591	BACS	230/4050	£3,251.00	Hoople	Safeguarding training	£425.00	£85.00	£510.00	
09/07/2025	25455	BACS	109/4430	TBC	Grapevine	1/2 page advert Ledbury	£115.00	£23.00	£138.00	
10/07/2025	INV-52158	BACS	401/4482	£2,350.00	Advansys	Event calendar for web site	£295.00	£59.00	£354.00	
10/07/2025	IN13558342	BACS	118/4276	£831.00	npower	Market House Electricity	£72.84	£3.64	£76.48	
12/07/2025	SI-3677	BACS	102/4206 & EMR 335		A J Roberts Farm	Fencing Services for Cemetery	£3,200.00	£640.00	£3,840.00	
12/07/2025	AKD-736119996748	BACS	401/4483	£5,495.00	A Price	Norton	£58.32	£11.67	£69.99	
14/07/2025	483117	BACS	220/4590	£13,470.00	LATUS	Occupational Health	£495.00	£0.00	£495.00	
						<b>Total BACS</b>	<b>13,622.80</b>	<b>1,774.01</b>	<b>15,416.81</b>	
						<b>TOTALS</b>	<b>£16,213.18</b>	<b>£2,207.55</b>	<b>£18,420.95</b>	

Signed

Signatory 1

date

Signatory 2

date





<b>FULL COUNCIL</b>	<b>24 JULY 2025</b>	<b>AGENDA ITEM: 14</b>
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Report prepared by Emma Clowsley – Masefield Matters Project Co-ordinator

## **MASEFIELD MATTERS – REQUEST TO RELEASE FUNDS FOR SEA FEVER ACTIVITIES**

### **Purpose of Report**

The purpose of this report is to provide a breakdown of costs for activities as part of the Masefield Matters project, and the reasoning for requesting the amount of £320 to be released from the money - £5000 - Ledbury Town Council contributed to the project, which is now included within the contingency fund of the overall project.

### **Background**

This activity forms part of our engagement through community events which will have the greatest reach of the activities planned. This activity was not in the original project plan but an opportunity has been identified.

Within the National Lottery Heritage Fund application this activity is covered by “A complimentary programme of activities – linked to existing annual events will engage a wider audience.” This is a low cost activity with engagement value of up to 20 young people and their families approx. £16 per head (less, if whole family considered).

The 6 big projects aim to engage 295 people in total, with an overall reach of approx. 2000 for all activities through the course of the familiarisation phase including events like Community Day where attendance figures are estimates.

### **Detailed Information**

**Activity details:** Ledbury Carnival – Masefield inspired plant pot shaping and painting.

**Activity description:** At Ledbury Carnival, an activity for young people to make a plant pot out of self-drying clay, decorate them with John Masefield related animal and word stencils and then be provided with a plant to put in it and take away. This activity would be aimed at children aged 7 upwards and will draw on the themes of nature and animals within Masefield’s work, such as The Midnight Folk.

**Participants:** 10 young people per session x 2, aged 7-16 years, supported by a creative workshop facilitator and a volunteer. This will be a drop in session, first come first served – 2 sessions (12-1pm, 1-2pm).

We will also have an information stall where we will be sharing details about the project with members of the public and engage them in exploring memorial forms.

**Costs: £320**

**Workshop facilitator** £150 for 2 hours (to include materials and prep of stencils)

**Materials** £120 Self drying clay, stencils and paint, plants:

Plants 20 x money plant £4 each = £80 (discount of £40 from local trader),

Self-drying clay 5kg £20

Paint/pens £20

**Venue hire** £40

(options: £30 at Ledbury Community Hub / Burgage Hall £36 / St Katherine's Hall £40, Ledbury Poetry £40)

**Marketing** Printing posters £10

**Objectives of activity:**

To make the most of this family orientated event where families who might not normally engage with this project or other community events can be targeted.

Teach young people about John Masefield's life and work and the themes within it

For participants to have a sustainable keepsake inspired by John Masefield.

**Recommendation**

That Members give consideration to the above request for releasing funds from the project contingency in the sum of £320 to allow this activity to take place.

<b>FULL COUNCIL</b>	<b>24 JULY 2025</b>	<b>AGENDA ITEM: 15</b>
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Report prepared by Angela Price – Town Clerk

## **PLANNING CONSULTATIONS**

### **Purpose of Report**

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

### **Detailed Information**

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

		<b>Deadline for comments/ determination</b>	<b>Application details</b>
1.	<a href="#"><u>251420</u></a>	Deadline date for comments <b>14/07/2025</b> Target determination date <b>15/07/2025</b>	Two storey side extension and single storey front extension to front entrance lobby. - <b>17 Browning Road Ledbury Herefordshire HR8 2GA</b>
2.	<a href="#"><u>251954</u></a>	Deadline date for comments <b>28/07/2025</b> Target determination date <b>29/08/2025</b>	Proposed first floor extension over existing garage, 2 storey extension linking house to extended garage, single storey extension at the rear of the house, plus conversion of part of the garage into a habitable space & other internal alterations – <b>Hallwood House, Rose Road, Ledbury, Herefordshire, HR8 2HS</b>

### **Recommendation**

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



Planning Decisions Log

Planning App	Details	Case Officer	LTC's Recommendation	HFDS Decision
<b>LTC MEETING 9 JANUARY 2025</b>				
<a href="#"><u>242783</u></a>	A hybrid planning application for full planning permission for the erection of a Day Nursery (Use Class E(f)) and Foodstore (Use Class E (a)) including access, car parking, landscaping and associated work; & an application for outline planning permission for the erection of a medical centre (Use Class E(e)), with access to be determined and all other matters reserved. – <b>Land South of Leaddon Way (A417) and East of Dymock Road (B4216) Ledbury, Herefordshire</b>	<b>OJ</b>	Comments provided to PO in form of report	<b>No decision</b>
<a href="#"><u>242956</u></a>	Proposed damp proofing to be applied to masonry walls with internal finish being re-applied in a like for like manner – <b>82 The Homend, Ledbury, Herefordshire, HR8 1BX (LISTED BUILDING CONSENT)</b>	<b>AM</b>	No objection	<b>No decision</b>
<b>LTC MEETING 1 MAY 2025</b>				
<a href="#"><u>250814</u></a>	Replacement of windows to the side and rear elevations, repair of the hanging bay window to the side of the south elevation and the introduction of double glazing to the modern bay windows on the front elevation. <b>1 Bridge Street, Ledbury, Hereford, Herefordshire, HR8 2AJ.</b>	<b>KR</b>		<b>No decision</b>
<a href="#"><u>250815</u></a>	Replacement of windows to the side and rear elevations, repair of the hanging bay window to the side of the south elevation and the introduction of double glazing to the modern bay windows on the front elevation. <b>1 Bridge Street, Ledbury, Hereford, Herefordshire, HR8 2AJ.</b>	<b>KR</b>		<b>No decision</b>
	<b>LISTED BUILDING CONSENT</b>			

LTC MEETING 29 MAY 2025				
<a href="#">251061</a>	Proposed change of use of an existing shop (Use Class E) to a taproom (sui generis) – <b>10 New Street, Ledbury, Herefordshire, HR8 2DX</b>	AM	No Objection	No decision
LTC MEETING 12 JUNE 2025				
<a href="#">251214</a>	Application to determine if prior approval is required for a proposed change of use of mixed commercial and residential site to Dwellinghouse (Use Class C3). - <b>The Royal Hall 5a The Southend Ledbury Herefordshire HR8 2EY</b>	AM	That this planning application be deferred until such time comments from the Conservation Officer are available on the Planning Portal	Prior approval Refused
<a href="#">251067</a>	Proposed variation of conditions 2 and 22 of planning permission 223248 (Proposed demolition of existing buildings on site and erection of Retirement Living apartments with associated access, car parking, landscaping, ancillary facilities, and associated works) - Amend Location Plan to incorporate actual drainage route. Amend Tree Protection Plan to allow for removal of trees on site - <b>The Knapp The Homend Ledbury Herefordshire HR8 1AP</b>	awaited		Approved with conditions
<a href="#">251268</a>	Proposed first floor extension above an existing garage, plus internal alterations including converting the existing garage into a utility room & study and replacing the existing garage door with a window. - <b>16 Progress Close Ledbury Herefordshire HR8 2QZ</b>	awaited		Approved with conditions
<a href="#">242430</a>	Proposed erection of one detached dwellinghouse after removal of barns. - <b>Plaistow Farm Rhea Lane Ledbury Herefordshire HR8 2PU</b>	awaited		No decision
<a href="#">251334</a>	Proposed single storey rear extension and a raised, decked terrace. - <b>The Merlins 35 Bank Crescent Ledbury Herefordshire HR8 1AE</b>	awaited		Approved with conditions
<a href="#">251304</a>	Proposed installation of PV panels on barn outbuilding – <b>Old Plaistow, Ledbury, Herefordshire, HR8 2PU.</b>	awaited		No decision

LTC MEETING 03 JULY 2025				
<a href="#"><u>251420</u></a>	Two storey side extension and single storey front extension to front entrance lobby. - <b>17 Browning Road Ledbury Herefordshire HR8 2GA</b>	<b>awaited</b>	Deferred to next meeting due to error in application no. on report	<b>No decision</b>
<a href="#"><u>242783</u></a>	A hybrid planning application comprising: An application for full planning permission for the erection of a Day Nursery (Use Class E (f)) and Foodstore (Use Class E (a)) including access, car parking landscaping and associated work; & an application for outline planning permission for the erection of a medical centre (Use Class E(e)), with access to be determined and all other matters reserved. <b>Land South of Leaden Way (A417) and East of Dymock Road (B4216) Ledbury Herefordshire – AMENDED / RE-CONSULTATION PLANNING APPLICATION</b>	<b>OJ</b>	Deferred to allow meeting of councillors to discuss further and provide detailed response	<b>No decision</b>
<a href="#"><u>251261</u></a>	Erection of a two dwellings, repairs to boundary walls and associated soft and hard landscape <b>17-19 The Homend Ledbury Herefordshire HR8 1BN</b>	<b>awaited</b>	Deferred due to concerns in respect of access issues in the event of a fire.	<b>No decision</b>





**MINUTES OF THE TEMAP MEETING  
HELD ON 1 JULY 2025**

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**PRESENT:** Councillors Chowns, Hughes, and Morris  
Non-Councillors: Alison Braithwaite (Chair), Griff Holliday and Nina Shields

**ALSO PRESENT:** Angela Price – Town Clerk  
Olivia Trueman – Community Engagement Officer

**T1. ELECTION OF THE CHAIR FOR 2025/26 MUNICIPAL YEAR**

Councillor Morris nominated Al Braithwaite, seconded by Councillor Hughes. No other nominations were received.

**RESOLVED:**

That Al Braithwaite was elected as chair for the 2025/26 Municipal Year.

**T2. APOLOGIES FOR ABSENCE**

The Clerk advised that Penelope had notified that she would be stepping down from the group moving forward.

The Chair asked how the minutes would now be dealt with, as it had been Penelope who had been taking the minutes of the meetings.

Councillor Morris advised that as a working party they were required to provide a minute taker. The Clerk advised that Olivia had been asked to take the minutes at this meeting, however the group would need to identify a minute taker going forward.

Griff Holliday suggested that the group should consider agenda item 5, TEMAP membership, before considering who would take the minutes.

**RESOLVED :**

- 1. Apologies for absence were received from Penelope Shaw.**
- 2. That agenda item 5 be brought forward to be considered immediately following the approval of the minutes of the last meeting.**

**T3. TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF TEMAP HELD ON 3 JUNE 2025**

**RESOLVED:**

**That the minutes of the meeting of the TEMAP meeting held on 3 June 2025 be approved and signed as a correct record.**

**T4. TEMAP MEMBERSHIP**

**Discussion around this point:**

The Chair advised that the Membership initiative originated from the Tourism Task and Finish Group in 2023, with the tourism framework subsequently approved by the council in 2024.

The Clerk advised that the membership had previously consisted of Councillors Morris, Hughes, Councillors Furlonger and l'Anson (who are no longer councillors) and Don McCall due to his involvement with the previous market action plan along with Penelope Shaw, Nigel Higgs, Christine Tustin, Becky Shaw (no longer at poetry house), Peter McCann and a guest visit from Heidi Chamberlain (Eat, Sleep, Visit Herefordshire)

The Chair asked members to consider who they feel is the right constituted group to now take this forward. Nina Shields stated that this will depend on what the Council want from this group and what kind of network, knowledge they want from this group.

It was explained that the primary aim is to support the council in developing an action plan to advance tourism, events/festivals, markets, and related activities, potentially with a working group for each division. Oversight is expected to be provided by TEMAP, with reporting lines to the council to be finalised after the pending staff review.

Members were advised that a staff review is pending, and it was felt that clarity is needed regarding the project board's objectives before requesting additional work or considering outsourcing options for which there is currently no budget provision.

Councillor Morris pointed out that if the Council cannot provide the staff to do the work, then there is no point in this group asking for the work to be done. It may be beneficial to have outside professional sources such as those who had undertaken the Feasibility Study to join this group, however if this creates even more work for the council to produce then it would be a waste of time.

## **Next Steps and Governance**

It was noted that a report had been included on the agenda for Full Council on 3 July and that it may be premature to discuss membership and terms of reference before the report's review by the council.

It was felt that the council needs to identify and decide on the professional skills required, if any, to support the TEMAP action plan, such as employing temporary specialists in tourism, markets, or other relevant areas. Concern was raised that without allocated resources, momentum may be lost, particularly for the current season/short term objectives.

Councillor Hughes provided an overview of previous work undertaken by the TEMAP group, prior to the Feasibility Study. He did not feel that the Feasibility Study provided a clear direction for the council and did not provide a cohesive solution.

### **RESOLVED:**

**That further consideration of how to progress with TEMAP be deferred until such time as Council have had the opportunity to consider the Feasibility Study in full and provided the TEMAP group with an indication of the direction the Council now wish them to take these projects.**

## **T5. TERMS OF REFERENCE**

### **RESOLVED:**

**That the Terms of Reference be deferred to be considered at a future meeting.**

## **T6. TO GIVE CONSIDERATION TO DRAFT IMPLEMENTATION PLAN – SHORT-TERM ACTIONS**

It was felt that this item had been covered in the discussions above.

## **T7. TO RECEIVE AND NOTE COPY OF REPORT BEING SUBMITTED TO FULL COUNCIL ON 3 JULY 2025**

Members were provided with a copy of a report that had been included in the Full Council agenda for the meeting scheduled for 3 July 2025, for information purposes only.

### **RESOLVED:**

**That the report being submitted to Council be received and noted.**

## **T8. VICTORIAN ROOM – MASTERS HOUSE, LEDBURY**

Members were advised of the current situation in respect of the Victorian Room availability so far as it the Library manages the daily bookings in the same way that they manage the Panelled Room, and that this is being booked for at least a year in advance.

If the Council were interested in entering into a longer term exclusive rental this would require more detailed conversation with Herefordshire Council estates office.

It was noted that this room has its own entrance so it could be open when the library is not.

It was noted that consideration of an empty property on High street being suitable for a TIC, however it was noted that these are conversations for the Council rather than this group at this time.

The Community Engagement Officer suggested considering a mobile TIC e.g. moving bus, which has the potential to reach a wider audience. It was agreed this is an alternative proposal that could be considered, along with an interactive tourist map similar to those that Ross have recently installed.

## **T9. LEDBURY MAP DISTRIBUTION**

Places to consider for distribution of the new Town map were discussed. It was confirmed that a quantity of the maps have now been delivered to Glide who are distributing these accordingly. Members were asked to consider locations for the remaining maps to be delivered as per the list included in the agenda, with the addition of the Three Counties Showground, Hay Festival, TIC's in Malvern, Ross and Leominster, Westons Cider.

### **RESOLVED:**

- 1. That an electronic version of the map be provided to the Town Council so that it can be shared on the Council's website and other potential tourist pages.**

### **RECOMMEDED:**

- 1. That Officers review the distribution list provided at the meeting and write to businesses and visitor destinations advising that the new maps are now available and to arrange for them to either be delivered of collected.**
- 2. Subject to the number of deliveries required arrangements be made to hire a man and a van to undertake the deliveries.**

**T10. DATE OF THE NEXT MEETING**

**RESOLVED:**

The date of the next TEMAP Meeting will be on 19 August at 10:00 am.

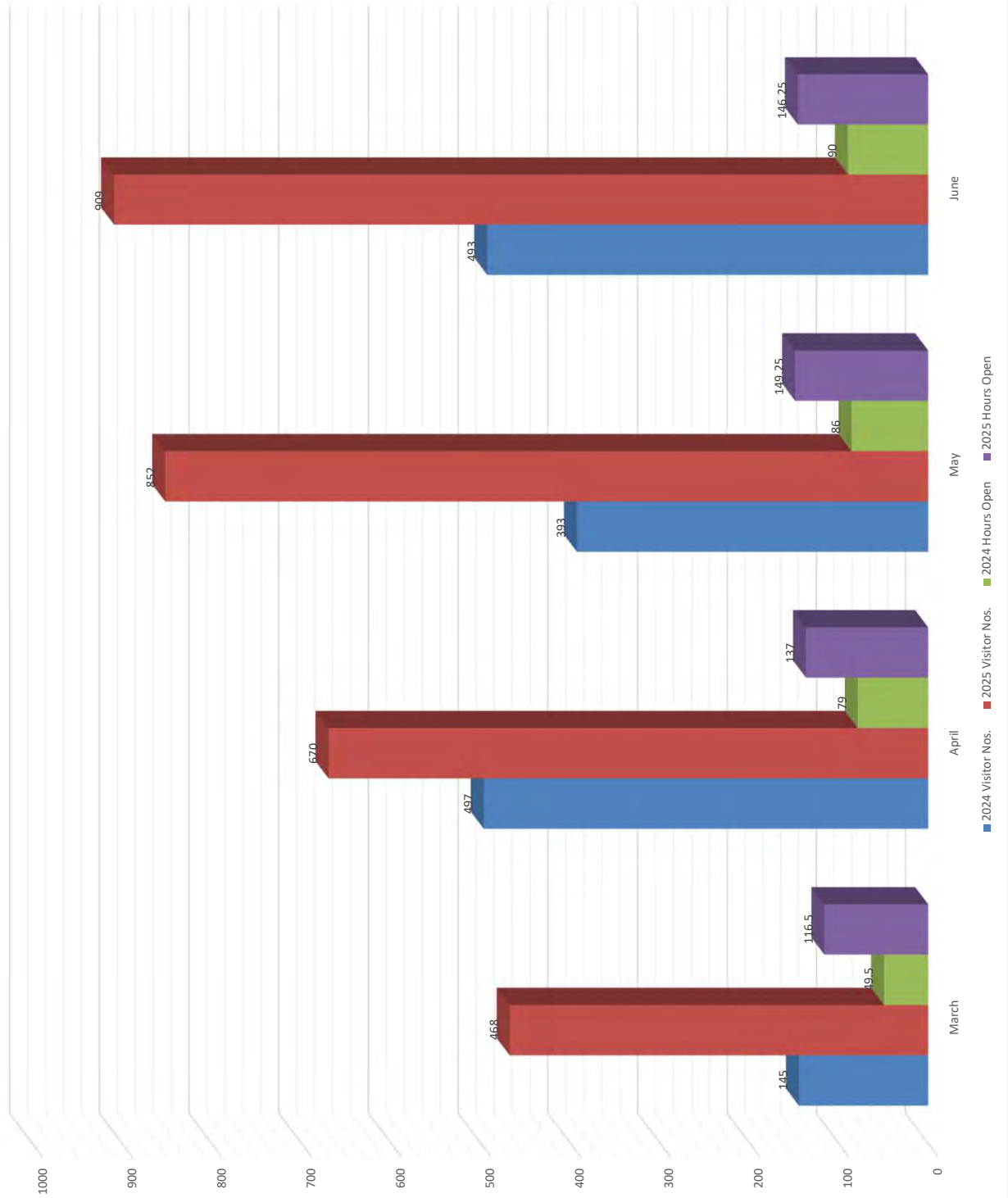
The meeting ended at 11.00 am.

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

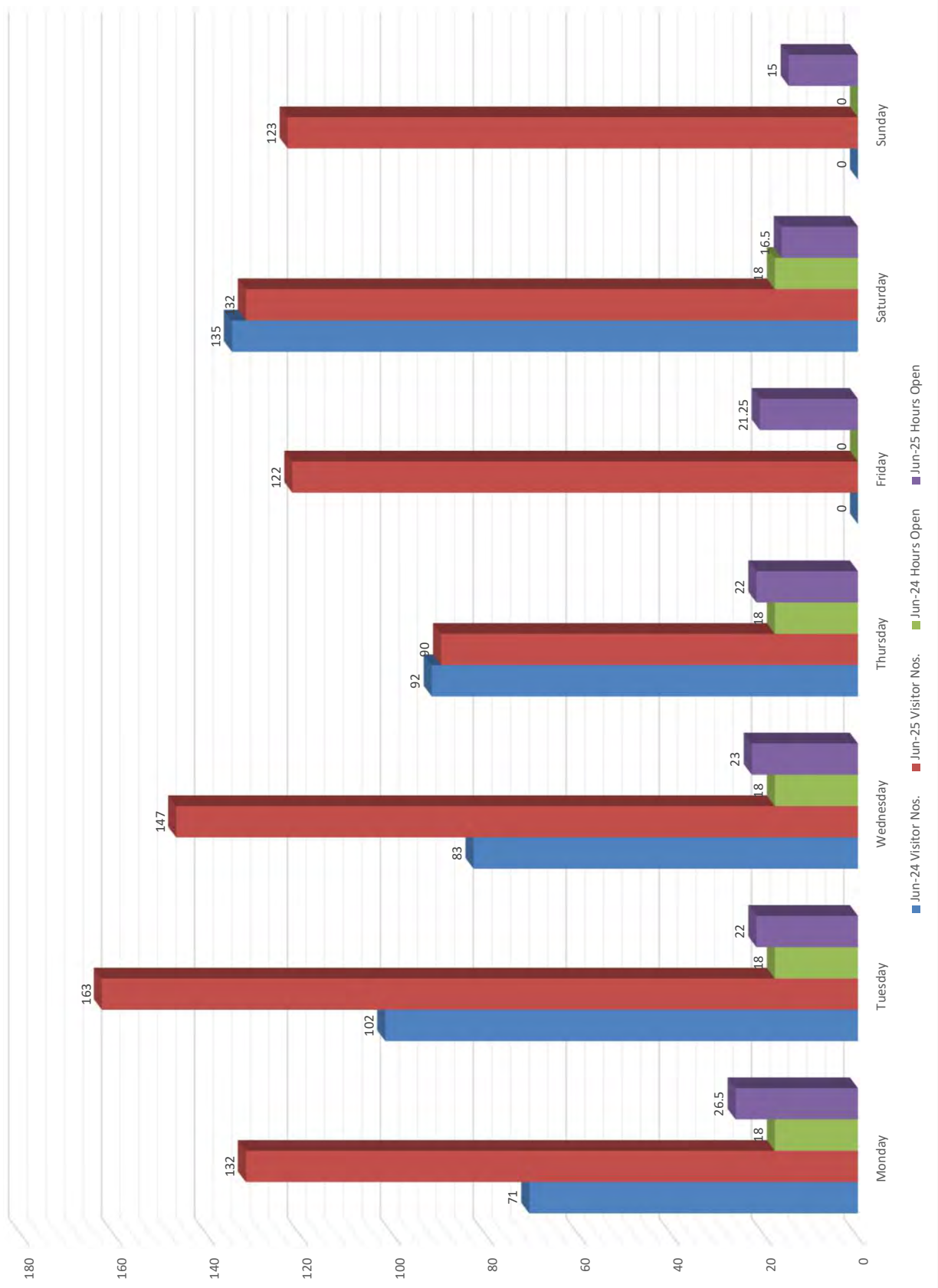
DRAFT



March to June visitor numbers comparison 2024 & 2025 Painted Room

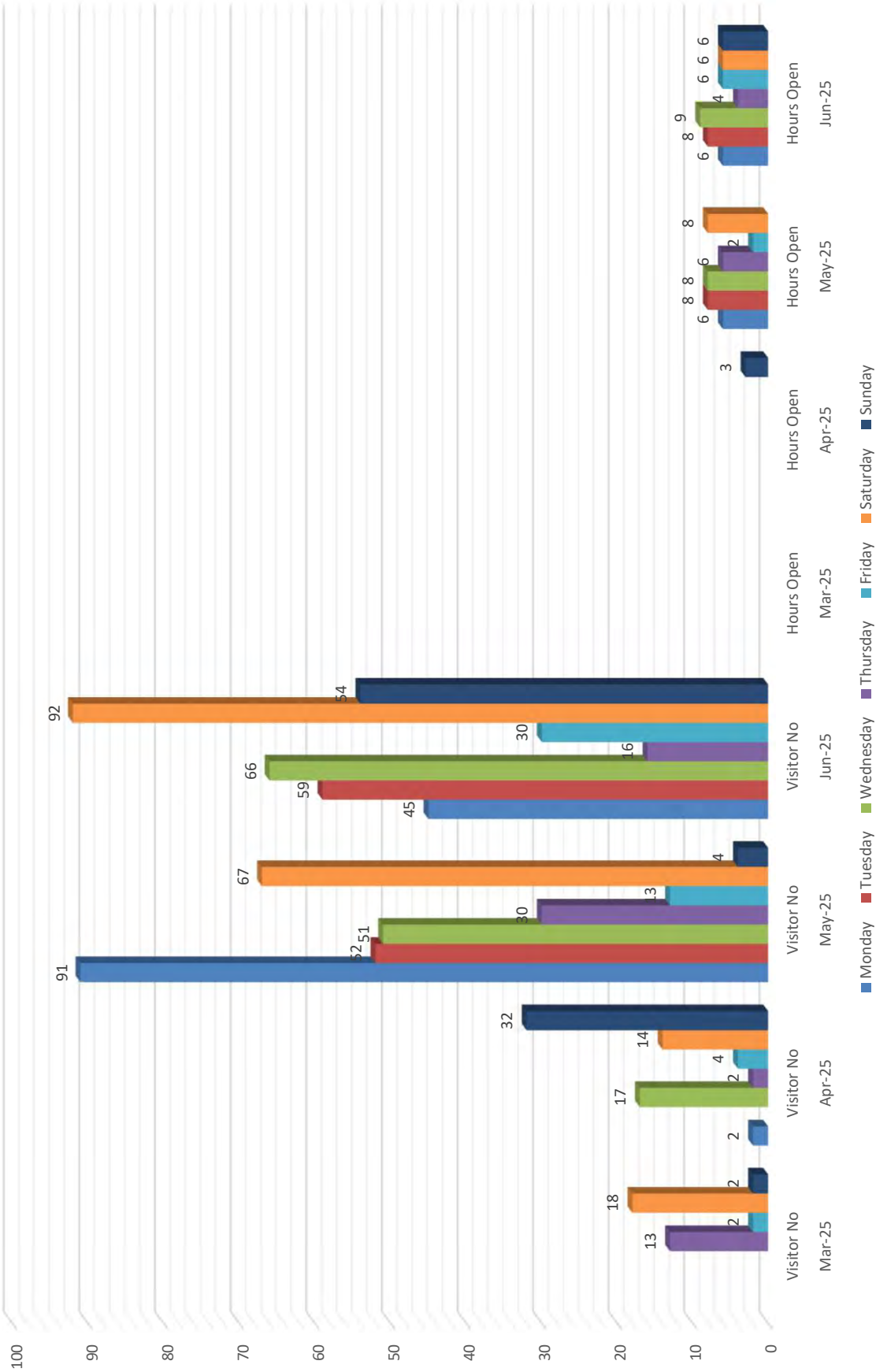


## June 24 & June 25 visitor numbers comparison Painted Room





# Market House Visitor Numbers March to June 2025. March & April open by request , May & June 2 hours most afternoons.





<b>FULL COUNCIL</b>	<b>24 JULY 2025</b>	<b>AGENDA ITEM: 19</b>
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Report prepared by Angela Price – Town Clerk

## **INVITATION TO MEET WITH VISTRY GROUP**

### **Purpose of Report**

The purpose of this report is to advise Members of a request received from Miles Wiltshire of Fairthorn Consultancy who are representing the Vistry Group.

### **Detailed Information**

The following is the content of an email received from Miles Wiltshire:

*“Dear Councillors,*

*I’m writing on behalf of Vistry Group to provide an update on our evolving proposals for a phase 2 to the popular Hopfields Development on Leadon Way.*

*You may recall we held an initial public consultation last Autumn, setting out early thinking for a development of up to 450 new homes. Since then, we’ve taken on board feedback, undertaken further technical work, and refined our proposals ahead of a renewed programme of community engagement this summer.*

*We have now revised our vision to propose up to 600 new homes, of which at least 35% will be affordable. In addition, we are now planning for a small ‘community retail facility’ at the site entrance onto Ledbury Road, initially plotted as a convenience food store to serve new and existing residents.*

*As part of our sustainable transport strategy, we are proposing pedestrian and cycle connections into the Phase 1 of development to the north, and are also exploring further opportunities to enhance wider connectivity, including links towards the town and local services.*

*We are keen to engage proactively with the community and key stakeholders as plans progress. We’d very much welcome the opportunity to meet with you, either in person or virtually, over the coming weeks to talk through our latest proposals.*

*Please don’t hesitate to get in touch if you have any questions or would like to arrange a meeting. We would also be happy to share the consultation materials with you once published.”*

Should Members agree to meet with the Vistry Group it is recommended that they do so with a Planning Officer from Herefordshire Council in attendance.

### **Recommendation**

Members are requested to give consideration to the invitation to meet with the Vistry Group to talk through their proposals as outlined above.

FULL COUNCIL	24 JULY 2025	AGENDA ITEM: 20
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**PROPOSAL RECEIVED FROM PARKS & LEISURE COMMISSIONING MANAGER, HEREFORDSHIRE COUNCIL IN RESPECT OF PROPOSED NEW PUMP TRACK AT ST MARTINS WAY, LEDBURY**

**Purpose of Report**

The purpose of this report is to ask Members to give consideration to an initial approach in respect of a proposal relating to the future of the proposed Pump Track at St Martins Way, Ledbury.

**Detailed Information**

Members have recently been invited to attend meetings with Herefordshire Council S106 team to discuss how S106 funds available for parks and leisure could be best utilised in Ledbury. Unfortunately, the turnout of councillors was low, with just the three Ward Councillors in attendance at the two meetings.

Herefordshire Council Officers have proposed a project to install a “Pump Track” at St Martins Way, Ledbury, an idea that was well received by the three Ward Councillors. Details of what a Pump Track is can be found at the following link: <https://www.youtube.com/watch?v=ZzLwmeg-xaw&t=12s>.

Currently there is £75,000 available in S106 monies to put toward this project, and arrangements were made for a consultation on site on Tuesday, 22 July 2024, with a demonstration of a Pump Track being made available.

The Clerk recently had a meeting with Spencer Grogan, Parks & Leisure Commissioning Officer at Herefordshire Council and during that meeting Spencer raised the matter of the Pump Track and whether Ledbury Town Council would be willing to agree to take on the land at St Martins Way as a Community Asset Transfer. The Clerk advised Spencer to put his enquiry in writing which is below along with the attached map of the area.

*“Further to our conversation regarding St Martins Way I’ve enclosed a copy of the HC Establishment Layer of the area hopefully Ledbury would be interested in taking on as a Freehold Transfer?”*

*With the potential for the pump track onsite which is expected to take all of the S106 to fund, if Ledbury TC were to take on the land it would open access to additional funds from the Capital Play Improvement Fund.*

*Until the project is formally priced, we won’t know how much we’ll need but it would be a way to add value to the project and get it over the line to completion.*

*I'm aware already that Ledbury TC additionally cut the grass at St Martins and manage other facilities in the town which have play infrastructure but transferring this site would include.*

- *Play facility management*
- *Tree management*
- *Hedge maintenance*
- *Grass cutting*
- *Bin emptying*
- *Management of entrances (gates etc)*

*If you need to talk this through further, please don't hesitate to call me directly."*

During the conversation with Spencer he advised that Herefordshire Council would be responsible for making any repairs to the Pump Track should they arise and advised that if Ledbury Town Council were to agree to take on the Freehold Transfer of the area in question this could potentially unlock up to a further £50,000 funding towards the Pump Track project.

### **Recommendation**

Members are requested to consider whether to enter into an initial conversation with Herefordshire Council in respect of taking on the area at St Martins Way in the form of a Freehold Transfer in order to enable additional funds to be sourced for the Pump Track Project.

LEDBURY TOWN COUNCIL

NOTES OF A MEETING OF THE CLIMATE CHANGE WORKING PARTY  
MEETING HELD ON 12 JUNE 2025

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**PRESENT:** Councillors: Chowns (Chair) and Morris  
Non-Councillors/Representative from Sustainable Ledbury: Nina Shields

**ALSO PRESENT:** Julia Lawrence, Deputy Town Clerk

**Purpose of Meeting**

The main purpose of the meeting was to consider the revised Terms of Reference which had been revised in January 2025 by Councillor Chowns.

- 1 Councillor Chowns opened the meeting by giving a brief background as to where the Council currently was, noting that approximately 12 months ago all the committees had been suspended, which included the various working parties and task and finish group meetings. Councillor Chowns also made reference to the views of some of the councillors noting their preference not to have a Climate Change Working Party ("CCWP")
- 2 Nina Shields expressed disappointment in that it was not a meeting of the working party and had not had sight of the Terms of Reference in advance of the meeting. She was also disappointed that none of the members of the CCWP had been invited to attend this meeting.
- 3 Nina Shields said that the climate/environment issues affect all the work of the Council and believed that it should report directly to Full Council as opposed to the Environment & Leisure Committee. Councillor Chowns re-affirmed that the CCWP would still need to go through the Environment and Leisure Committee to ensure that any practicalities can be agreed at that level before going to Full Council.
- 4 Nina Shields pointed out that it was the Council's job to determine the Terms of Reference. They were very similar to the previous ones.
- 5 Reference was made to No. 5 of the Terms of Reference, being:
  - 5.1 *to raise community awareness of climate change and the importance of carbon reduction locally and nationally;*
  - 5.2 *to reduce waste and encourage recycling in the community at large;*
  - 5.3 *to advocate sustainable behaviours and processes in the work of the Town Council;*

5.4 *to ensure that environmental factors are taken into consideration in the purchasing policies of the Town Council;*

5.5 *to ensure sustainable practices in local public transport and housing provision”.*

Nina Shields confirmed that if the Council were happy with these points, then so was she albeit considered there was very little point in pursuing this until the committee structure was in place.

- 6 Nina Shields suggested that a first step towards progressing positively the CCWP would be to provide training on carbon literacy for all councillors and staff as she believed that there was an overall lack of knowledge on the subject matter within the Council. Once training had taken place, the Council would be in a position to decide what it wanted the CCWP to focus on.

Help and advice was readily available and the following were suggested:

- Carbon Literacy for Town and Parish Councils
- Association of Public Services
- The Carbon Literacy Project – Guide to Parish, Town and Community Councils
- Friends of the Earth – Climate Act Plan to Parish, Town and Community Councils Guide
- GAPTC – Training for Councillors
- Centre for Alternative Technology

Once training was carried out, then members could come back to the CCWP and then focus on one item at a time until it was completed.

Councillors Chowns confirmed that various training had already taken place on various topics and indeed Code of Conduct training was being provided for some councillors who still chose not to take part, let alone appreciating the limited budget available for additional training. Nina Shields considered that if there was time or funding constraints, then it would be best to defer the CCWP until the following year, when it would be possible.

- 7 In view of the above comments,+ Nina Shields believed that it was far better for her to focus on encouraging local residents to become councillors as a priority over the resurrection of the CCWP and indeed had passed on contact details of a potential new councillor to Councillor Harvey.
- 8 Members acknowledged that the current number of staff were unable to match and respond to the ever increasing high workload and Councillor Chowns said that maybe a part time member of staff could be considered to focus on climate change as part of the Staff Review.



- 9 Councillor Chowns reiterated the point that he was hoping that all committees would be stood up again, hopefully in the Autumn, whereby the CCWP would report to the Environment and Leisure Committee again.
- 10 Councillor Morris considered that the number of councillors present should be reduced from two to one but Councillor Chowns stated that it would be sensible to still have two, and if need be, they could take it in turn to attend.
- 11 Nina Shields asked that when the CCWP was in a position to re-start, considered that it would be sensible for the Council to run a publicity campaign to encourage people to join the Working Party. It was also noted that a lot of good will and energy on the part of people who originally joined the CCWP had been wasted.

The meeting closed at 10.30am



## LEDBURY TOWN COUNCIL

### MINUTES OF A MEETING OF THE EVENTS WORKING PARTY MEETING HELD ON TUESDAY, 1 JULY 2025

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**PRESENT:** Councillors: Chowns, Harvey and Morris,  
Non-Councillors: Al Braithwaite (Chair), Lizzie Gissane, Griff Holliday, and Nina Shields.

**ALSO PRESENT:** Julia Lawrence (Deputy Town Clerk)  
Olivia Trueman (Community Engagement Officer)

#### **1 ELECTION OF CHAIR FOR MUNICIPAL YEAR 2025/26**

Councillor Morris nominated Al Braithwaite, which was seconded by Councillor Chowns.

A discussion took place as to who would take the minutes of the meeting. As no one volunteered, it was agreed that Council staff would produce the minutes after the meeting using a recording.

#### **2 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Sonia Bowen and Lyn Loader.

#### **3 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD ON 3 JUNE 2025**

The Community Engagement Officer ("CEO") informed members that the event calendar on the Town Council website is now functioning correctly, following previous technical issues. The CEO explained that, after speaking with the website provider, it was discovered that there is a character limit for the event summary field. If users exceed this limit when submitting an event, the system automatically rejects the entry.

The CEO has asked the website provider to clearly display the maximum number of characters allowed in the summary field to help users avoid this issue in future.

#### **RESOLVED:**

**That the minutes of the meeting held on 3 June 2025 be approved and Signed as a correct record.**

#### **4 VOLUNTEER DATABASE**

The CEO informed Members that she would be meeting with Aimee Williams from Talk Community to discuss the possibility of developing a volunteer

database, similar to the one launched by Herefordshire Council during the COVID-19 pandemic and lockdown.

The Deputy Clerk informed Members that she had spoken with Nic Sims about the possibility of sharing a volunteer database. However, it was noted that the Community Hub uses its own system and coding, which is incompatible with the Council's system.

## **5 HERITAGE OPEN DAYS 2025**

The CEO provided an update on the Heritage Open Days progress. She advised members that all of the workshops and events that the Council were promoting were uploaded onto the HODs website, as well as the Town Council events calendar. She advised members that she is currently working on the programme and working with the Masefield Matters team.

Councillor Morris requested that the bunting for Heritage Open Days be erected one week prior to the Ledbury Carnival, on or around Monday, August 18, 2025. The aim is to help promote the Heritage Open Days event to visitors attending the Carnival.

The bunting will be displayed along Church Lane and around key participating buildings, including the Market House, the Painted Room, and the Alms Houses.

It was agreed that the bunting will be taken down on Monday, 22 September 2025.

### **RESOLVED:**

- 1. That the update on Heritage Open Days be received and noted.**
- 2. That the events programme be updated on the Visit Herefordshire website.**
- 3. That the bunting for Heritage Open Days be erected on Monday, 18 Augus 2025, and be removed on Monday, 22 September 2025.**

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

### **6.1 Ledbury Carnival**

No Carnival Representative was present.

### **6.2 Community Day 2025**

Griff Holiday provided Members with an update on Community Day, distributing newspaper clippings from local coverage, including an article in the *Herefordshire Times*. He expressed his thanks to the CEO for

arranging the Whale attraction, and to the Council for supporting the event through funding.

Griff Holiday noted that having a large attraction on the Recreation Ground helped to draw in younger people and families, significantly boosting engagement on the day. It was agreed that a similarly high-profile feature should be included in next year's event to maintain this momentum.

Griff also suggested the idea of introducing a Youth Community Day to run alongside the main Community Day, with the aim of further encouraging use of the Recreation Ground and deepening community involvement across age groups.

### **6.3 Ledbury Celebration**

Griff Holliday provided an update on the progress of the Ledbury Celebration, noting that the event featured a wide range of entertainment and a strong presence of local traders.

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

An update was provided in agenda item 5.

#### **RESOLVED:**

**That the verbal updates on events in the town be received and noted**

## **7 EVENTS PROGRAMME**

Members reviewed the events programme and made various suggestions and amendments. It was agreed that the programme would remain a live document, to be included on all future event's agendas.

There was a discussion regarding whether the Rally would return to the Town this year. Councillor Harvey advised Members that no decision had been made at this time.

#### **RESOLVED:**

**That the update on the events programme be received and noted**

## **8 CLIMATE CONSIDERATION**

The CEO provided Members with an update on her proposal to include a climate consideration on future agenda papers. She explained that, since the Climate Change Working Party had stalled and the Council had previously made a Climate Emergency Declaration, it would be beneficial to add a reminder at the top of agendas. This would encourage Members to consider

the environmental impact of decisions and seek opportunities to incorporate sustainable practices, particularly in relation to events.

Councillor Harvey informed Members that Herefordshire Council has implemented a similar approach to climate considerations and kindly offered to share their wording for Council to review and potentially adopt. It was emphasised that this approach could be applied across all Council agendas, and not just those related to events—ensuring that climate considerations are more consistently integrated into the Council's work.

Members also discussed the Town Council's grant applications and agreed that additional sections could be added to ensure applicants provide information on how they are taking climate-conscious actions. Another discussion focused on the market and how climate considerations could be incorporated there as well. The conversations were positive, and Members agreed that the Council could utilise this approach more widely to strengthen its commitment to addressing climate change.

#### **RECOMMENDATION:**

**That the Town Council agrees to add a climate statement to all agendas and incorporates this approach into other areas of work, including grant applications and market applications. Applicants and participants should be encouraged to demonstrate a conscious effort to address and reduce their impact on climate change.**

#### **9 DATE OF NEXT MEETING**

The date of the next Events Working Party meeting to be held on Tuesday, 19 August 2025 at 11.00am, at Ledbury Town Council Offices.

<b>FULL COUNCIL</b>	<b>24 JULY 2025</b>	<b>AGENDA ITEM: 22(ii)</b>
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Report prepared by Olivia Trueman – Community Engagement Officer

## **LEDBURY TOWN COUNCIL PROPOSED EVENTS AND BUDGET**

### **Purpose of Report**

This report outlines the narrative arc supporting the events and budget proposals set out in the accompanying document, 'Draft Project and Events Plan 2025–2026'.

### **Heritage Open Days**

Over the past eight years, Ledbury has embraced Heritage Open Days as a flagship celebration of the town's rich cultural and architectural history. What began as a modest local event has grown into a highly anticipated fixture in the town's calendar, welcomed by residents, visitors, and increasingly supported by the Traders Association. This organic growth is testament to the value of the event and how successfully it connects people with Ledbury's heritage.

Until now, the event has been delivered without a dedicated council budget, relying instead on the initiative and creativity of officers. Despite this, the event has continued to develop, with new elements introduced each year to enhance the visitor experience.

One of last year's standout successes was a QR code trail devised by the CEO and Ledbury Tour Guide Manager, enabling visitors to explore the town at their own pace while listening to an informative audio about key historical locations. It was a simple but effective innovation that received excellent feedback. Building on this momentum, officers now propose the introduction of software to further develop this self-guided digital experience. The aim is to create a more interactive and user-friendly trail, appealing to wider audiences and enhancing engagement with the town's heritage assets.

Alongside this, the proposal includes a budget to professionally print the Heritage Open Days brochure, which is designed and produced in-house by the CEO. For the past four years, the brochure has played a crucial role in showcasing the programme of events, and its quality has helped raise the profile of the celebrations. In fact, its popularity has reached a point where visitors request copies in advance. This is an encouraging sign of how far the event's reach has extended.

## **Ledbury's Christmas Light Switch-On 2025**

The Christmas Light Switch-On is one of Ledbury's most cherished annual events, bringing together residents, visitors, traders and community groups to celebrate the start of the festive season. Building on the strengths of previous years, Officers have developed a practical and engaging proposal that enhances the existing format while introducing thoughtful additions to increase community involvement and economic impact.

This year's event will take place on Sunday, 23rd November, offering Ledbury a better chance to attract higher footfall by avoiding clashes with neighbouring towns. This change alone could result in increased attendance and greater engagement from traders and local businesses.

To encourage wider participation, Officers propose working with community groups, schools, and artists to develop a lantern parade. Families would be invited to make lanterns in the weeks leading up to the event, ending in a short procession through the town centre. While not essential to the core event, this activity would help create early engagement and reach audiences who might not typically attend, including families supported by schools, the food bank, and other local organisations.

Another proposed feature is a one-day hire of a large-scale attraction, such as an ice rink or similar. This would act as a major draw, encouraging visitors to stay longer and explore more of the town. Feedback from local traders has been positive, and if approved, there may be scope to recover some of the cost through a small usage fee. Officers have identified both St Katherine's Square and the adjacent car park as possible locations for this.

To ensure smooth delivery of the Christmas Market, the proposed budget includes hiring a professional company to erect and dismantle gazebos. With reduced internal staffing and only 12 Council-owned gazebos, this approach provides a more efficient and attractive offer for traders, removing the burden of sourcing their own equipment.

## **Ledbury BookFest 2026**

Ledbury has a proud literary heritage, home to the internationally renowned Ledbury Poetry Festival. Building on this identity, Ledbury BookFest was developed to celebrate reading in a more family-focused and accessible way, with a particular emphasis on children and young people. The event is timed to coincide with World Book Day, creating a natural alignment with national celebrations.

Since its launch, Ledbury BookFest has grown significantly, from just two workshops to a vibrant programme of around ten plus activities, including author visits, character walkabouts, and free family crafts. Every activity is free to attend, ensuring accessibility for all.

Responding to feedback from last year, the 2025 programme will expand its offer to include activities for older children, including secondary-age pupils. A standout feature will be an Aardman Modelling Workshop, specifically designed for children aged 10



and above. This creative, hands-on session is expected to be a strong draw for teens, which is a group not previously well represented.

In collaboration with John Masefield High School, Officers will also explore opportunities to book a contemporary author whose work resonates with local students. This will sit alongside an appearance by a local author aimed at primary school audiences, ensuring the event offers something meaningful for all age groups.

Ledbury BookFest is steadily establishing itself as an important fixture in the town's events calendar. Ongoing support will enable it to grow under the Town Council's guidance, strengthening connections with schools and the families of Ledbury.

### **Financial implications**

Whilst the attached spreadsheet provides details of the costs for each event, it does not include staff **costs**. It is difficult to calculate these due to the unknown entity of which staff members will be working each event. Following this year more information will be available as a guide for future events.

### **Recommendation**

That Members give consideration for approval of the draft Events Programme and Budget and provide comments or feedback as necessary.



Community Day and Great Big Green

07/06/2025		7								
Date										
Run time (hrs)										
Description		A celebration of community groups in Ledbury, with Ledbury Town Council hosting activities on the Recreation Ground in collaboration with the Maselfield Ma								
Details	Deadline	Resources	Venues	Proposed Budget	Cost Centre	Budget Heading	Nominal Code	Staff resource - planning	Resource - Execution (Hrs)	Extra Information and links
Maselfield Matters themed activities during Community Day and the Great Big Green Week. These activities will be funded from the project.	07/06/2025	Maselfield Matters Project Coordinator and Assistant	Recreation Ground and Masters House	£2,240.00	109	Maselfield Matters : National Heritage Funding Service and	1020	5-10 days	45	
Hire of 18 Metre long inflatable Sperm Whale from Fools Paradise	07/06/2025	Community Engagement Officer, Deputy Clerk, LTC Staff	Recreation Ground	£1,930.00	127	Events Climate Change	4595			
Accommodation for artists for one night at Alexander Park	06/06/2025		n/a	£279.00	127	Events	4607			
				£4,449.00						

Ledbury Celebration

Date		06/07/2025								
Run time (hrs)		9								
Description		Food and Crafts festival in St Katherine's car park on the last day of Ledbury Poetry Festival. Collaboration with Ledbury Food Group on managing the								
Details	Deadline	Resources	Venues	Proposed Budget	Cost Centre	Budget Heading	Nominal Code	Staff resource - planning	Resource - Execution (Hrs)	Extra Information and links
Sourcing Traders, managing event on the day	06/07/2025	LTC Staff	Katherine's Carpark and Squ	n/a	n/a	n/a	n/a	5-10 days	63	
Music license	06/07/2025		High Street	£167.71	127	Events	4607			
				£167.71						

Ledbury Town Council Events programme and proposed budget plan 2025/26

Heritage Open Day

Date 14/07/2025 -  
Run time (hrs) 2.45hrs

Collaborating with heritage groups in Ledbury to host a week-long series of events celebrating the nationwide Heritage Festival. This year's theme is											
Run time (hrs)	Description	Deadline	Resources	Venues	Proposed Budget	Cost Centre	Budget Heading	Nominal Code	Staff resource - planning	Resource - Execution (Hrs)	Extra Information and links
	Marketing, including printing brochures and advertising in local newspapers. Brochures to include stamps where visitors can receive a stamp from each building they visit	22/08/2025	Community Engagement Officer and LTC Staff	n/a	£800.00	107	Town promotion : Promotional material	4703			
	Production of a Maselfield focused map of Ledbury to encourage people to explore the town during Heritage Open Days. Funding from Maselfield Matters Project	23/08/2025	Maselfield Matters Project Team and Community Engagement Officer	n/a	£1,000.00	109	Maselfield Matters : National Heritage Funding	1020			
	Signage	24/08/2025	LTC Staff	n/a	£150.00	107	Town promotion : Promotional material	4703	5-10 days	24	
	Hold a medieval style market in the High Street - potential hog roast		LTC Staff	High Street and St Katherine's Square	n/a	n/a	n/a	n/a			
	Bricks & Beams: Discovering Ledbury's Architectural Heritage. A guided walking tour highlighting Ledbury's diverse architectural styles, from medieval timber-framed buildings to Georgian and Victorian structures, showcasing how the town's partnership with local schools to create staff buildings using recycled materials throughout the year, with all projects showcased in the Market House during	22/08/2025	Community Engagement Officer, Community Groups, Maselfield Matters Project Team	In and around Ledbury, various venues	£250.00	107	Town promotion : Promotional material	4703			
	Heritage Open Days week	30/07/2025	Community Engagement Officer, Ledbury Schools	Market House	n/a	n/a	n/a	n/a			
					£2,200.00						

**Christmas Light Festival**

Date 23/11/2025  
Run time (hrs) 10  
Description Work with Community Groups and businesses to hold a Christmas Light Festival/Light switch on. Possible match funding from UKSPF and collaboration

Details	Deadline	Resources	Venues	Proposed Budget	Cost Centre	Budget Heading	Nominal Code	Staff resource - planning	Resource - Execution (Hrs)	Extra Information and links
Hire of Band/live music	29.08.2025	n/a	Under the Market House	£900.00	127	Events	4607			
Hire of local artists to hold family friendly workshops	25.09.2025	n/a	St Katherine's Hall	£750.00	127	Events	4607			
Lantern a Parade through the town. Workshops to be held at Ledbury Community Hub and schools to the lead up of the event		n/a	High Street	£700.00	127	Events	4607			
Hire of Snow Machine and Entertainment	25.09.2025	n/a	Market House	£700.00	127	Events	4607			
Ice Skating Rink or similar size activity	22.09.2025	n/a	St Katherine's Square/ car park	£3,500.00	127	Events	4607			Opportunity to generate sponsorship for the event, in particular for the ice rink
Hire of Generator	29/09/2025	n/a	n/a	£700.00	127	Events	4607	15+days	80	
Advertising including banners, programme and adverts in local newspapers	01/11/2025	LTC Staff	n/a	£950.00	127	Events	4607			
Road Closure		LTC Staff	High Street	£250.00	127	Events	4607			
Venue Hire	17/09.2025	n/a	St Katherine's Hall and the Burgage Hall	£300.00	127	Events	4607			
Hire of gazebos for Christmas Market ( this is based on 20 gazebos with 20 tables, including set up and pack down)	20.08.2025	Green Top Events		£900.00	301	Planning and Economic Development : Charter Market Strategy	4554			There is an opportunity to generate income by charging traders for a market pitch and gazebo hire.
				<b>£9,650.00</b>						

# Ledbury World Bookfest

Date 23/11/2025  
Run time (hrs) 10  
Description Work with local businesses and community groups to hold events in and around the town, with a strong theme of reading and literature. Promote World

Details	Date	Resources	Venues	Proposed Budget	Cost Centre	Budget Heading	Nominal Code	Staff resource - planning	Resource - Execution (Hrs)	Extra Information and links
Aardman workshop - creative clay modelling workshop for families.	13/10/2025	LTC Staff, Maselfield Matters Project Team	St Katherines Hall	£800.00	127	Events	4607			<a href="https://www.aardman.com/workshops/">https://www.aardman.com/workshops/</a>
x2 Reading and writing workshops	14/10/2025		Burgage Hall	£900.00	127	Events	4607			
Book themed Charter Market	15/10/2025		Charter Market and High Street	n/a			4607			
Entertainment / walk about characters	16/10/2025		In and around the Town	£1,000.00	127	Events	4607			
Hiring an Author to hold engaging workshops. To include visits to schools a week before the event	17/10/2025	Primary and Secondary Schools, Community Engagement Officer, LTC Staff, Maselfield Matters Project Team	Masters House	£1,500.00	127	Events	4607		63	
Marketing and advertising	13/01/2026		n/a	£900.00	107	town Promotions	4703		5-10 days	
Masefield Related Workshops		Masefield Project Team	To be confirmed	£600.00	109	Masefield Matters : National Heritage Funding	1020			
				<b>£5,700.00</b>						

<b>FULL COUNCIL</b>	<b>24 JULY 2025</b>	<b>AGENDA ITEM: 23</b>
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Report prepared by Angela Price - Town Clerk

## **REQUEST FOR SUPPORT IN RESPECT OF DEFIBRILLATOR INSTALLATION AND MAINTENANCE CLOSE TO BRAMLEY CLOSE**

### **Purpose of Report**

The purpose of this report is to inform Members of a request in respect of the installation and maintenance of a defibrillator close to Bramley Close, Ledbury.

### **Detailed Information**

Members will be aware that Ledbury Town Council is currently responsible for the maintenance and safe working of the defibrillator located at the Alms Houses and that works are in progress to put a defibrillator in three telephone boxes in Ledbury (The Langlands, Little Marcle Road and Bridge Street).

Recently a Ledbury Resident contacted the Clerk with the following:

*"I am one of approximately 40 residents who live at Furlong Court, Bramley Close, Ledbury, HR8 2XS. The average age of the residents is approximately 75. The nearest defibrillator (AED), that is available 24 hours a day, 7 days a week, is at Parker Brothers Garage in New Street. This is 0.9 miles away and about 5 minutes by car, (10 minutes in total) because there is no direct route. This is outside the recommended maximum time of 2 minutes.*

*We are considering installing an AED external close to Bramley Close and therefore available to local residents in locations such as Bramley Close, Biddulph Way, Russell Close and Deer Park.*

*I have a quote from Calon Hearts UK for £1,457.00, including CPR training but excluding electrical installation, for the AED and an external, unlocked cabinet. We would register the cabinet on 'The Circuit'.*

*I wondered whether funding is available through Ledbury Town Council and whether you have any plans for an AED nearby.*

*I look forward to hearing from you and hope we can work together to improve AED coverage in Ledbury."*

Upon receipt of the above email, the Clerk provided a copy of the grants application, however the local residents group that he had hoped would agree to an application being submitted in their name declined and it is not possible for an individual to make application for funding via the grants giving process of a Parish Council.

The resident has therefore asked whether Ledbury Town Council would agree to adding one more AED to the three they are planning to install, and that it be installed in the 2025/26 financial year.

In response to the latest email the Clerk has suggested that they contact some of the businesses in Ledbury for support, as many of them have community funds that are very often not taken up.

There are a number of organisations who offer funding for defibrillators such as [https://www.bhf.org.uk/how-you-can-help/how-to-save-a-life/defibrillators/apply-for-a-free-defibrillator-for-your-community#Whats\\_included\\_in\\_the\\_award\\_package](https://www.bhf.org.uk/how-you-can-help/how-to-save-a-life/defibrillators/apply-for-a-free-defibrillator-for-your-community#Whats_included_in_the_award_package) and therefore should the Council agree to consider the above request the Clerk would suggest that further enquiries be made in respect of funding for all of the proposed defibrillators without delay.

### **Recommendation**

1. That Members give consideration to the request from a local resident in respect of funding the installation and continued maintenance of an AED defibrillator in the locality of Bramley Close, Ledbury.
2. That officers be instructed to investigate funding for the installation of defibrillators in Ledbury without delay.



<b>FULL COUNCIL</b>	<b>24 JULY 2025</b>	<b>AGENDA ITEM: 24</b>
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Report prepared by Julia Lawrence – Deputy Town Clerk

## **ENTRANCE TO PAINTED ROOM, LEDBURY TOWN COUNCIL OFFICES**

### **Purpose of Report**

The purpose of this report is to ask Members to give consideration to much needed repairs/repainting to the entrance door to the Painted Room.

### **Detailed Information**

Herefordshire Council's Senior Building Conservation Officer was contacted initially to ensure that there were no specific regulations/guidelines that needed to be addressed in respect of much needed repairs/repainting to the Painted Room entrance door. It was confirmed that as the work is intended to be "like-for-like" repair and redecoration, listed building consent would not be required. However, this would require the works to be undertaken in-situ, and should the door need to be temporarily removed to a joiner's workshop to carry out the repairs, the Council would need to informally agree this as a temporary facilitating measure, alongside the potential need for a temporary door to be installed for security purposes.



In view of one of the quotations received below, Officers have contacted the Heritage Buildings Team at Herefordshire Council to advise them of the possible removal of the door whilst it is being repaired.

The blacksmith forged handrails received Planning and Listed Building Consent (H1930.2/202B and /204) as part of the Office's CCTV installation approval, with permission to carry out the work within three years of the Consent. This was to include a handrail on each side of the entrance to the Painted Room.

Officers have contacted five joiners specialising in listed buildings seeking quotations to repair/repaint the entrance door and six blacksmiths to supply and install the handrails. Only two joiners have responded with quotes as follows:

#### Joiner No. 1

This Joiner attended the Council offices recently and was most thorough with his examination of the Painted Room door and his quotation is as follows:

##### *Details:*

*Remove one Victorian Style 6 panel door to workshop  
Board over access with 18mm OSB to prevent entry  
Scrape back existing paint to frame and key with sand paper  
Scrape out several decayed areas of frame and treat with timber preservative  
Fill holes and cracks with two part epoxy filler and sand back  
Prime exposed areas then top coat to finish*

##### *At the Workshop:*

*Remove all hardware, ease and retain for reinstating  
Remove as much of the paint from the door as practical with heat gun and scraper  
Clean up split in one lower panel, glue and clamp  
Scrape out any areas of decay and treat all exposed wood with timber preservative  
Fill holes and cracks with two part epoxy filler  
Sand up all over, prime and top coat in red  
Return to site and rehang door and furnish*

Total cost of works - £2,133.00

Please note that this excludes the handrails.

Should this Joiner be selected, then it is proposed that the removal of the door takes place at the end of the Painted Room season (end of October) thus creating no disturbance to anyone entering the building at this point.

#### Joiner No. 2

This company has suggested the following:

*"It would be more cost effective to replace the existing painted door with a new purpose made, 6 panel, hardwood door. As there is a small amount of rot to the left of the frame that you pointed out to me, we would also recommend stripping the paint off the frame and removal of any rotten material we uncover and subsequent treatment of the rest of the frame followed by the repair and redecoration of the frame. Our cost to do this, plus re-fixing original ironmongery;*

*painting of the door to match original; and supplying and fixing purpose made grab rails”.*

Total cost of works - £7,187.00 + VAT

Whilst six blacksmiths were contacted, a response was received from one of the companies stating that they were busy at the current time. However, handrails are essential at the entrance of the Painted Room door and therefore Officers will contact the blacksmiths again to see if they now have any availability to quote for the works and will report back to Full Council at the earliest opportunity.

### **Financial Implications**

Budget line 202/4170 Town Council Offices/Maintenance has a budget available of £4,911.00 which would easily accommodate the quotation received of £2,133.00. Should Members wish to accept the quotation of £7,187.00, then additional funds of £2,276.00 would need to be found and officers would suggest that it be taken from EMR 324 Listed Buildings, which currently has a budget of £106,855.

### **Recommendation**

That Members give consideration to the two quotations received and instruct Officers to appoint one of the Joiners to repair/repaint the Painted Room entrance door, either:

Joiner No. 1 - £2,133.00	Without handrails
Joiner No. 2 - £7,187.00 + VAT	With handrails



<b>FULL COUNCIL</b>	<b>24 JULY 2025</b>	<b>AGENDA ITEM: 25</b>
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Report prepared by Julia Lawrence – Deputy Town Clerk

## **TREE WORKS AT BIDDULPH WAY, LEDBURY**

### **Purpose of Report**

The purpose of this report is to ask Members to revisit proposals put forward in an earlier report circulated at Full Council on 1 May 2025 (Agenda item No. 19) and give consideration to further tree works at Biddulph Way, Ledbury.

### **Detailed Information**

Members will recall that at the Full Council meeting on 1 May 2025, Members asked for this item to be deferred until clarification was sought from the Tree Surgeon to confirm bird nesting season dates and information on which trees are disease/damaged and the reasons why they should be felled.

The Tree Surgeon has subsequently provided the Council with a further report, dated 16 July 2025 and this is attached at Appendix A. This report refers to the original report submitted in February 2025 and for ease of reference, this is attached at Appendix B.

The Tree Surgeon's latest report confirms how much some of the trees are overhanging and the following photographs were recently taken to illustrate the impact they are having on 10 Woodfield Road. The photographs do not illustrate just how much they are overhanging and in particular, the third photograph where boughs of the oak tree overhang and lean towards the property.





This particular photograph shows the dead crown of the tree, which is impacting on both properties, Woodfield Road and Biddulph Way. (No. 6 on the latest survey).

In accordance with the revised recommendations, the Tree Surgeon is proposing that 8 trees now be felled as compared to the 2 trees originally proposed. Their locations are shown at Appendix C. Comments regarding pollarding or reduction in crowns of trees should also be taken into consideration, as noted in the reports.

Members are asked to consider the revised report and whether or not to proceed with the proposals put forward by the Tree Surgeon. If Members are in agreement to the felling of the 8 trees, then the Council will need to seek new quotations for the work to be undertaken.

Both residents remain concerned should any of the trees come down and as such, could cause considerable damage to both properties.

### **Financial Implications**

In view of the above comments, and subject to proceeding with the above works, then it makes sense to delay reviewing budgets until revised costings are received for the works, so this would be reported at a future Full Council meeting. As a guide, costs presented in the first report for the tree works ranged from £2,500 to £4,250.

### **Recommendation**

That Members give consideration to the revised tree survey and if in agreement for the works to proceed, to instruct Officers to invite tree surgeons to quote for the revised tree works.

# Tree Survey Report

Client: FAO – Julia Lawrence

Deputy Town Clerk  
Ledbury Town Council  
Church Street  
Ledbury  
Herefordshire  
HR8 1DH

Surveyor: John Walsh  
John Walsh Tree Surgery  
The Hollies  
Monkhide  
Ledbury  
Herefordshire  
HR8 2TX

[johnrfwalsh@gmail.com](mailto:johnrfwalsh@gmail.com)

Date of publishing: 16<sup>th</sup> July 2025

Addition to survey of: 13<sup>th</sup> February 2025



The following are my responses to questions raised by Councillors at the recent committee meeting.

In some cases, now that the trees are in leaf, I have a better perspective and have changed or added to my initial recommendations.

1. The bird nesting season is generally accepted to be from February to August, with the most intensive period being from 1<sup>st</sup> March to 31<sup>st</sup> July.
2. On my initial survey I only recommended that 2 trees be felled, numbers 10 and 22 in my report. The reasons for felling these are as stated in that report.
3. a, Showing tree number 22 in survey report.





3. b, Showing tree number 10 in Survey report.



3.c,

It was considered impractical to photograph each individual tree as they are tightly grouped and often indistinguishable from each other. I have therefore taken pictures of them in groups with accompanying explanations.



The above images show the trees in close proximity to No 59 Biddulph Way and No 10 Woodfield road. From numbers 1 to 8 inclusive on the survey report.

It can be seen how some of the trees overhang the properties. The large Oak (top Picture, No 3 on survey) has branches well over the boundary of 10 Woodfield Road.

In the lower picture the large Larch (No 4 on survey) is growing under the canopy of the Oak. This is causing it to grow at an angle towards and over No 59 Biddulph way. As this area is quite crowded it would be reasonable to take down the tree completely, or at least remove the top errant growth.

A further Larch (No 6 on survey), is a poor specimen with a dead crown. This could well be removed allowing space for the neighbouring trees.



3. d,



The above tree (No 18 on survey) overhangs the bottom of the garden of No 10 Woodfield Road. My recommendations are the same as per the survey report and LTC specified works in the tender document.

3.e,



As stated on the survey report the large Oak (No 18 on survey) has little or no growth on one side. This is mainly due to the Willows (centre and left of above picture) inhibiting growth. It is recommended that these willows be pollarded and in some instances removed altogether. In particular I recommend the removal of No 17.



3.f,



The above group of densely packed trees are shown as No's 11,12,13,14,15 and 16 on the survey report. As stated in the report they are all pollarded Willows and Ash.

As per the survey report I recommend that they are all re-pollarded. However, as they form such a dark and dense canopy I further recommend removing some of them and opening the area up to the light. I suggest removal of Willows No 12 (Multi-trunked) and No 13 and also Ash No 16.

Any other trees not individually mentioned can be considered to be in good health and requiring no intervention.





# Tree Survey Report

Client: FAO – Julia Lawrence

Deputy Town Clerk  
Ledbury Town Council  
Church Street  
Ledbury  
Herefordshire  
HR8 1DH

Surveyor: John Walsh  
John Walsh Tree Surgery  
The Hollies  
Monkhide  
Ledbury  
Herefordshire  
HR8 2TX

[johnrfwalsh@gmail.com](mailto:johnrfwalsh@gmail.com)

Date of Survey: 13<sup>th</sup> February 2025

## GENERAL

### 1. Location.

Bidduph Way Amenity Woodland  
New Mills Estate  
Ledbury.

### 2. Brief.

To survey all the trees in the amenity area.

To assess the health and stability of the trees and indicate any potential hazards they may pose.

### 3. Method.

The survey was carried out from the ground and with the use of binoculars.

No climbing was undertaken.

## N.B.

It is not within the scope of this survey to judge whether leaves falling from the trees or birds roosting in them present a significant hazard. However if this were deemed to be the case, remedial action could be undertaken at your discretion.

## Survey

There are 22 trees in the area of Amenity Woodland adjoining Biddulph Way.

1. Larch
2. Larch
3. Oak
4. Larch
5. Larch
6. Larch
7. Ash
8. Ash
9. Ivy covered Stump
10. Sycamore
11. Willow (Pollarded)
12. Willow (Pollarded) with 4 x trunks
13. Willow (Pollarded)
14. Willow (Pollarded)
15. Ash (Pollarded)
16. Ash (Pollarded)
17. Willow (Pollarded)
18. Oak
19. Oak
20. Field Maple
21. Field Maple
22. Field Maple

See attached map for tree locations

## FINDINGS & RECOMMENDATIONS

1,2,4,5,6, - Larch

These trees have growth predominately on one side only. This is due to the former proximity of other Larch which have since been felled.

No action required.

3,- Oak

A medium sized Oak that has similar predominately one - sided growth.

No action required.

7, 8, - Ash

These trees have previously had lower branches removed.

No action required.

9, Unknown

An Ivy covered tree stump of about 6'. The stump is stable and its removal is not indicated.

No action required.

## 10,- Sycamore

An unattractive spindly tree. The stump of a previously removed Sycamore next to it is currently showing fruiting Honey Fungus.

Fell and Remove.

## 11,12,13,14,17, - Willow

Tree 12 is Multi-trunked (4). All of them have been pollarded at about 15'. The regrowth on the pollards is considerable compared to the size of the trees. This can lead to weakness at the base of the regrowth and crowding of the canopy. Some of them have extensive Ivy Covering.

Consider re-pollarding and sever Ivy at base.

## 15,16, - Ash

These trees have been pollarded.

Consider re-pollarding.

#### 18,- Oak

This large tree is extremely one sided in its growth. It has very long branches extending towards and over the neighbouring property. It has several medium sized dead and diseased branches in the lower canopy.

Remove dead and decayed wood. Consider future reduction of extended branches.

#### 19,- Oak

No action required.

#### 20,21, - Field Maple

No action required.

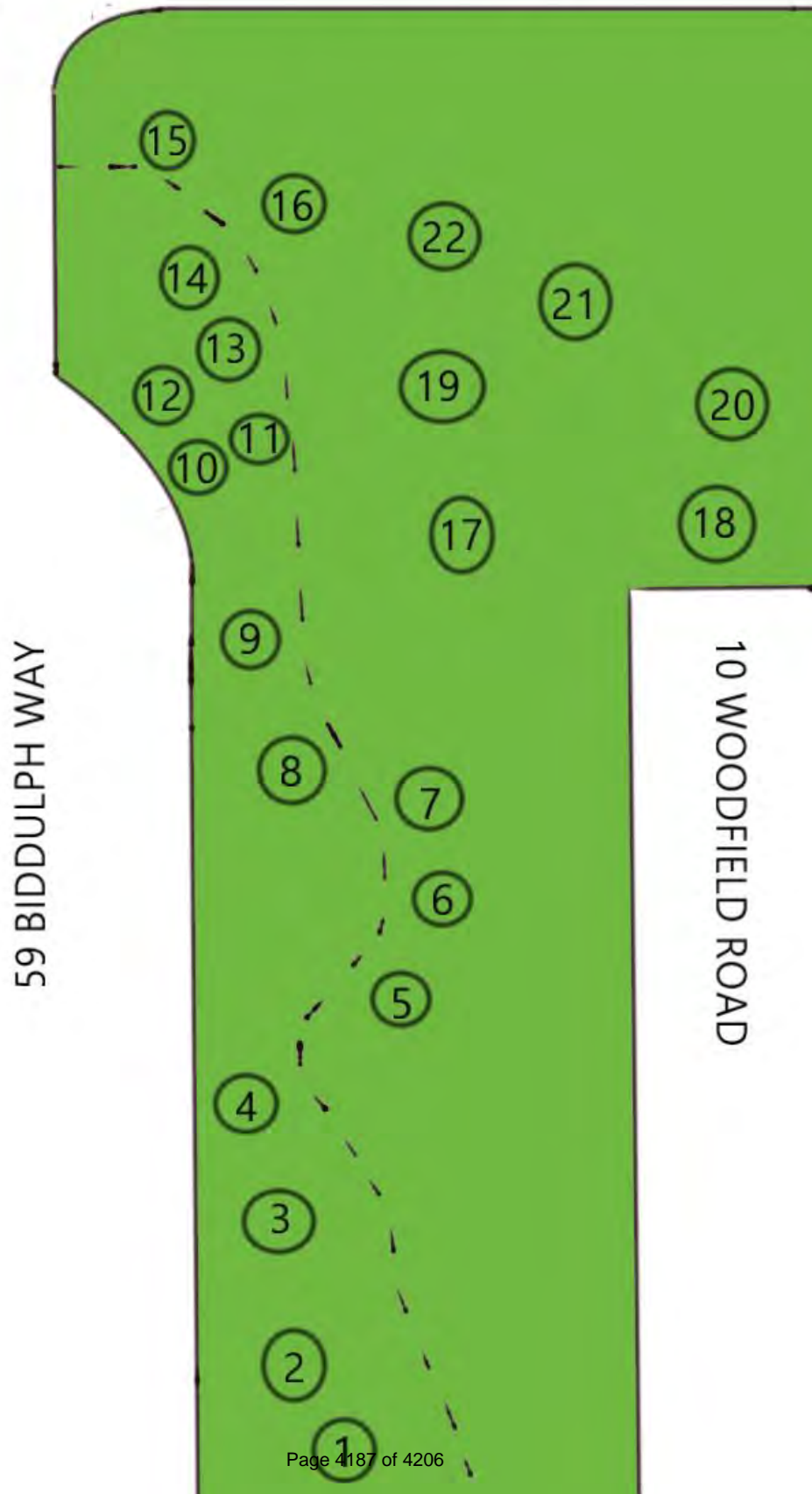
#### 22, - Field Maple

This tree is dangerously leaning and has extensive detrimental Ivy covering. It is further weakened due to leaf mould and grass cuttings being piled at its base. It is in imminent danger of failing.

Fell and remove from site.

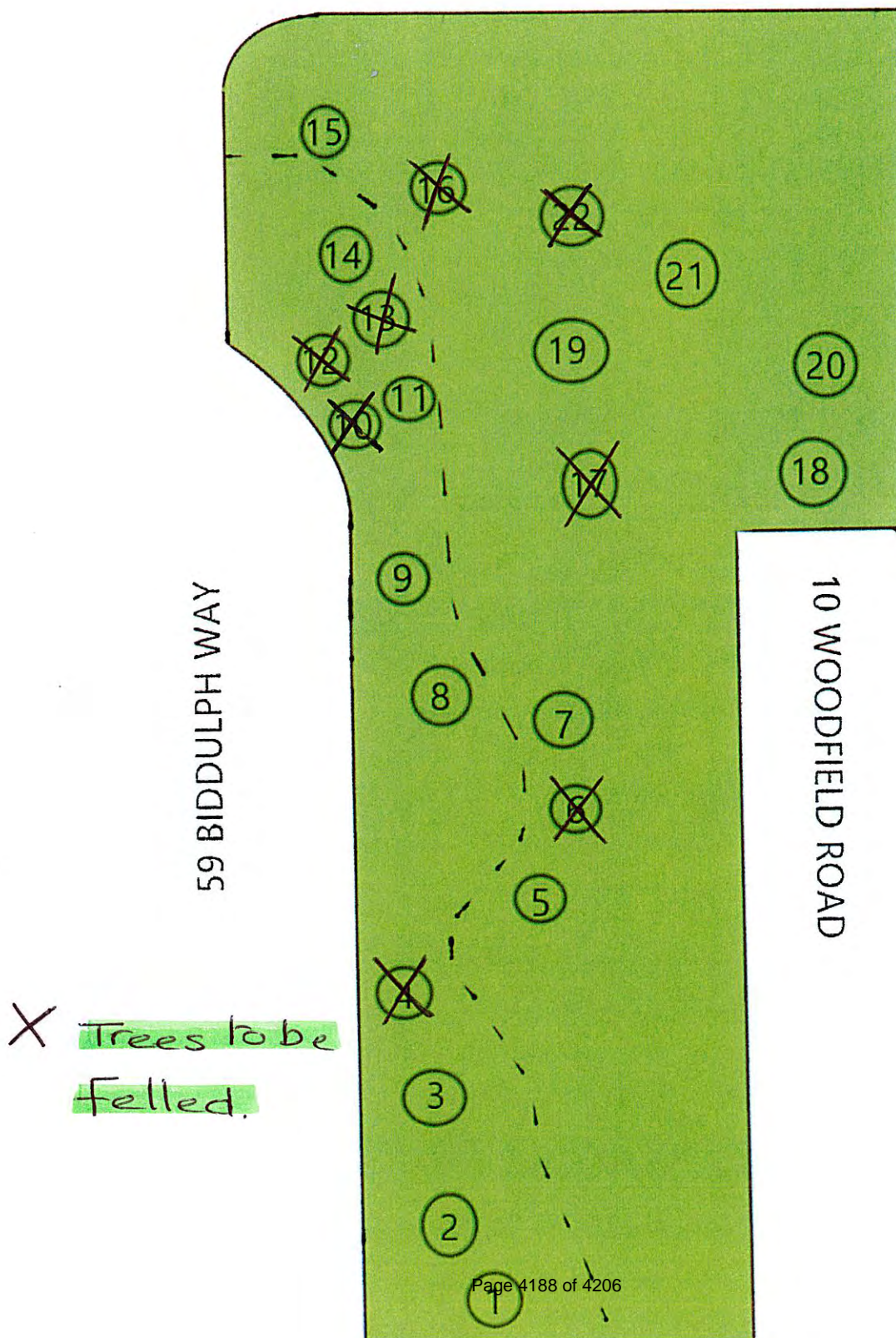
# BIDDULPH WAY AMENITY WOODLAND

SHEPARDS CLOSE



# BIDDULPH WAY AMENITY WOODLAND

SHEPARDS CLOSE





**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE  
HELD ON 3 JULY 2025**

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

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

**R193. APOLOGIES FOR ABSENCE**

None

**R194. DECLARATIONS OF INTEREST**

None received.

**R195. TO APPROVE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 29 MAY 2025**

**RESOLVED:**

**That the minutes of the meeting of the Resources Meeting held on 29 May 2025 be approved and signed as a correct record.**

**R196. DATE OF NEXT MEETING**

Two Councillors submitted their apologies for the meeting of the Resources Committee scheduled for 24 July 2025, which meant that the meeting would not be quorate.

It was agreed that the next meeting be pencilled in for 7 August 2025 but that this would only go ahead if there were a substantial amount of business to be considered due to there being a recess in August. If the August meeting does not go ahead the date of the next scheduled meeting will be 11 September 2025.

**RESOLVED:**

**That a date of 7 August be pencilled in for a meeting of the Resources Committee, noting that this meeting will only go ahead if there is a substantial amount of business for consideration. otherwise the next meeting of the Resources Committee will be 11 September 2025.**

**R197. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

**That in accordance with Section 1(2) of the Public Bodies Admission to Meetings Act 1960, in view of the confidential nature**

of the business about to be transacted, it was in the public interest that the press and public be excluded from the remainder of the meeting.

**R198. TO CONSIDER IN RESPONSE IN RESPECT OF POTENTIAL COMPENSATION OFFER**

It was noted that nothing further had been received..

**RESOLVED**

**That this item be deferred until such time as a response has been received.**

**R199. STAFFING MATTERS**

**RESOLVED:**

- 1. That Members receive and note the updates in respect of sickness absence, staff training and officer TOIL.**
- 2. That an annual report in respect of sickness absence be provided at the next meeting of the Resources Committee.**
- 3. Members were advised that the administrative assistant to the Clerk had completed the ILCA training course.**
- 4. That the Clerk follow up with Rialtas in respect of the additional elements to the finance software as previously discussed.**
- 5. That the Clerk consider taking at least one day off a month in an attempt to reduce her TOIL.**
- 6. That Post Holder 53 be offered an extension to the end of August 2025, subject to them providing evidence that units three and four have been completed and submitted for marking by the end of July, which will leave them with unit five to complete by the end of August.**
- 7. That all Councillors be afforded the opportunity to meet with Adam Kepple-Green in respect of the staff review.**

**R200. TO CONSIDER REQUEST FOR “ACTING UP PAYMENT FROM POST HOLDER 60**

Members were asked to consider a request from Post Holder 60 for remuneration for covering elements of the role of Post Holder 50 for a period of seven weeks due to sickness absence.

Members felt that the post holder had been exceptional in the manner in which they had taken on the responsibility of lead staff member for the Community Day event and felt that this should be recognised when making their decision on whether to pay an additional responsibility payment.

**RESOLVED:**

1. That Post Holder 60 be awarded an additional responsibility payment in the sum of £200 for the time spent undertaking work to cover the absence of post holder 50.
2. That the Post Holder be thanked for their efforts over the seven week period, and in particular her efforts and leadership in relation to Community Day.
3. That authority to make this payment in the July salary be delegated to the Clerk.

R201.

**CODE OF CONDUCT MATTERS – TO REVIEW MINUTE NO. 191 OF THE RESOURCES MEETING HELD ON 29 MAY 2025 AND CONSIDER ADVICE RECEIVED**

1. That Resolution 1 of minute no. 191 be set aside.
2. That a RECOMMENDATION be submitted to Council that the Council trials implementation of less than the full recommendation of the Standards Panel and permits Councillor Sinclair to participate in Task & Finish Groups and Working Party meetings, with the caveat that the Council reserves the option to rescind this trial.
3. That Resolution 2 of minute no. 191 be set aside.
4. That the Clerk respond to the chairman of the Standards Panel requesting formal distancing measures be recommended in relation to Councillor Bradford as follows:
  - a) Cllr Bradford should only send correspondence by email or in writing to the Council marked 'for the attention of the Clerk'.
  - b) Cllr Bradford communicates with the Council Offices by telephone only to the Clerk's mobile phone number.
  - c) Cllr Bradford attends the Council Offices only for approved meetings of council or councillors or, exceptionally, with the prior written permission of the Clerk or her Deputy.

- d) That mediation between Cllr Bradford and the complainant, taking a restorative approach to rebuilding a working relationship, be commenced when the first two Panel recommendations have been complied with.
  - e) That the distancing measures (a, b & c) apply only until the first two Panel recommendations are complied with and (d) has been commenced, or until the end of the current term of this council in May 2027.
- 5. That resolutions 3 & 4 of minute no. 191 be set aside.
  - 6. That the Chairman write to Councillor Sinclair reminding him of his responsibilities under the Code of Conduct, the Nolan Principles and the Civility & Respect Pledge which Ledbury Town Council has signed up to when corresponding with the Clerk and that he be asked to provide written assurance that he will comply with those responsibilities.
  - 7. That resolution 5 of minute no. 191 be set aside.
  - 8. That the Chairman write to Councillor Sinclair reminding him of his responsibilities under the Code of Conduct, the Nolan Principles and the Civility & Respect Pledge which Ledbury Town Council has signed up to and request a written undertaking that confidential material provided by the Council be treated appropriately.
  - 9. That the above letters be sent via recorded delivery once drafted.
  - 10. That resolution 6 of minute no. 191 remain as is.

The meeting ended at 7.06 pm.

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

<b>FULL COUNCIL</b>	<b>24 JULY 2025</b>	<b>AGENDA ITEM: 27</b>
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Report prepared by Angela Price – Town Clerk

## **CODE OF CONDUCT MATTERS – UPDATE**

### **Purpose of Report**

The purpose of this report is to provide Members with an update on code of conduct matters relating to Cllrs Bradford and Sinclair, and to provide context to the recommendations to full council included in the minutes of the Resources Committee of 3 July.

The report also provides an update on action taken by the Resources Committee as a result of a review of minute no. R191 and provides recommendations for Council to consider.

### **Detailed Information**

Earlier this year separate code of conduct complaints were upheld against Cllrs Bradford (COC093) and Cllr Sinclair (COC090). This Council resolved to adopt all the Monitoring Officer's recommendations for each of these code of conduct complaints and the Resources Committee was delegated authority to respond to the Chairman of the Standards Panel as regards recommendation 3 of COC093.

Cllr Bradford and Cllr Sinclair have each refused to comply with the recommendations of the Monitoring Officer that they apologise to their respective complainants for their behaviour and each undertake training as regards the aspects of their conduct which fall short of expectations of an elected member.

The Resources Committee met on 29 May 2025 and made resolutions regarding outstanding actions relating to these complaints and on further issues regarding Cllr Sinclair's continuing behaviour.

When Council met on 12 June 2025 to receive the minutes of the Resources Committee of 29 May, feedback on the resolutions made at that meeting had been received from the Monitoring Officer at Herefordshire Council. Consequently, Council determined to note the minutes, but to refer resolutions back to the Resources Committee for further consideration in the light of the feedback received.

The Resources Committee met again on 3 July 2025 when resolutions were agreed which were informed by the feedback previously received.

## **Councillor Sinclair**

On the matters concerning Cllr Sinclair's ongoing behaviour, the Committee resolved as follows:

- 6. That the Chairman write to Councillor Sinclair reminding him of his responsibilities under the Code of Conduct, the Nolan Principles and the Civility & Respect Pledge which Ledbury Town Council has signed up to when corresponding with the Clerk and that he be asked to provide written assurance that he will comply with those responsibilities.**
- 8. That the Chairman write to Councillor Sinclair reminding him of his responsibilities under the Code of Conduct, the Nolan Principles and the Civility & Respect Pledge which Ledbury Town Council has signed up to and request a written undertaking that confidential material provided by the Council be treated appropriately.**
- 9. That the above letters be sent via recorded delivery once drafted.**

The above resolutions were made following advice received from the Monitoring Officer which clarified that recommendations made in previously upheld code of conduct complaints regarding Cllr Sinclair's behaviour were insufficient to address the behaviours presently being challenged.

The letters and the written undertakings sought were the Committee's attempt to draw issues regarding Cllr Sinclair's behaviour to his attention and to obtain his assurance as regards his future behaviour. This was done in the hope and expectation that such assurances would be provided, and it would be unnecessary to consider raising further code of conduct complaints against Cllr Sinclair.

## **Current Status**

The Chairman wrote separately to Councillor Sinclair concerning resolutions 6 and 8, and both letters were sent via recorded delivery to his home address. On Tuesday 15 July 2025 Council was advised by Royal Mail that Councillor Sinclair had declined to accept receipt of the letters and they were returned to the Council undelivered.

Therefore, Members are now requested to consider next steps taking into account Councillor Sinclair's refusal to accept the letters sent to him by the Chairman, noting that the advice received from the Monitoring Officer makes it clear that if the Council wishes to take either of the above matters further, then formal Code of Conduct complaints would need to be raised on each issue.

## **Recommendation**

That Council:

1. Note Councillor Sinclair's refusal to take delivery of the two letters from the Chairman of the Council and assurances regarding his conduct have not been obtained.

2. Delegate responsibility to the Resources Committee to take further appropriate action as regards Cllr Sinclair's behaviour towards the Clerk and his handling of confidential material.

### **Cllr Bradford**

In the light of Cllr Bradford's refusal to apologise and receive training, the Resources Committee has resolved on 3 July 2025:

**That the Clerk respond to the chairman of the Standards Panel requesting formal distancing measures be recommended in relation to Councillor Bradford as follows:**

- a) **Cllr Bradford should only send correspondence by email or in writing to the Council marked 'for the attention of the Clerk'.**
- b) **Cllr Bradford communicates with the Council Offices by telephone only to the Clerk's mobile phone number.**
- c) **Cllr Bradford attends the Council Offices only for approved meetings of council or councillors or, exceptionally, with the prior written permission of the Clerk or her Deputy.**
- d) **That mediation between Cllr Bradford and the complainant, taking a restorative approach to rebuilding a working relationship, be commenced when the first two Panel recommendations have been complied with.**
- e) **That the distancing measures (a, b & c) apply only until the first two Panel recommendations are complied with and (d) has been commenced, or until the end of the current term of this council in May 2027.**

Alongside this action, the Chairman has written to Cllr Bradford advising him of this resolution and requesting that he reconsider his refusal to comply with the Monitoring Officer's recommendations.

### **Recommendation**

That Council:

1. Note that the Chairman of the Council has written to Cllr Bradford requesting that he accept and comply with the recommendations made concerning the determination of his code of conduct complaint.





<b>FULL COUNCIL</b>	<b>24 JULY 2025</b>	<b>AGENDA ITEM: 28</b>
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Report prepared by Angela Price – Town Clerk

## **AWARD FOR EXCEPTIONAL SERVICE**

### **Purpose of Report**

The purpose of this report is to provide Members with a suggestion on a way forward in respect of an award for exceptional service.

### **Detailed Information**

Members have previously discussed the introduction of an award for exceptional service to Ledbury and its community and it was agreed that the Clerk would provide a further report in respect of this.

Following the last discussion around this the Chairman and the Clerk attended a “Mayors Meeting” at which the new High Sheriff of Herefordshire, Helen Bowden, provided details of the High Sheriffs Award for Exceptional Service. This award provides what Ledbury Town Council had been considering and it is felt by both the Clerk and the Chairman that this could serve in place of a new award being set up by this Council.

The High Sheriff can make awards to citizens who have given outstanding service in helping the police carry out their duties. They can also make awards to recognise and celebrate the work of individuals and organisations within the County who have made outstanding contributions to the communities in which they live or work and the process for nominations is managed on-line via the High Sheriffs website (<https://www.highsheriffherefordshire.org/awards/>).

By making use of the High Sheriffs Award for Exceptional Service it would help reduce work levels on the current staff and also mean that the Council would not be required to set aside an annual budget for any award that they might have introduced.

### **Recommendation**

That Ledbury Town Council recognise the High Sheriffs Award for Exceptional Service and make use of this process as an alternative to creating a new award within Ledbury Town Council.



# MINUTES OF LEDBURY CARNIVAL ASSOCIATION COMMITTEE

## HELD ON WEDNESDAY 2<sup>nd</sup> JULY 2025 at TOWN COUNCIL OFFICES, CHURCH ST.

**PRESENT:** Mal Hughes (Chair) (MH), Sue Hughes (SH), Sonia Bowen (SB), Robin Hiseman (RH), Harold Armitage (HA), Johnny Chan (JC), Juri Hayes (JH).

		Action by
1.	<b>WELCOME AND APOLOGIES:</b> MH welcomed everyone and noted absent members as Ann Price (AP), Anita Griškāne (AG), David Kettle (DK).	
2.	<b>MINUTES OF PREVIOUS MEETING AND REPORT ON ACTION POINTS</b> MH reported the Minutes of the meeting held 4 <sup>th</sup> June had been previously circulated and were taken as read. It was noted that the balance in the Treasurer's Report should have been shown as £17,691.91. They were then approved as an accurate record. The remaining action points still to complete are shown in red in these Minutes.	
3.	<b>TREASURER'S REPORT</b> The bank account balance at today's date was £14,872.97. No further details as the Treasurer was away.	
4.	<b>FUNDRAISING AND SPONSORSHIP</b> 1. The new UKSPF grant appeal has been launched, DK to follow up. 2. SB suggested Nick Sims would help with grant applications. 3. DK will continue to apply for sponsorships and donations. 4. JC has received a return in relation to the Co-op grant received last year and he will complete and submit this. 5. SB advised she had approached Westons Cider for support (raffle prize or donation) but we now have to apply via their 50 mile project and has given this to DK to pursue.	DK DK  JC  DK
5.	<b>SECRETARY'S REPORT</b> 1 The MP Constituency Office has confirmed they will not be taking up our invitation to be Hon President. 2 Carnival insurance is now renewed for another year from 8 <sup>th</sup> July, with the amount of PL cover increased to £10m. Once Carnival is over for this year we will look again at possibly moving the renewal date away from around Carnival Day.	SB/SH
6.	<b>PROCESSION</b> 1. JC agreed to check the winning prize amounts for Children's entries with Jamie Hobby. JC reported he had not contacted Jamie but had looked back in his records and advised that the prizes were £50, £30 and £20, £100 in total. 2. SB asked whether we had enough rosettes for the winners, JC will order more. 3. A Ledbury Trader has agreed to man the Rugby Club Registration Desk on Carnival Day. JC to support. 4. RH was asked to promote and encourage Procession entries – large and small floats, families, singles - on social media. SB to liaise with RH. 5. SB has asked AgeUK to provide a judge for the mobility entries, as they are building us a new Carnival Stand.	JC  JC  SB/RH
7.	<b>ENTERTAINMENTS</b> 1. DJ Chris has agreed to bring his generator for children's entertainers use. 2. SH has finalised the Entertainments Timetable and will circulate it with these Minutes.	SH
8.	<b>ROAD CLOSURE/MARSHALLING/SECURITY</b> 1. JH/JC to take Dragonstar rep through a walk of Procession Route. 2. JH has met with Fire Brigade to complete their required Fire Risk assessment.	JH/JC

	3. SH will complete required information in the Event Management Plan and forward to JH. 4. JH will also review and update the Carnival Risk Register. 5. JH requires rough numbers of vehicles in the Procession and also roughly how many stalls will attend. 6. JC to supply information to Dragonstar about number and placing of road diversion signage.	SH  JH  JC
9.	<b>FIRST AID COVER</b> 1. Contract signed off now and all details confirmed. JH to arrange payment of invoice with Treasurer.	
10.	<b>WEBSITE</b> 1. RH continues to add news and photos.	
11.	<b>CARNIVAL PROGRAMME</b> <b>Programme:</b> 1. MH to write his Chairmans text for the Programme. 2. RH circulated a draft of the Programme for review. Some ads not finalised. SH to follow up Sue Ryder, British Red Cross, and Blue Cross; SB to chase LDA Meats and DFLegal; RH will follow up Daffodil Line. 3. RH needs a list of sponsors and a list of Helpers to go in Programme. SH to circulate a list for everyone to complete. <b>Front Cover Design Competition:</b> 4. The winning design and four runners-up design were handed to RH for inclusion in the Programme. 5. JC to provide certificate for winner and MH to produce press release.	MH  SH/SB/ RH  SH/All   JC/MH
12.	<b>PUBLICITY</b> 1. The work put in by Valdis in designing our carnival theme logo was acknowledged and MH will send a formal vote of grateful thanks for his time and effort. 2. SH will store the merchandise mugs, new homes flyers, and carnival posters. 3. SH will have a distribution list at the next meeting to complete for new homes flyers. 4. RH/AG offered to distribute posters/programmes to local businesses. 5. HA offered to distribute to village noticeboards and pubs. 6. If LDA Meats want their £100 ad we would be able to finance a larger volume of programmes. 7. Sale of mugs to be posted on Social media, with raffle tickets and on the Carnival Stand.	MH   SH RH/AG HA
13.	<b>SOCIAL MEDIA</b> 1. After discussion about Facebook, it transpires that there are two Ledbury Carnival FB pages. RH and JC will sort this out so only the correct one remains. JC reported Jan Meredith must action this and he will contact her. 2. RH has completed the template for any social media posts.	JC
14.	<b>STALLS</b> 1. DK submitted a brief update, where he is chasing paperwork from stallholders. 2. RH gave details of a Ghanaian food vendor – DK to follow up.	DK
15.	<b>RAFFLE</b> 1. AG suggested a new contact for a raffle prize, SB to follow up. 2. JC advised the raffle ticket numbering system will remain as last year. 3. We agreed to have 1500 raffle tickets printed. 4. One Stop have agreed to donate an iPad as first prize. Need to get more prizes.	SB  SB
16.	<b>SHOP WINDOW COMPETITION</b> MH to accompany the Ambassadors who will give out prizes. JC to take photos. The Town Crier and Children's Ambassadors are on alert to attend the Results Day.	

<b>17.</b>	<b>CHILDREN'S AMBASSADORS</b> Need to know how many will be at Rugby Club on Carnival Day. They will need to be available for the Prize Draw at 4pm. Can they attend to sell raffle tickets during August. We need to finalise a rota for raffle ticket sales.	MH/SH MH/SH MH/SH SH
<b>18.</b>	<b>CARNIVAL EQUIPMENT STORAGE</b> No update as yet and the stage steps are still where they were. It was suggested we investigate sourcing a lighter affordable version or affix lockable or retractable wheels to the current set.	
<b>19.</b>	<b>ANY OTHER NOTIFIED BUSINESS</b> <b>Float Winner Trophies:</b> SB investigated getting new trophies as the old ones were broken or getting worn. A firm in Ledbury are prepared to supply them at cost i.e 7 class winners and 1 overall winning Cup, for approx. £350. The general consensus was to buy new ones if the budget allows. AP to provide an up to date budget for next meeting. The old trophies are silver and are valuable so will become part of our permanent display when that comes to fruition.	<b>AP</b>
<b>20.</b>	<b>DATE OF NEXT MEETING</b> <b>Wednesday 16th July at Ledbury Town Council Offices.</b> <b>Future meeting dates are 6<sup>th</sup> August and 20<sup>th</sup> August.</b>	



# LEDBURY COMMUNITY CHOIR

www.lcchoir2.com

## Minutes of Committee Meeting held on 8<sup>th</sup> July 2025

**Present :** Jeff Sherwood (Chair), Sue Chopping (Membership), Mal Hughes Musical Director|) Sonia Bowen (SBN Treasurer), Sue Hughes (Music), Sue Bettington (Social), Rachel Boughen (Social Media), Jane Stinchcombe ( Joint Secretary) Ann Dex(Section Leader First Sops)

<b>1. Apologies for Absence:</b>	
	<ul style="list-style-type: none"> <li>Ronnie Parker (Joint Secretary)</li> </ul>
<b>2. Minutes of Previous Meeting:</b>	
	<ul style="list-style-type: none"> <li>The Minutes of a meeting held on the 13<sup>th</sup> June 2024 were approved.</li> </ul>
<b>3. Treasurer's Report:</b>	
	<ul style="list-style-type: none"> <li>The bank balance on the 8<sup>th</sup> July 2025 is £6,826.77 and after some expenses have been paid, this leaves a healthy balance £5,000 at the end of the year.</li> </ul>
<b>4. Secretary's Report:</b>	
	As requested, a copy of the minutes has been sent to Ledbury Town council and will continue to do so.
<b>5. Membership Secretary's Report:</b>	
	<ul style="list-style-type: none"> <li>There are 65 confirmed members.</li> <li>One new member from the community day but we still need to attract more and younger members, especially tenors and basses.</li> </ul>
<b>6. Musical Director's Report:</b>	
	<ul style="list-style-type: none"> <li>Our concert in October will be organised thanks to Jeff and it would be good to have added instrumental input e.g. drum and bass to take part also.</li> <li>Our Christmas concert will have a large repertoire of songs with one new idea of a South African carol a possibility. All members felt it was an excellent idea to involve other local musicians with the idea of approaching JMHS for an input from their pupils.</li> <li>April is the theme of Earth Day so Mal is working on the music, and some parts may have to be rearranged due to the small numbers of tenors/ bass members.</li> <li>The date of the American Independence Concert is July 6/13<sup>th</sup> 2026 with the possibility of inviting the local school to take part too or even perform it at JMHS. Mal to pursue this idea.</li> </ul>
<b>7. Social Activities</b>	
	Nothing to report
<b>8. Social Media</b>	
	Thanks to Rachel who continues to maintain our Facebook page. The addition of the flyer and other information to the website was discussed, in order to support the recruitment of new members,
<b>9. Any Other Business</b>	
	<p>Jeff asked if section leaders can talk to their group and find out what choir members would like to see in our social activities and report back to him/ to Sue Bettington please. It was felt that the choir Quiz was important as a fixed item so we can send a team forward to the town quiz.</p> <p>An idea of visiting various local groups to highlight our choir e.g. the Men's and Sheds group etc to target them possibly? An idea of a poster was raised to inform new people moving into Ledbury.</p> <p>We do require the role of a treasurer to be filled, and for any person interested in the role, Sonia is happy to coach them and again section leaders are asked to talk to members of their group about volunteering for this role.</p> <p>Volunteers are required to help Yen with the carnival float please so see her asap and be part of the team to represent the choir.</p>

## CHOIR CALENDAR

### As of 8<sup>th</sup> July 2025

Date	Event	Venue	Event Manager
<b>Monday 28<sup>th</sup> July</b>	<b>Choir AGM</b>	<b>Rugby Club</b>	
<b>Monday 1st September</b>	<b>Choir resumes</b>	<b>Rugby Club</b>	
<b>Monday 13<sup>th</sup> October</b>	<b>Autumn Concert</b>	<b>Rugby Club</b>	<b>JS</b>
<b>TBC</b>	<b>Choir Quiz</b>		<b>SB</b>
<b>Monday 22<sup>nd</sup> December</b>	<b>Christmas Concert</b>	<b>Rugby Club</b>	<b>SH</b>
<b>Monday April 27<sup>th</sup> 2026</b>	<b>Spring Concert Earth Day</b>	<b>Rugby Club</b>	<b>TBC</b>
<b>July 6th/13<sup>th</sup> 2026</b>	<b>Spring Concert American Independence</b>	<b>Rugby Club</b>	<b>TBC</b>



# LEDBURY COMMUNITY CHOIR

www.lcchoir2.com

## Minutes of Committee Meeting held on 13<sup>th</sup> June 2025

**Present :** Jeff Sherwood (Chair), Sue Chopping (Membership), Mal Hughes (Musical Director), Sue Hughes (Music), Sue Bettington (Social), Ronnie Parker (Joint Secretary).

<b>1. Apologies for Absence:</b>		
	<ul style="list-style-type: none"> <li>Rachel Boughen (Social Media), Sonia Bowen (SBN Treasurer), Jane Stinchcombe ( Joint Secretary)</li> </ul>	
<b>2. Minutes of Previous Meeting :</b>		
1.	<ul style="list-style-type: none"> <li>The Minutes of a meeting held on the 26<sup>th</sup> April 2025 were approved with the amendment to the cost of nibbles which was £25.00, so the total of £33.57 included gifts.</li> </ul>	
<b>3. Treasurer's Report :</b>		
	<ul style="list-style-type: none"> <li>Current bank balance is £6,811.71. we are projecting a balance at the end of the choir year after expenses of just over £5,000. Given this healthy balance moving into the choir year 2025/26 it is suggested that the fees remain the same at £90.00.</li> <li>After 3 years as Treasurer, I would like to step down and invite member of the choir to take over in September. The role is not onerous and allows more involvement with choir activities particularly for newer members, through attendance at the committee meetings. Nominations will be invited for the AGM.</li> </ul>	<b>SBN</b>
<b>4. Secretary's Report :</b>		
	<ul style="list-style-type: none"> <li>Letter received from Ledbury Town Council requesting that we send our meeting minutes to the council, to aid improved communication and coordination between us. Other community groups already do so it was agreed we will send ours. RP to respond to the council.</li> </ul>	<b>RP</b>
<b>5. Membership Secretary's Report :</b>		
	<ul style="list-style-type: none"> <li>There are an estimated 66 active members (13 Bass &amp; Tenors, 30 Sopranos, 21 Altos, plus Mal &amp; Mark )</li> <li>Community day went well with plenty of support from choir members, mostly ladies interested lack of male interest.</li> <li>Sue will arrange music for those who attend to have trial sessions.</li> <li>Sue C has had some issues with the membership account, Sue H working with Sue C to resolve. Outlook is more secure; it is intended to migrate to that from Hotmail.</li> </ul>	<b>SC</b>
<b>6. Musical Director's Report :</b>		
	<ul style="list-style-type: none"> <li>Due to the low numbers in Bass and Tenors this is beginning to have an effect on the balance of the choir, and I am considering the possibility of moving to three parts and just have basses.</li> <li>Suggested we have a recruitment drive aimed towards male voices, Sue H to contact Rachel and Jill Jupp to see what can be arranged.</li> <li>A new carol for Christmas has been proposed, Mal is trying to find the music.</li> <li>22<sup>nd</sup> of April is 2026 is Earth Day based around environmental protection this would be an informal concert, and we already have a good amount of music that we are familiar with and could use, so we could use some of the time to practise for the next concert. More research to be done on this.</li> <li>Spring concert date to be confirmed, but may be in April 2026 one possibility is that as this is 226 year of American Independence we do a concert based around this</li> <li>We could also share these one or both concerts with other groups (not necessarily ones we have shared with in the past)</li> </ul>	
<b>7. Social Activities</b>		
	<ul style="list-style-type: none"> <li>No nibbles after concerts this was a majority decision backed by the treasurer's review of budget and outgoings. We need to keep 12 months costs in the bank and as we are losing member need to keep control on finances.</li> <li>The skittles night was very quiet so may need to consider if we do this again</li> <li>Sue B to look at what we can do better to the quiz nights and talk to choir members on a one to one basis.</li> <li>Ceilidh is in the book however the show of hands was not over whelming; we have made the decision to cancel this. We need to fill the room and it was felt there was not enough commitment.</li> </ul>	

8. Social Media		
	1) Rachel Boughen continues to maintain our Facebook page. 2) A reminder that if anyone has any photos from events, please forward copies to RB on <a href="mailto:LedburyCCphotos@outlook.com">LedburyCCphotos@outlook.com</a> .	
10. Any Other Business: <ul style="list-style-type: none"> <li>Sue H to issue Choir Committee Job descriptions and will send out letters in the near future, nominations for vacancies to be in by the 4<sup>th</sup> of July 2025. Most have agreed to stay on for another year however we have vacancies for the following: -              Treasurer              Publicity (to join the publicity team with Sue H, Jill and Rachel)</li> </ul> If anyone is interested in being a Section leader, please contact the current section leader to discuss (especially 2 <sup>nd</sup> Sops!)		
<b>Date of next meetings - Tuesday the 8<sup>th</sup> of July at 10.00am - 7 Pound Close, Ledbury.</b>		

## CHOIR CALENDAR

### As at 13th June 2025

Date	Event	Venue	Event Manager
Monday 28 <sup>th</sup> July	Choir AGM	Rugby Club	
Monday 13 <sup>th</sup> October	Autumn Concert	Ruby Club	JS
Monday 1 <sup>st</sup> September	Choir resumes	Ruby Club	
Monday 22 <sup>nd</sup> December	Christmas Concert	Ruby Club	SH
April 2026 date to be confirmed	Spring Concert Earth Day	Ruby Club	
April 2026 date to be confirmed	Spring Concert American Independence	Ruby Club	