



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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23 January 2026

To: All Councillors

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL**, to be held on **Thursday, 29 January 2026 at 7.00 pm** in the **Town Council Offices, Church Lane, Ledbury, HR8 1DH** for the purpose of transacting the business shown in the agenda below.

Yours faithfully

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

FILMING AND RECORDING OF COUNCIL MEETING

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AGENDA

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

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

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

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

3. **To note the Nolan Principles**
<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>
4. **To note the General Duty on Public Authorities of Section 149 of the Equality Act 2010** (Page 5545)
5. **To approve and sign as a correct record the minutes of a meeting of Council held on 8 January 2026** (Pages 5547 - 5558)
6. **To receive and note the Action sheet** (Pages 5559 - 5562)
7. **To receive Chairman's Communications**
8. **To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)**

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

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

FINANCE, POLICY & GENERAL PURPOSES

10. **To receive and note Month 8 and 9 financial reports** (Pages 5563 - 5591)
 - i. Receipts and Payments 1 to 31 December 2025
 - ii. Balance sheet and Trial Balance – Month 9
 - iii. Budget Monitoring Reports 1 April – 31 December 2025
11. **To confirm verification of bank statements and reconciliations for October, November and December 2025**
12. **To approve invoices for payment for January 2026 (Final)** (Pages 5593 - 5596)
13. **Grant Funding Applications** (Pages 5597 – 5615)
 - i. Ledbury Poetry House – amount requested £5,000 towards new branding, including signage, banners, flags, printed material, set dressing and/or other visible materials that will be used across the town

(and beyond) during the 2026 festival – Local Government Act 1972 s.144

- ii. Ledbury V.I.P (Visually Impaired Persons) Club – amount requested £250.00 for a visit to Coddington Vineyard and Garden.
- iii. Request from Ledbury Places
- iv. Further information received from LEAF in respect of interest and plans for the future of Youth Provision in Ledbury

GOVERNANCE

- 14. To receive any updates in respect of Code of Conduct Matters** **(Standing Item)**
- 15. The future of Hybrid meetings and Live Streaming** **(Pages 5617 - 5621)**
- 16. To endorse the decisions recorded in the minutes since May 2023 of meetings with less than 6 Members present** **(Pages 5623 - 5624)**

PLANNING, ECONOMY & TOURISM

- 17. To consider Planning Consultations** **(Pages 5625 - 5626)**
- 18. To receive and note update on Planning Decisions** **(Pages 5627 - 5630)**
- 19. Licensing applications** **(Pages 5631 - 5632)**
 - i. To consider licensing applications review in respect of Ledbury Convenience Store, 23 High Street, Ledbury. HR8 1DS
 - ii. To consider licensing application review in respect of Flat 2, 23 High Street, Ledbury. HR8 1DS – mail order only premises
- 20. UK Town of Culture 2028** **(Pages 5633 - 5636)**
- 21. To consider and endorse proposals provided from Ledbury Ward Councillors in respect of Parish Ward Boundaries internal to the Ledbury Parish Boundary as part of the current Boundary Review** **(To follow)**
- 22. To give consideration to Wellington Heath Road Safety Request** **(Pages 5641 - 5644)**

ENVIRONMENT & LEISURE

- 23. Storage container & removal costs for surplus furniture and equipment** **(Pages 5645 - 5650)**

24. To receive and note the notes of a meeting to discuss the Events Working Party meeting held on 13 January 2026 and to consider any recommendations therein: (Pages 5651 - 5665)

24.1 *That the Council works in partnership with Ledbury Community Day and Sustainable Ledbury to deliver activities that align with and complement Ledbury Community Day programming.*

24.2 *That the CEO provides a report to Full Council setting out a proposed approach for The Great Big Green Week, including details of the financial implications and identification of the budget sources to support delivery*

24.3 *That the Events Working Party recommends to Full Council that Ledbury Town Council works in partnership with Ledbury Food Group again for the delivery of Ledbury Celebration 2026.*

24.4 *That Members of the Events Working Party recommend that the Council hold the Light Switch-on event in 2026 on Sunday, 22 November 2026, to avoid clashes with events in neighbouring towns.*

24.5 *That a recommendation be made to Full Council to approve a budget for £5,000 for the delivery of the 2026 Light Switch on event. This does not include the hire costs of market stands.*

24.6 *That members agree to the booking of entertainment at the Christmas Light Switch on event to secure bookings:*
i) *Hire of snow machine - £550 + VAT or possible purchase (see separate report)*
ii) *Winter walk about Fairy - £470 + VAT*
iii) *Red Earth Arts - £475 + VAT*
iv) *Hire of St Katherines Hall - £120 + VAT*

24.7 *That a recommendation be sent to Full Council to include funding to be included in the 2026/27 budget for a Virtual App project in, ensuring resources are available to support its development and delivery.*

25. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 807, 808 and 812 to be signed, granting the exclusive Right of Burial to those named on the interment form

26. To give consideration to and approve the draft Environment & Sustainability Policy (Pages 5667 - 5675)

27. Authorisation for officers to commission advice on options for alternative use of Council offices (Pages 5677 - 5678)

RESOURCES

28. To receive and note the minutes of the Resources Committee meeting held on 22 January 2026 (To follow)

GENERAL

29. Date Of Next Meeting

To note that the next meeting of Council is scheduled for Thursday, 19 February 2026

30. Exclusion of Press & Public

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

31. Grounds Contractor Extension (Pages 5679 - 5681)

32. To consider nominations for 2025/26 Citizen of the Year (Pages 5683 - 5684)

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

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

FULL COUNCIL	29 JANUARY 2026	AGENDA ITEM: 4
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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 8 JANUARY 2026**

PRESENT: Councillors Browning, Chowns, Eakin, Harvey (Chair), Kettle, Morris, and Troy

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

C1083. APOLOGIES FOR ABSENCE

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

C1084. DECLARATIONS OF INTEREST

Councillor Chowns declared a non-pecuniary interest in agenda item 15, due to being the Chair of Trustees at LYAS.

C1085. TO NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be noted.

C1086. TO NOTE THE GENERAL DUTY ON PUBLIC AUTHORITIES OF SECTION 149 OF THE EQUALITY ACT 2010

RESOLVED:

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

C1087. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 4 DECEMBER 2025

The Chair raised concerns about how the Notice of Motion had been dealt with at the meeting on 4 December. She was concerned that the decision taken had not been fully informed. The qualifying and bidding requirements have not yet been released by government for the Town of Culture initiative. Therefore, it is not yet possible to commit to submit a full bid.

The Chair proposed that, for the sake of safety, this decision be set aside and retaken at the council meeting scheduled for 29 January

2026. It was noted that Ross Town Council had committed to standing up a Working Group consider options to engage with the scheme as and when information becomes available

RESOLVED:

That the minutes of the meeting of Council held on 4 December 2025 be approved and signed as a correct record subject to the following amendments:

- 1. That Councillor Hughes be removed from the apologies list.**
- 2. That the wording in the penultimate sentence of minute C1062 be amended to read “consideration is being given to using some of the funds to improve signage...”**
- 3. Due to insufficient information being made available at the meeting of 4 December to fully commit to the scheme the decision in relation to the Town of Culture be resubmitted for consideration at the next meeting of Council on 29 January 2026.**

C1088. TO RECEIVE AND NOTE THE ACTION SHEET

RESOLVED:

That the action sheet be received and noted.

C1089. CHAIRMAN'S COMMUNICATIONS

The Chair advised that she had attended the Community Choir Christmas Concert which was a great success, raising donations for The ELY Memorial Fund and The Madison Shelbie Trust.

C1090. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)

None received.

C1091. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

None received.

C1092. TO RECEIVE AND NOTE MONTH 8 FINANCIAL REPORTS

The Chair noted that £17,736 of earmarked reserves have been transferred for works carried out throughout the year. Additionally, she noted that the current expenditure is almost exactly at the predicted level of 66.67%, standing at 66.31%.

Councillor Browning joined the meeting at 7:15pm

RESOLVED:

1. **Receipts and payments for 1 – 30 November 2025 be received and noted.**
2. **The balance sheet and trial balance for month 8 be deferred until the next meeting of Full Council scheduled for 29th January 2026, as the Chair of Finance Policy and General Purposes was not in attendance.**
3. **The budget monitoring reports for 1 April to 30 November 2025 be received and noted.**

C1093. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR OCTOBER AND NOVEMBER 2025

RESOLVED:

That this item be deferred until the next meeting of Full Council scheduled for 29 January 2026, as the Chair of Finance Policy and General Purposes was not in attendance.

C1094. TO APPROVE INVOICES FOR PAYMENT FOR JANUARY 2026 (INTERIM)

The Chair informed members that the Council are entering the third and final year of the current Christmas Lights Contract and that a new contractor will need to be identified with effect from 2027 and suggested setting up a Working Party.

RESOLVED:

1. **That the invoices for payment in the sum of £27,409.48 + VAT be approved for payment.**
2. **That the Accounts Clerk be instructed to undertake the actions outlined in points 2 and 4.**
3. **That officers ensure that all necessary adaptations to the mountings and electricity points for the Christmas Lights 2026 be progressed as a matter of priority.**

C1095. TO APPROVE A REQUEST FROM HEREFORDSHIRE COUNCIL IN RESPECT OF CCTV REVENUE FUNDING 2026-2027.

It was noted that there was an error in the correspondence which should read 'Ledbury' not 'Ross' at paragraph 4 of the letter from

Herefordshire Council. Councillor Chowns noted that the control room is moving to Plough Lane and recommended that Councillors take up the opportunity to visit the CCTV suite.

RESOLVED:

That the extension to the SLA Agreement with Herefordshire Council in respect of the town CCTV for 2026/27 be sought and that the 2026-27 contribution to CCTV operating costs be approved in the sum of £11,026.42.

C1096. TO RECEIVE AND NOTE THE DRAFT ACTUARIAL VALUATION REPORT – WORCESTERSHIRE LOCAL GOVERNMENT PENSION SCHEME.

RESOLVED:

That the Draft Actuarial Valuation report be received and noted.

C1097. TO GIVE CONSIDERATION TO A REQUEST RECEIVED FROM LEAF

Members were requested to give consideration to directing the two remaining payments ring fenced for LYAS to LEAF in the total of £5,000.

It was noted that at the meeting of Council held on 4 December 2025 a decision had been taken to provide funding in support of a full-time youth worker for Ledbury, to be managed under Community Hub.

It was felt that there was insufficient detail in the request from LEAF for Council to take an informed decision. It was suggested that, as part of the 2026/27 budget setting process, the balance of grant provision made by the council be considered against the three broad categories of: supporting older people, youth and community activities and that the funding previously granted to LYAS be moved in the interim to the Council's general reserves.

It was noted that the current grant funding allocated to LEAF ended in 2025/26 and that no multi-year funding application had been received in the timeframe requested.

Councillor Chowns left the room due to a Declaration of Interest in this item.

RESOLVED:

1. That the £10,000 ring fenced for LYAS from 2024-25 and 2025-26 be moved to the Councils general reserve.

2. That formal confirmation be sought from LYAS in respect of their delivery against their previous commitment to provide youth facilities in Ledbury.
3. That LEAF be asked to confirm what their interest and plans are in respect of additional provision of youth facilities in Ledbury.

Councillor Chowns rejoined the meeting at 7:32pm

C1098. TO APPROVE NEW OR AMENDED POLICIES - DRAFT ENVIRONMENT AND SUSTAINABILITY POLICY

The Chair noted that there were some amendments needed in respect of the Draft Environment and Sustainability Policy in particular references to local organisations and proposed that the policy be deferred to the meeting of Council on 29 January 2026.

RESOLVED:

1. That the Draft Environment & Sustainability Policy be deferred to the next meeting of Full Council scheduled for 29th January 2026 and that a tracked changed document be provided at that meeting
2. That metrics be included in the document to enable an understanding of how the policy is incorporated within the day to day management of the council.

C1099. TO FORMALLY NOTE THE RESIGNATION OF EDWARD COLEMAN

RESOLVED:

That the resignation of Edward Coleman be received and noted.

C1100. CODE OF CONDUCT MATTERS

RESOLVED:

None.

C1101. TO RECEIVE AND NOTE THE OUTCOME OF THE INVESTIGATION BY THE INFORMATION COMMISSIONER (CASE NUMBER: IC-383874-Y1C7)

RESOLVED:

That the outcome of the investigation by the Information Commissioner be received and noted.

C1102.

TO CONSIDER PLANNING CONSULTATIONS

1. **Application No. 253209** – Dropped kerb - **18 Lower Road, Ledbury, Herefordshire, HR8 2DH.**

RESOLVED:

No objection

2. **Application No. 253317** – Part change of use from a mixed residential and retail use to residential use. - **123 The Homend Ledbury Herefordshire HR8 1BP**
LISTED BUILDING CONSENT

RESOLVED:

No objection

3. **Application No. 253316** – Part change of use from a mixed residential and retail use to residential use. - **123 The Homend Ledbury Herefordshire HR8 1BP.**

RESOLVED:

No objection.

4. **Application No. 253151** – Installation of fibre optic cable and junction box – **16-18 Bye Street Ledbury Herefordshire HR8 2AA**
LISTED BUILDING CONSENT

RESOLVED:

That this application be deferred to the meeting of 29 January 2026 and that the Clerk seek further information regarding this application, highlighting that this building is believed to be the former Bishop's Palace and possibly one of the oldest buildings in Ledbury.

5. **Application No. 253280** – Replacement of small extension with a larger single storey extension. Small utility room to be added at front of garage and roof lights to be added to sloping roof. - **10 Oakland Drive, Ledbury, Herefordshire, HR8 2ER**

RESOLVED:

No objection

6. **Application No. 253088** – 1 Replacement of existing plant with new, removal of existing cold room and alterations to 2 no. openings to the rear, proposed laundrette and parcel lockers to front, and general redecoration to store – **Co-op Supermarket, New Street, Ledbury, Herefordshire, HR8 2EZ.**

RESOLVED:

No objection

7. **Application No. 253480** – Refurbishment of existing building – **233 The Homend, Ledbury, Herefordshire, HR2 1BS – LISTED BUILDING CONSENT**

RESOLVED:

No objection

C1103. TO RECEIVE AND NOTE THE UPDATE ON PLANNING DECISIONS

RESOLVED:

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

C1104. TO CONSDIER A ROAD CLOSURE REQUEST FROM THE TALBOT HOTEL

RESOLVED:

1. **That the Clerk advise Herefordshire Council and the applicant that Ledbury Town Council do not support the request for a road closure in New Street as per the request.**
2. **That the Talbot Hotel be encourage to talk with the Town Council about having access to St Katherine's Square as an alternative location for the event being proposed by the Talbot Hotel, noting that as this is a charity event there would be no charge to hire the square.**

C1105. TO GIVE CONSIDERATION TO A REQUEST FROM WELLINGTON HEATH ROAD SAFETY

Members were asked to give consideration to a request received from Wellington Heath in respect of funding towards Speed Indicator Devices (SID's) to be located in Wellington Heath.

RESOLVED:

1. That Ledbury Town Council support the request for funding in support of SID's for Wellington Heath in principal.
2. That the Clerk to respond seek further information on the following:
 - Anticipated costs for SIDs
 - Any additional funding Wellington Heath is seeking towards the provision of the SID's
 - What percentage of these costs are LTC being asked to contribute.
 - What timescales are involved with the installation of the SID's.

C1106. TO RECEIVE THE MARKET HOUSE QUINQUENNIAL SURVEY REPORT AND CONSIDER ANY RECOMMENDATIONS THEREIN

RESOLVED:

1. That the Market House quinquennial report be received and noted.
2. That officers be instructed to seek costings and provide a report back to Council detailing these costs in readiness for the Full Council meeting scheduled for 19th February 2026.
3. That Caroe & Partners be instructed to act as the Council's consultants, reviewing the quotations and overseeing any works commissioned.

C1107. TO APPROVE EXPENDITURE IN RESPECT OF DEFIBRILLATORS

RESOLVED:

1. That officers be instructed to purchase the defibrillator and associated items from Company 1 in the sum of ££1,440, noting that a local electrician has agreed to install the equipment free of charge.
2. That £750.00 be taken from budget line 118/4285, with the remaining balance of £690.00 to be taken from EMR336 (Community Projects).
3. That following the installation of the defibrillators Google Maps be informed of their locations.
4. That following installation an article is to be placed in the Newsletter and on Social Media Accounts to make the public aware of their location.

C1108. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF COUNCILLORS TO DISCUSS THE COUNCIL'S AMENITY MAINTENANCE PLANS HELD ON 11 DECEMBER 2025 AND TO CONSIDER AND RECOMMENDATIONS THEREIN.

The Chair advised that a meeting had been held between herself, the Clerk and Deputy Clerk with the Community Hub to consider a way forward in respect of Dog Hill Woods. She advised that due to delays in progressing this matter the Hub had advised that the timescale to use the funding received via UKSPF was the end of February and therefore no longer viable. However, the Hub had advised that there was an alternative source of funding now available which they intended to apply for which would enable this project to proceed.

RESOLVED:

- 1. That the minutes of a meeting of Councillors to discuss the Council's Amenity Maintenance Plans held on 11 December 2025 be receive and noted.**
- 2. That officers approach the Forestry Commission for indicative costs in respect of obtaining an updated Dog Hill Wood Management Plan to include any issues that have arisen since its original drafting, i.e. tree diseases etc..**
- 3. That subject to the Community Hub being successful in obtaining Awards for All funding officers work with Nic Sims and Hub volunteers in relation to Dog Hill Wood to include basic woodland maintenance, clearing undergrowth and coppicing, in line with work previously undertaken by volunteers in 2022/23.**
- 4. That officers contact the Men's Shed project to see if they would be interested in undertaking any general maintenance for the wooden benches, subject to the Council providing them with the necessary materials.**

That the current grounds contractor be asked if he would be willing to extend his current contract for a further 6 months whilst the staff review be progressed.

- 5. That the request for the Clerk to resubmit her report in respect of future cemetery provision to full council be amended to a meeting of Councillors to ensure all new councillors are fully informed as to the current situation and proposed future options with recommendations being made from that meeting to be submitted to a future Council meeting.**

6. That the request for officers to draw up a job description and personal specification in respect of the current vacancy of Cemetery Groundsman be deferred due to the ongoing staff review.

C1109. TO GIVE CONSIDERATION TO HAVING PANIC BUTTONS INSTALLED IN THE COUNCIL RECEPTION AND PAINTED ROOM

RESOLVED:

1. That this item be deferred to the end of April 2026 to allow for a decision regarding Council accommodation as part of the staffing review.
2. That the Deputy Clerk obtain further information regarding the procedure and timeline of installing the devices.
3. That consideration be given to the installation of a panic button in the Painted Room subject to it being possible to install one in reception at a later date once a decision has been made regarding council accommodation.

C1110. THAT IN ACCORDANCE WITH STANDING ORDER 23(A), AUTHORITY BE GIVEN FOR THE DEEDS OF EXCLUSIVE RIGHT OF BURIAL 805 AND 806 TO BE SIGNED, GRANTING THE EXCLUSIVE RIGHT OF BURIAL TO THOSE NAMED ON THE INTERMENT FORM

RESOLVED:

That in accordance with Standing Order 23(a), authority be granted for the Deeds of Exclusive Rights of Burial numbers 805 and 806 to be signed.

Councillor Eakin left the room at 20:21

C1111. TO RECEIVE AND NOTE THE NOTES OF A MEETING TO REVIEW LEDBURY'S HERITAGE BUILDINGS HELD ON 31 OCTOBER 2025 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATION THEREIN

RESOLVED:

That the notes of a meeting to review Ledbury's Heritage Buildings held on 31 October 2025 be received and noted.

Councillor Eakin returned to the meeting at 20.27

C1112. TO APPROVE RECOMMENDATIONS FROM THE EVENTS WORKING PARTY

RESOLVED:

1. That Officers be authorised to proceed with the organisation of Ledbury World Bookfest 2026 as detailed within the report provided to Council.
2. That the budget of £3,500.00 with a £250.00 contingency to support the delivery of the programme of activities, promotional initiatives, and marketing be approved.
3. That the programme should include one author with associated pre-event school visits.
4. That officers work with Goal 17 – Herefordshire Volunteering as the platform for coordinating volunteering opportunities in Ledbury and that this be promoted to local organisations, businesses and residents.
5. That a review be provided on the success and implementation of the Volunteer database to council in 18 months', being July 2027.

C1113. TO RECEIVE AND NOTE THE MINUTES OF THE RESOURCES COMMITTEE MEETING HELD ON 4 DECEMBER 2025

RESOLVED:

That the minutes of the meeting of the Resources Committee meeting held on 4 December 2025 be received and noted.

C1114. TO NOMINATE COUNCILLOR REPRESENTATIVE TO STAND FOR ELECTION AS TOWN COUNCIL DIRECTOR ON HEREFORDSHIRE COUNCIL BID BOARD AT NOVEMBER 2026 AGM

RESOLVED:

That the Chair of the Planning Committee at the time of election should be the named representative put forward as a nomination, noting that this will be agreed at the Annual Council meeting in May 2026.

C1115. TO RECEIVE AND NOTE THE DRAFT MINUTES OF A MEETING OF THE MASEFIELD MATTERS MEETING HELD ON 9 DECEMBER

2025 AND TO CONSIDER ANY RECOMMENDATIONS THEREIN

RESOLVED:

1. **That the minutes of a meeting of the Masefield Matters meeting held on 9 December 2025 be received and noted.**
2. **That the request for a two-month extension of the Masefield Matters Project Assistant to end 31 May 2026 be approved.**
3. **That Ledbury Town Council provide funding to support the two-month extension and that funding in the sum of £4,482.56 be added to the salaries line in the 2026/27 budget.**

C1116. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of Council is scheduled for Thursday, 29 January 2025.

C1117. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

As there were no confidential reports to be provided from the meeting of the Resources Meeting held on 8 January 2026 it was agreed that there was no further meeting and that the meeting was declared closed.

The meeting ended at 8.38 pm.

Signed **Dated**

FULL COUNCIL

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
30-Oct-25					
C1002	That all three committees be reinstated with effect from April 2026 at the latest, subject to detailed plans be presented to council by the March 2026 meeting.	TC and Cllrs	By April 2026	Clerk to arrange initial meeting to discuss committee structure and delegation, staff review and all other related matters to ensure progress on a return to committee meetings in April 2026 - to include quorum of committees	In progress
13-Nov-25					
C1034(3)	The Clerk to contact the LTC's current electricity provider to seek clarification in respect of implications for electricity costs due to the TNUoS increase.	TC		Dec-25 Clerk has made initial enquiries with Octopus. Despite this information being available online Octopus advised that they were not aware of any increase in April 2026 - Clerk is continuing to look into this.	In progress
C1044(5)	Officers to prepare a draft long-term plan concerning all heritage buildings owned by the council.	DTC	Jan-26		On going
04-Dec-25					
C1063.2	Set up a Town of Culture 2028 Working Group	TC/CEO	Jan-26	Meeting date to be agreed and invites sent out accordingly - This item has been referred back to meeting of 29.01.2026 for further consideration	Completed
C1075.3	The BID be approached for funding towards the cost of maps and new Perspex fronts of the noticeboards where	DTC	Feb-26	The CEO is to meet with Al Braithwaite and Susie McKechnie to discuss next steps	In progress

C1077.1	Officers progress the exhibition space proposal for the Carnival, the Canal Trust and Little Strömstad, subject to a suitable storage solution being identified for items that are currently stored in the Market House.	DTC	Jan-26	Report being presented to Full Council on 29 January 2026 regarding storage and removal costs in order for space to be cleared.	In progress
C1077.2	Officers encourage the use of the centre of the upstairs of the Market House for Saturday Markets.	CEO	Feb-26	Once space has been cleared on upper floor level, then Officers can promote this space for the charter market	In progress
8th January 2026					
C1094.2	202/4400 should be journalled to 325 in relation to viking stationary. 115/4650 EMR movement agreed in relation to MAP Group	AC	12.01.2026	Accounts clerk advised journal to be done	Completed
C1094.3	That officers ensure that all necessary adaptations to the mountings and electricity points for the Christmas Lights be progressed as a matter of priority.	TC	Jan-26	TC in communication with Festive Lighting and fabrication company re new design for mounting points. Letters to be sent to property owners to advise of the need to change the mounting points. TC to contact Planning Authority re two of the properties as these are Listed Buildings	On-going
C1097.1	The £10,000 ring fenced for LYAS be moved to the Councils general reserve.	AC	12.01.2026	Unspent funds automatically fall into general reserve at year end.	Completed
C1097.2	Clarification be sought from LYAS in respect of their future role and whether they are now stepping away from their previous commitment to provide youth facilities in Ledbury.	TC	Jan-26	Waiting on contact details of Trustees	In progress
C1097.3	LEAF be asked to confirm what their interest and plans are in respect of the provision of youth facilities in Ledbury.	TC	12.01.2026	Email sent to LEAF - response awaited	In progress
C1098.1	The draft Environment and Sustainability Policy be amended in readiness for the next FC meeting.	EH	19.01.2026	Policy to be included on agenda for 29.01.2026	Completed

C1102.4	Seek further information regarding this application, highlighting that this building is believed to be the former Bishop's Palace and possibly the oldest building in Ledbury.	TC	19.01.2026	Additional information now available on planning portal - application to be considered at meeting of 29.01.2026	Completed
C1104.1	Advise Herefordshire Council and the applicant that LTC do not support the request for a road closure in New Street as per the request.	TC	12.01.2026	Applicant and HC advised of Council decision	Completed
C1104.2	LTC invite The Talbot to access to St Katherine's Square as an alternative location for the event being proposed for no charge.	TC	12.01.2026	Email sent to Talbot Hotel - no response received confirming they wish to take up offer of St Katherine's Square	Completed
C1105.2	Correspond with Wellington Heath Road Safety to seek further information	TC	12.01.2026	email sent awaiting further information	Completed
C1106.2	Costings to be obtained re quinquennial report and reported back to Full Council	DTC	29.01.2026	DTC to meet with Caroe on 29 January 2026 to discuss initial works required for Market House and Council offices.	In progress
C1108.2	Approach the Forestry Commission in respect of obtaining an updated Dog Hill Wood Management Plan	DTC		DTC has contacted the Forestry Commission. A new management plan needs to be drawn up and the Forestry Commission has suggested that an Agent is appointed to write up the plan for the council. Grant funding is available for this so Feb-26 additional information is being sought.	In progress
C1108.4	Contact the Men's Shed to see if they would be interested in undertaking any general maintenance for the wooden benches	TC	20.01.2026	Meeting arranged for 23.01.2026	Completed
C1108.5	Arrange meeting of councillors regarding cemetery provision.	DTC	19.01.2026	meeting arranged for 26.02.2026 completed	
C1109.1	That this item be deferred to the end of April 2026 to allow for a decision regarding Council accommodation as part of the staffing review.	TC	Apr-26		Ongoing

<p>C1109.2 That the Deputy Clerk obtain further information regarding the procedure and timeline of installing the devices.</p>	<p>That consideration be given to the installation of a panic button in the Painted Room subject to it being possible to install one in reception at a later date once a decision has been made regarding council accommodation.</p>	<p>DTC</p>	<p>Feb-26</p>	<p>Information awaited from contractors</p>	<p>In progress</p>
<p>C1109.3</p>		<p>DTC</p>	<p>Feb-26</p>	<p>Information awaited from contractors</p>	<p>In progress</p>

FULL COUNCIL	29 JANUARY 2025	AGENA ITEM: 10
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Report prepared by Angela Price – Town Clerk/Responsible Finance Officer

FINANCE OVERVIEW REPORT FOR THE 9 MONTHS ENDING 31 DECEMBER 2025

This report provides a high-level summary of the 6 months balance sheet/trial balance and budget performance the full analysis is contained within agenda item 10.

	Actual to date (£)	Annual Budget (£)	Variance to Annual Budget (£)	% spend to Budget
Income - Precept	734,622	734,622	0	100.0%
Income - Other	55,850	51,103	£ 4,747	109.29%
Expenditure	587,882	785,725	£197,843	74.82%

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

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

Tree works and perimeter wall (Church Yard)	£11,337
New CCTV in council offices	£ 4,413
Cemetery Grounds maintenance	£ 1,000
Ledbury in Bloom (watering)	£ 4,564
TOTAL EMR TRANSFERS	<u>£21,314</u>

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

The actual total expenditure to date represents 74.82% of the annual budget which is within the expected 66.67% at the end of month 8 of the financial year.

Cash balances at the end of November were £502,190, which includes the receipt of the annual precept funds, and the National Lottery Fund John Masefield award carried forward from 2024/25.

To date £21,314 has been allocated from reserves. The general reserves stand at £180,337 and ear-marked reserves at £161,675 at the end of November.

RECOMMENDATION

That the above information be received and noted, noting that the 2025/26 budget is in line with the expected percentage of 75% at the end of month 9 (third quarter) of the financial year.

21/01/2026

Ledbury Town Council Current Year

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Cashbook 1

User: SAE

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

Receipts received between 01/12/2025 and 31/12/2025

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2567	Banked: 01/12/2025	47.00						
2567	David Grindrod		47.00		1090	301	47.00	Charter Market
2567	Banked: 01/12/2025	-47.00						
2567	David Grindrod		-47.00		1090	301	-47.00	Charter MArket
Deposit	Banked: 02/12/2025	52.52						
Deposit	G Harris		52.52		1460	120	52.52	Wedding Deposit
2564	Banked: 02/12/2025	58.50						
2564	Le Delice		58.50		1090	301	58.50	Charter Market
Market	Banked: 02/12/2025	25.00						
Market	A Vincent Lloyd		25.00		1090	301	25.00	Charter Market
Pottery	Banked: 02/12/2025	47.00						
Pottery	Caroline Bousefield		47.00		1090	301	47.00	Charter Market
Deposit	Banked: 02/12/2025	-52.52						
Deposit	G Harris		-52.52		1460	120	-52.52	Ceremony Room
2564	Banked: 02/12/2025	-58.50						
2564	Le Delice		-58.50		1090	301	-58.50	Charter Market
Market	Banked: 02/12/2025	-25.00						
Market	Bakes by Holly		-25.00		1273	127	-25.00	Late night market
Pottery	Banked: 02/12/2025	-47.00						
Pottery	Caroline		-47.00		1090	301	-47.00	Charter Market
	Banked: 04/12/2025	20,000.00						
TRS031225	Premier A/c (736) Comm Call	20,000.00			202		20,000.00	Transfer 736-235
2569	Banked: 08/12/2025	28.50						
2569	LN Thompson		28.50		1090	301	28.50	Charter Market
2570	Banked: 08/12/2025	23.50						
2570	Flics Rustic Bakes		23.50		1090	301	23.50	Charter Market
2565	Banked: 08/12/2025	22.50						
2565	Kelly Dilley		22.50		1090	301	22.50	Charter Market
2570	Banked: 08/12/2025	-23.50						
2570	Flics Rustic Bakes		-23.50		1090	301	-23.50	Charter Market
2569	Banked: 08/12/2025	-28.50						
2569	Thompson		-28.50		1090	301	-28.50	Charter Market
Ceremony	Banked: 09/12/2025	199.50						
Ceremony	Natasha Bray		199.50		1460	120	199.50	Wedding payment
Interest	Banked: 09/12/2025	210.83						
Interest	Lloyds Bank		210.83		1870	220	210.83	Bank Interest

Subtotal Carried Forward: 20,432.83 0.00 0.00 20,432.83

21/01/2026

Ledbury Town Council Current Year

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Cashbook 1

User: SAE

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

Receipts received between 01/12/2025 and 31/12/2025

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2565	Banked: 09/12/2025	-22.50						
2565	Kelly Dilley	-22.50			1090	301	-22.50	Charter Market
Ceremony	Banked: 09/12/2025	-199.50						
Ceremony	Natasha Bray	-199.50			1460	120	-199.50	Ceremony Room
Interest	Banked: 09/12/2025	-210.83						
Interest	Lloyds Bank	-210.83			1870	220	-210.83	Bank Interest
500540	Banked: 10/12/2025	1,272.00						
500540	Painted Room Sales	1,272.00			1450	105	244.90	Painted Room & Reception
					1451	105	912.78	Painted Room & Reception
					1034	301	16.52	Painted Room & Reception
					1471	127	97.80	Painted Room & Reception
500541	Banked: 12/12/2025	156.50						
500541	Dawes Brothers	109.50			1100	102	109.50	Interment
500541	Monmouth Memorials	47.00			1130	102	47.00	Memorials
	Banked: 18/12/2025	30,000.00						
Counter	Premier A/c (736) Comm Call	30,000.00			202		30,000.00	Counter Transaction 736-
	Banked: 18/12/2025	8,000.00						
Counter	Premier A/c (736) Comm Call	8,000.00			202		8,000.00	Counter Transaction
	Banked: 19/12/2025	25,000.00						
TRS736-	Premier A/c (736) Comm Call	25,000.00			202		25,000.00	Transfer 736-235
500542	Banked: 24/12/2025	117.00						
500542	Max's Fish Sales	117.00			1090	301	117.00	Charter Market
CARD	Banked: 31/12/2025	15.30						
CARD	Barclaycard	15.30			1471	127	15.00	Dog bags & TI
					1034	301	0.30	Dog bags & TI
FSERV	Banked: 31/12/2025	195.83						
FSERV	Dawes Brothers	195.83			1100	102	195.83	Interment
Total Receipts:		84,756.63	0.00	0.00			84,756.63	

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Ledbury Town Council Current Year

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Cashbook 3

User: SAE

Premier A/c (736) Comm Call

Receipts received between 01/12/2025 and 31/12/2025

Nominal Ledger Analysis

Receipt	Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
INTER		Banked: 01/12/2025	195.83						
INTER		Dawe Bros		195.83		1100	102	195.83	Interment
2567		Banked: 01/12/2025	47.00						
2567		David Grindrod		47.00		1090	301	47.00	Charter Market
WEDDING		Banked: 01/12/2025	52.52						
WEDDING		FG Harris		52.52		1460	120	52.52	Ceremony Room Income
2564		Banked: 01/12/2025	58.50						
2564		Le Delice		58.50		1090	301	58.50	Charter Market
LATE		Banked: 01/12/2025	25.00						
LATE		Bakes by Holly		25.00		1273	127	25.00	Late night event
MARKET		Banked: 05/12/2025	47.00						
MARKET		Caroline Hub		47.00		1090	301	47.00	Charter Market
2570		Banked: 05/12/2025	23.50						
2570		Flics Rustic Bakes		23.50		1090	301	23.50	Charter Market
2569		Banked: 05/12/2025	28.50						
2569		Thompson		28.50		1090	301	28.50	Charter Market
2565		Banked: 09/12/2025	22.50						
2565		Kelly Dilley		22.50		1090	301	22.50	Charter Market
BRAY		Banked: 09/12/2025	199.50						
BRAY		Natasha Bray		199.50		1460	120	199.50	Ceremony room
INTEREST		Banked: 09/12/2025	210.83						
INTEREST		Lloyds Bank		210.83		1870	220	210.83	Bank interest
SALARY		Banked: 19/12/2025	7,172.09						
SALARY		Staff Salaries		7,172.09		4000	230	7,172.09	Mth 9 Payroll
		Banked: 23/12/2025	706.50						
		Sales Recpts Page 1		706.50	706.50		100		Sales Recpts Page 1
TAYN		Banked: 29/12/2025	22.50						
TAYN		Taynton Farm Sales		22.50		1090	301	22.50	Charter Market
LFR		Banked: 31/12/2025	195.83						
LFR		Dawes Brothers		195.83		1100	102	195.83	Interment
Total Receipts:			9,007.60	706.50	0.00			8,301.10	

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Ledbury Town Council Current Year

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Public Sector Deposit Fund

Receipts received between 01/12/2025 and 31/12/2025

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
INT	Banked: 31/12/2025	575.03						
INT	The Public Sector Deposit Fund	575.03			1870	220	575.03	Bank Interest
	Total Receipts:	575.03	0.00	0.00			575.03	

List of Payments made between 01/12/2025 and 31/12/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2025	Red Earth Arts	BACS	1,500.00	Masefield Matters	Childrens workshops
01/12/2025	Red Earth Arts	BACS	600.00	Masefield Matters	Childrens Workshops
01/12/2025	Advansys Ltd	DD	123.60	53375	Web support
03/12/2025	Hey Yahs Music	BACS	1,200.00	23112025	Christmas light switch on
03/12/2025	Megabounce	BACS	760.00	Christmas event	Market stall stands
09/12/2025	Heating Maintenance Services L	183	588.00		Lights,PIR, sockets install
09/12/2025	Signworx Hereford Ltd	185	222.00		A2 Correx Boards
09/12/2025	Signworx Hereford Ltd	186	94.00		Flyer for Christmas Lights
09/12/2025	Signworx Hereford Ltd	188	286.00		Christmas Banner
09/12/2025	Signworx Hereford Ltd	189	486.00		LTC Newsletter
09/12/2025	John Walsh Tree Surgery	190	3,188.00		Tree Works Biddulph Way
09/12/2025	P F Cusack(Tool Supplies) Ltd	191	174.72		Signage for Light Switch
09/12/2025	Mike Fray Town Cyer	193	500.00		Town Cryer Unif contribution
09/12/2025	Caroe & Partners Architects	194	2,760.00		Quinquennial inspection
09/12/2025	Fran White	195	62.50		Play equipment Inspection 25
09/12/2025	John Masefield High School	196	465.39		Cutty Sark Teacher cover
09/12/2025	PPL PRS Ltd	655.69	655.69		Music Licence
09/12/2025	Angela Price	164	180.00		Mileage for Nov
09/12/2025	Julia Lawrence	165	53.30		Mileage Nov 25
09/12/2025	Turners Agricultural	166	313.80		Parts & charge for trailer
09/12/2025	IAC Audit and Consultancy Ltd	167	478.80		Internal Invoice
09/12/2025	St John Ambulance	168	240.24		First Aid Christmas
09/12/2025	Dolphin Tec	169	259.20		2 x scan connectors
09/12/2025	Clerks and Councils Direct	170	15.50		Subscription
09/12/2025	Online Playgrounds (OLP)	171	460.80		Replacement ropes for swing
09/12/2025	P J Nicholls Ltd	172	55.07		Fuel for LTC Van
09/12/2025	Stephen C Large Landscape Gard	174	420.00		Assist with Foamstream
09/12/2025	Stephen C Large Landscape Gard	175	270.00		Transporting Gazebos
09/12/2025	Mews Bouche	176	106.55		Hospitality MM
09/12/2025	Pestforce	178	90.00		Bait stations replenished
09/12/2025	Isabel Lewis	179	112.81		Mileage
09/12/2025	Amy Jones	180	460.00		Christmas Fairy
09/12/2025	Ledbury Poetry Ltd	181	20.00		Room Hire Masefield Matters
09/12/2025	Ledbury Garden Machinery	198	26.40		Call out Foam Machine
09/12/2025	Chubb Fire & Security	199	375.32		Engineers visit request
09/12/2025	Angela Price	200	103.48		British newspaper archive
09/12/2025	Amazon EU UK Branch	203	17.05		Housekeeping
09/12/2025	Amazon EU UK Branch	204	10.90		Paper Serviettes
09/12/2025	Amazon EU UK Branch	205	64.76		Bin Bags
09/12/2025	Steve Maund	212	1,120.00		Lengthsman Duties Aug-Nov 25
09/12/2025	D M Property Maintenance	213	1,608.74		Contract works
09/12/2025	Viking Office UK Ltd	214	461.43		Staionery & Housekeeping
09/12/2025	Angela Price	215	94.24		Subscription for CANVA
09/12/2025	Amazon EU UK Branch	216	15.18		Outdoor Christmas Lights
09/12/2025	Amazon EU UK Branch	217	70.34		PPE for LTC staff
09/12/2025	Amazon EU UK Branch	218	5.49		Extra long safety matches
09/12/2025	Amazon EU UK Branch	219	12.75		Hot chocolate candle lighting

List of Payments made between 01/12/2025 and 31/12/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
09/12/2025	Amazon EU UK Branch	220	15.90		Tea lights for candle lighting
09/12/2025	Hillside	BACS	390.00	Christmas lights	PA System for MM and Xmas
15/12/2025	Lloyds Bank	BACS	100.00	Monies to Charity Ac	Monies to Charity Account
18/12/2025	Ledbury Town Council	BACS	1,861.67	Payroll Mth 9	Staff Salaries
18/12/2025	Staff Salaries	BACS	21,524.34	Payroll Mth 9	Staff Salaries
18/12/2025	Staff Salaries	BACS	-0.11	Staff Salaries	Payroll mth 9
18/12/2025	Staff Salaries	BACS	0.22	Staff Salaries	Payroll Mth 9
23/12/2025	Aviary Apparel Ltd	338	160.00		Childrens christmas gifts
29/12/2025	Lloyds Bank	BACS	32.23	Service Charge	Bank Charges
31/12/2025	Staff Salaries	BACS	7,736.24	Payroll Mth 9	Staff Salaries
31/12/2025	Screwfix	295	299.70		Post Hole Digger
31/12/2025	DTBC Ltd t/a Thompson & Co	303	24.00		Payroll Balance
31/12/2025	Takepayments Ltd	304	60.00		PR Card Machine
31/12/2025	Telefonica Uk Ltd	306	307.12		LTC Mobile phones
31/12/2025	Octopus Energy Ltd	307	1,195.37		LTC Electricity
31/12/2025	Barclays Bank PLC	309	25.76		PR Card Machine
31/12/2025	Octopus Energy Ltd	311	204.94		LTC Electricity
31/12/2025	EON Next Energy	313	2,162.45		Market House Electricity
31/12/2025	OMSUK Ltd	314	2,357.12		Managed IT Service
31/12/2025	West Mercia Energy	315	43.05		Barrett Browning electricity
31/12/2025	Dolphin Tec	316	538.31		Photocopier readings
31/12/2025	Oncecom Ltd	318	487.33		Telephone Services
31/12/2025	EE Business	320	10.80		Wedding Co-ordinator mobile
31/12/2025	DWRCYMRU	321	72.66		LTC Water
31/12/2025	Citation Ltd	323	350.14		EAP
31/12/2025	Waterplus Group Ltd	21.51	21.51		Water Drainage LTC
31/12/2025	Lloyds Bank Plc	328	16.80		Bank Charges
31/12/2025	Herefordshire Council	329	79.00		Market House Rates
31/12/2025	Herefordshire Council	330	101.00		Mortuary Rates
31/12/2025	Herefordshire Council	213	213.00		Cemetery Rates
31/12/2025	Herefordshire Council	332	697.00		LTC Rates
31/12/2025	DTBC Ltd t/a Thompson & Co	333	55.20		Payroll
31/12/2025	Three Counties Bookshop & Art	334	149.75		Childrens christmas gifts
31/12/2025	Ledbury Books and Maps	336	70.00		Childrens christmas gifts
31/12/2025	Blandfords	1141	1,141.00		Childrens Christmas gifts

Total Payments 63,691.55

List of Payments made between 01/12/2025 and 31/12/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/12/2025	Lloyds A/c (235& 174)(Bus Ext)	TRS031225	20,000.00		Transfer 736-235
18/12/2025	Lloyds A/c (235& 174)(Bus Ext)	Counter	30,000.00		Counter Transaction 736-235
18/12/2025	Lloyds A/c (235& 174)(Bus Ext)	Counter	8,000.00		Counter Transaction
19/12/2025	Lloyds A/c (235& 174)(Bus Ext)	TRS736-235	25,000.00		Transfer 736-235
Total Payments			83,000.00		

Date: 21/01/2026

Ledbury Town Council Current Year

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Cashbook 3

User: SAE

Premier A/c (736) Comm Call

Payments made between 01/12/2025 and 31/12/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
04/12/2025	Lloyds A/c (235& 174)(Bus Ext)	TRS031225	20,000.00			200		20,000.00	Transfer 736-235
18/12/2025	Lloyds A/c (235& 174)(Bus Ext)	Counter	30,000.00			200		30,000.00	Counter Transaction 736-235
18/12/2025	Lloyds A/c (235& 174)(Bus Ext)	Counter	8,000.00			200		8,000.00	Counter Transaction
19/12/2025	Lloyds A/c (235& 174)(Bus Ext)	TRS736-235	25,000.00			200		25,000.00	Transfer 736-235
Total Payments:			83,000.00	0.00	0.00			83,000.00	

Date: 21/01/2026

Ledbury Town Council Current Year

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Cashbook 6

User: SAE

Petty Cash

Payments made between 01/12/2025 and 31/12/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/12/2025	JMart Ledbury Service Station	PCASH	24.31		4.05	4170	202	20.26	Fuel & Wheel for sack truck
03/12/2025	Andi Yoni	PCASH	9.00			4607	127	9.00	Volunteer sustenance Christmas
03/12/2025	Aldi	PCASH	31.25			4607	127	31.25	Mince pies town carol service
04/12/2025	C Westbury	PCASH	15.00		2.50	4170	202	12.50	Keys LTC office doors
04/12/2025	Gregs	PCASH	4.20			4607	127	4.20	Staff Sustenance
04/12/2025	Post Office Ltd	PCASH	3.60			4455	401	3.60	Recorded Delivery
14/12/2025	G & P Group Enterprise Ltd	PCASH	3.60		0.60	4607	127	3.00	Water for Candle Lighting
14/12/2025	Tesco	PCASH	3.30			4607	127	3.30	Milk Candle lighting
16/12/2025	Three Counties Bookshop	PCASH	2.50		0.42	4051	230	2.08	Greeting Card
23/12/2025	Three Counties Bookshop	PCASH	3.00		0.50	4051	230	2.50	Greeting Card
Total Payments:			99.76	0.00	8.07			91.69	

Petty Cash

List of Payments made between 01/12/2025 and 31/12/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2025	JMart Ledbury Service Station	PCASH	24.31	Petty Cash	Fuel & VWheel for sack truck
03/12/2025	Andi Yoni	PCASH	9.00	Petty Cash	Volunteer sustanance Christmas
03/12/2025	Aldi	PCASH	31.25	Petty Cash	Mince pies town carol service
04/12/2025	C Westbury	PCASH	15.00	PCash	Keys LTC office doors
04/12/2025	Gregs	PCASH	4.20	PCash	Staff Sustenance
04/12/2025	Post Office Ltd	PCASH	3.60	PCash	Recorded Delivery
14/12/2025	G & P Group Enterprise Ltd	PCASH	3.60	PCash	Water for Candle Lighting
14/12/2025	Tesco	PCASH	3.30	PCash	Milk Candle lighting
16/12/2025	Three Counties Bookshop	PCASH	2.50	PCash	Greeting Card
23/12/2025	Three Counties Bookshop	PCASH	3.00	PCash	Greeting Card
Total Payments			99.76		

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
100	Debtors			748.50	
120	Vat Due			15,108.56	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			36,313.44	
202	Premier A/c (736) Comm Call			289,420.82	
203	Public Sector Deposit Fund			176,379.44	
215	Petty Cash			77.46	
310	General Fund				180,337.12
324	EMR - Listed Buildings				106,555.97
331	EMR - Advertising				5,000.00
335	EMR - Amenity & Public Spaces				15,404.05
336	EMR - Community Projects				14,715.35
339	EMR - Vehicle Replacement/Ref				5,000.00
340	EMR - IT & Lease Line				15,000.00
500	Creditors				25,261.28
1021	Apprentice Income	230	Management and Payroll		500.00
1030	Market House Income	201	Market House		240.00
1034	Tourist Information Centre	301	Planning/Economic Development		82.22
1036	Photocopier Printing	235	Office Facilities & Equipment		678.70
1090	Charter Market Income	301	Planning/Economic Development		4,227.00
1100	Cemetery Interment Income	102	Cemetery & Buildings		5,922.36
1130	Cemetery Memorial Permit Income	102	Cemetery & Buildings		1,173.50
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		68.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		1,254.17
1161	Chapel Hire	102	Cemetery & Buildings		200.00
1270	Christmas Lights Event	115	Town Centre Decorations		2,305.00
1271	Event Sponsorship	127	Services and Events		550.00
1273	Event Income	127	Services and Events		65.00
1289	War Memorial Refund	118	Minor Infrastructure		1,666.68
1450	Painted Room Sales Income	105	Painted Room		3,549.55
1451	Painted Room Donations Income	105	Painted Room		7,461.60
1452	UKSPF Funding	105	Painted Room		9,000.00
1460	Ceremony Room Income	102	Cemetery & Buildings		723.50
1460	Ceremony Room Income	120	Non-Statutory Services		4,461.02
1460	Ceremony Room Income	127	Services and Events		52.50
1460	Ceremony Room Income	205	Ceremony Room		190.00
1471	Dog Poop Bags	127	Services and Events		251.90
1710	Lengthsman (basic) Income	125	Green Spaces Maintenance		1,120.00
1718	October Fair Donation Income	214	Grants with Powers		2,500.00
1870	Bank Interest Received Income	220	Finance and General Purposes		7,670.85
1900	Precept Income	220	Finance and General Purposes		734,622.00
1902	Western Power WayLeave	220	Finance and General Purposes		125.95

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4000	Staff Salaries	103	Grounds Maintenance	29,208.85	
4000	Staff Salaries	105	Painted Room	32,411.61	
4000	Staff Salaries	109	Masefield Matters	54,356.04	
4000	Staff Salaries	202	Town Council Offices	0.36	
4000	Staff Salaries	230	Management and Payroll	238,202.79	
4001	Agency Cover	102	Cemetery & Buildings	10,446.50	
4001	Agency Cover	230	Management and Payroll	3,816.70	
4004	Wedding Decorations	120	Non-Statutory Services	119.33	
4013	Devolved Services	125	Green Spaces Maintenance	52.08	
4014	Lengthsman Scheme/P3 Scheme	125	Green Spaces Maintenance	2,240.00	
4020	Cleaning	120	Non-Statutory Services	300.00	
4021	Rubbish Collection	202	Town Council Offices	344.22	
4050	Staff Training	109	Masefield Matters	550.00	
4050	Staff Training	230	Management and Payroll	4,676.47	
4051	Officers Travel/Conference/Sub	109	Masefield Matters	523.74	
4051	Officers Travel/Conference/Sub	110	Recreation Ground	510.00	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	1,935.53	
4110	Rates	102	Cemetery & Buildings	2,513.52	
4110	Rates	201	Market House	627.11	
4110	Rates	202	Town Council Offices	6,658.33	
4115	Water	102	Cemetery & Buildings	96.83	
4115	Water	105	Painted Room	15.76	
4115	Water	106	Bye Street Toilets	8.70	
4115	Water	201	Market House	73.76	
4115	Water	202	Town Council Offices	667.82	
4115	Water	235	Office Facilities & Equipment	0.40	
4116	Confidential Waste - Shredding	202	Town Council Offices	1,093.21	
4119	CCTV New	202	Town Council Offices	4,112.62	
4122	Electricity	102	Cemetery & Buildings	285.44	
4122	Electricity	106	Bye Street Toilets	342.48	
4122	Electricity	108	Amenity Areas	190.01	
4122	Electricity	115	Town Centre Decorations	1,827.80	
4122	Electricity	201	Market House	817.74	
4122	Electricity	202	Town Council Offices	10,503.74	
4130	Insurance	220	Finance and General Purposes	644.97	
4150	Cleaning	102	Cemetery & Buildings	4.78	
4150	Cleaning	202	Town Council Offices	2,226.00	
4155	Housekeeping	106	Bye Street Toilets	56.54	
4155	Housekeeping	109	Masefield Matters	1.21	
4155	Housekeeping	202	Town Council Offices	452.00	
4155	Housekeeping	235	Office Facilities & Equipment	2.90	
4170	Maintenance	102	Cemetery & Buildings	48.32	

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4170	Maintenance	106	Bye Street Toilets	713.30	
4170	Maintenance	202	Town Council Offices	1,854.64	
4170	Maintenance	235	Office Facilities & Equipment	21.67	
4175	CCTV Maintenance	110	Recreation Ground	75.00	
4176	CCTV Link to Hereford	118	Minor Infrastructure	7,474.05	
4179	Quinquennial Works	202	Town Council Offices	2,300.00	
4185	Alarms	202	Town Council Offices	4,417.34	
4185	Alarms	220	Finance and General Purposes	102.38	
4200	New Equipment	102	Cemetery & Buildings	96.94	
4200	New Equipment	108	Amenity Areas	3.63	
4205	Grounds Maintenance (Contract)	101	Closed Churchyard	810.00	
4205	Grounds Maintenance (Contract)	106	Bye Street Toilets		0.34
4205	Grounds Maintenance (Contract)	108	Amenity Areas	3,476.96	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	7,130.00	
4206	Grounds Maintenance	102	Cemetery & Buildings	3,640.80	
4224	Wheely Bins Refuse Collection	101	Closed Churchyard	253.71	
4225	Skip Hire	102	Cemetery & Buildings	460.00	
4228	General Tree works	108	Amenity Areas	4,345.00	
4230	ROSPA Reports	110	Recreation Ground	62.50	
4235	Play Equipment-New	110	Recreation Ground	9,358.91	
4236	Play Equipment Maintenance	110	Recreation Ground	2,223.37	
4238	Youth Shelter Maintenance	110	Recreation Ground	100.00	
4250	Tree Works/Property Maintenanc	101	Closed Churchyard	6,850.00	
4250	Tree Works/Property Maintenanc	102	Cemetery & Buildings	1,425.00	
4252	General Park Maintenance	108	Amenity Areas	3,552.56	
4271	Dog Bags	127	Services and Events	469.20	
4276	External power supply -High St	118	Minor Infrastructure	666.97	
4300	Vehicle Repair	102	Cemetery & Buildings	336.19	
4312	Storage Container	102	Cemetery & Buildings	3,755.00	
4330	Fuel	102	Cemetery & Buildings	686.22	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	399.85	
4400	Stationery	108	Amenity Areas	336.66	
4400	Stationery	202	Town Council Offices		0.07
4400	Stationery	225	Councillors/Newsletter	148.50	
4400	Stationery	235	Office Facilities & Equipment	1,943.35	
4405	Photocopier Hire	235	Office Facilities & Equipment	4,465.95	
4415	Office Support & Equipment	220	Finance and General Purposes	148.50	
4415	Office Support & Equipment	235	Office Facilities & Equipment	4,625.65	
4416	Equipment Maintenance	102	Cemetery & Buildings	249.00	
4416	Equipment Maintenance	202	Town Council Offices	99.00	
4420	Newsletter	225	Councillors/Newsletter	798.33	
4430	Advertising	105	Painted Room	144.00	

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4430	Advertising	109	Masefield Matters	450.45	
4430	Advertising	220	Finance and General Purposes	689.54	
4433	Card Machine rental	105	Painted Room	323.49	
4433	Card Machine rental	220	Finance and General Purposes	339.00	
4439	Contingency	109	Masefield Matters	200.00	
4455	Postage	401	Full Council	346.68	
4460	Subscriptions	220	Finance and General Purposes	1,927.81	
4481	Telephones	401	Full Council	4,582.92	
4482	Website	108	Amenity Areas	103.00	
4482	Website	401	Full Council	2,182.41	
4483	ICT Services & Software Lease	401	Full Council	26,603.10	
4500	Town Mayors Expenses	225	Councillors/Newsletter	361.95	
4501	Mayor's Hospitality	210	Civic Matters	11.95	
4525	Councillors Training	225	Councillors/Newsletter	562.50	
4529	Civic Insignia	210	Civic Matters	50.00	
4531	Roll of Honour	210	Civic Matters	20.00	
4535	Civic Hospitality	210	Civic Matters	1,555.11	
4545	Annual & Other Meetings	225	Councillors/Newsletter	54.00	
4546	Traffic Management	301	Planning/Economic Development	267.16	
4549	Charter Market improvements	301	Planning/Economic Development	1,800.00	
4550	Bank Charges	220	Finance and General Purposes	397.85	
4579	Audit Internal	220	Finance and General Purposes	399.00	
4580	Audit External	220	Finance and General Purposes	1,680.00	
4590	Professional Services	220	Finance and General Purposes	15,048.45	
4592	PPE/Health & Safety	102	Cemetery & Buildings	161.65	
4592	PPE/Health & Safety	103	Grounds Maintenance	4.58	
4592	PPE/Health & Safety	220	Finance and General Purposes	200.02	
4595	Climate Change	127	Services and Events	1,930.00	
4601	Town Crier/Uniforms	127	Services and Events	500.00	
4605	Events Barriers	127	Services and Events	100.00	
4607	Events	109	Masefield Matters	254.99	
4607	Events	127	Services and Events	9,428.82	
4640	Christmas Lights & Install	115	Town Centre Decorations	15,000.00	
4650	Ledbury In Bloom	115	Town Centre Decorations	4,986.34	
4700	Stock Purchase	105	Painted Room	709.48	
4703	Promotional Material	107	Town Promotion	450.00	
4704	Tourism/ Town Plan Projects	107	Town Promotion	4,901.78	
4705	Signage	107	Town Promotion	449.35	
4800	Barrett Browning Clock	214	Grants with Powers	654.11	
4805	Citizens Advice Worcs	214	Grants with Powers	5,000.00	
4827	Community Action Ledbury	214	Grants with Powers	12,000.00	
4850	Poppy Wreath	127	Services and Events	44.98	

Date : 21/01/2026

Ledbury Town Council Current Year

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Trial Balance for Month No: 9

User : SAE

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4875	Distinguished Citizen Awards	214	Grants with Powers	250.00	
4876	October Fair Expenditure	214	Grants with Powers	19.26	
4890	Unspecified Grants	214	Grants with Powers	13,792.00	
4892	Dream Your Future	214	Grants with Powers	1,500.00	
4893	Ledbury Food Bank	214	Grants with Powers	2,500.00	
4894	Ledbury Methodist Church	214	Grants with Powers	1,500.00	
4897	LEAF	214	Grants with Powers	10,440.00	
4898	Ledbury Carnival	214	Grants with Powers	4,500.00	
4903	Professional Fees	109	Masefield Matters	4,843.39	
4906	Event Costs	109	Masefield Matters	3,746.05	
4907	Equipment and Materials	109	Masefield Matters	1,663.88	
5990	Transfer to Reserves			5,000.00	
6000	Transfers from EMR	101	Closed Churchyard		6,850.00
6000	Transfers from EMR	102	Cemetery & Buildings		1,000.00
6000	Transfers from EMR	108	Amenity Areas		4,487.00
6000	Transfers from EMR	115	Town Centre Decorations		4,564.00
6000	Transfers from EMR	202	Town Council Offices		4,412.62
Trial Balance Totals :				1,179,249.30	1,179,249.30
Difference				0.00	

Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 31/12/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	749
120	Vat Due	15,109
150	Stock	1,728
200	Lloyds A/c (235) (Bus Ext)	36,313
202	Premier A/c (736) Comm Call	289,421
203	Public Sector Deposit Fund	176,379
215	Petty Cash	77
Total Current Assets		519,776
<u>Current Liabilities</u>		
500	Creditors	25,261
Total Current Liabilities		25,261
Net Current Assets		494,515
Total Assets less Current Liabilities		494,515
<u>Represented by :-</u>		
300	Current Year Fund	131,189
310	General Fund	201,651
324	EMR - Listed Buildings	106,556
331	EMR - Advertising	5,000
335	EMR - Amenity & Public Spaces	15,404
336	EMR - Community Projects	14,715
339	EMR - Vehicle Replacement/Ref	5,000
340	EMR - IT & Lease Line	15,000
Total Equity		494,515

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Closed Churchyard								
4021 Rubbish Collection	0	0	0	0		0	0.0%	
4122 Electricity	29	0	0	0		0	0.0%	
4205 Grounds Maintenance (Contract)	452	810	1,500	690		690	54.0%	
4206 Grounds Maintenance	0	0	1,000	1,000		1,000	0.0%	
4224 Wheely Bins Refuse Collection	331	254	250	(4)		(4)	101.5%	
4227 Memorial Testing	480	0	0	0		0	0.0%	
4250 Tree Works/Property Maintenanc	0	6,850	1,000	(5,850)		(5,850)	685.0%	6,850
Closed Churchyard :- Indirect Expenditure	1,292	7,914	3,750	(4,164)	0	(4,164)	211.0%	6,850
Net Expenditure	(1,292)	(7,914)	(3,750)	4,164				
6000 plus Transfers from EMR	0	6,850	0	(6,850)				
Movement to/(from) Gen Reserve	(1,292)	(1,064)	(3,750)	(2,686)				
102 Cemetery & Buildings								
1100 Cemetery Interment Income	9,412	5,922	11,000	5,078			53.8%	
1105 Exclusive Right of Burial	304	0	0	0			0.0%	
1130 Cemetery Memorial Permit Incom	1,849	1,174	2,500	1,327			46.9%	
1131 Cemetery Deed Transfers Income	195	68	360	292			18.9%	
1160 Mortuary Rent Income	2,394	1,254	2,500	1,246			50.2%	
1161 Chapel Hire	275	200	150	(50)			133.3%	
1460 Ceremony Room Income	0	724	0	(724)			0.0%	
Cemetery & Buildings :- Income	14,428	9,342	16,510	7,168			56.6%	0
4000 Staff Salaries	37,451	0	33,952	33,952		33,952	0.0%	
4001 Agency Cover	8,055	10,447	12,000	1,554		1,554	87.1%	
4018 National Insurance	(0)	0	0	0		0	0.0%	
4019 Pension	(1)	0	0	0		0	0.0%	
4110 Rates	2,800	2,514	3,350	836		836	75.0%	
4115 Water	150	97	100	3		3	96.8%	
4122 Electricity	411	285	1,000	715		715	28.5%	
4150 Cleaning	30	5	100	95		95	4.8%	
4170 Maintenance	2,702	48	0	(48)	1,000	(1,048)	0.0%	
4181 CCTV Maintenance Contract	0	0	100	100		100	0.0%	
4183 Memorial Board	1,077	0	100	100		100	0.0%	
4200 New Equipment	130	97	1,100	1,003		1,003	8.8%	
4201 Equipment Hire	0	0	500	500		500	0.0%	
4206 Grounds Maintenance	3,078	3,641	2,200	(1,441)	54	(1,495)	167.9%	1,000
4223 Perimeter Wall Repairs	0	0	2,000	2,000		2,000	0.0%	
4225 Skip Hire	1,980	460	1,800	1,340	465	875	51.4%	

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4227 Memorial Testing	3,119	0	1,000	1,000		1,000	0.0%	
4250 Tree Works/Property Maintenance	494	1,425	2,500	1,075		1,075	57.0%	
4273 Scatter Garden & Memorial Tree	0	0	2,000	2,000		2,000	0.0%	
4300 Vehicle Repair	577	336	1,000	664		664	33.6%	
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	3,755	2,000	(1,755)	3,755	(5,510)	375.5%	
4330 Fuel	1,200	686	1,100	414		414	62.4%	
4340 Insurance, Tax & MOT	1,066	400	1,100	700		700	36.4%	
4415 Office Support & Equipment	0	0	0	0		0	0.0%	
4416 Equipment Maintenance	946	249	2,000	1,751		1,751	12.4%	
4433 Card Machine rental	25	0	0	0		0	0.0%	
4592 PPE/Health & Safety	89	162	500	338		338	32.3%	
4594 Cemetery Mapping	0	0	395	395		395	0.0%	
Cemetery & Buildings :- Indirect Expenditure	65,381	24,606	79,897	55,291	5,274	50,017	37.4%	1,000
Net Income over Expenditure	(50,952)	(15,265)	(63,387)	(48,122)				
6000 plus Transfers from EMR	4,573	1,000	0	(1,000)				
Movement to/(from) Gen Reserve	(46,379)	(14,265)	(63,387)	(49,122)				
103 Grounds Maintenance								
4000 Staff Salaries	30,094	29,209	35,057	5,848		5,848	83.3%	
4018 National Insurance	0	0	0	0		0	0.0%	
4019 Pension	(1)	0	0	0		0	0.0%	
4592 PPE/Health & Safety	0	5	0	(5)		(5)	0.0%	
Grounds Maintenance :- Indirect Expenditure	30,094	29,213	35,057	5,844	0	5,844	83.3%	0
Net Expenditure	(30,094)	(29,213)	(35,057)	(5,844)				
105 Painted Room								
1450 Painted Room Sales Income	2,543	3,550	2,000	(1,550)			177.5%	
1451 Painted Room Donations Income	5,555	7,462	5,000	(2,462)			149.2%	
1452 UKSPF Funding	0	9,000	0	(9,000)			0.0%	
Painted Room :- Income	8,098	20,011	7,000	(13,011)			285.9%	0
4000 Staff Salaries	28,639	32,412	25,711	(6,701)		(6,701)	126.1%	
4018 National Insurance	0	0	0	0		0	0.0%	
4019 Pension	(0)	0	0	0		0	0.0%	
4115 Water	0	16	0	(16)		(16)	0.0%	
4150 Cleaning	(16)	0	0	0		0	0.0%	
4205 Grounds Maintenance (Contract)	337	0	0	0		0	0.0%	

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4429 UKSPF Funding	3,975	0	0	0		0	0.0%	
4430 Advertising	535	144	800	656		656	18.0%	
4433 Card Machine rental	440	323	600	277		277	53.9%	
4434 Music Licence	167	0	500	500		500	0.0%	
4700 Stock Purchase	1,017	709	1,550	841		841	45.8%	
Painted Room :- Indirect Expenditure	35,094	33,604	29,161	(4,443)	0	(4,443)	115.2%	0
Net Income over Expenditure	(26,997)	(13,593)	(22,161)	(8,568)				
106 Bye Street Toilets								
4115 Water	0	9	0	(9)		(9)	0.0%	
4122 Electricity	225	342	500	158		158	68.5%	
4155 Housekeeping	0	57	500	443	34	409	18.1%	
4170 Maintenance	0	713	500	(213)		(213)	142.7%	
4205 Grounds Maintenance (Contract)	673	(0)	0	0		0	0.0%	
Bye Street Toilets :- Indirect Expenditure	899	1,121	1,500	379	34	345	77.0%	0
Net Expenditure	(899)	(1,121)	(1,500)	(379)				
107 Town Promotion								
4703 Promotional Material	0	450	2,000	1,550		1,550	22.5%	
4704 Tourism/ Town Plan Projects	592	4,902	4,000	(902)		(902)	122.5%	
4705 Signage	115	449	3,000	2,551		2,551	15.0%	
Town Promotion :- Indirect Expenditure	707	5,801	9,000	3,199	0	3,199	64.5%	0
Net Expenditure	(707)	(5,801)	(9,000)	(3,199)				
108 Amenity Areas								
4122 Electricity	1,153	190	1,000	810		810	19.0%	
4200 New Equipment	0	4	200	196		196	1.8%	
4204 Dog Hill Wood Management Plan/	565	0	1,000	1,000		1,000	0.0%	
4205 Grounds Maintenance (Contract)	4,934	3,477	4,540	1,063		1,063	76.6%	
4208 Dog Hill Wood Maintenance	337	0	0	0		0	0.0%	
4210 Dog Hill Wood Coppicing	0	0	1,000	1,000		1,000	0.0%	
4228 General Tree works	2,480	4,345	2,000	(2,345)		(2,345)	217.3%	2,195
4239 Bye St Toilets	553	0	0	0		0	0.0%	
4252 General Park Maintenance	0	3,553	1,000	(2,553)		(2,553)	355.3%	2,292
4400 Stationery	0	337	0	(337)		(337)	0.0%	
4482 Website	0	103	0	(103)		(103)	0.0%	
Amenity Areas :- Indirect Expenditure	10,022	12,008	10,740	(1,268)	0	(1,268)	111.8%	4,487
Net Expenditure	(10,022)	(12,008)	(10,740)	1,268				
6000 plus Transfers from EMR	500	4,487	0	(4,487)				
Movement to/(from) Gen Reserve	(9,522)	(7,521)	(10,740)	(3,219)				

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
109 Masefield Matters								
1020 National Heritage Funding	111,110	0	111,110	111,110			0.0%	
Masefield Matters :- Income								
4000 Staff Salaries	3,985	54,356	108,850	54,494		54,494	49.9%	
4050 Staff Training	0	550	1,000	450		450	55.0%	
4051 Officers Travel/Conference/Sub	0	524	5,240	4,716		4,716	10.0%	
4155 Housekeeping	0	1	0	(1)		(1)	0.0%	
4430 Advertising	0	450	9,500	9,050	120	8,930	6.0%	
4436 Consultancy	0	0	7,700	7,700		7,700	0.0%	
4439 Contingency	0	200	20,561	20,361	1,000	19,361	5.8%	
4607 Events	0	255	0	(255)		(255)	0.0%	
4902 New Staff	3,144	0	0	0		0	0.0%	
4903 Professional Fees	872	4,843	8,800	3,957		3,957	55.0%	
4904 Recruitment	0	0	2,000	2,000		2,000	0.0%	
4906 Event Costs	210	3,746	17,950	14,204	475	13,729	23.5%	
4907 Equipment and Materials	1,518	1,664	9,680	8,016		8,016	17.2%	
Masefield Matters :- Indirect Expenditure	9,729	66,590	191,281	124,691	1,595	123,096	35.6%	0
Net Income over Expenditure	101,381	(66,590)	(80,171)	(13,581)				
110 Recreation Ground								
4051 Officers Travel/Conference/Sub	0	510	0	(510)		(510)	0.0%	
4175 CCTV Maintenance	489	75	0	(75)		(75)	0.0%	
4205 Grounds Maintenance (Contract)	10,187	7,130	10,000	2,870		2,870	71.3%	
4206 Grounds Maintenance	(0)	0	0	0		0	0.0%	
4224 Wheely Bins Refuse Collection	66	0	150	150		150	0.0%	
4229 Street Light Maintenance	0	0	500	500		500	0.0%	
4230 ROSPA Reports	0	63	80	18		18	78.1%	
4235 Play Equipment-New	0	9,359	10,000	641		641	93.6%	
4236 Play Equipment Maintenance	952	2,223	5,000	2,777	654	2,122	57.6%	
4237 Skate Park Maintenance	0	0	500	500		500	0.0%	
4238 Youth Shelter Maintenance	0	100	300	200		200	33.3%	
Recreation Ground :- Indirect Expenditure	11,694	19,460	26,530	7,070	654	6,416	75.8%	0
Net Expenditure	(11,694)	(19,460)	(26,530)	(7,070)				
115 Town Centre Decorations								
1270 Christmas Lights Event	15	2,305	2,500	195			92.2%	
Town Centre Decorations :- Income	15	2,305	2,500	195			92.2%	0
4122 Electricity	832	1,828	1,000	(828)		(828)	182.8%	

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4640 Christmas Lights & Install	15,000	15,000	15,000	0		0	100.0%	
4650 Ledbury In Bloom	3,504	4,986	4,000	(986)		(986)	124.7%	4,564
Town Centre Decorations :- Indirect Expenditure	19,335	21,814	20,000	(1,814)	0	(1,814)	109.1%	4,564
Net Income over Expenditure	(19,320)	(19,509)	(17,500)	2,009				
6000 plus Transfers from EMR	0	4,564	0	(4,564)				
Movement to/(from) Gen Reserve	(19,320)	(14,945)	(17,500)	(2,555)				
118 Minor Infrastructure								
1289 War Memorial Refund	3,333	1,667	1,667	0			100.0%	
Minor Infrastructure :- Income	3,333	1,667	1,667	0			100.0%	0
4176 CCTV Link to Hereford	13,085	7,474	12,000	4,526		4,526	62.3%	
4233 Gazebos	493	0	0	0		0	0.0%	
4276 External power supply -High St	1,084	667	1,000	333		333	66.7%	
4285 Defibrillator Maintenance	339	0	750	750	3,870	(3,120)	516.0%	
Minor Infrastructure :- Indirect Expenditure	15,002	8,141	13,750	5,609	3,870	1,739	87.4%	0
Net Income over Expenditure	(11,668)	(6,474)	(12,083)	(5,609)				
120 Non-Statutory Services								
1460 Ceremony Room Income	7,429	4,461	4,000	(461)			111.5%	
Non-Statutory Services :- Income	7,429	4,461	4,000	(461)			111.5%	0
4004 Wedding Decorations	0	119	250	131		131	47.7%	
4020 Cleaning	38	300	300	0		0	100.0%	
4110 Rates	171	0	0	0		0	0.0%	
4430 Advertising	142	0	500	500		500	0.0%	
Non-Statutory Services :- Indirect Expenditure	350	419	1,050	631	0	631	39.9%	0
Net Income over Expenditure	7,078	4,042	2,950	(1,092)				
125 Green Spaces Maintenance								
1710 Lengthsman (basic) Income	3,168	1,120	0	(1,120)			0.0%	
Green Spaces Maintenance :- Income	3,168	1,120	0	(1,120)				0
4013 Devolved Services	737	52	1,000	948		948	5.2%	
4014 Lengthsman Scheme/P3 Scheme	2,376	2,240	3,000	760		760	74.7%	
4015 P3 scheme	316	0	0	0		0	0.0%	
Green Spaces Maintenance :- Indirect Expenditure	3,429	2,292	4,000	1,708	0	1,708	57.3%	0
Net Income over Expenditure	(261)	(1,172)	(4,000)	(2,828)				

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
127 Services and Events								
1271 Event Sponsorship	469	550	0	(550)			0.0%	
1272 Climate Change Income	65	0	0	0			0.0%	
1273 Event Income	8,939	65	0	(65)			0.0%	
1460 Ceremony Room Income	0	53	0	(53)			0.0%	
1471 Dog Poop Bags	653	252	500	248			50.4%	
Services and Events :- Income	10,126	919	500	(419)			183.9%	0
4171 PAT Testing	(10)	0	0	0			0	0.0%
4271 Dog Bags	722	469	700	231			231	67.0%
4444 Petty Cash	8	0	0	0			0	0.0%
4595 Climate Change	426	1,930	2,000	70			70	96.5%
4600 Town Crier/Fees & Subs	347	0	500	500			500	0.0%
4601 Town Crier/Uniforms	0	500	500	0	500	(500)	200.0%	
4605 Events Barriers	0	100	100	0			0	100.0%
4607 Events	17,112	9,429	12,000	2,571	3,361	(789)	106.6%	
4850 Poppy Wreath	53	45	40	(5)			(5)	112.5%
Services and Events :- Indirect Expenditure	18,658	12,473	15,840	3,367	3,861	(494)	103.1%	0
Net Income over Expenditure	(8,532)	(11,554)	(15,340)	(3,786)				
6000 plus Transfers from EMR	350	0	0	0				
Movement to/(from) Gen Reserve	(8,182)	(11,554)	(15,340)	(3,786)				
201 Market House								
1030 Market House Income	1,167	240	1,100	860			21.8%	
Market House :- Income	1,167	240	1,100	860			21.8%	0
4110 Rates	664	627	1,900	1,273			1,273	33.0%
4115 Water	0	74	100	26			26	73.8%
4122 Electricity	1,121	818	1,000	182			182	81.8%
4150 Cleaning	0	0	100	100			100	0.0%
4170 Maintenance	5,270	0	5,000	5,000			5,000	0.0%
Market House :- Indirect Expenditure	7,055	1,519	8,100	6,581	0	6,581	18.7%	0
Net Income over Expenditure	(5,888)	(1,279)	(7,000)	(5,721)				
6000 plus Transfers from EMR	5,000	0	0	0				
Movement to/(from) Gen Reserve	(888)	(1,279)	(7,000)	(5,721)				
202 Town Council Offices								
4000 Staff Salaries	0	0	0	(0)			(0)	0.0%

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4021 Rubbish Collection	475	344	1,000	656		656	34.4%	
4110 Rates	8,357	6,658	7,500	842		842	88.8%	
4115 Water	853	668	630	(38)		(38)	106.0%	
4116 Confidential Waste - Shredding	968	1,093	780	(313)		(313)	140.2%	
4119 CCTV New	0	4,113	0	(4,113)		(4,113)	0.0%	4,113
4122 Electricity	18,028	10,504	15,500	4,996		4,996	67.8%	
4150 Cleaning	3,685	2,226	2,500	274		274	89.0%	
4155 Housekeeping	296	452	500	48	14	34	93.2%	
4170 Maintenance	7,716	1,855	5,000	3,145	1,881	1,265	74.7%	
4179 Quinquennial Works	0	2,300	2,000	(300)		(300)	115.0%	300
4185 Alarms	5,700	4,417	4,620	203		203	95.6%	
4400 Stationery	0	(0)	0	0		0	0.0%	
4416 Equipment Maintenance	182	99	0	(99)		(99)	0.0%	
4444 Petty Cash	36	0	0	0		0	0.0%	
Town Council Offices :- Indirect Expenditure	46,296	34,729	40,030	5,301	1,895	3,406	91.5%	4,413
Net Expenditure	(46,296)	(34,729)	(40,030)	(5,301)				
6000 plus Transfers from EMR	1,823	4,413	0	(4,413)				
Movement to/(from) Gen Reserve	(44,474)	(30,317)	(40,030)	(9,713)				
<u>205 Ceremony Room</u>								
1460 Ceremony Room Income	0	190	0	(190)			0.0%	
Ceremony Room :- Income	0	190	0	(190)				0
Net Income	0	190	0	(190)				
<u>210 Civic Matters</u>								
4444 Petty Cash	58	0	0	0		0	0.0%	
4501 Mayor's Hospitality	105	12	1,100	1,088		1,088	1.1%	
4529 Civic Insignia	145	50	400	350		350	12.5%	
4531 Roll of Honour	15	20	50	30		30	40.0%	
4532 Flag Pole	193	0	200	200		200	0.0%	
4535 Civic Hospitality	158	1,555	2,042	487	9	478	76.6%	
Civic Matters :- Indirect Expenditure	674	1,637	3,792	2,155	9	2,146	43.4%	0
Net Expenditure	(674)	(1,637)	(3,792)	(2,155)				
<u>214 Grants with Powers</u>								
1718 October Fair Donation Income	2,250	2,500	2,500	0			100.0%	
1724 Shop Front Contribution	4,068	0	0	0			0.0%	
Grants with Powers :- Income	6,318	2,500	2,500	0			100.0%	0

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4800 Barrett Browning Clock	809	654	500	(154)		(154)	130.8%	
4805 Citizens Advice Worcs	5,000	5,000	5,000	0		0	100.0%	
4809 John Masefield Mem Project	164	0	0	0		0	0.0%	
4827 Community Action Ledbury	12,000	12,000	12,000	0		0	100.0%	
4875 Distinguished Citizen Awards	55	250	250	0		0	100.0%	
4876 October Fair Expenditure	(564)	19	500	481		481	3.9%	
4890 Unspecified Grants	17,560	13,792	20,000	6,208	1,768	4,440	77.8%	
4891 Age Uk Hereford Localities	4,000	0	4,000	4,000		4,000	0.0%	
4892 Dream Your Future	1,500	1,500	1,500	0		0	100.0%	
4893 Ledbury Food Bank	6,500	2,500	2,500	0		0	100.0%	
4894 Ledbury Methodist Church	1,350	1,500	1,350	(150)		(150)	111.1%	
4896 Winter of Well Being	1,500	0	0	0		0	0.0%	
4897 LEAF	10,440	10,440	10,440	0		0	100.0%	
4898 Ledbury Carnival	0	4,500	4,500	0		0	100.0%	
4900 Buses 4 Us	16,000	0	8,000	8,000		8,000	0.0%	
4901 John Masefield Memorial Projec	5,761	0	0	0		0	0.0%	
Grants with Powers :- Indirect Expenditure	82,075	52,155	70,540	18,385	1,768	16,617	76.4%	0
Net Income over Expenditure	(75,757)	(49,655)	(68,040)	(18,385)				
<u>220 Finance and General Purposes</u>								
1870 Bank Interest Received Income	11,415	7,671	6,000	(1,671)			127.8%	
1900 Precept Income	682,400	734,622	734,622	0			100.0%	
1902 Western Power WayLeave	126	126	126	0			100.0%	
Finance and General Purposes :- Income	693,941	742,419	740,748	(1,671)			100.2%	0
4115 Water	(100)	0	0	0		0	0.0%	
4130 Insurance	18,872	645	20,000	19,355		19,355	3.2%	
4185 Alarms	0	102	0	(102)		(102)	0.0%	
4415 Office Support & Equipment	0	149	0	(149)		(149)	0.0%	
4430 Advertising	817	690	1,000	310	375	(65)	106.5%	
4433 Card Machine rental	395	339	600	261		261	56.5%	
4460 Subscriptions	3,695	1,928	5,000	3,072	748	2,324	53.5%	
4483 ICT Services & Software Lease	25	0	0	0		0	0.0%	
4550 Bank Charges	465	398	500	102		102	79.6%	
4551 Data Protection	39	0	500	500		500	0.0%	
4579 Audit Internal	375	399	2,500	2,101		2,101	16.0%	
4580 Audit External	1,680	1,680	3,000	1,320		1,320	56.0%	
4590 Professional Services	21,871	15,048	15,000	(48)		(48)	100.3%	
4592 PPE/Health & Safety	114	200	500	300	37	263	47.4%	
Finance and General Purposes :- Indirect Expenditure	48,249	21,578	48,600	27,022	1,160	25,862	46.8%	0
Net Income over Expenditure	645,692	720,841	692,148	(28,693)				

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
225 Councillors/Newsletter								
4400 Stationery	0	149	0	(149)		(149)	0.0%	
4420 Newsletter	0	798	1,500	702	107	595	60.4%	
4500 Town Mayors Expenses	1,039	362	1,000	638		638	36.2%	
4502 Mayor's Advertising	786	0	500	500		500	0.0%	
4503 Mayor's Portrait/Caricature	0	0	500	500		500	0.0%	
4520 Councillors Expenses	38	0	300	300		300	0.0%	
4525 Councillors Training	118	563	1,500	938		938	37.5%	
4545 Annual & Other Meetings	0	54	500	446		446	10.8%	
4550 Bank Charges	66	0	0	0		0	0.0%	
Councillors/Newsletter :- Indirect Expenditure	2,048	1,925	5,800	3,875	107	3,768	35.0%	0
Net Expenditure	(2,048)	(1,925)	(5,800)	(3,875)				
230 Management and Payroll								
1021 Apprentice Income	1,000	500	0	(500)			0.0%	
Management and Payroll :- Income	1,000	500	0	(500)				0
4000 Staff Salaries	292,978	238,203	299,480	61,277		61,277	79.5%	
4001 Agency Cover	16,904	3,817	8,000	4,183		4,183	47.7%	
4018 National Insurance	0	0	0	0		0	0.0%	
4019 Pension	0	0	0	0		0	0.0%	
4050 Staff Training	6,338	4,676	6,000	1,324		1,324	77.9%	
4051 Officers Travel/Conference/Sub	1,974	1,936	1,500	(436)		(436)	129.0%	
4444 Petty Cash	5	0	0	0		0	0.0%	
Management and Payroll :- Indirect Expenditure	318,199	248,631	314,980	66,349	0	66,349	78.9%	0
Net Income over Expenditure	(317,199)	(248,131)	(314,980)	(66,849)				
235 Office Facilities & Equipment								
1036 Photocopier Printing	22	679	0	(679)			0.0%	
1470 Photocopies Income	22	0	0	0			0.0%	
Office Facilities & Equipment :- Income	45	679	0	(679)				0
4001 Agency Cover	(0)	0	0	0		0	0.0%	
4115 Water	0	0	0	(0)		(0)	0.0%	
4155 Housekeeping	19	3	0	(3)		(3)	0.0%	
4170 Maintenance	315	22	1,650	1,628		1,628	1.3%	
4400 Stationery	4,961	1,943	4,000	2,057		2,057	48.6%	
4405 Photocopier Hire	2,531	4,466	3,500	(966)		(966)	127.6%	
4410 Photocopier Costs	2,141	0	0	0		0	0.0%	
4415 Office Support & Equipment	5,502	4,626	2,500	(2,126)		(2,126)	185.0%	

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4444 Petty Cash	229	0	0	0		0	0	0.0%
Office Facilities & Equipment :- Indirect Expenditure	15,698	11,060	11,650	590	0	590	94.9%	0
Net Income over Expenditure	(15,654)	(10,381)	(11,650)	(1,269)				
<u>301 Planning/Economic Development</u>								
1034 Tourist Information Centre	307	82	200	118			41.1%	
1090 Charter Market Income	9,999	4,227	6,000	1,773			70.5%	
1460 Ceremony Room Income	565	0	0	0			0.0%	
1471 Dog Poop Bags	7	0	0	0			0.0%	
1710 Lengthsman (basic) Income	0	0	3,000	3,000			0.0%	
Planning/Economic Development :- Income	10,878	4,309	9,200	4,891			46.8%	0
4233 Gazebos	0	0	500	500		500	0.0%	
4543 Neighbourhood Plan	0	0	500	500		500	0.0%	
4546 Traffic Management	4,813	267	2,000	1,733		1,733	13.4%	
4549 Charter Market improvements	315	1,800	2,000	200		200	90.0%	
4553 Tourist Information Centre	193	0	1,000	1,000		1,000	0.0%	
4554 Charter Market Strategy	0	0	5,500	5,500		5,500	0.0%	
Planning/Economic Development :- Indirect Expenditure	5,321	2,067	11,500	9,433	0	9,433	18.0%	0
Net Income over Expenditure	5,558	2,242	(2,300)	(4,542)				
6000 plus Transfers from EMR	3,249	0	0	0				
Movement to/(from) Gen Reserve	8,806	2,242	(2,300)	(4,542)				
<u>302 Special Projects</u>								
4432 Phone Box	59	0	0	0		0	0.0%	
Special Projects :- Indirect Expenditure	59	0	0	0	0	0		0
Net Expenditure	(59)	0	0	0				
6000 plus Transfers from EMR	50	0	0	0				
Movement to/(from) Gen Reserve	(9)	0	0	0				
<u>401 Full Council</u>								
4400 Stationery	7	0	0	0		0	0.0%	
4444 Petty Cash	43	0	0	0		0	0.0%	
4455 Postage	648	347	400	53		53	86.7%	
4480 ICT-Computers	2,209	0	0	0		0	0.0%	
4481 Telephones	6,330	4,583	6,000	1,417		1,417	76.4%	

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4482 Website	4,186	2,182	4,000	1,818		1,818	54.6%	
4483 ICT Services & Software Lease	9,747	26,603	11,000	(15,603)		(15,603)	241.8%	
Full Council :- Indirect Expenditure	23,168	33,715	21,400	(12,315)	0	(12,315)	157.5%	0
Net Expenditure	(23,168)	(33,715)	(21,400)	12,315				
6000 plus Transfers from EMR	1,140	0	0	0				
Movement to/(from) Gen Reserve	(22,028)	(33,715)	(21,400)	12,315				
Grand Totals:- Income	871,056	790,662	896,835	106,174			88.2%	
Expenditure	770,527	654,473	977,948	323,475	20,227	303,248	69.0%	
Net Income over Expenditure	100,530	136,189	(81,113)	(217,302)				
plus Transfers from EMR	16,684	21,314	0	(21,314)				
Movement to/(from) Gen Reserve	117,214	157,502	(81,113)	(238,615)				

FULL COUNCIL	29 JANUARY 2026	AGENDA ITEM: 12
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Report prepared by Angela Price – Town Clerk

INVOICES AGREED TO BE PAID – JANUARY 2026 (FINAL)

Purpose of Report

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

Detailed Information

Attached is a list of payments that were due for payment for January 2026 (Final) in the sum of £30,356.83 plus VAT.

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

	Code	Company	Description	Comments
1	108/4252	Screwfix	Various items	Overspend due to unplanned tree works – EMR previously agreed and actioned
2	102/4206	Amazon	Bin Bags	Overspend as a result of grounds contract (S Large) (£167)
3	202/4116	Shredall	Confidential waste	Previously identified as year-end overspend – monitor and increase 2026/27 budget
4	202/410	Bliss Cleaning	Council office cleaning	Overspend due to unexpected increase in hourly rate (£4491)
5	220/4130	Clear Council Insurance	Annual Insurance renewal	Overspend due to higher increase in insurance charges than anticipated (£3,263)
6	202/4185	Chubb	Alarms	Overspend due to emergency call out and isolation of Painted Room door circuit whilst door removed for repairs
7	220/4590	Hillside consultants	Professional fees	Overspend due to three mis-postings in the sum of £178 – AC to be requested to do journals to rectify

Recommendation

1. That Members approve the invoices for payment in the sum of £30,356.83 plus VAT plus VAT.

2. That Members note the information provided in respect of points one-six above.
3. That the Accounts Clerk be instructed to undertake actions in relation to point seven above.

Creditors for Month No 10

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/12/2025	63	339	LEDHARD	LED002	144.76	28.95	173.71	4170	202	144.76	Mini radiators and ext lead
02/01/2026	MEM2556573-1	340	SLCC	SLC001	502.00	0.00	502.00	4460	220	502.00	Membership fees AP
06/01/2026	2009737928	341	SCREWFIX	SCR001	55.69	11.14	66.83	4252	108	5.82	2009737928/PO0038/No Nonsense
								4252	108	21.64	2009737928/PO0038/Scrubb Graff
								4252	108	0.03	Miscellaneous
								4592	220	8.49	2009737928/PO0038/Wonder Grip
31/12/2025	50637	342	QUICK	QS	240.00	48.00	288.00	4225	102	240.00	Cemetery skip
07/01/2026	GB6006N18V40LI	343	AMAZON	AMA001	16.58	3.32	19.90	4592	220	16.58	GB6006N18V40LI/PO0044
06/01/2026	GB60030HME05X	344	AMAZON	AMA001	112.52	22.52	135.04	4206	102	112.52	Bin Bags
11/11/2025	561	345	JEREMY	JER001	487.00	97.40	584.40	4236	110	487.00	Repairs to cable ride
01/12/2025	064	346	DMPROP	DMP001	1,608.74	0.00	1,608.74	4205	108	336.66	Contract Works
								4205	110	850.00	Contract Works
								4205	101	270.00	Contract Works
								4236	110	100.00	Contract Works
								4252	108	52.08	Contract Works
02/01/2026	000266	347	G P	GP001	11.20	0.00	11.20	4460	220	11.20	Local Newspaper
18/12/2025	CODD	349	CODDINGTON	CODD	670.00	0.00	670.00	4607	127	670.00	24ft & 8ft Christmas trees
17/12/2025	1	350	ARMY AND OUTDOOR	ARM001	124.00	0.00	124.00	4607	127	124.00	Childrens Christmas Gifs
23/12/2025	SL-16081	352	BESECURE	BES001	110.00	22.00	132.00	4181	102	110.00	SL-16081/PO0010/13/12/2025 to
18/12/2025	3311016014	353	ADOBE	ADO001	199.36	0.00	199.36	4460	220	199.36	License subscription
27/11/2025	ECO126	354	EMMA	EMM001	42.30	0.00	42.30	4607	109	20.00	Book & Sustinance volunteers
								4051	109	22.30	Book & Sustinance volunteers
19/12/2025	111217233	355	WATER	WAT001	22.63	0.00	22.63	4115	102	22.63	Water drainage LTC
22/12/2025	057	356	THEOC CONSERVATION	THEOC	1,525.00	305.00	1,830.00	4170	202	1,525.00	Ceiling repair Jacobean room
22/12/2025	056	357	THEOC CONSERVATION	THEOC	500.00	100.00	600.00	4170	202	500.00	Ceiling repair Jacobean room
29/12/2025	123166	358	SHRED	SHR001	89.75	17.95	107.70	4116	202	89.75	Confidential waster
31/12/2025	14053	359	BLISS	BLI001	301.00	60.20	361.20	4150	202	301.00	LTC Office cleaning

Ledbury Town Council Current Year

PRELIMINARY PURCHASE DAYBOOK

Creditors for Month No 10

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Nominal Ledger Analysis
12/12/2025	551253533	360	CLEAR	CLE002	410.25	0.00	410.25	4130	220	410.25	Cyber insurance renewal
12/12/2025	551253373	361	CLEAR	CLE002	16,739.23	0.00	16,739.23	4130	220	16,739.23	Ecclesiastical Insurance
12/12/2025	551253603	362	CLEAR	CLE002	3,469.14	0.00	3,469.14	4130	220	3,469.14	Ecclesiastical Insurance
19/12/2025	BUSES4US223	363	BUSES4US	BUS	120.00	0.00	120.00	4430	109	120.00	Masefield matter advert
08/01/2026	GB6001AUBLW951	364	AMAZON	AMA001	68.00	13.60	81.60	4155	202	49.00	LTC Housekeeping
										19.00	LTC Housekeeping
08/01/2026	BK224480-1	365	SLCC	SLC001	117.00	23.40	140.40	4050	230	117.00	Agendas and minutes training
12/01/2026	11292477	367	CHUBB	CH001	1,145.60	229.12	1,374.72	4185	202	1,145.60	Fire Safety Service contract
08/01/2026	GB67YMCQAEUI	368	AMAZON	AMA001	33.75	6.75	40.50	4155	106	33.75	Fluorescent tubes
08/01/2026	76210	369	HMS	HMS	140.00	28.00	168.00	4170	201	140.00	Time clock market house
31/12/2025	202512000004	370	PJNICHOLS	PJN001	59.40	11.88	71.28	4330	102	59.40	Fuel for Van
3/01/2026	1036131	371	IWFM	IWF	221.00	0.00	221.00	4460	220	221.00	AP Subscription
6/01/2026	11466146	372	WATER	WAT001	26.45	0.00	26.45	4115	202	26.45	LTC Water drainage
4/01/2026	826	373	HILLSIDE	HILL	60.00	0.00	60.00	4590	220	60.00	Training re PA & video
20/01/2026	76316	374	HMS	HMS	500.00	100.00	600.00	4170	201	500.00	Replace heater LTC
31/12/2025	HSE	376	HOUSE	HSE	75.00	0.00	75.00	4607	127	75.00	Use of house World Book Day
08/01/2026	1F7J-7L7W-NYKK	377	AMAZON	AMA001	22.48	4.50	26.98	4592	220	18.33	Thermal Socks
31/10/2025	13601	378	BLISS	BLI001	464.40	0.00	464.40	4150	202	464.40	LTC Office Cleaning
										30,434.23	TOTAL INVOICES
										31,567.96	
										30,434.23	VAT ANALYSIS CODE
										0.00	E @ 0.00%
										21,630.45	VAT ANALYSIS CODE
										1,133.73	S @ 20.00%
										6,802.26	VAT ANALYSIS CODE
										0.00	Z @ 0.00%
										3,135.25	TOTALS
										31,567.96	30,434.23

FULL COUNCIL	29 JANUARY 2026	AGENDA ITEM: 13
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Report prepared by Angela Price – Town Clerk

GRANT FUNDING APPLICATIONS

Purpose of Report

The purpose of this report is to ask Members to give consideration to grant application requests.

Detailed Information

- i. **Ledbury Poetry House** – amount requested £5,000 towards new branding, including signage, banners, flags, printed material, set dressing and/or other visible materials that will be used across the town (and beyond) during the 2026 festival – Local Government Act 1972 s.144 Power to encourage tourism to the council's area or contribute to organisations encouraging tourism

This grant application was received in time for consideration as part of the Councils annual grants giving exercise, however for some reason it was not included in the agenda when other applications were considered. Therefore, Members are requested to give consideration to this application.

Members should note that since submitting this application Ledbury Poetry are no longer based in the BBI building and that currently they do not have a base office where staff are working from.

- ii. **Ledbury Visually Impaired Club (VIP)** – amount requested £250.00 towards a visit to Codington Vineyard & Garden in June 2026 – Local Government Act 1972 s. 137 Power of local authorities to incur expenditure for certain purposes not otherwise authorised

iii. Request from Ledbury Places

Members will recall that at a meeting of Council held on 30 October 2025 it was resolved:

- “1. ***That Ledbury Town Council purchase the hearing loop system and gift it to the Heritage Centre at a cost of £1,768.00, noting that the Council would be able to reclaim the VAT.***
- 2. ***That the money saved by Ledbury Places on the VAT, which would not be being paid by the Town Council, would be used by Ledbury Places themselves to fund purchase of the flags and printing.”***

Following the resolution Ledbury Places engaged the successful company who attended the Heritage Centre to carry out a final assessment of costings etc. The outcome of that assessment was that the cost of the installation of the Hearing Loop was slightly less than originally thought.

Ledbury Places have therefore submitted a further request to Ledbury Town Council (attached) for members consideration.

iii. **Further information and update received from LEAF**

Members will recall that at their meeting held on 8 January 2026 they were asked to consider a request from LEAF in respect of redirecting unspent grant money from LYAS to LEAF. At that meeting it was **RESOLVED**:

- “1. *That the £10,000 ring fenced for LYAS from 2024-25 and 2025-26 be moved to the Councils general reserve.***
- 2. *That formal confirmation be sought from LYAS in respect of their delivery against their previous commitment to provide youth facilities in Ledbury.***
- 3. *That LEAF be asked to confirm what their interest and plans are in respect of additional provision of youth facilities in Ledbury.”***

The response from LYAS is awaited, however the response from LEAF is attached for Members consideration.

Officers note that the Conclusions paragraph states that “*LEAF is seeking additional grant funding from April 2026, hopefully with another three-year grant.*”

However, to date no application has been received and they have made no reference in their report of the amount of funding they would be seeking. The Clerk has written back to LEAF in respect of this and provided a grant application form should they wish to submit a request for funding. They have advised that they will submit an application for consideration and if this is available in time for this meeting this will be provided to Members.

The Clerk has also contacted the Trustees of LYAS, and should this information be received ahead of this meeting this will be provided to Members accordingly.

Grant Funding Available 2025/26

Ledbury Town Council set aside a sum of £20,000 for unspecified grants within the 2025/26 annual budget. To date £13,792 of this budget has been spent with a further total of £1,497.50 committed expenditure. Therefore, there is currently £4,710 available.

Environmental Considerations

Environmental considerations have been taken into account in the preparation of this report. Where relevant, the proposal has been assessed for its potential impacts on the environment, including (but not limited to) climate change, carbon emissions, biodiversity, natural resources, waste, and sustainability. Any identified environmental risks, opportunities for mitigation, or measures to reduce environmental impact are outlined within the body of this report. Where no significant environmental impacts are identified, this is noted accordingly.

Overall, the environmental factors associated with this report are neutral or mildly beneficial. No significant environmental risks or adverse impacts have been identified, and no mitigation measures are required beyond standard good practice during installation.

Recommendation

1. Members are requested to give consideration to the grant application received from Ledbury Poetry and decide whether to approve a grant in the sum of £5,000 towards new branding, including signage, banners, flags, printed material, set dressing and/or other visible materials that will be used across the town (and beyond) during the 2026 festival.
2. If Members are minded to awarded a grant to Ledbury Poetry this be taken from the 2026/27 unspecified grants allocation, which will be agreed as part of the annual budget setting process.
3. That Members give consideration to the grant application received from Ledbury Visually Impaired Club (VIP) in the sum of £250.00 towards a visit to Codington Vineyard & Garden in June 2026 and that if awarded this be taken from the remaining funds within the 22025/26 budget allocation.
4. That Members give consideration to the request from Ledbury Places whether the Council approve the use of the underspend in respect of the Hearing Loop in the sum of £195 for a print run of the Lamb quizzes.
5. That should a response be received from the Trustees of LYAS ahead of the meeting Members consider the response when making a decision on whether to support any grant application from LEAF.
6. That Members receive the information from LEAF and should a grant application be received in time for the meeting, Members are requested to give consideration to the request for funding, in conjunction with any updates received from LYAS that may be relevant.

LEDBURY TOWN COUNCIL

Grant Application Form

1. Your Organisation

Contact Name:	Anna Wood	
Position:	Development Officer	
Organisation:	Ledbury Poetry	
Contact Address:	BBI, Homend, Ledbury HR8 2AA	
Telephone Number:	07502 110019	
E-mail:	anna.wood@ledburypoetry.org.uk	
Status of Organisation: (delete as appropriate)	Profit / Not for Profit / Charity / Company Other (specify):	
Charity/Company No. (if applicable)	Charity No 1059465	
What geographical area does your organisation cover?	Ledbury primarily; plus Herefordshire (regional) and national	
How long has your organisation been in existence? (please <input checked="" type="checkbox"/>)	Less than 1 year	
	1-5 years	
	More than 5 years	29 years
What are the aims and objectives of your organisation?	Our mission is to celebrate and share the pleasure of poetry, and to deliver learning and engagement opportunities to inspire the next generation.	
What are the main activities of your organisation?	<p>Ledbury Poetry delivers a fantastic 10-day festival each summer, bringing world-class poets to Ledbury alongside an engaging, accessible series of workshops, family activities, and creative encounters. Over 55% of our audiences come from outside Herefordshire, bringing in cultural tourism to Ledbury, while 45% of our audiences are firmly local.</p> <p>In addition to our flagship festival, we run a year-round programme of outreach and engagement activities. We deliver activities with young people both inside and outside schools, as well as alternative education settings (Aconbury PRU) ranging from poetry slams, writing workshops and performances. In the past 12 months alone, we have worked with 26 schools and nearly 3,000 pupils in and around Herefordshire, with a particularly close relationship with John Masefield High School. Our work with young people in Ledbury, whether in or outside of the classroom,</p>	

	<p>supports developing their creative skills alongside increased confidence and positive sense of well-being.</p> <p>Our local Community Steering Group, made up of locals from Ledbury, plan and organise their own events with Ledbury Poetry's support. Currently, the group is organising a series of events which will take place as part of our brand-new winter festival, ensuring that Ledbury Poetry remains truly inclusive and a home for the local community.</p>
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2. Tell us what support you need

Project title:	Ledbury Poetry Festival
Description of project (please continue on a separate sheet if necessary)	<p>Ledbury Poetry delivers one of the UK's most celebrated poetry festivals, but at its heart remains a festival (and organisation) for the town and its people. Each summer, the streets, cafes, schools and public spaces of Ledbury come alive with poetry, art, creativity and conversation – welcoming visitors from across the country, while also celebrating the voices and stories of our local community.</p> <p>As mentioned below, the festival brings tangible benefits: it boosts cultural tourism, which supports business, while showcasing Ledbury's creativity and heritage, fostering a sense of pride and belonging for residents of all ages and backgrounds. Our events are designed to be accessible and inclusive, ensuring that the pleasure of poetry and its associated benefits are enjoyed by all.</p> <p>Excitingly, Ledbury Poetry is in the process of refreshing our visual identity. The rebrand will take place in time for our summer festival (2026), and aims to capture the warmth, creativity, and heritage of Ledbury Poetry while also positioning us as a distinctive cultural destination.</p> <p>A bold, new brand will give Ledbury Poetry a refreshed, dynamic voice – one that stands out on the national stage while remaining deeply rooted in the spirit and closeness of our local community.</p>

	<p>We are therefore seeking £5,000 from Ledbury Town Council towards new branding, including signage, banners, flags, printed material, set dressing and/or other visible materials that will be used across the town (and beyond) during the 2026 festival, and future festivals after that. These elements will help ensure that the festival has a vibrant, welcoming presence on Ledbury's streets, creating a real 'buzz' and festival atmosphere. In doing so, we aim for the impact to be that residents feel ownership and pride, while also making the town more attractive and welcoming to visitors.</p> <p>This investment is not only about the future of Ledbury Poetry, but the town itself. Our branding travels far beyond the festival – on posters, websites, national media, social channels – and every time it does, it carries Ledbury's name with it.</p> <p>A professional, eye-catching identity will showcase the town as a welcoming place of creativity, attracting visitors, supporting local businesses, and strengthening community pride.</p> <p>By supporting this rebrand and associated materials, the Town Council would be helping to secure a confident, visible cultural profile for Ledbury that benefits residents, visitors, and the town's reputation.</p>
Where in Ledbury will the project/activity take place?	Ledbury
Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)	<p>The whole of Ledbury benefits from having a such an exciting, engaging poetry organisation and annual festival in its town.</p> <p>Young people benefit via engagement with schools (specifically John Masefield High School and primary feeder schools) and alternative education settings (such as Aconbury PRU) as well as outside of the classroom, through our expansive series of children and family events, and workshops.</p>

	<p>We host poetry performances and slams both by and for young people during the festival, which also get the whole family involved by inviting them to watch performances and support the creative process.</p> <p>Members of the local community benefit from access to some of the world's most top-quality poetry, as well as emerging poets, creative workshops and artistic encounters – right on their doorstep. Members of the community share in the pride, prestige and recognition that Ledbury Poetry brings – with the town's name celebrated nationally and internationally as a home of creativity and culture.</p> <p>The local Community Steering Group benefit from the support, expertise, and space given by Ledbury Poetry to gain new skills and increase their sense of belonging within both poetry and the wider community.</p> <p>Local stakeholders including businesses (retail, hospitality, hotels, venues), services (i.e. transport), and individuals (as contract staff) all benefit from the cultural tourism, profile and economic boost that Ledbury Poetry Festival brings to Ledbury.</p> <p>In terms of numbers, it is hard to estimate. Our ticket sales average between 3,000 – 4,000 per year, but this does not include the numerous businesses, hospitality, venues, and members of the public who feel the benefit of cultural tourism, as well as a positive community atmosphere.</p>
<p>What evidence do you have of local need/demand for the proposed project/activity?</p> <p>(This might be survey work or statistical evidence)</p>	<p>For nearly 30 years, Ledbury Poetry has grown into an important marker in the local and national cultural calendar. As a charity, it has welcomed the support of local volunteers, friends, and audience members who have supported it for many years. At a time when arts organisations, particularly festivals, are facing challenges to funding, it is particularly telling that the appetite from audiences – and thus the need – to support the festival and its wider outreach is there.</p>

	<p>Clearly, the town loves having the UK's oldest and biggest poetry festival embedded as a key part of its identity. Beyond Ledbury, it serves as a crucial part of cultural tourism, in line with Herefordshire's Destination Management Plan. Of the 241 people who responded to our 2025 festival survey, 94% recommended the festival as either 'good' or 'very good'. Some audience feedback:</p> <p>"The festival is a very special place for me. My late husband loved it and I come on a pilgrimage each year."</p> <p>"This is an great event in a lovely small town. It has a lovely atmosphere and ethos and seems to touch the whole town."</p> <p>"My wife and myself spent 3 days in Ledbury as a mini break. Attended 4 events all of which were stimulating and the last quite emotional. Hope to attend next year."</p> <p>"As the UK's major poetry festival Ledbury provides a vital function through a wide-ranging programme of events and workshops."</p> <p>In addition to our main festival events, the education, outreach and engagement work that we deliver drives meaningful impact for our target beneficiaries, and has the power to transform lives.</p> <p>More information about the huge local attendance and engagement across generations in our festival reports here: https://ledburypoetry.org.uk/press-and-media/</p>
<p>What support have you received for this project?</p> <p>(Please tell us about any expressions of support you have received from outside your organisation)</p>	<p>Our core costs are mostly funded by Arts Council England. The remaining core costs and main festival expenditure are funded by a small handful of Trusts & Foundations, as is our outreach/education work.</p> <p>This means we rely on funding, such as from yourselves, to deliver additional activities that benefit Ledbury, both locally and regionally, and even nationally. We do not currently have any budget for rebranding materials i.e. signage, banners.</p>
<p>How will the project be managed and how will you measure its success?</p>	<p>The project will be managed by Ledbury Poetry's Director and supporting team. The Development Manager will monitor impact and spend for reporting purposes. We will provide a dedicated written report,</p>

	including feedback (attained from surveying local members of the community), photographs and details of impact/spend. We will supply a final festival report in addition to reporting provided from Illuminate, the Arts Council England's reporting platform.
Please give key milestones for your project, including approximate dates.	<p>Phase 1: Concept phase (October – December 2025) involves exploring and confirming the visual identity and rebrand</p> <p>Phase 2: Design phase (January – March 2026) Finalising designs ready for printing and going live online</p> <p>Phase 3: Delivery phase (April – July 2026) Printing materials i.e. signage, banners and displaying around Ledbury and/or festival venues (as appropriate)</p> <p>Phase 4: Wrap up (July – September 2026) Taking down signage, obtaining feedback/evidence of impact, reporting.</p>
Please explain how your organisation acknowledge Ledbury Town Council's contribution?	LTC's logo will be shared online on our Funders page and on our newsletter, with our thanks in our printed programmes. Accreditation on assets where possible for eg on certain signage.

3. How will you pay for the project?

What is the total cost of the project?	£5,000+
Amount requested from Ledbury Town Council.	£5,000
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	The last funding we received was in 2024 for £5,000 for marketing.

Please list any applications you have made for funding from other organisations.

Organisation	Contribution Sought (£)	Applied	Granted

		(please tick as appropriate)	(please tick as appropriate)
ACE	<i>£98K restricted</i>		<i>granted</i>
Pennington Munthe	<i>c. £15,000 (tbc) restricted</i>	<i>applying</i>	
Elmley	<i>c. £15,000 (tbc) restricted</i>	<i>applying</i>	

4. Further information provided in support of your application

Information	Enclosed (please tick)	Office Use Only (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement (required)	Yes	
A copy of your constitution and list of appointed officers (or similar document showing the organisation's status)	Yes	
A copy of your organisation's latest set of accounting statements (if any exist)	Yes	
Copies of any letters of support for your project		

5. Declaration by the applicant

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

I/we accept the following:

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

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

Signed:	<i>Anna Wood</i>
Name (s):	Anna Wood
Date:	01.10.2025

Please return completed form to:

Angela Price
Clerk to the Council
Town Council Offices
Church Street, Ledbury
Herefordshire HR8 1DH

Email:
clerk@ledburytowncouncil.gov.uk

Funding Request of £500 or less

Grant Application Form

1. Tell us about your organisation³

Contact Name:	ELAINE FOX
Position:	TREASURER
Organisation:	LEDBURY V. I. P. CLUB (VISUALLY IMPAIRED CLUB)
Contact Address:	[REDACTED]
Telephone Number:	[REDACTED]
E-mail:	[REDACTED]
Status of Organisation: (delete as appropriate)	Profit / Not for Profit / Charity / Company Other (specify): COMMUNITY GROUP
Charity/Company No. (if applicable)	
What does your organisation do?	SUPPORTS VISUALLY IMPAIRED LEDBURY RESIDENTS (PREDOMINATELY ELDERLY) MEET TWICE A MONTH AT ST MICHAEL'S FLATS, CHURCH STREET FOR COFFEE MORNING. WE PROVIDE INTERESTING SPEAKER AND MUSICAL ENTERTAINMENT. WE HAVE OCCASIONAL TRIPS OUT FOR MEALS OUT AND TO PLACES OF INTEREST USING THE COMMUNITY MINIBUS

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

https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf

2. Tell us what support you need

Project title:	VISIT CODDINGTON VINEYARD & GARDEN	
Project duration (mm/yy):	Start: 4th June 2026 End: 4th June 2026	
Which one of the following five areas <u>best</u> fits your group's area of interest?	Sport	<input type="checkbox"/>
	Arts	<input type="checkbox"/>
	Health	<input checked="" type="checkbox"/>
	Environment	<input type="checkbox"/>
	Youth	<input type="checkbox"/>
What do you want to do, and why?	<p>A PRIVATE VISIT HAS BEEN ARRANGED ON THE ABOVE DATE. THE GROUP WILL ENJOY A LUNCH PREPARED AND SERVED BY THE HOSTS. THE EARLY SUMMER FLOWERS AND PLANTS WILL BE IN FULL BLOOM IN THIS TRANQUIL SETTING. THE GROUP WILL BE ABLE TO TAKE IN THE SMELLS OF THE PLANTS AND HOPEFULLY THE SOUNDS OF BIRDS AND INSECTS TO GIVE THEM A SENSORY EXPERIENCE, ESPECIALLY AS LIVING WITH SIGHT LOSS IS SO ISOLATING.</p> <p>SHARING EXPERIENCES LIKE THIS AS A GROUP WILL BE VERY BENEFICIAL TO THEIR HEALTH AND IS A GREAT CONFIDENCE BOOSTER - GROUP IS MEMBER + 5 VOLUNTEERS</p>	
How will your project be helpful to Ledbury?	AID THE HEALTH AND WELLBEING OF LEDBURY RESIDENTS LIVING WITH SIGHT LOSS	
How will your organisation acknowledge the Town Council's funding support?	WE WILL PROVIDE PHOTOGRAPHS OF THE VISIT. WE WILL BE HAPPY TO ACKNOWLEDGE THE COUNCIL'S SUPPORT WITH AN ARTICLE IN THE LEDBURY REPORTER	

3. Tell us how you plan to fund your project

What is the total cost of the project?	£ 465.00
Amount requested from Ledbury Town Council.	£ 250.00
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and what for?	No

4. Further information provided in support of your application

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

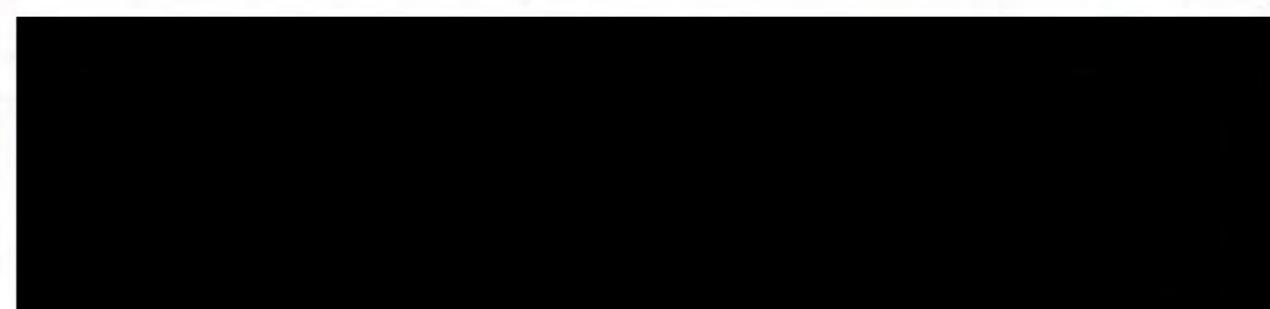
5. Declaration by the applicant

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

I/we accept the following:

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

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

Signed:		
Name (s):	ELA. N. FOX	ON BEHALF OF V.I.P. CLUB
Date:	20th January 2026	

Please return completed form to:

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

REQUEST TO LEDBURY TOWN COUNCIL – Al Braithwaite, Trustee.**Purpose**

This short report seeks approval to utilise an underspend identified through a previously approved grant/gift for Ledbury Places. The use of this underspend would be to fund the printing of a Lamb Quiz sheets, one of the most popular activities for families with young children visiting the Heritage Centre.

Background

At the full council meeting on 30th October 2025, the Council resolved to purchase and gift a hearing loop for the Heritage Centre at a cost of £1768.00 plus VAT. Noting that the Council was able to reclaim the VAT.

Since that date the company supplying to hearing loop have carried out a survey at the Heritage Centre. The outcome of which has identified that the original proposal was not suitable for the space, due to a high level of electrical interference, an issue faced by many organisations with responsibility for heritage assets.

The company has recommended an alternative solution which is more appropriate for the space and meets Ledbury Places' requirements. The cost of this solution is less than the amount detailed above by £195. The table below shows the details.

	£	£	£
Original Hearing loop solution	£1,768.00	£353.60	£2,121.60
Revised solution	£1,605.50	£321.10	£1,926.60
Difference	£162.50	£32.50	£195.00

Within the original grant application, a request was also made to fund a print run of 1,000 lamb quizzes at a cost of £193. Ledbury Places continues to prepare for our 2026 season, and this fun quiz is regularly used by our younger visitors to encourage them to explore the heritage centre and learn about history. Ledbury Places would be delighted if the town council would agree to fund this reprint. In recognition of the Town Council's support, your logo would be included.

Financial Implications

The proposed use will be fully funded from the underspend originally approved.

Recommendation

Approval is requested to utilise the underspend of £195 as outlined above.

Building our future from our past

Company Limited by Guarantee Registered in England and Wales No: 9079970
Registered Charity No: 1162108
Registered Office: 1A The Homend, Ledbury, Herefordshire HR8 1BN



LEAF REPORT TO LEDBURY TOWN COUNCIL JANUARY 2026

INTRODUCTION

The purpose of this report for Ledbury Town Council is to update on the work and developments of LEAF (Locally Encouraging All to Flourish) in Ledbury over the past 9 months and to report back on the use of the funds allocated to LEAF by the Council. LEAF is also seeking funding from the Council to continue this valuable work in Ledbury.

LEAF SERVICES TO THE TOWN

In addition to the services the Ledbury Town Council Grant has supported (Listening and Guidance, one to one Counselling and Kintsugi Emotional Well-being Courses), LEAF continues to offer a mentoring and counselling service in the local primary schools, and this has now been extended to John Masefield High School. The children's counselling service has been extended this month with the appointment of an additional children's counsellor 14 hours per week. She will also be offering support to the 12 volunteer mentors that LEAF supplies to the schools.

The Family worker extended her hours in September due to the huge demand for her services, offering support to parents including courses on understanding children with neuro diverse needs. Her Tots group is still a vital bridge into services, with one Mum saying 'Thank you so much guys for doing this for us every week – Thursdays are my favourite day of the week! Not everywhere can cope with us and you guys are amazing.'

The family worker can signpost families to other services, including LEAF services. The CAP money courses have proved very helpful for some families.

To demonstrate the importance and value of the services that LEAF provides, Ledbury Primary School works in partnership with LEAF, offering financial support to the Family worker, and also the continuation and expansion of the post offering alternative provision to the classroom for some children. Originally a post was funded one day per week through the Safer Communities Grant from Herefordshire Council. From September 2025 the post was made full time and has made a huge difference to many pupils. Head Teacher Rachel Ussher says, "LEAF is doing amazing things here, literally life changing. We invest as much as we can in pastoral support, but we would never be able to afford what we get through LEAF."

LEAF again ran free family activity days across last year in the churches and in the community hall. This year's Christmas Day lunch for people on their own was a huge success again ('best ever') with 42 meals being cooked. The knit and crochet group continues to provide friendship to people in the town. The Debt Counsellor employed by Christians Against Poverty, continued to make an impact in Ledbury on her day a week, helping people out of debt. She has also been running money courses on budgeting at the Food bank as a preventative measure.

Taking over the lease of St Katherine's Hall enabled LEAF to provide a large space for the Youth Drop-in to operate. Recent developments of the Hall will provide a better space to continue that work. A new kitchen has been installed, and by the end of this month, the Hall will have underfloor heating.

SERVICES FUNDED BY LEDBURY TOWN COUNCIL

From April 2023, Ledbury Town Council awarded LEAF £10,440 for each of three years. The funding was divided

Listening and Guidance Service at Ledbury Health Partnership	£5,000
Individual one on One Counselling	£5,040
Kintsugi Emotional Well-being Courses	£ 400

£5,000 for the Listening and Guidance service pays for one Chaplain to work one day per week and to cover the insurance costs of the service.

£5,040 pays for 3 hours per week of individual one on one counselling for 48 weeks of the year.

£400 is a contribution to the journals for the people enrolled on the Kintsugi emotional well-being courses

LISTENING AND GUIDANCE SERVICE

Since LEAF started the Listening and Guidance Service at the GP Surgery at the beginning of 2022, over 500 residents in Ledbury have been seen, that is over 6% of the adult population of Ledbury.

At the beginning of each course of sessions at Listening and Guidance, clients are asked to complete the Warwick and Edinburgh Mental Well Being Score. The same questionnaire is completed by the client at the end of their sessions. A significant increase in well-being and functioning is realised with a score of 6. The LEAF service has maintained an average uplift of 15 points over the last 4 years.

The service remains in great demand. At the end of December there were 17 on the waiting list, with a maximum wait time of a month.

From June 2025 an additional half day was added to the service as the waiting list had had to close.

One of the three LEAF counsellors is a paid employee, the other two are volunteers. In addition to the day paid for by the Town Council Grant, LEAF funds another day through contributions from individuals and churches in the town. The extra half day was funded by the GP surgery, in recognition of the value it places on the service.

KINTSUGI EMOTIONAL WELL BEING COURSES

Approximately 12% of Listening and Guidance clients are signposted to other LEAF services: Kintsugi courses or One to One counselling. The Kintsugi courses are available for up to 12 people and run for 12 weeks. In December 2025, the team completed their 8th course in Ledbury. The Town Council funding supports the purchase of equipment and journals for these courses.

The courses are always very well received.

Some recent feed-back from Kintsugi participants:

- 'Kintsugi has further opened my mind with emotions that have remained dormant, so I have been able to work through my problems. We have become a loving and caring group, understanding each other.'
- 'I am so pleased that I attend the Kintsugi class and group, giving me a greater understanding of myself and others. I feel love, support and empathy.'
- 'I was worried when I first started talking in front of a group. After attending the first session, I'm extremely happy that I signed up. 100% recommended.'
- 'Being in a safe, supportive and empathetic environment to share feelings and/or concerns. I always come away feeling better.'

LEAF COUNSELLING SERVICES

The town council funding pays for approximately a half of the counselling service offered to adults by LEAF. The remaining funding is from individuals or churches in the town. By LEAF offering a counselling service to those referred on by the L&G service, the improvement in people's mental health can be maintained. This means that individuals who are struggling with anxiety, depression, unable to cope, and often unable to work during this period, can turn their lives around and begin to play a full part in society

During the month of November, the LEAF counselling team provided 58 sessions to 21 adults and 38 sessions to 11 children. This would be the approximate equivalent of over £5000 of free adult and child counselling sessions to the Ledbury community this month.

At the end of November there were 13 people on the waiting list.

Some recent client feed-back from One to One Counselling:

- I can't begin to tell you how grateful and thankful I am that I was taken on by LEAF to begin therapy. I really have felt listened to and supported. You've helped me so much to deal with all the traumas. This journey has been a roller coaster of ups and downs and it has not been easy at times but with you by my side I have gotten through it and lived to tell another day. For that I will be forever grateful.
- My therapist was so kind, helpful and knowledgeable, with amazing insight, knowing how to bring the best out of people. I could not have asked for more. She gave me encouragement, hope, practical support and a belief in myself that has increased my self-esteem. My deepest thanks for all you have done to help me at a difficult time.

CONCLUSIONS

As you can see from the report, LEAF is making quite an impact across the town and has made significant strides in the nearly 5 years since it was formed. The funding base of donations has grown in this time, but LEAF remains dependent upon local authorities recognising the value of the services that are being offered to Ledbury. We encourage Ledbury Town Council to continue to support this transformative work. LEAF is seeking additional grant funding from April 2026, hopefully with another three-year grant. The stability offered with three- year funding has made a considerable difference to the work of the charity.

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Report prepared by Angela Price – Town Clerk

THE FUTURE OF HYBRID MEETINGS AND LIVE STREAMING

Purpose of the report

The purpose of this report is to brief Members on the Government's decision in principle to legislate to allow town and parish councils to hold hybrid meetings (with some participants attending remotely), to outline the expected legislative timeline, and to set out what preparations Ledbury Town Council would need to make to implement hybrid meetings once legislation is in force.

Detailed Information

During the COVID-19 pandemic, temporary regulations permitted local authorities, including town and parish councils, to hold meetings with members attending remotely. Those temporary provisions expired in May 2021. Since that date, formal council meetings have generally been required to take place with Members physically present in one location in order to lawfully make decisions.

In response to concerns from the sector about accessibility, resilience, and modernisation of local democracy, the Government undertook a national consultation on the future of remote and hybrid meetings for local authorities during 2024.

In June 2025, the Government published its response to the consultation. The key outcome was a clear statement of intent to change the law to permit local authorities, including town and parish councils, to hold meetings on a hybrid or remote basis.

The Government has stated that:

- In-person meetings remain important and should continue to be supported.
- Councils should be given the choice to allow remote or hybrid attendance, rather than being compelled to do so.
- The change will be made through primary legislation, supported by national guidance developed with the local government sector.

However, this intention has not yet been enacted in law. The Government position is that legislation will be brought forward "when parliamentary time allows". No fixed commencement date has been announced.

Members should note that there is currently no confirmed date on which town councils will be legally permitted to hold hybrid meetings. Until legislation is passed and commenced, Ledbury Town Council must continue to comply with existing requirements for physical meetings.

Once legislation is in force, the Council is likely to need to address the following areas.

i. Governance and procedure

- Amendments to Standing Orders to define:
 - Hybrid meetings and remote attendance.
 - How the Chair manages participation of remote Members.
 - How votes are taken and recorded when some Members attend remotely.
- Adoption of a Remote and Hybrid Meetings Policy, setting out:
 - Which meetings may be hybrid.
 - Any limits or conditions on remote attendance.
 - Expectations around behaviour, confidentiality, and technical reliability.
- Clear arrangements for quorum, attendance records, and minutes, aligned with the final legislation and guidance.

ii. Technology and facilities

To operate hybrid meetings effectively, the Council would need:

- A reliable broadband connection at the meeting venue
- A dedicated laptop or PC configured for Microsoft Teams.
- Suitable camera(s) to show the meeting room.
- Adequate microphones and speakers to ensure clear audio for both in-room and remote participants.
- A screen or display so Members in the room can see remote attendees.
- Capacity for the Clerk (or another officer) to act as meeting administrator/moderator.

iii. Training and capacity

- Training for the Chair and Members on managing hybrid meetings.
- Officer training on moderating Teams meetings, managing microphones, and dealing with technical issues.
- Clear public guidance on etiquette and participation.

iv. Livestreaming meetings to the public using Microsoft Teams

Hybrid meetings can be livestreamed to the public in a number of ways, subject to final legal requirements.

Two common approaches are likely to be suitable:

Option A – View-only livestream (recommended)

- Councillors and officers participate in a Teams meeting.
- The public are provided with a view-only link (for example via a webinar or broadcast-style setup).
- This allows transparency while limiting disruption.

Option B – Public attendance within Teams

- Members of the public join the Teams meeting as “attendees”.
- Microphones and cameras are disabled by default.
- Public participation (if permitted) is managed by the Chair through the Clerk.

If meetings are recorded or livestreamed:

- This must be clearly stated on the agenda and meeting notice.
- Recordings must be stored securely and managed in accordance with data protection requirements.
- Accessibility features such as live captions should be enabled where possible.

Financial Implications

There are likely to be one-off costs associated with:

- Audio-visual equipment.
- Possible upgrades to IT infrastructure.
- Training for Members and officers.

Currently the Council does have equipment available to them to manage hybrid meetings, however the equipment is bulky and takes considerable set up and it is not possible to store it in the committee room permanently which means officers are required to move it around the building and set it up before each Council or committee meeting.

New technology, which is being used by several Councils is a much more manageable alternative. The technology is called **Owl Labs Meeting Owl 4+**.

This device is 360 degrees, houses a 4K Smart Video Conference Camera, Microphone and Speaker (Automatic Speaker Focus, Smart Zooming, Noise Equalising and is certified for Microsoft Teams).



More information can be found at the following link:

https://owllabs.co.uk/products/meeting-owl-4-plus?cq_camp=21355622086&cq_con=166848768887&cq_plac=&cq_net=q&cq_plt=gp&utm_term=meeting%20owl%204%2B&utm_campaign=UK_Branded_Owl+Bar&utm_source=google&utm_medium=cpc&hsa_acc=2493962266&hsa_cam=21355622086&hsa_grp=166848768887&hsa_ad=701303199985&hsa_src=g&hsa_tgt=kwd-2309851630773&hsa_kw=meeting%20owl%204%2B&hsa_mt=e&hsa_net=adwords&hsa_ver=3&qad_source=1&qad_campaignid=21355622086&qbraid=0AAAAADK_oWKLJ7L7Fv9vkD8OsY1RRYTrW&gclid=CjwKCAiAybfLBhAjEiwAI0mBBuTOYb10Skrh7NLOwaW14cYYfgvz8i-7ZgKizqgG56H5wFTwbKzMVRoCUI8QAvD_BwE

The beauty of this device is that there are no trailing cables like the existing equipment and takes no more than 6 minutes to set up.

During a recent training session on how to use the current equipment staff were advised that to enable the equipment to be operated successfully an audio interface (ie sound card) would be required as well as the introduction of a camera and screen so that everyone can see external participants.

The Owl 4+ recommended retail price is £1,999.00 whereas Amazon is currently selling it for £1,799.99.

Taking on board the fact that there is no clear timeline for the introduction of the legislation officers would suggest that if council were minded to consider hybrid meetings and/or live streaming of their meetings provision be made within the 2026/27 budget for the purchase of an Owl system.

Environmental Considerations

The current system requires the transportation of heavy and bulky equipment between venues, which increases vehicle use, fuel consumption and associated carbon emissions. In contrast, the Owl 4+ is lightweight and portable, significantly reducing transport requirements and its overall environmental impact.

The Owl 4+ is a single, integrated device rather than multiple separate components, which may reduce overall power consumption. Its robust, all-in-one design also reduces the likelihood of damage associated with frequent transportation, thereby extending the lifespan of the equipment and helping to minimise electronic waste. At the end of its operational life, the device will be disposed of in accordance with WEEE (Waste Electrical and Electronic Equipment) regulations.

Legal implications

Members are advised that until legislation is enacted and commenced, the Council cannot lawfully hold formal decision-making meetings on a hybrid basis. However, there is no reason why they cannot live stream their meetings and officers would recommend this as a way forward which will help Members to get used to being recorded and live streaming.

Once legislation is in force, Standing Orders and Council policies will need to be

updated to ensure compliance with the new statutory framework and any national guidance.

Risk management

Key risks include:

- Implementing hybrid arrangements before they are legally permitted.
- Technical failure affecting decision-making or public access.
- Inadequate clarity around voting, quorum, or public participation.

These risks can be mitigated through clear policies, training, and testing before hybrid meetings are formally adopted.

Recommendations

The Committee is asked to:

1. Note the Government's intention to legislate to allow hybrid meetings for town and parish councils, noting that there is no confirmed implementation date.
2. Support preparatory work, including drafting policies and reviewing technical requirements, so the Council is ready to act once legislation is in force.
3. Request a further report once the legislation and accompanying guidance are published.

FULL COUNCIL	29 JANUARY 2026	AGENDA ITEM: 16
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Report prepared by Angela Price – Town Clerk

**TO ENDORSE DECISIONS RECORDED IN THE MINUTES SINCE MAY 2023 OF
MEETINGS WITH LESS THAN 6 MEMBERS PRESENT**

Purpose of Report

The purpose of this report is to inform Members of advice received regarding quorum requirements for Full Council meetings and to seek endorsement of decisions made at meetings that were subsequently identified as inquorate.

Detailed Information

Recent information has come to light which clarifies the quorum requirements for Full Council meetings.

As Members are aware, not all seats on the Council were filled following the May 2023 elections, and vacancies have continued on Ledbury Town Council since that time. The Council has a total of 18 seats. Since the May 2023 elections, the highest number of seats filled at any one time has been 12. Due to councillor resignations and co-option, the current number of occupied seats is 10.

Previously, it had been understood that the quorum for Council meetings was one third of the membership, interpreted as one third of the number of seats currently occupied (rounded up to the nearest whole number). However, information has recently been provided to the Clerk which prompted this interpretation to be reviewed and clarified, in order to ensure that the Council is operating lawfully.

The Clerk has since been advised that quorum is based on the *total membership of the Council*, which refers to the total number of seats available, rather than the number of seats currently filled. In the case of Ledbury Town Council, this means a quorum is one third of 18 seats, resulting in a requirement for six Members to be present at Full Council meetings. This interpretation does not apply to committee meetings.

As soon as this information became known, and to avoid any doubt regarding the Council acting within its statutory powers, any Full Council meetings with fewer than six Members present were postponed on the basis that they were inquorate, while the Clerk sought further confirmation from the Monitoring Officer.

That advice has now been received and confirms that “total membership” relates to the total number of seats on the Council, not the number of seats currently occupied.

Review of Previous Meetings

Officers have reviewed the minutes of all Full Council meetings held since May 2023. The table below identifies those meetings that did not meet the quorum requirement of six Members present, together with the number of councillors in attendance and the number of seats filled at the time. Hyperlinks to the relevant minutes are available on the Council's website.

Officers have reviewed the minutes of all council meetings since May 2023 and the following list provides details of any meetings that were inquorate, along with a hyperlink to the minutes on the Council's website.

Date	Number of Cllrs in attendance	Seats Filled
25.05.2023	5	10
13.07.2023	5	10
05.08.2024	4	10
03.10.2024	4	9
17.10.2024	5	11
14.11.2024	4	11
28.11.2024	4	11
12.12.2024	5	11
06.03.2025	4	9
27.03.2025	4	9
22.05.2025	5	9
03.07.2025	5	9

Recommendation

That Members endorse and ratify the decisions recorded in the minutes listed above, relating to Full Council meetings held since May 2023 where fewer than the required six Members were present, in order to remove any doubt as to their validity.

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Report prepared by Sophie Rudd – Administrative Assistant to the Town Clerk

PLANNING CONSULTATIONS

Purpose of Report

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

Detailed Information

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

		Deadline for comments/ determination	Application details
1.	<u>251528</u>	Deadline date for comments 05/02/2026 Target determination date 25/02/2026	Proposed replacement of 16 windows to purpose built double glazed casement hard wood windows, painted white plus sandblasted glass to the right of the front door. - 54 The Homend Ledbury Herefordshire HR8 1BT LISTED BUILDING CONSENT
2.	<u>253580</u>	Deadline date for comments 26/01/2026 Target determination date 27/02/2026	Part change of use and conversion of detached double garage from residential (Use Class C3) to commercial (Use Class E(c)(ii)) - 4 Progress Close Ledbury Herefordshire HR8 2QZ
3.	<u>253554</u>	Deadline date for comments 06/02/2026 Target determination date 06/03/2026	Erection of single storey extension to existing utility room. - Badgers Holt, Upperfields, Ledbury, Herefordshire, HR8 1LE
4.	<u>250939</u>	Deadline date for comments 19/02/2026 Target determination date 07/11/2025	Proposed clearance of the site and erection of a shop with associated vehicular access and parking. - Land to the West of 1 New Mills Hereford Road Ledbury Herefordshire

5.	<u>253151</u>	Deadline date for comments 14/01/2026 Target determination date 28/01/2026	Installation of fibre optic cable and junction box - 16-18 Bye Street Ledbury Herefordshire HR8 2AA
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Recommendation

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

Planning Decisions Log

Agenda Item: 18

Planning App	Details	Case Officer	LTC's Recommendation	HFDS Decision
LTC MEETING 9 JANUARY 2025	Proposed damp proofing to be applied to masonry walls with internal finish being re-applied in a like for like manner – 82 The Homend, Ledbury, Herefordshire, HR8 1BX (LISTED BUILDING CONSENT)		No objection	No decision
LTC MEETING 3 JULY 2025	Erection of a two dwellings, repairs to boundary walls and associated soft and hard landscape 17-19 The Homend Ledbury Herefordshire HR8 1BN	AM	Deferred due to concerns in respect of access issues in the event of a fire.	No decision
LTC MEETING 11 SEPTEMBER 2025	Proposed erection of 5 dwellings, new vehicle and pedestrian access, landscaping and associated works – Land at Ledbury Road, Wellington Heath, Ledbury, Herefordshire, HR8 1NB	AM	That Ledbury Town Council echo the comments and concerns of Wellington Heath Parish Council with regards to layout, pedestrian safety, and the delivery of an offroad footpath, noting that it is a fast road with a blind bend.	No decision
LTC MEETING 30 OCTOBER 2025	Brick faced rear and side extension to replace existing glazed conservatory and side extension – 32 Oakland Drive, Ledbury, Herefordshire, HR8 2ER	KR	No Objection	Approved with conditions

<u>252920</u>	Application to remove a S106 planning obligation at Flights Orchard tying all land owned by the applicant to the dwelling - Flights Orchard, Flights Farm Ledbury Herefordshire HR8 2JN	YC	No Objection	No decision
<u>252286</u>	Application of reserved matters relating to layout, scale, appearance and landscaping pursuant to Outline permission APP/W1850/W/20/3244410 (Site for a mixed use development including the erection of up to 625 new homes (including affordable housing), up to 2.9 hectares of B1 employment land, a canal corridor, public open space (including a linear park), access, drainage and ground modelling works and other associated works. The proposal is for outline planning permission with all matters reserved for future consideration with the exception of access) for 43 dwellings with associated parking, garages, highway and drainage infrastructure (Phase 2A) – Land North of Viaduct adjoining Orchard Business Park, Ledbury, Herefordshire	CS	Lengthy Response Prepared	No decision
	LTC MEETING 13 NOVEMBER 2025			
<u>252975</u>	Single storey rear extension, porch canopy and interior alterations. - New House Bridge Street Ledbury Herefordshire HR8 2AW	KR	No objection	Approved with conditions
<u>253037</u>	Erection of a side extension. - Woodlands Lodge Parkway Ledbury Herefordshire HR8 2JG	KR	No objection	Approved with conditions
	LTC MEETING 4 DECEMBER 2025			
<u>252853</u>	Two fascia internally illuminated signs, one internally illuminated totem sign, and one non illuminated vinyl on glazing – Homebase, New Mills Industrial Estate, Ledbury, Herefordshire, HR8 1JA	KR	No objection	Approved with conditions
<u>250622</u>	Proposed erection of 5 dwellings, new vehicle and pedestrian access, landscaping and associated works – Land at Ledbury Road, Wellington Heath, Ledbury, Herefordshire, HR8 1NB	AM	Objection - in support of the grounds for objection provided by Wellington Heath Parish Council.	No decision

<u>253145</u>	Replacement cartway screen on east elevation. Replacement windows. Replacement front door (west elevation) – Upper Barn, Ledbury, Herefordshire, HR8 2PX	KR	No objection	Approved with conditions
<u>253184</u>	Installation of new shopfront to RHS man entrance. Remove existing RHS doors & relocate to LHS main entrance. New shopfront (side panel staff riser) to RHS of relocated doors. Including new externally illuminated fascia and projecting signage – 8 The Homend, Ledbury, Herefordshire, HR8 1BT	KR	No objection	Approved with conditions
<u>253185</u>	1 No timber fascia sign with externally illuminated letters by trough lighting. 1 No timber projecting sign (double sided) with externally illuminated letters by trough lighting – 8 The Homend, Ledbury, Herefordshire, HR8 1BT	Not disclosed	No objection	Approved with conditions
<u>253361</u>	Application to determine if prior approval is required for a proposed change of use of ground floor shop to 1 no. flat (Use Class C3) – 5 Homend Walk, The Homend, Ledbury, Herefordshire	Not disclosed	No objection	Prior Approval Not Required
LTC MEETING 8 JANUARY 2026				
<u>253209</u>	Dropped kerb - 18 Lower Road, Ledbury, Herefordshire, HR8 2DH	Not disclosed	No objection	Approved with conditions
<u>253317</u>	Part change of use from a mixed residential and retail use, to residential use. - 123 The Homend Ledbury Herefordshire HR8 1BP - LISTED BUILDING CONSENT	AM	No objection	No decision
<u>253316</u>	Part change of use from a mixed residential and retail use, to residential use. - 123 The Homend Ledbury Herefordshire HR8 1BP	AM	No objection	No decision
<u>253151</u>	Installation of fibre optic cable and junction box - 16-18 Bye Street Ledbury Herefordshire HR8 2AA - LISTED BUILDING CONSENT	KR	Further information requested	No decision
<u>253280</u>	Replacement of small extension with a larger single storey extension. Small utility room to be added at front of garage and roof lights to be added to sloping roof. - 10 Oakland Drive, Ledbury, Herefordshire, HR8 2ER	KR	No objection	No decision
<u>253088</u>	Replacement of existing plant with new, removal of existing cold room and alterations to 2 no. openings to the rear, proposed	KR	No objection	No decision

	laundrette and parcel lockers to front, and general redecoration to store – Co-op Supermarket, New Street, Ledbury, Herefordshire, HR8 2EZ		
253480	Refurbishment of existing building – 233 The Homend, Ledbury, Herefordshire, HR2 1BS – LISTED BUILDING CONSENT	KR	No objection



Directorate/Division: Economy and Environment
 Team: Environmental Health & Trading Standards
 Please ask for: Licensing
 Direct line: 01432 261761
 Email: licensing@herefordshire.gov.uk
 Date: 7 January 2026

TalkCommunityEnquiries
 Cllr Liz Harvey

Via Email

Dear Sir/Madam

An application has been received on 7 January 2026 for a **review** of a premises licence at:

Ledbury Convenience Store, 23 High Street, Ledbury. HR8 1DS

Grounds for Review

**Prevention of Crime/Disorder & Protection of Children from Harm
 Seizure of a quantity of illegal foreign cigarettes and hand rolling tobacco being sold from the premises.**

Consultation dates are as follows: Begins **8 January 2026** and ends **4 February 2026**

Any representation should address one of the four licensing objectives:

- Prevention Crime & Disorder
- Public Safety
- Prevention of Public Nuisance
- Protection of Children from Harm

A summary of the application can be found at the website below within 24hrs (working days only) of the date on this memo.

<https://www.herefordshire.gov.uk/business/current-premises-licence-applications/>

Details on how to make a representation can be found at the website address below.

<https://www.herefordshire.gov.uk/business/current-premises-licence-applications/making-objections-or-representations/>

Any representations need to have name/address and contact details and should be received no later 4 February 2026 addressing the four licensing objectives above.

Yours faithfully

Emma Powell
Senior Licensing Technical Officer
The Licensing Team
Environmental Health & Trading Standards



Directorate/Division: Economy and Environment
 Team: Environmental Health & Trading Standards
 Please ask for: Licensing
 Direct line: 01432 261761
 Email: licensing@herefordshire.gov.uk
 Date: 7 January 2026

TalkCommunityEnquiries
 Cllr Liz Harvey

Via Email

Dear Sir/Madam

An application has been received on 7 January 2026 for a **review** of a premises licence at:

Flat 2, 23 High Street, Ledbury. HR8 1DS – mail order only premises

Grounds for Review

**Prevention of Crime/Disorder & Protection of Children from Harm
 Seizure of a quantity of illegal foreign cigarettes and hand rolling tobacco being sold from the premises.**

Consultation dates are as follows: Begins **8 January 2026** and ends **4 February 2026**

Any representation should address one of the four licensing objectives:

- Prevention Crime & Disorder
- Public Safety
- Prevention of Public Nuisance
- Protection of Children from Harm

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Any representations need to have name/address and contact details and should be received no later 4 February 2026 addressing the four licensing objectives above.

Yours faithfully

Emma Powell
Senior Licensing Technical Officer
The Licensing Team
Environmental Health & Trading Standards

FULL COUNCIL	29 JANUARY 2026	AGENDA ITEM: 20
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Report prepared by Angela Price – Town Clerk

UK TOWN OF CULTURE 2028

Purpose of Report

The purpose of this report is to provide Members with an update on the UK Town of Culture 2028 initiative and enable a fully informed decision on whether the Council wishes to progress an Expression of Interest in the competition now that further guidance has been published.

Background

At the Council meeting on 4 December 2025, Members considered a Notice of Motion relating to the UK Town of Culture initiative and resolved:

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

At the meeting of Council held on 8 January 2026 the Chair, Councillor Harvey, raised concerns that the decision had not been fully informed by available facts and that adequate detail was needed before committing Council resources or endorsing further action due to insufficient information being available at that time, particularly around bidding requirements and timescale and asked Members to consider setting the resolution aside to allow for more informed consideration at the meeting scheduled for 29 January 2026.

It was also noted that Ross Town Council had established a Working Group to consider engagement with the scheme as further information becomes available.

Since the meeting on 8 January 2026 further information has now been published by the UK Government's Department for Culture, Media & Sport (DCMS). They have now formally launched the UK Town of Culture 2028 competition and published guidance for Expressions of Interest (EOI). Key points from the guidance and official announcements include:

- Competition launch: The first UK Town of Culture competition opened on 14 January 2026.
- A briefing for interested towns was held online by DCMS on 21 January.
- Expressions of Interest deadline: Towns wishing to apply must submit an EOI by 31 March 2026.

- Judging and timescale: EOIs will be assessed by an independent expert panel chaired by Sir Phil Redmond, with successful shortlisting expected in Spring 2026 ahead of full bid development. Shortlisted towns will be offered a development grant of £60,000 to support full bid preparation. Purpose: The competition aims to celebrate cultural identity, local stories, and community-led cultural programmes. It builds on the success of the UK City of Culture model but focuses specifically on towns.
- Competition criteria: Judging will consider three core areas:
 1. Your story — the unique narrative of the town;
 2. Culture for everyone — inclusive cultural activity;
 3. Making it happen — realistic delivery and partnerships.
- Funding: The overall winner will receive funding of £3 million to deliver a cultural programme in 2028. Two runner-up towns will each receive £250,000.

The full application form and guidance are now available on the government website [UK Town of Culture 2028 Expression of Interest: Guidance for bidders - GOV.UK](https://www.gov.uk/government/publications/uk-town-of-culture-2028-expression-of-interest-guidance-for-bidders)

Before making any final decisions in respect of whether to submit an Expression of Interest Ledbury Town Council should consider the Implications.

i. Strategic opportunity

The initiative represents a potential opportunity to celebrate local culture, enhance civic pride, and access external funding for cultural and community activities.

ii. Resource and capacity considerations

Submitting an EOI will require officer time and potentially the establishment of a local working group to develop a credible submission that aligns with the competition's criteria. Developing a full bid (if shortlisted) would require greater resource commitment and stakeholder engagement. If the decision is to proceed, reprioritisation of other Council actions will need to be undertaken to free up officer time to engage with this in the timescales required. With this in mind Members are reminded that currently there are two staff members employed on temporary contracts to support the Masefield Matters project. However, these will both have ended by January 2027 and any further workload in relation to this project will fall to other Council staff.

iii. Financial implications

There is no cost, other than officer time and delays to existing council activities, to submit an Expression of Interest. However, progressing to a full bid and delivery stage would have financial implications, which would need to be considered separately and brought forward for Council approval.

iv. Risk considerations

There is a reputational risk of committing officer time and political capital without guarantee of success. Conversely, not engaging could result in lost opportunity for local cultural investment and visibility. A communications plan is recommended to manage expectations and engage positively with the community during the EOI development process.

The following organisations have contacted the Clerk to express their support and interest in the Town Culture application should the Council decide to proceed:

Ledbury Community Hub – Nic Sims gave his support to the project in the Council meeting on 4 December 2025 and was interviewed by the BBC in January 2026. <https://www.bbc.co.uk/news/articles/ce8qpn16pv3o>

Ledbury Library Development Group – “Following our LLDG committee meeting yesterday, I'm writing to advise that the Ledbury Library Development Group would like to be involved in/support the bid for Ledbury being the Town of Culture. We're not sure who is going to be running this project but if you would put us in touch that would be great.”

Birmingham Royal Ballet – “I read with interest of Ledbury's decision to bid for the new 'Town of Culture' programme. I must declare my interest as a North Herefordshire resident, but in my professional capacity, I am extremely keen to further enhance the opportunities for local communities to engage with and participate in world-class culture – especially in rural and isolated areas.

As the process develops, if there is some way in which Birmingham Royal Ballet could support your application, please feel free to contact me.”

Market House Theatre – A member of the Theatre has advised that should the Council decided to proceed they would welcome the opportunity to be involved in the Working Party.

v. Options for Council Consideration

The following options are presented for Members:

Option 1 – Commit to develop an Expression of Interest

This would commit to engagement with the UK Town of Culture initiative without clarity on the theme and approach.

Option 2 – Create a Working Group to explore options and local support

Council could resolve to establish or extend a Working Group to explore the opportunity in more detail, including stakeholder and community consultation on themes and approach, before making recommending a way forward to Council.

Option 3 – Decide not to pursue

Council may choose not to submit an EOI, recognising resource constraints or competing strategic priorities.

Recommendation

1. That Council considers the options above
2. If Council resolves to pursue the matter further that it implements the following actions:

- Appoint Members to a Working Group and agree a Terms of Reference;
- Begin stakeholder engagement, including community organisations, cultural partners and local businesses;
- Draft the EOI in accordance with government guidance;
- Submit the EOI ahead of the 31 March 2026 deadline.

FULL COUNCIL	29 JANUARY 2026	AGENDA ITEM: 22
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Report prepared by Angela Price – Town Clerk

WELLINGTON HEATH ROAD SAFETY REQUEST

Purpose of Report

The purpose of this report is to provide Member with further information in relation to a request from Wellington Heath Parish Council for funding support for the purchase of Speed Indicator Devices (SID).

Detailed Information

Members will recall that at their meeting held on 8 January 2026 they considered a request from Wellington Heath Parish Council (a copy of that letter is attached for information). The request was that Ledbury Town Council consider providing funding from the £200,000 being made available to each Market Town via the Market Towns Investment fund.

At that meeting it was resolved:

- “1. That Ledbury Town Council support the request for funding in support of SID’s for Wellington Heath in principal.***
- 2. That the Clerk to respond seek further information on the following:***

- Anticipated costs for SIDs***
- Any additional funding Wellington Heath is seeking towards the provision of the SID’s***
- What percentage of these costs are LTC being asked to contribute.***
- What timescales are involved with the installation of the SID’s.”***

Wellington Heath Parish Council have now provided further information as set out below:

We are grateful to LTC for considering our letter of 15 December and for agreeing in principle to explore supporting the cost of the SID installations. We understand that LTC will be meeting on 29 January and that further information has been requested regarding the anticipated costs. Please find this set out below but do let me know if you need any clarification or further information

Anticipated Total Cost for SIDs: £14,071

- Procurement of SIDs: £7,632
- Bases: £ 798
- Traffic management: £4,461
- Contractor charges: £1,179

Other funding being explored

- WHPC Precept – up to £2,000
- An application to the Police Commissioner's Grant (this may need to be allocated to White Gates)
- Potential support from local business donations (circa £1,000)
- Exploring the use of 'surplus equipment' to help reduce costs

Funding request to LTC

- We are requesting up to 70% of the total costs as a worst-case scenario, while we continue to review options for supply and installation (£9,850)
- We are also considering cost mitigation by installing the footings for the White Gates at the same time

Proposed discussion points

1. **SID supply and installation**
 - Sharing contact details for three potential suppliers
 - Outcome of the LTC meeting on 29 January
2. **Joint CSW**
 - Introduction to the LTC lead
3. **Telraam devices**
 - Our findings
 - Contact with Robert McIntosh, Telraam Community Support Manager
4. **Other matters**
 - Balfour Beatty - hedges and verges at Beggars Ash (survey undertaken in November)
 - TRO proposal to change Beggars Ash from 60mph to 30mph

Environmental Considerations

Environmental considerations have been taken into account in the preparation of this report. Where relevant, the proposal has been assessed for its potential impacts on the environment, including (but not limited to) climate change, carbon emissions, biodiversity, natural resources, waste, and sustainability. Any identified environmental risks, opportunities for mitigation, or measures to reduce environmental impact are outlined within the body of this report. Where no significant environmental impacts are identified, this is noted accordingly.

The proposal to support the installation of Speed Indicator Devices (SIDs) in Wellington Heath is considered to have no significant adverse environmental impacts.

Recommendation

That the additional information provided by Wellington Heath Parish Council be received and a decision be taken on whether Ledbury Town Council agree to setting aside £9,850 of the Market Town Improvement Fund in support of the installation of SID's as proposed by Wellington Heath Parish Council.



WELLINGTON HEATH PARISH COUNCIL

Ledbury Town Council
c/o Angela Price, Town Clerk
Ledbury Town Council Offices
Church Street
Ledbury
Herefordshire
HR8 1DH

15 December 2025

Dear Councillors,

Request for Contribution Towards Wellington Heath Road Safety Improvements

I am writing on behalf of Wellington Heath Parish Council to enquire whether Ledbury Town Council would consider allocating some of its £200,000 Town Improvement Fund in support of our planned road safety improvements within the neighbouring parish

Wellington Heath and particularly Staplow, have experienced increasing through-traffic, much of it travelling to and from Ledbury. As a result, concerns about speeding and pedestrian safety have become a growing issue for our residents. To address these concerns, we have developed a modest but meaningful package of improvements, including:

- The purchase and installation of one mobile Speed Indicator Device (SID)
- The installation of two pairs of white village entrance gates at Staplow to reinforce drivers' awareness of entering a rural residential area

These measures are proven, cost-effective methods of reducing vehicle speeds and improving overall road safety. Their benefit extends not only to Wellington Heath parishioners but also to drivers, cyclists, walkers, and schoolchildren who travel regularly between our communities

Given the close links between our two communities both socially and economically, and also in daily travel patterns, we hope Ledbury Town Council may feel able to support this initiative through a contribution of £10,000. This would significantly advance our ability to complete the project and deliver safety improvements that will benefit residents of both communities

We would be very pleased to provide any further information, attend a council meeting, or supply costings and documentation if that would assist your decision

Thank you for considering this request. We look forward to the possibility of working collaboratively for the safety and wellbeing of our shared community

Yours sincerely,
Heloise Tierney
Chair
Wellington Heath Parish Council

LEDBURY TOWN COUNCIL

FULL COUNCIL	29 JANUARY 2026	AGENDA ITEM: 23
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Report prepared by Julia Lawrence, Deputy Town Clerk

STORAGE CONTAINER AND REMOVAL COSTS FOR SURPLUS FURNITURE AND EQUIPMENT

Purpose of Report

The purpose of the report is to provide Members with information in relation to storage container costs and for Members to select a company. The main purpose of the storage container is to store surplus furniture that is currently occupying the upper floor of the Market House, in addition to any other adhoc furniture, equipment and archive files that the Council owns.

Detailed Information

For the Council to create usable space on the upper floor of the Market House, several items of furniture need to be removed from the site. This will allow the space to be repurposed for alternative uses, including exhibition space and the development of the Charter Market.

By way of guidance, the items proposed for removal include approximately 35 wooden chairs, five long narrow tables (3.70m x 0.50m), one very large oak table (2.99m x 1.52m), and several other miscellaneous tables measuring approximately 1.9m and 2.43m in length. Please see below for information.



Four companies were approached to provide storage container quotations and a summary of their responses and costings are attached at Appendix A.

Due to the size, weight and bulky nature of some of the items, it will be necessary to appoint a professional removal company. Three removal companies have been approached and invited to provide quotations for the removal of the above-mentioned furniture, together with any other miscellaneous equipment and files from the office.

One company has declined to provide a quotation due to the size and weight of the furniture

Although the large oak table could potentially be concertinaed down, this may not be feasible as it has been in its current position for a long time, and the mechanism for shortening the table may have rusted.

In light of the above, two quotations have been received from removal companies, both of whom are members of the British Association of Removers

Company 1 – Based in Malvern: this company has provided two quotes, as follows:

Removal only: £1,200.00 + VAT – Weekday removal charge based on delivery to a storage container in Ledbury/Ross/Newent. Packing is not included in the quotation price. There is a Standard Transit Liability Charge (“STLC”) of £75.00 + VAT, noting that this is a minimum charge in place until the Council declares value of items being moved.

This company has raised concerns about whether some of the larger items can be safely removed, given the restricted doorway width at the upper level and the difficulty of manoeuvring them down the stairs. Whilst they have confirmed they are prepared to see if they can move these items, there remains a possibility that the five long narrow tables and the very large oak table may have to remain in situ.

If the contract is cancelled or postponed within 10 working days, a cancellation charge will be made.

Removal and Storage: £800.00 + VAT – Weekday removal charge to company's store in Malvern. Packing is not included in the quotation price. The monthly storage rate based on one storage container (20ft) will be £130.00, including VAT, per month, to be invoiced monthly.

There is a standard Liability Storage Charge of £2.08 per £1,000 on value of goods declared, invoiced monthly.

Company 2 – Based in Newent: This company has provided one quote but has confirmed that it will not be possible to remove the five long narrow tables unless you wished to appoint a Joiner to cut the tables down and re-assemble, as they simply will not go through the door. The company has stated “getting the very large table is best endeavours and requires 4 men” to get it down the stairs and then there is a possibility that they might not be able to get it past the middle entrance gate of the staircase.

Removal only: £650.00 + VAT. Mileage costs will be £19.50 + VAT. The quotation includes liability to a maximum value of £50,000. The quotation is based on an hourly rate for 4 x men and fully equipped removal vehicle, charged from depot to depot with a minimum charge of 5 hours. Additional hours to be charged accordingly once the vehicle tracker info is calculated to show start finish times.

In view of the two quotations received, one can safely predict that the five long narrow tables and possibly the large oak table will be staying in the Market House.

Part of the quotation includes transferring numerous archive boxes from the



Council's attic. Appropriate shelving would be required to maximise the space within the container. As a guide, Rapid Shelving can provide shelving as shown in the photo for £255.00 + VAT. This would be standard duty shelving, up to 800kg per melamine shelf. Measurements vary, but for illustration, could be (H) 1980mm x (W) 2440mm x (D) 455mm.

Environmental Considerations

The use of off-site storage has environmental and climate change implications, principally arising from carbon emissions associated with the transportation of furniture and the ongoing energy consumption of the storage facility. Where practicable, the Council should seek to minimise these impacts by selecting providers that operate efficient logistics, use low-emission vehicles and demonstrate energy-efficient practices. The reuse and storage of existing furniture supports sustainability and circular economy objectives by reducing waste and the need for replacement; however, any items subsequently identified as surplus should be disposed of responsibly through reuse, recycling or donation rather than landfill.

Financial Implications

There is no specific budget line currently available for storage costs or removal costs in this financial year. As it is the intention to get the Market House set up for exhibition space and/or the charter market by Easter, then such costs will need to be met from Ear Marked Reserves 335 Amenity & Public Spaces (currently stands at £17,696) and/or Ear Marked Reserves 336 Community Projects (currently stands at £15,701).

Going forward, a budget line should be created for 2026/27 onwards to allow for the monthly storage and insurance costs.

Recommendation

- 1 That Members receive and note the report and select one of the storage container companies on the attached Appendix A to store furniture and any other archive material, being

Company 1 - £3,120 inc VAT for 12 months - Ledbury

Company 2 - £1,872 inc VAT for 12 months - Hereford

Company 3 - £1,920 inc VAT for 12 months – Ross on Wye. Note no container available yet

Company 4 - £1,560 inc VAT for 12 months – Malvern. Subject to company moving furniture

The above costs do not include their insurance costs on the pretence that the Council may prefer to use its own insurance policy to cover this. However, the removal company insurance costs are noted on the attached Appendix.

- 2 That Members give consideration to the two quotations received from removal companies and select one company to move the furniture and other effects from the Market House to a storage container, acknowledging that some of the furniture may still not be moved due to its bulkiness.

Company 1 – Malvern - £1200.00 + VAT removal costs and £75.00 + VAT and £75.00 + VAT for STLC (minimum).

Company 1 – Malvern - £800.00 + VAT removal costs on proviso this company then stores the furniture in a storage container.

Company 2 – Newent - £650.00 + VAT removal costs and £19.50 + VAT for mileage costs.

- 3 That Members instruct Officers to obtain quotations for appropriate racking/shelving to be installed in the storage container.

STORAGE CONTAINER COSTS

APPENDIX 1

Company No.	Location of Storage Units	What is included within the cost	Cost
1	Ledbury	<p>Size of Container: 160sqft - 20ft x 8ft. Approx 7.5ft high</p> <p>Insulated drive-up Unit</p> <p>CCTV monitored secure storage</p> <p>Free use of padlock</p> <p>Open 7 days a week, 365 days a year</p> <p>Payment is 4 weeks in advance</p> <p>Insurance cover: the company can offer the following rates:</p> <p>£5,000 of cover for £5.00 per week inc VAT</p> <p>£7,500 of cover for £7.50 per week inc VAT</p> <p>£10,000 of cover for £8.50 per week inc VAT</p> <p>£20,000 of cover for £10.00 per week inc VAT</p>	<p>Discounted price for first 8 weeks: £32.50 per week inc VAT</p> <p>Thereafter £65.00 per week inc VAT</p> <p>Annual cost for 12 months: £3,120 inc VAT</p> <p>Insurance cover, based on £5,000 of cover is £260 for 12 months</p>
2	Hereford	<p>Size of Container: 160 sqft – 20ft x 8ft x 8ft</p> <p>Units fitted with a polished wooden floor</p> <p>Insulated with lighting, electricity supply & dehumidifier</p> <p>Site has motion sensor CCTV and a perimeter palisade fence and manned night-time patrols</p> <p>Drive up to each unit</p> <p>Open 7 days a week, 5am to 10pm, with a key fob</p> <p>No deposit required</p> <p>Require 7 days' notice when you wish to leave</p> <p>Insurance protection. Prices start from £2 per week for £2,000 of cover</p>	<p>£40.00 per week, inc VAT</p> <p>Company can offer a 10% discount for payment of the first 12 months paid in advance, which would be £1,872 (saving of £208)</p> <p>Annual cost for 12 months: £1,872 inc VAT</p> <p>Insurance cover, based on £2,000 of cover is £104 for 12 months</p>

APPENDIX 1

Company No	Location of Storage Units	What is included within the costs	Costs
3	Ross on Wye	<p>Size of Container: 160 sqft – 20ft x 8ft x 8ft</p> <p>Units are insulated and humidity controlled</p> <p>Free use of padlock/key</p> <p>Private pin codes and 24 hour CCTV</p> <p>All units have access to a power supply with lighting and plug sockets.</p> <p>Open 7 days a week, 6am – 7pm</p> <p>Easy accessibility</p> <p>Require 7 days' notice when you wish to leave</p> <p>Insurance cover: Price includes £2,000 worth of cover</p> <p>It should be noted that currently there are no 160sqft containers available and there is the facility to “join the wait list”.</p>	<p>£160.00 per month</p> <p>Annual cost for 12 months: £1,920</p> <p>Insurance cover: £2,000 worth of cover included</p>
4	Malvern	<p>This company will be providing a quote for removal costs and part of their service also covers storage container costs. Whilst all the information has yet to be received, the company has confirmed what their storage costs would be if they were selected to move the furniture etc.</p>	<p>£130.00 per month</p> <p>Annual cost for 12 months: £1,560</p>

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE EVENTS WORKING PARTY MEETING HELD ON TUESDAY, 13 JANUARY 2026

PRESENT: Councillors Chowns and Morris
Non-Councillors: Al Braithwaite (Chair) Griff Holiday, Sonia Bowen, Nina Shields and Lynette Loader.

ALSO PRESENT: Olivia Trueman – Community Engagement Officer
Julia Lawrence – Deputy Clerk

44. APOLOGIES FOR ABSENCE

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

45. TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD ON 28 OCTOBER 2025

RESOLVED: That the minutes of the events working party held on 28 October 2025 be received and noted

46. TO RECEIVE AND NOTE THE ACTION SHEET

Members reviewed the Action Sheet and noted the work being undertaken by Officers.

There was a discussion regarding the proposed volunteer database and Members were informed that since the report was published, Full Council had already agreed to trial GOAL 17 for 18 months rather than create a separate database. This decision was made due to staff and time constraints and the advantage of enabling the Council to collaborate more effectively with other towns in the county that are also using the platform.

The CEO advised Members that she would be promoting GOAL 17 to community groups, encouraging them to sign up and help raise awareness. She suggested using GOAL 17 during the World Bookfest as a trial run for future events.

RESOLVED: That the Action Sheet be received and noted.

47. TO RECEIVE AND NOTE LEDBURY WORLD BOOKFEST – 7 MARCH 2026

The CEO gave an update on the Ledbury World Bookfest event. She advised members that Full Council had agreed the budget and that she was preparing the marketing material and would have this ready for the next Events Working Party.

It was noted that many workshops have already been booked, including the Aardman modelling class, Red Earth Arts crafts workshop, and the Autor workshops.

RESOLVED: That the update on Ledbury World Bookfest be received and noted

Isabel Lewis, Masefield Matters Project Assistant joined the meeting at 10:18am.

48. TO CONSIDER THE GREAT BIG GREEN WEEK PROPOSAL – 6 JUNE 2026

The CEO presented a report proposing that the Council commission a local practitioner to create a willow dome at the Recreation Ground in advance of The Great Big Green Week, with the structure intended to serve as a performance space during the event.

While Members supported the idea in principle, it was agreed that the proposal should be deferred for future consideration to allow further consultation, including engagement with residents on the facilities and features they would like to see at the Recreation Ground. It was also noted that Ledbury Community Hub is undertaking a similar project at Oatley's Meadow, which could serve as a trial run. The Council could use this as an indicator of whether a similar initiative would be well received.

Members discussed additional ideas for The Great Big Green Week / Community Day, including an inflatable planetarium and other environmentally themed activities. Following a lengthy discussion, it was agreed that the CEO would meet with Ledbury Community Hub, Sustainable Ledbury, and Ledbury Community Day to develop a plan for the event and report back to Full Council with recommendations.

RECOMMENDATIONS:

- 1. That the Council works in partnership with Ledbury Community Day and Sustainable Ledbury to deliver activities that align with and complement Ledbury Community Day programming.**
- 2. That the CEO provides a report to Full Council setting out a proposed approach for The Great Big Green Week, including details of the financial implications and identification of the budget sources to support delivery.**

49. TO CONSIDER LEDBURY CELEBRATION PROPOSAL – 5 JULY 2026

The CEO presented a report advising Members that Ledbury Food Group had requested the Town Council's support for the Ledbury Celebration, marking the second year of partnership between the Council and the Food Group.

The CEO outlined the benefits of collaborating with Ledbury Food Group, including access to market trader contacts for the Charter Market and opportunities to strengthen relationships with local traders.

Members agreed that the Ledbury Celebration is an important event, and that, with the appropriate resources, the Council should provide support. It was recommended that this matter be brought to Full Council for formal consideration.

RECOMMENDATION:

That the Events Working Party recommends to Full Council that Ledbury Town Council works in partnership with Ledbury Food Group again for the delivery of Ledbury Celebration 2026.

50. TO RECEIVE AND NOTE THE LIGHT SWITCH ON FEEDBACK – 23 NOVEMBER 2025

Members reviewed the 2025 Christmas Light Switch-On report prepared by the Community Engagement Officer. It was noted that the 2025 event marked a successful return to full-scale delivery, following a reduced event in 2024 due to adverse weather. The High Street and surrounding areas were well attended throughout the day and evening, with strong participation from families and visitors from across the area.

Members highlighted that the lantern parade was a particular success and expressed support for its return at the 2026 event. It was suggested that timings should be clarified, and that clearer directions for entry and exit of the parade would be beneficial. Members also recommended having a Master of Ceremonies to introduce the lantern parade as it moved through the town.

There was a discussion regarding whether the Morris dancers could hold several workshops in the lead-up to the event, similar to the lantern parade workshops, to enhance participation on the day.

Members also welcomed the use of the snow machine. It was agreed that the Council should explore hiring or purchasing a snow machine. The CEO advised that she prepare a report for Full Council with prices and options.

RECOMMENDATIONS: That the following recommendations be approved At Full Council:

1. **That the Members of the Events Working Party recommended that the Council hold the Light Switch on Event in 2026 on Sunday, 22 November 2026, to avoid clashes with events in neighbouring towns.**
2. **That a recommendation be made to Full Council to approve a budget for £5,000 for the delivery of the 2026 Light Switch on Event.**

As noted above, this does not include the hire costs of market stands as this will be addressed separately at a further meeting, in order to then seek approval from Full Council.

3. **That a recommendation be made to Full Council to agree to the booking of the below entertainment to ensure their availability:**
 - I. **Hire of snow machine - £550 + VAT (or possible purchase)**
 - II. **Winter walk about Fairy - £470 + VAT**
 - III. **Red Earth Arts - £475 + VAT**
 - IV. **Hire of St. Katherines Hall - £120 + VAT**

51. TO RECEIVE AND NOTE THE VIRTUAL APP UPDATE

The CEO provided a report updating Members on the potential for a virtual trail app to engage residents and visitors with Ledbury's heritage and community spaces.

The CEO updated Members on discussions with Hereford City Council regarding their "Love Exploring" app, highlighting both the benefits and limitations and considering its potential suitability for Ledbury. Members noted that Officers from Hereford City Council reported that the app had not achieved the anticipated level of engagement and offered limited scope for local customisation. Based on this experience, the Events Working Party concluded that a similar approach would not be suitable for Ledbury.

Some Members asked whether it would be possible to tie the project in with the town of Culture Grant or secure funding from the BID.

The Chairman and CEO advised that they investigate these funding options and report back to Members accordingly.

RECOMMENDATIONS:

That the following recommendations be approved:

1. **That the Chairman and CEO prepare a tender to be sent to companies capable of developing a bespoke virtual or augmented reality app for the town, with the aim of having the app ready for a September launch to coincide with Heritage Open Days.**
2. **That Members note the contents of this report. A further update will be provided to the Events Working Party once additional information has**

been received regarding the Ross- on- Wye Museum without Walls project.

3. That a recommendation be sent to Full Council to include funding for this project in the 2026/ 2027 budget, ensuring resources are available to support its development and delivery.

52. TO RECEIVE AND NOTE THE EVENTS CALENDAR

Members thanked Officers for preparing the Events Calendar, which runs up to December 2026.

It was noted that the text on the calendar was too small to read clearly and requested that it be enlarged for the next meeting.

RESOLVED: That the upcoming Masefield Matters events be added to the events calendar.

53. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Events Working Party is scheduled for Wednesday, 18 February 2026.

The meeting ended at

Signed Date

FULL COUNCIL	29 JANUARY 2026	AGENDA ITEM: 24.2
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Report prepared by Olivia Trueman – Community Engagement Officer (CEO)

LEDBURY GREAT BIG GREEN WEEK 2026

Purpose of Report

To update Members on discussions held by the Events Working Party regarding The Great Big Green Week and Ledbury Community Day, and to seek approval for the CEO to work with community partners to develop a joint event on the Recreation Ground, including consideration of the use of allocated budget to support its delivery.

Discussion

The CEO provided a report to the Events Working Party outlining potential ways in which the Council could support and contribute to *The Great Big Green Week* and Ledbury Community Day in 2026. One idea explored was the commissioning of a willow dome on the Recreation Ground, similar to the structure being developed by Ledbury Community Hub at Oatley's Meadow. The agenda and associated reports are available at: <http://bit.ly/49xc3i1>

The proposed dome could provide a space for performances and activities during *The Great Big Green Week* and support wider use of the Recreation Ground for future community events. The concept aimed to make the Recreation Ground a more attractive and engaging space, while aligning with environmental and climate-change themes.

While Members were supportive of the idea in principle, they felt it would be wise to delay any decision on the willow dome until the Ledbury Community Hub project is completed, as a trial run. Members also considered that further consultation with residents should take place to establish whether such a feature is something the community would welcome on the Recreation Ground.

Members of the Events Working Party agreed that the CEO should meet with representatives from Sustainable Ledbury, Ledbury Community Day and Ledbury Community Hub to explore a coordinated approach for how the Council could work with these groups to promote and celebrate both *The Great Big Green Week* and Ledbury Community Day.

It was noted that in 2025, the CEO worked with Ledbury Community Day to support a small-scale event on the Recreation Ground. This included interactive shows delivered inside a giant inflatable whale, which proved to be a popular attraction and successfully drew families onto the site. The activity demonstrated the potential of the Recreation Ground as a family-friendly events space and helped to activate an area that is often underused.

Building on this experience, Members discussed how activity on the Recreation Ground could be expanded and developed on a larger scale in 2026.

Proposed Event Model

The CEO met with Ledbury Community Hub, Sustainable Ledbury and Ledbury Community Day to explore potential delivery options for a 2026 event. One option discussed was for Ledbury Community Hub to act as the lead organiser of a large-scale family fun day on the Recreation Ground, working in partnership with the Council and Ledbury Community Day. This proposal would be subject to Council approval.

The proposed event model would:

- Promote the themes and values of *The Great Big Green Week*
- Align with and complement Ledbury Community Day, with a strong family focus
- Make positive and inclusive use of the Recreation Ground
- An opportunity to help signpost families to services

Indicative activities could include:

- Food and refreshments provided by Ledbury Community Hub
- Family-friendly games and activities
- Clear signage and promotion for environmental initiatives and community organisations
- Interactive and educational workshops and creative activities for younger generations
- Opportunities for local groups and partners to showcase sustainable practices in an engaging way

Members discussed potential ways for the Council to engage with the community during the event and agreed that, should the event proceed, having a Council stand on-site would be a valuable opportunity to consult residents on the future use and development of the Recreation Ground.

Financial implications

Members noted that for the past two years, funding from the Climate Change Working Party budget has been used to support and deliver Great Big Green Week events in Ledbury.

It was further noted that there is currently £2,000 allocated within the Climate Change Working Party budget. The Working Party discussed the option of allocating this funding to Ledbury Community Hub to organise and deliver the proposed event.

This funding would contribute towards:

- Booking activities and entertainment
- Event organisation and coordination
- Volunteer recruitment and management
- On-the-day delivery and logistics

Members agreed that this approach would significantly reduce the operational burden on LTC office staff, while ensuring the event is professionally delivered by an organisation experienced in running large-scale community events.

Benefits

The Working Party felt that this proposal would:

- Build on the Council's existing support for The Great Big Green Week
- Strengthen partnerships between the Council and community organisations
- Increase attendance and engagement with both The Great Big Green Week and Ledbury Community Day
- Provide a high-quality, inclusive family event
- Promote environmental awareness in a positive and accessible way
- Make effective use of the Recreation Ground as a valued community asset

Environmental Considerations

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

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

Recommendation:

1. **That the Council works in partnership with Ledbury Community Hub and Ledbury Community Day to deliver a family-focused event on the Recreation Ground as part of The Great Big Green Week 2026, aligned with Ledbury Community Day.**
2. **That a budget of £2,000 from the Climate Change Working Party be allocated to Ledbury Community Hub to organise and deliver the event, including management of bookings, volunteers, activities, and on-the-day logistics.**
3. **That the Council lead a community consultation during The Great Big Green Week to gather residents' views on how the Recreation Ground can be enhanced and used in a sustainable, green way for the future.**

FULL COUNCIL	29 JANUARY 2026	AGENDA ITEM: 24.3
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Report prepared by Olivia Trueman, Community Engagement Officer

REQUEST FROM THE EVENTS WORKING PARTY – LEDBURY CELEBRATION

Purpose of Report

The purpose of this report is to ask for the Town Council's support for the 2026 Ledbury Celebration event, which will be held on Sunday, 5 July 2026 in St Katherine's Square and Car Park.

Detailed Information

At a meeting of the Events Working Party held on 13 January 2026, Members considered a report on the potential for becoming a partner in the Ledbury Celebration Event 2026, noting that the Council has been a partner for the previous two years. The agenda and associated reports are available at: <http://bit.ly/49xc3il>

For the past two years, Ledbury Town Council has supported the Ledbury Food Group in delivering the annual Ledbury Celebration event. The event focuses on promoting local food, drink, and trade, working closely with both new and established traders to create a vibrant market atmosphere. In 2025, local crafters were added to the event, which was very successful and popular with the community.

Another key partner in the event is Ledbury Poetry, who organise a programme of poetry performances and attractions as the Celebration takes place on the final day of the Ledbury Poetry Festival. Their involvement adds to the programme of local musical acts and ensures a lively and enjoyable atmosphere for visitors while complementing the food market.

Importance of Ledbury Celebration

Ledbury Celebration plays a key role in showcasing the town and district's local produce, crafts, and food and drink offerings. It helps small businesses and makers thrive, encourages community engagement, and raises the profile of Ledbury as a destination for culture and food. For LTC, involvement in the market side of the event also:

- Strengthens relationships with local traders, supporting future events such as the Charter Market.
- Helps build a database of traders for ongoing engagement.
- Shows LTC's commitment to supporting local businesses and community initiatives.

Request for Support (2026)

Ledbury Food Group is asking again this year if LTC will help with the following points:

- Logistical help with the event – provision of barriers, rubbish bins (with Ledbury Carnival), arrangements for rubbish collection with Herefordshire Council.
- Provision of LTC gazebos (12) including arrangements for delivery to site and removal after the event, and assistance with assembly and taking down.
- Assistance to obtain grant funding.
- Assistance with event publicity with particular support for social media and help with erecting roadside boards.
- Assistance with finding volunteers to help particularly with setting up and taking down.
- Assistance with music licencing, and investigation into possible future event licencing.
- Recruitment and organisation for all stallholders at the event – with focus on local (within 30 miles) – this activity to be undertaken with support from Ledbury Food Group.
- Communication and dealings with food and drink stallholders and any other stallholders invited to attend – this activity to be undertaken with support from Ledbury Food Group.
- Help with the event site plan to ensure stallholders' needs are met.
- Contributing to the management and stewarding of the event on the day.

The continued partnership between LTC, Ledbury Food Group and Ledbury Poetry ensure that Ledbury Celebration remains a key community event, celebrating local food, crafts, and talent.

Environmental Considerations

Environmental considerations have been taken into account in the preparation of this report. Where relevant, the proposals for the 2026 Ledbury Celebration event have been assessed for their potential impacts on the environment, including (but not limited to) climate change, carbon emissions, biodiversity, natural resources, waste, and sustainability. Any identified environmental risks, opportunities for mitigation, or measures to reduce environmental impact are outlined within the body of this report.

The proposals for the 2026 Ledbury Celebration, including the use of Town Council gazebos, provision of barriers and bins, and management of rubbish collection, are considered to have no significant adverse environmental impacts. Opportunities to promote sustainability, such as the careful management of waste and engagement with local traders, are noted as positive benefits for the community and the local environment.

Recommendation

That Full Council consider becoming a partner of Ledbury Celebration for the second-year running, noting the request for support above.

FULL COUNCIL	29 JANUARY 2026	AGENDA ITEM: 24.4/5/6
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Report prepared by Olivia Trueman, Community Engagement Officer

REQUEST FROM EVENTS WORKING PARTY – CHRISTMAS LIGHT SWITCH ON

Purpose of Report

The purpose of this report is to provide Full Council with feedback on the delivery of the 2025 Christmas Light Switch-On event and to seek approval for recommendations for the 2026 event, including budget, entertainment, and date.

Detailed Information

At a meeting of the Events Working Party on 13 January 2026, Members reviewed the 2025 Christmas Light Switch-On report prepared by the Community Engagement Officer. (attached) The 2025 event was a highly successful return to full scale, following a reduced delivery in 2024 due to adverse weather. The High Street and surrounding areas were busy throughout the day and evening, with strong attendance from families and visitors from across the area. The agenda and associated reports are available at: <http://bit.ly/49xc3il>

A further discussion was held regarding the snow machine used for the 2025 event. Members considered whether the Council should hire a snow machine again for 2026, or whether it would be more cost-effective to allocate budget within the 2026/27 financial year to purchase a snow machine that could be used annually. Purchasing a machine could also offer the potential for the Council to hire it out to local community groups, businesses, and schools, providing both community benefit and the possibility of recouping some operational costs.

Environmental Impact

The use of a snow machine at the Christmas Light Switch-On enhances the festive atmosphere, but it is important to consider potential environmental impacts. Snow machines consume electricity and produce artificial snow, which should be biodegradable and non-toxic to prevent harm to the local environment. To minimise impact, operating times can be limited during the event, and careful placement should ensure snow does not affect drains or surrounding areas. By using the machine responsibly, the Council can create a festive experience while reducing potential environmental harm.

The table below outlines three quotations for snow machines that the Council could consider purchasing, if hiring was not an option. All options will be electric powered and use safe and nontoxic chemicals to make the snow.

	Price	Notes	Range	Image
1	£2,271.52	Professional snow machine with strong output suitable for large events; good control options including remote. Tank holds 5L	High Range (Professional)	
2	£849	Large events / outdoor use — powerful snow output. Tank holds 20L	Medium -High Range	
3	£129.55	remote controlled and good balance of price and performance. Tank holds 3L	Mid -Range	

Recommendations

1. **That the Members of the Events Working Party recommend that the Council hold the Light Switch on Event in 2026 on Sunday, 22 November 2026, to avoid clashes with events in neighbouring towns.**
2. **That a recommendation be made to Full Council to approve a budget of £5,000 for the delivery of the 2026 Light Switch on Event.**

As noted above, this does not include the hire costs of market stands as this will be addressed separately at a further meeting, in order to then seek approval from Full Council.

3. **That a recommendation be made to Full Council to agree to the booking of the following entertainment to ensure their availability:**
 - I. **Hire of snow machine - £550 +VAT (or possible purchase)**
 - II. **Winter walk about Fairy- £470 + VAT**
 - III. **Red Earth Arts - £475 + VAT**
 - IV. **Hire of St Katherines Hall - £120 + VAT**

FULL COUNCIL	29 JANUARY 2026	AGENDA ITEM: 24.7
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Report prepared by Olivia Trueman – Community Engagement Officer

VIRTUAL APP

Purpose of Report

The purpose of this report is to update Full Council on discussions regarding the development of a virtual trail app for Ledbury and to seek approval to proceed with next steps.

Background

At a meeting of the Events Working Party on 13 January 2026, Members considered a report on the potential for a virtual trail app to engage residents and visitors with Ledbury's heritage and community spaces. The agenda and associated reports are available at: <http://bit.ly/49xc3il>

The report included information on discussions with Hereford City Council regarding their “*Love Exploring*” app. This free app is designed to encourage exploration of outdoor spaces through interactive maps, games, audio content, and limited augmented reality features. Officers from Hereford City Council advised that the app had not achieved the level of engagement originally anticipated and offered limited scope for local customisation.

Based on this experience, the Events Working Party concluded that a similar approach would not be suitable for Ledbury.

The Chairman of the Events Working Party and the Community Engagement Officer subsequently met with Arcade (trading as 1UP Studios), the provider of the “*Museum Without Walls*” virtual tour in Ross-on-Wye. This was a constructive meeting, and Members considered the Ross-on-Wye model to be more closely aligned with Ledbury's requirements. <https://museumwithoutwalls.uk/>

Key points discussed included:

- An estimated project cost in the region of £30,000 to cover 4–5 key heritage buildings, with scope for phased expansion.
- Flexibility to develop interactive trails highlighting historical workplaces, local skills, and community stories.
- The requirement for the Council to prepare a detailed specification, following which a tender process could be undertaken.

The Events Working Party agreed that a bespoke virtual or augmented reality app would be the preferred approach. It was proposed that the app could be launched to coincide with Heritage Open Days in September 2026.

Funding Considerations

Funding for the project could be secured through a combination of sources, including provision within the 2026/27 Council budget, National Lottery Heritage Grants, Awards for All, Heritage Open Days funding streams, the BID, and other relevant heritage-focused grant programmes.

Environmental Considerations

The development of a virtual trail app for Ledbury offers a low-impact way to engage residents and visitors with the town's heritage. Unlike physical events, the app requires minimal additional travel, printing, or materials, helping to reduce carbon emissions and waste. Energy use is limited to device operation and server hosting, which is relatively small compared to traditional events. By providing a digital alternative to on-site tours and printed guides, the app supports sustainable engagement while promoting local history and community spaces.

Recommendation

1. That Full Council approve the inclusion of funding for this project in the 2026/27 budget, ensuring that sufficient resources are available to support its development and delivery, as requested by the Events Working Party.
2. That the CEO works with Chairman of the Events Working Party to prepare and issue a tender to companies capable of developing a bespoke virtual or augmented reality app for the town, with the aim of having the app ready for a September launch to coincide with Heritage Open Days

FULL COUNCIL	29 JANUARY 2026	AGENDA ITEM: 26
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Report prepared by Angela Price – Town Clerk

DRAFT ENVIRONMENT AND SUSTAINABILITY POLICY

Purpose of the Report

The purpose of this report is to present the Draft Environment and Sustainability Policy to Council for consideration and adoption. The policy sets out the Council's commitment, principles, and strategic actions in relation to environmental protection, climate responsibility, and sustainable practices across all Council activities.

Detailed Information

Public expectations regarding environmental responsibility and sustainability have increased significantly in recent years. Local councils are increasingly expected to demonstrate leadership in addressing climate change, protecting biodiversity, and embedding sustainable practices within their operations and areas of influence. Ledbury Town Council has previously supported a range of environmental and community-led initiatives. This draft policy provides a formal framework to bring these actions together, clarify priorities, and ensure a consistent and coordinated approach across Council decision-making.

Summary of the Policy

The Draft Environment and Sustainability Policy:

- Sets out a clear vision for a resilient, environmentally responsible, and vibrant Ledbury
- Establishes key principles to guide Council behaviour and leadership
- Acknowledges relevant legislative and policy frameworks
- Identifies strategic environmental actions, including:
 - Water conservation and protection of the River Leadon
 - Sustainable development and planning
 - Climate change mitigation and energy efficiency
 - Waste reduction and pollution control
 - Protection and enhancement of green spaces and biodiversity
 - Sustainable transport and procurement
 - Community engagement and education
- Commits the Council to monitoring, reporting, and regular review, including the inclusion of environmental considerations in future Council reports

The policy is intended to be proportionate, practical, and adaptable, recognising the scale and resources of the Town Council while setting clear expectations for continuous improvement.

Environmental Considerations

Environmental considerations have been taken into account in the preparation of this report. Where relevant, the proposal has been assessed for its potential impacts on the environment, including (but not limited to) climate change, carbon emissions, biodiversity, natural resources, waste, and sustainability. Any identified environmental risks, opportunities for mitigation, or measures to reduce environmental impact are outlined within the body of this report. Where no significant environmental impacts are identified, this is noted accordingly.

This report explicitly addresses the following environmental factors and themes:

- Climate change and climate responsibility
The policy commits the Council to climate change mitigation, energy efficiency, and leadership in responding to climate impacts.
- Protection of natural resources
Particular emphasis is placed on water conservation and the protection of the River Leadon, recognising local environmental sensitivity.
- Biodiversity and green spaces
The report highlights the protection and enhancement of biodiversity, green spaces, and the natural environment within Ledbury.
- Pollution and waste
Environmental factors include waste reduction, pollution control, and more sustainable resource use.
- Sustainable development and planning
Environmental considerations are to be embedded into planning and development decisions to ensure long-term sustainability.
- Sustainable transport and procurement
The policy recognises the environmental impact of transport choices and purchasing decisions and promotes more sustainable alternatives.
- Community environmental engagement
Environmental awareness, education, and partnership working with community groups are identified as key factors influencing environmental outcomes.
- Environmental governance and monitoring
The report commits the Council to monitoring, reporting, and reviewing environmental impacts, ensuring environmental factors are considered in future Council reports.

In summary, environmental factors are central to the report, not secondary. The purpose of the report is to establish a formal framework for how environmental protection, sustainability, and climate considerations will influence Council decision-making going forward.

Financial Implications

There are no immediate financial commitments arising directly from the adoption of this policy. Any future actions with budgetary implications will be subject to separate reports and Council approval through the normal decision-making and budget-setting processes.

Risk and Governance Considerations

Adopting the policy provides a clear governance framework for environmental decision-making and reduces the risk of inconsistent or ad hoc approaches. It also supports transparency and accountability by committing the Council to monitoring progress and periodic review.

Failure to adopt a policy of this nature may limit the Council's ability to demonstrate leadership and respond effectively to environmental expectations from residents, partners, and other public bodies.

Consultation and Engagement

The policy has been drafted with reference to national legislation, local planning policy, and existing community-led environmental activity within Ledbury. Further engagement with community groups and partners will be supported through implementation of the policy following adoption.

Recommendation

That Ledbury Town Council:

1. Adopts the Draft Environment and Sustainability Policy, subject to any amendments agreed at the meeting; and
2. Notes that the policy will be reviewed every two years, with progress monitored and reported in line with the policy commitments.



LEDBURY TOWN COUNCIL

DRAFT ENVIRONMENT AND SUSTAINABILITY POLICY

Date Created: 26/11/2025

Next Review: November 2028

Introduction

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

Our Vision

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

1. Commitment and Principles

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

2. Legal and Policy Framework

Ledbury Town Council recognises its responsibilities under relevant legislation, including, but not limited to:

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

3. Strategic Environmental Actions

a) Water Conservation and River Protection

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

b) Sustainable Development and Planning

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

c) Climate Change and Energy Use

- i. Commit to reducing the Council's carbon footprint by improving energy efficiency in buildings and operations.
- ii. Promote community awareness campaigns on energy conservation and sustainable living.
- iii. Transition Council vehicles towards electric or other low-emission alternatives where feasible.
- iv. Conduct basic energy audits of Council buildings to identify quick wins to reduce energy consumption.
- v. Apply for grants or funding opportunities that support renewable energy installations for small public bodies.
- vi. Consider climate change resilience when planning new projects or community infrastructure, such as flood defences or green spaces that can absorb heavy rainfall.

d) Waste Management and Pollution Reduction

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

e) Green Spaces and Biodiversity

- i. Encourage planting of native wildflower meadows in parks, verges, and open spaces to support bees, butterflies, and other pollinators.
- ii. Install bee hotels, insect boxes, or wildflower planting schemes on Council land.

- iii. Work with local schools, community groups, and residents to develop small wildlife gardens or pocket parks.
- iv. Protect and enhance existing green spaces, including parks, designated wildlife corridors, verges, and the riverbanks.
- v. Support community-led green space and biodiversity projects.
- vi. Establish a Biodiversity Action Plan involving local schools, groups, and residents.
- vii. Use “leave areas wild” schemes, especially in less trafficked or less visible spaces.
- viii. Run / support educational programmes, nature walks, or volunteer days focused on local ecology and conservation.
- ix. Encourage local engagement in citizen science and wildlife survey projects.

f) Transport and Community Engagement

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

g) Sustainable Procurement

- i. Actively seek out local businesses and producers to supply goods and services to the council, to reduce transportation emissions.
- ii. Avoid single-use plastics and encourage suppliers to do the same.
- iii. Develop a preferred supplier list that includes local, eco-friendly, and ethically responsible vendors.
- iv. Opt for products made from recycled or biodegradable materials, such as recycled paper, biodegradable cleaning agents, and refillable stationery.

- v. Where possible, support Fairtrade certified products for tea, coffee, and other consumables used at Council meetings and events.

h) Community Engagement and Education

Actively promote environmental awareness through talks, workshops, and guest speakers at community events.

4. Monitoring, Reporting, and Review

- i. Establish measurable targets.
- ii. Regularly review progress through audits, community feedback, and environmental indicators.
- iii. Publish annual sustainability reports to maintain transparency and accountability.
- iv. Include Environmental and Sustainability section in all covering reports to council.
- v. Update the policy every three years to reflect new challenges, opportunities, and legislative requirements.

5. Community Involvement and Partnerships

- i. Engage residents through awareness campaigns, workshops, and volunteering opportunities.
- ii. Collaborate with local schools, businesses, and voluntary groups to promote sustainability.
- iii. Partner with organisations to promote and deliver environmental and sustainability objectives.
- iv. Support community-led environmental projects.

Aims and objectives

Ledbury Town Council is dedicated to embedding sustainability into its core functions and working collaboratively to protect the broader environment. Together, we aim to build a resilient, thriving town that values its natural heritage and leads by example in environmental stewardship.

FULL COUNCIL	29 JANUARY 2026	AGENDA ITEM: 27
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Report prepared by Angela Price – Town Clerk

AUTHORISATION FOR OFFICERS TO COMMISSION ADVICE ON OPTIONS FOR ALTERNATIVE USE OF COUNCIL OFFICES

Purpose of Report

The purpose of this report is to request authorisation to commission advice on options for alternative use of the council offices and estimates on value and commercial letting potential, to inform future decisions regarding council accommodation.

Detailed Information

The Town Council Offices have been located for some time in accommodation in Church Lane comprising 3 combined timber framed listed cottages dating back in parts to the 1500's. As the council operations have grown, the accommodation has become increasingly awkward to function in, and most members of staff have suffered falls and injuries due to the many stairs, level changes and uneven floors and work surfaces within the building.

In 2015 the government funded Heritage Buildings Project in the town surveyed the council buildings and proposed options to make them more accessible and to redevelop them in ways which could increase their value to the town's tourism and visitor economy and increase their revenue generating capacity to contribute towards their cost of ownership.

Most recently, the issue of accommodation was raised as a concern during the LCC Staff Review and a Notice of Motion was supported by council in September 2025 and resolved that: "Ledbury Town Council support the exploration of the accommodation needs for the council – following on from the Staff Review – and revisit the Heritage Asset project's recommendations for the improved management of heritage buildings owned by the council."

Current issues relating to office accommodation include health and safety, DDA Compliance, costs, access, storage, and available space for staff.

The Clerk recently met with a local estate agent to discuss what the Council's options could be in relation to the improvement or repurposing of the offices on Church Lane and what the alternative use options might be if the council were to relocate to alternative premises.

Three options were discussed:

1. Market the offices for rental

2. Convert the building into residential/holiday lets.
3. Sell the building.

As part of the conversation the estate agent was advised that the intention would likely be to retain the Painted Room as a tourist attraction and the Jacobean Room as a tourist attraction for wedding ceremonies, council meetings and a potential meeting space that could be hired out.

Following the meeting a brief response has been received suggesting that the council could consider letting out the reception and ground floor and the estate agent has advised that they would be happy to market these on behalf of the council.

With regard the potential for conversion to residential for some of the space the estate agent has advised in order for them to provide further information in respect of this they would need sight of any proposed plans to enable them to provide a valuation for the building with a proposed change in part to residential. However, they have advised that there would be a cost implication to provide a full report on this.

Officers are currently contacting two other estate agents who deal with commercial properties to ask them to provide a quote for the provision of a report on the options available to the Council.

Members should note that once these have been received Council will need to consider having plans drawn up for any proposed changes to the premises that can be provided to any estate agent asked to provide a report.

Recommendation

That Members instruct officers to commission the advice in respect of possible options for the council offices and that a sum of £2,000 be set aside from the 2025/26 "professional fees" budget line for this expenditure.