



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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22 November 2024

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 28 November 2024 at 7.00 pm** in the **Town Council Offices, Church Lane, Ledbury** for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Angela Price PSLCC, AICCM, MIWFM
Town Clerk

FILMING AND RECORDING OF COUNCIL MEETINGS

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

A G E N D A

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

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

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

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

3. **To note the Nolan Principles**
<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life—2>
4. **To approve and sign as a correct record the minutes of a meeting of Council held on 14 November 2024** (Pages 2397- 2405)
5. **To receive and note the action sheet** (Pages 2407 - 2409)
6. **Mayors Communications**
7. **To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)**

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

FINANCE

9. **To approve Invoices for payment – November Final** (Pages 2411 - 2414)
10. **To confirm verification of bank statements and reconciliations for August and September**
11. **Internal Audit interim report** (Pages 2415 - 2422)
12. **To consider Grant Applications** (Pages 2423 - 2427)
 - i. Ledbury Civic Society – funding towards the production of an illustrated guide to Ledbury’s principle buildings and their historical context – Local Government Act 1972, s144 – Power to encourage tourism to the council’s area or contribute to organisations encouraging tourism – amount requested £500
13. **Suggested Road Map in respect of replacement of IT equipment** (Pages 2429 - 2443)
14. **Bye Street Toilets expenditure** (Page 2445)

PLANNING, ECONOMY & TOURISM

- 15. **To consider Planning Consultations** (Pages 2447 - 2448)
- 16. **To consider details of proposed base station upgrade at existing mast, Wallshill Farm, Hereford Road, Ledbury, Herefordshire, HR8 2PR**
(Pages 2449 – 2450)

ENVIRONMENT AND LEISURE

- 17. **Ledbury War Memorial – future maintenance** (Pages 2451 - 2452)
- 18. **Market House – Correspondence received from Ian Stainburn**
(Page 2453)
- 19. **Cemetery**
 - i. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 782-791 to be signed, granting the exclusive right of burial to those named on the interment form.
 - ii. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 100118 to be signed, granting the transfer of the exclusive right of burial to those named on each transfer request.
- 20. **Recreation Ground**
 - i. **Replacement Tyre Swing** (Pages 2455 - 2457)

RESOURCES

- 21. **To receive and note the Minutes of a meeting of the Resources Committee held on 7 November 2024 and to give consideration to any recommendations therein**
(Pages 2459 - 2462)

POLICIES

- 22. **To approve the following amended policies** (Pages 2463 - 2482)
 - i. Draft Bullying, Harassment and Victimisation Policy
 - ii. Draft CCTV Policy

GENERAL

- 23. **Hills Ford Rally – request from Councillor Durkin, Cabinet Member Roads and Regulatory Services, Herefordshire Council** (Pages 2483 - 2484)

24. Outside Bodies (Pages 2485 - 2488)

- i. To receive and note the minutes of a meeting of the Ledbury Stromstad Twinning Association held on 27 September 2024

25. Date of next meeting

To note that the next meeting of Council is scheduled for 12 December 2024 in the Council Offices

26. Exclusion of Press and 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.

**27. Renewal proposal in respect of Health & Safety Support
(Pages 2489 - 2506)**

**Distribution: - Full agenda reports to all Councillors (10)
Plus file copy**

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

**MINUTES OF AN MEETING OF FULL COUNCIL
HELD ON 14 NOVEMBER 2024**

PRESENT: Councillors, Harvey, Hughes, Kettle and Morris

ALSO PRESENT: Angela Price – Town Clerk
Honor Holton – Minute Taker
Councillor Justine Peberdy – Ledbury West Ward

C484. APOLOGIES FOR ABSENCE

Apologies of absence were given from Councillors Bradford, Chowns, Eakin and Sinclair. Councillor Howells apologies were received as per his request for dispensation.

C485. DECLARATIONS OF INTEREST

None received

C486. NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

**C487. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES
OF A MEETING OF COUNCIL HELD ON 31 OCTOBER 2024**

RESOLVED:

That the minutes of the Full Council meeting held on 31 October 2024 be approved and signed as a correct record, subject to the following amendment:

That minute no. C474 be amended to read:

“South Parade House, South Parade, Ledbury, Herefordshire, HR8 2HB. (awaiting free officer report) – Tree has recently been felled without Council approval or authorisation and will be looked into.”

C488. ACTION SHEET

RESOLVED:

That the action sheet be received and noted.

C489. WARD COUNCILLOR REPORTS

RESOLVED:

Councillor Peberdy advised Members of a number of concerns that had been raised with her in respect of speeding on Lower Road and suggested that a SID device be considered for this road. It was also requested by Councillor Harvey and Councillor Peberdy that the Council consider providing a contribution towards signage for a weight limit sign at Lower Road.

Justine Peberdy left the meeting at 7:30pm

That the Ward Councillor Reports be received and noted.

C490. MAYORS COMMUNICATIONS

RESOLVED:

The Town Clerk, in the absence of the Mayor, reminded Council there is an upcoming Coffee Morning on Tuesday 19 November 2024 for International Men's Day, which will be held at the Town Council Offices.

C491. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH PROVISIONS OF STANDING ORDERS 3(e) AND 3(f)

No members of the Press or Public were present at this meeting.

C492. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

None received.

C493. TO RECEIVE AND NOTE THE MINUTES OF AN EXTRAORDINARY MEETING OF THE RESOURCES COMMITTEE HELD ON 11 OCTOBER 2024 AND THE MINUTES OF A MEETING HELD ON 24 OCTOBER 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of the meetings on 11 October 2024 and 24 October 2024 be received and noted.

C494. TO APPROVE INVOICES FOR PAYMENT – NOVEMBER 2024 (INTERIM)

RESOLVED:

1. That the cost centre 401 nominal codes 4480 (ICT Computer) and 4483 (ICT services & Software Lease be amalgamated into one nominal code.
2. That as per minute no. C397 any costs for new IT equipment in the 2024/25 financial year be taken from the General Reserve and that a total of £1,140 be transferred from the General Reserve to an Earmarked Reserve for IT Equipment & Services to off-set the overspend in 401/4480.
3. That a virement be made from 225/4545 Annual and other meetings of £1,000 to be moved to 235/4400 stationary to off-set anticipated overspend.
4. That the accounts clerk be instructed to journal £272.69 from 102/4170 to 102/4206.
5. That a virement be made from 102/4250 Tree Works/ Property Maintenance of £400.00 to be moved to 102/4170 Maintenance.
6. That nominal codes 4170 maintenance, 4206 grounds maintenance and 4250 Tree Works/Property Maintenance in 2025/26 budget.
7. That a virement be made from 214/4890 unspecified grants of £350 to be moved to 214/4800 Barrett Browning Clock.
8. That the administrative error in respect of total cost of preferred Christmas Lights contract be noted and that it be recognised that the actual cost to supply Christmas Lights by Festive Lighting was £15,000 for which there are sufficient funds within the 2024/25 budget.
9. That the invoice payments for November 2024 are to be approved in the sum of £16,414.48 plus VAT

C495. TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR SEPTEMBER 2024

RESOLVED:

That the record of receipts and payments for September 2024 be received and noted.

C496. TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTH 6

RESOLVED:

That the balance sheet and trial balance for month 6 be received and noted.

C497. BUDGET MONITORING REPORTS 1 APRIL – 30 SEPTEMBER 2024

RESOLVED:

That the budget monitoring reports form 1 April – 30 September 2024 be received and noted.

C498. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR AUGUST AND SEPTEMBER

RESOLVED:

That this item be deferred to the next Full Council meeting due to Councillor Newsham not being present at the meeting to confirm.

C499. TO REVIEW CCTV REVENUE FUNDING 2025-2026

Members were provided with notification of the cost of the Ledbury CCTV which is managed by Herefordshire County Council for a one-year extension whilst discussion progress in respect of the future of the CCTV service.

RESOLVED:

1. That the Clerk be asked to confirm with Herefordshire Council that Ledbury Town Council agree to an extension of one-year for the monitoring and maintenance of CCTV coverage in Ledbury in 2025/26 at a cost of £10,551.60.
2. That the Clerk write to Herefordshire City Council encouraging the city council to reconsider its decision to withdraw funding support for the provision of CCTV in Hereford City, copying in other Town Clerks for information.

C500. GRANT APPLICATIONS

RESOLVED:

That Ledbury Food Group be awarded 50% of the total cost of the project, which amounts to £1,852.00 and that this will be paid from the Council's 2025/26 grant fund in April 2025.

C501. TO CONSIDER PLANNING CONSULTATIONS

RESOLVED:

- 1. Application number 242541 - proposed alterations to principal elevation in the form of new doors and windows, in a more outward position. – 10 New Street, Ledbury, Herefordshire, HR8 2DX. No objection.**
- 2. Application number 242738 - works to trees in conservation area – Proposed works to western red cedar – to reduce the tree by 30% to take it back to the work done in May 2012. The tree is now grown so tall that it is excessively shading the garden. No objection.**

C502. TO RECEIVE AND NOTE PLANNING DECISIONS

RESOLVED:

That the planning decision are to be received and noted.

C503. TREE PRESERVATION ORDER NOTIFICATION

RESOLVED:

That the tree preservation order notification be received and noted.

C504. NOTIFICATION OF GIFT OF LAND PROPOSAL FROM VISTRY GROUP

RESOLVED:

- 1. That the Clerk write to Vistry noting that Ledbury Town Council would like them to consider travel links.**
- 2. That the Clerk write Vistry thanking them for their kind offer and to advise that Ledbury Town Council are very positive and would be keen in principal to accept the offer by Vistry to transfer the freehold ownership of the land to the Town Council.**

C505. TO NOTE ENVIROMENTAL IMPACT ASSESSMENT SCREENING OPINION IN RESPECT OF APPLICATION P242776

RESOLVED:

That the information provided in respect of the Environmental Impact Assessment Screening Opinion in respect of application P242776 be received and noted.

C506. REQUEST FOR VIEWS FROM WELLINGTON HEATH PARISH COUNCIL ON ROAD SAFETY ISSUES

RESOLVED:

That the Clerk respond to Wellington Heath Parish Council advising that Ledbury Town Council are supportive of safety measures on the edge of the Parish and that welcome the opportunity to meet with them and discuss this with the support of Highways Officers.

C507. TO CONSIDER AN APPLICATION FORM LANARK HOUSE INVESTMENTS LTD FOR A VARIATION OF A PREMISES LICENCE

RESOLVED:

No objection to the application for a variation to premises licence in respect of Lanark House investments LTD.

C508. INCREASING TOURISM IN LEDBURY UPDATE REPORT – OCTOBER 2024 – HERITAGE AND HISTORY

Councillor Harvey advised that there is £2,000 of funding available from the Herefordshire BID for project/s proposed by local retail and tourism businesses. She also advised that there are some funds available within the Council's reserves from the Portas in the region of £1,500 - £1,800 previously ring-fenced for the Traders' Association plans for a visitor map. Cllr Harvey suggested that these funds should be considered alongside funds proposed for a map in the recent awarded grant to the Painted Room and a joined-up proposal for one or more maps be brought forward.

RESOLVED:

That the Council support the recommendations within the report as follows:

1. **Town Map & Guide:** A report be submitted to a future meeting of Council setting out the details of quotes received for all aspects of this work, delivery timescales and the funding sources, with the caveat that all areas of tourism and that the Painted Room Tour Guide Manager be included in the discussions and design.
2. That any decision in respect of distribution of the map be deferred until such time the map is prepared, but that Council would welcome the group's thoughts on where this should be distributed.

3. That the Council support the representatives of the above historic buildings seeking common ground for better aligned opening times.
4. That the Council recognise that coach parking and coach driver hosting is an issue that they are keen to look at but do not feel this is something that the Community Engagement Officer should be asked to do. The issue of encouraging and catering to coach parties should be explored further.
5. That the draft Terms of Reference and the progression of the Project Board be approved subject to an amendment to number two as follows:

“The Project Board will review the progress of the TEMAP project and make recommendations to Council or the relevant committee on whether to continue, change or stop associated/contributing projects.”

C509. ANNUAL PLAY EQUIPMENT INSPECTION REPORTS

RESOLVED:

1. That the annual play equipment inspection reports be received and noted.
2. That consideration of potential budget implications be considered at the 2025/26 budget setting process.

C510. OUTCOME OF CODE OF CONDUCT COMPLAINT

That the outcome of code of conduct complaint be received and noted.

C511. CONSULTATION OF ENABLING REMOTE ATTENDANCE AND PROXY VOTING AT LOCAL AUTHORITY MEETINGS

RESOLVED:

That due to the number of Councillors present at the meeting, Councillors respond directly to the consultation.

C512. SUSPENSION OF STANDING ORDER 3(X)

RESOLVED:

That Standing Order 3(x) be suspended for 30 minutes to enable the remainder of the business of the agenda to be completed.

C513. OUTCOME OF NOTICE OF CASUAL VACANCY

RESOLVED:

That the notice of casual vacancy is received and noted.

C514. TO APPROVE DRAFT FUND RAISING POLICY

RESOLVED:

That the draft funding policy be approved.

C514. OUTSIDE BODIES

RESOLVED:

That Councillor Kettle to be nominated as the Council's representative for Ledbury Carnival Committee.

C515. DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next meeting is 28 November 2024.

C516. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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

C517. RECOMMENDATION FROM RESOURCES COMMITTEE HELD ON 7 NOVEMBER 2024 IN RESPECT OF POST HOLDER 47

RESOLVED:

That the findings of the Occupational Health Doctor in relation to Post Holder 47 be accepted and the Clerk be authorised to complete and sign the Employee Declaration in support of ill health retirement.

C518. REQUEST FROM CHAIR OF MASEFIELD MATTERS PROJECT BOARD

RESOLVED:

1. That Council agree to a percentage of the funds received being placed in a high interest, short term deposit account.
2. That further information be provided to a future meeting of council to inform Members on how much of the grant should be placed on deposit.
3. That the Clerk and Councillors Newsham and Harvey be asked to review the current market for a suitable high interest, short term deposit account and to make recommendations back to Council.

C519. CONSIDERATION OF PURCHASING AN ELECTRICALLY ASSISTED PEDAL CYCLE

RESOLVED:

1. That further detail be provided on the bike options ranking considering their respective payload capacity, electric power, cost and possible storage options for consideration by Council.
2. That option number three within the report be discounted.

The meeting ended at: 9:23pm

Signed **Date**

FULL COUNCIL
28.10.2024

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
FULL COUNCIL 1 August 2024					
C341	That officers seek further information on the Zero waste initiative and bring this back to Council for further consideration	CEO			
FULL COUNCIL 19 September 2024					
C362(2)	On receipt of the lights they be PAT tested	TC	TBC	HMS advised that as the lights are less than a year old they do not require PAT testing - have requested this in writing.	Completed
C414.2	That on completion of draft terms of reference by Cllr Chowns a meeting be arranged with the Members of the Climate Change Working Party to clarify what the Council expect from the Working Party.	TC	TBC following above meeting	CCWP members to be invited to a meeting to consider amended Terms of Reference when drafted	In progress
C422.1	That an ICT task and finish group be established to consider the Councils IT and communications contracts and software packages such as the accounts package	TC	TBC	On hold due to staff shortages	In progress
C436.2	That officers investigate “lighter options” for the works to the driveways at the cemetery.	DTC		DTC to consider alternative options - list of contractors prepared consideration of new specification for works to be prepared	In progress
FULL COUNCIL 17 October 2024					

C461.1	That the purchasing of an electrically assisted pedal cycle, be investigated further, and alternative models be investigated and further report submitted to future meeting	TC		31.10.2024	Further report to be included in future agenda	In progress
C461.2	That the possibility of sponsorship for the above purchase be explored	TC			TC to draft letter for Mayor to sign - letter to be printed and signed by Mayor	In progress
FULL COUNCIL 31 October 2024						
C477	That the draft terms and conditions re St Katherine's be revisited and deferred to a future meeting	TC				In progress
C478	That the clerk revisit the draft Bullying, Harassment and Victimisation policy and resubmit to a future meeting	TC			Draft submitted to Resources committee (21.11.2024) final draft to be submitted to council for approval	In progress
C479	That the CEO liaise with the Histories Festival organisers and provide a short report for a future meeting of council	CEO				In progress
FULL COUNCIL 14 November 2024						
C499(2)	Letter to be sent to City Council asking them to reconsider their decision to withdraw funding for the provision of CCTV coverage for the city	TC/TM				In progress
C508	That the council are in supportive of the recommendations within the Tourism report subject to the points raised within the minutes	TEMAP		21.11.2024	Clerk informed AB of outcome of discussion	Completed

C509(2)	That consideration of potential budget implications be considered at the 25/26 budget setting process in respect of actions required from ROSPA reports	TC/FP&GP Com	Jan-25	To be costed ahead of final budget	In progress
C518(2)	That further information be provided to a future meeting of council to inform Members on how much should be placed on deposit	TC/JH/EH	Future meeting of council		In progress
C518(3)	That the Clerk and Cllrs Harvey and Newsham review the current market for a suitable high interest, short term deposit account	TC/JH/EH	Future meeting of council		In progress
C159	That further information be provided to a future meeting of council in respect of a possible electric vehicle	TC	Future meeting of council		In progress

FULL COUNCIL	28 NOVEMBER 2024	AGENDA ITEM: 9
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Report prepared by Angela Price – Town Clerk

INVOICES FOR PAYMENT – NOVEMBER 2024(INTERIM)

Purpose of Report

The purpose of this report is to provide Members with information to support the invoices for payment for November.

Detailed Information

Attached is a list of payments due for payment for November 2024 (final) in the sum of £9,682.79 plus VAT and below is a list of explanations in respect of overspends and other queries relevant to those payments.

	Code	Company	Description	Comments
1	127/4850	RBL	Poppy Wreaths	Mayor provided additional wreath for train to Paddington – overspend at year end - note and consider increase to allow for two wreaths in future years budgets
2	202/4170	HMS Heating & Maintenance	New lights and removal of existing storage heater in old and new CEO office	Overspend on budget – officer recommendation – transfer £1,000 from EMR 324 Listed Buildings – may be more works identified before financial year end - funds to be moved to EMR 324 to 202/4170
3	4400/235	Viking Raja	Stationery	Anticipated Overspend at year end approved in 14.11.2024 meeting that virement from 225/4545 Annual and other meetings £1,000- this will be evident at month 7 closedown
4	4330/102	P J Nichols	Fuel for van and mowers	Grass cutting season has come to an end – van not being used regularly – monitor and consider virement later in the year
5	4013/125	HMS Heating and Maintenance	Time clocks in Bye Street Toilets	Create new budget line with funds from GR – report on agenda for approval

6	4276/118	Npower	Market electricity	Insufficient budget allocation set – officer recommendation virement from 301/4549 Charter market improvements to 118/4276 - £1,000
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Recommendation

1. Consider budget for two wreaths in future years – 127/4850.
2. That funds be transferred from EMR 324 Listed Buildings to 202/4170 in the sum of £1,000.
3. That it be noted that a virement from 225/4545 to 235/4400 in the sum of £1,000 was agreed at the meeting of 14 November, and that this will show in the budget following the month 7 closedown.
4. That a new budget line be agreed for Bye Street Toilets as per agenda item 14.
5. That a virement be approved from 118/4276 Charter Market Improvements of £1,000.00 to be moved to 118/4276 external power supply.

Invoices for November 2024

INVOICE DATE	INVOICE NO	BAC's	COST CENTRE/ NOMINAL CODE	BUDGET FUNDS available	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT	NOTES
19.11.2024	LTC MJA27	BACS	127/4850	£20.00	Royal British Legion	Poppy Wreaths	52.50	0.00	52.50	1
14.11.2024	MEM252078-1	BACS	230/4051	£664.00	SLCC	AP Membership Fees	475.00	0.00	475.00	
13.11.2024	20931	BACS	301/4549	£1,768.00	Poptents.eu	2 x legs delivered	100.00	0.00	100.00	
07.11.2024	10685142	BACS	202/4185	£3,612.53	Chubb	Test and services of extinguishers	412.57	82.52	495.09	
12.11.2024	2881670	BACS	127/4607	£6,734.00	PPL PRS	Music licence for LTC events	521.54	104.31	625.85	
14.11.2024	10905	BACS	202/4150	£525.00	Bliss Cleaning Services	LTC Cleaning	395.00	79.00	474.00	
08.11.2024	68969	BACS	202/4170	£44.00	HMS Heating & Maintenance	New lights and removal of existing storage heater council offices	822.50	164.50	987.00	2
05.11.2024		BACS	214/4901	£5,766.00	Jane Mee	Train Ticket for John Masfield meeting	92.00	0.00	92.00	
08.11.2024	84076	BACS	202/4116	£230.28	Shreddal	Confidential Waste	82.72	16.55	99.27	
07.11.2024	5009184	BACS	235/4415	£596.57	Viking Raja	Desk for CEO	1,354.00	270.80	1,624.80	3
04.09.2024	1096	BACS	202/4179	£2,000.00	Ledbury Construction	Replacing and repairing guttering around LTC Offices	1,634.80	326.96	1,961.76	
06.11.2024	17293	BACS	102/4300	£691.00	Spadwick Motors	Recover vehicle and replace starter motor	268.00	53.60	321.60	
31.10.2024	202410000004	BACS	102/4330	£64.44	P J Nichols	Fuel for van and mowers	36.53	7.31	43.84	4
01.11.2024	68864	BACS	125/4013	£608.00	HMS Heating & Maintenance	Set time clocks in Bye St toilets	50.00	10.00	60.00	
05.11.2024	10679733	BACS	202/4185	£3,199.96	Chubb	Gold Plan agreement	59.10	11.82	70.92	
30.10.2024	LTC01-2023 Autumn	BACS	115/4650	£833.00	Yard House Plants	Remove Hanging Baskets	200.00	40.00	240.00	

MAP Ltd	15243	BACS	115/4650	£633.00	Malvern Art Products	Date Labels 2022 & 2024	136.02	27.20	163.22	
08.11.2024		BACS	225/4520	£500.00	Cllr M Hughes	Ink Cartridges	63.94	12.78	76.72	
15.1.2024	61669	BACS	235/4400	£563.59	Printer Cartridges	Ink Cartridges	189.55	37.90	227.45	
15.11.2024	7661	BACS	127/4607	£6,212.46	Signworx	Generator for light switch on	84.00	0.00	84.00	
13.11.2024	20241311	BACS	127/4607	£6,128.46	Shed Sounds Invoice	Audio Hire light switch on	350.00	0.00	350.00	
15.11.2024	1893	BACS	220/4590	£2,125.00	IAC	Provision of internal audit	375.25	75.05	450.30	
12.11.2024	H1502223	BACS	118/4276	£439.00	npower	Market Stall Electricity	77.77	3.89	81.66	5.00
19.11.2024	170200	BACS	127/4607	£5,778.46	Balfour Beatty	Road closure christmas	125.00	0.00	125.00	
15.1.2024	7656	BACS	127/4607	£5,653.46	Signworx	Banner for Christmas event	230.00	46.00	276.00	
15.11.2024	3358	BACS	EMR335	£40,855.00	LandScope	Geophysical survey	1,495.00	299.00	1,794.00	
Signed						TOTALS	9,682.79	1,669.19	11,351.98	

date
Signatory 1

date
Signatory 2

date
Clerk

FULL COUNCIL	28 NOVEMBER 2024	AGENDA ITEM: 11
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Report prepared by Angela Price – Town Clerk

INTERNAL AUDIT INTERIM REPORT 2024/25

Purpose of Report

The purpose of this report is to provide Members with the Internal Auditors Interim Audit Report and suggested response to comments made within that report.

Detailed Information

Members will recall that when considering the appointment of the current Internal Auditor it was agreed that the Council would have two audit visits per year, an interim visit in October/November and the end of year audit in April or May, to provide their AGAR report.

Kevin Rose of IAC Audit visited the Town Council offices on Tuesday, 5 November to carry out the interim audit for the 2024/25 financial year and attached is his report and comments in relation to that visit.

Mr Rose has identified eight areas for improvement and the Clerk has provided comments within the last column of the attached Observations report with some additional comments below for consideration.

B1 and C1 relate to the need to provide updated information on the council website, and these have now been rectified.

B2 requires Members to consider how to deal with the arrangements for the payment of salaries and also lists of invoices for payments. Currently the Accounts Clerk inputs information received from the payroll provider, and this is then checked and approved by the Clerk.

- Having reviewed financial regulation 7.1 the Clerk cannot identify this within FR(7). However, Council may wish to consider how to proceed with approval of salary payments in the light of the comments from the IA - i.e consider whether the Mayor or chair of finance committee be delegated to authorise salary payments - however this could present a problem if Cllrs are not available within a specific timeframe due to limited timescales for approval and payment. The Clerk has recently had discussions with the Councils bank to establish whether it is possible to enable Councillors who are signatories to authorise payments via the online banking system and further details are awaited in respect of this.
- 6.10 As a copy of invoices is included in the agenda papers officers would suggest amending financial regulations to recognise this which will negate the need for a copy to be attached to the minutes.

D1 and D2 refer to the general reserve – this process will need to be improved.

E1 Funds on deposit with CCLA need to be reviewed and reinvested in an alternative deposit account. Consideration should be given to better use of short term, high interest deposit accounts.

<https://www.ledburytowncouncil.gov.uk/uploads/Treasury%20and%20Investment%20Policy.pdf>

L1 The Clerk will review the Publication Scheme and make arrangements for expenditure over £100 to be included on the website with immediate effect.

M1 Clerk to ensure that future minutes are to include the dates set for the Exercise of Public Rights.

Recommendation

Members are requested to give consideration to the Internal Auditor's Interim Report, noting the observations provided and the suggested responses and actions provided by the Clerk, where appropriate, and to make resolutions on those observations where required.



Angela Price PSLCC, MICCM, MIWFM CiLCA
Town Clerk
Ledbury Town Council
Church Street,
Ledbury,
Herefordshire.
HR8 1DH

12th November 2024

Dear Angie,

Interim Internal Audit

An audit was carried out by Kevin Rose on Tuesday 5 November 2024. This was the interim internal audit, part of the annual internal audit coverage of the Council. Prior to the audit a 'Pre-Audit' was carried out remotely which tested items which are required to be published on the Council's website.

The audit was undertaken using the standard IAC Audit Checklist, that we use for all Local Councils, which has 208 items. A total of 129 items were tested during this audit, including items that were examined and tested as part of the pre-audit process. A balance of 79 items remain to be tested.

The following 'Internal Control Objectives' of the Annual Internal Audit Report (part of the AGAR) were checked and confirmed as being Not Applicable to your Council for this financial year.

- Exemption from External Audit (Box K)
- the Transparency Code (for Smaller Authorities) (Box L)
- Trust Funds (Box O)

Areas subject to audit were;

- the Accounting system and records (Box A)
- the Payment system (Box B)
- Risk and insurance (Box C)
- Budget and precept setting and monitoring (Box D)
- Income billing, collection and VAT (Box E)
- Petty cash (Box F)
- Assets and investments (Box H)
- Bank reconciliations (Box I)
- Accounting Statements (Box J)

Of the 108 applicable items tested a Positive response was obtained in respect of 104 tests. There were 4 Negative responses identified and 8 Observations were made, details of which are set out in the attached Interim Internal Audit Observations.

Summary of tests undertaken during this audit

Positive response	104
Negative response	4
Not Applicable to your Council	21
Total tests carried out	<u>129</u>

I am pleased to advise that no 'Non-Compliances' were identified at this stage that would give rise to a negative response on the statutory Annual Internal Audit Report.

I would like to express my thanks for the assistance provided to me during my audit.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Rose'.

Kevin Rose ACMA
Director

Interim audit summary Ledbury Town Council

(shaded Internal Control Objectives are not applicable to your Council)



Audit 1 Date 5 November 2024

Internal Control Objective		N/A	Tested	Positive	Negative	Observations	Non Compliance
Box A	Appropriate accounting records have been properly kept throughout the financial year.	-	6	6	-	-	
Box B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	8	39	31	-	2	
Box C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	2	12	10	-	1	
Box D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	2	17	13	2	2	
Box E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	6	23	17	-	1	
Box F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	2	9	7	-	-	
Box G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	-	-	-	-	-	
Box H	Asset and investments registers were complete and accurate and properly maintained.	-	1	1	-	-	
Box I	Periodic bank account reconciliations were properly carried out during the year.	1	7	6	-	-	
Box J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	-	2	2	-	-	
Box K	If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")	-	-	-	-	-	
Box L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	-	1	-	1	1	
Box M	The authority, during the previous year (2023/24) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	-	5	4	1	1	
Box N	The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	-	7	7	-	-	
Box O	(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee	-	-	-	-	-	
Totals		21	129	104	4	8	-

Ledbury Town Council Financial Year 2024-25



IAC Audit and Consultancy Ltd

Audit date: 5 November 2024

Visit 1 Internal Audit Observations

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

B

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	A copy of Councils Financial Regulations was provided to the auditor	Yes	It was noted the the Council's website is the previous version - the new model regulations were adopted in October 2024.	Council to update the version of Financial Regulations on the website.	Low	New model regulations as adopted 10.10.2024 now uploaded to the website
2	Have payments been approved as required under Council Financial Regulations?	Yes	<p>It was noted that the Councils Financial Regulation 7.1 states "...no signatory should be involved in approving any payment to themselves." However the practice at the Council is that salary payments are paid under the same process as other payments whereby the Finance Officer uploads and the Clerk authorises the payment.</p> <p>It is also not clear that the Council currently complies with the requirements of financial regulation 6.10 which requires that "...A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting."</p>	<p>The Council to note that the current arrangement for the payment of salaries does not correspond with the Councils Financial Regulation 7.1. The Council to review the process in place for the payment of salaries and ensure that the process complies with its Financial Regulations. If necessary the Council to amend either its payment process, or financial regulations so that they agree.</p> <p>The Council to review how its practice complies with Financial Regulation 6.10. If necessary the Council amend either its practice, or Financial Regulation, so that they agree.</p>	High	<p>Having reviewed the financial regulation 7.1 i cannot find where this is stated. However, Council may wish to consider how to proceed with approval of salary payments in the light of the comments from the IA - i.e consider whether the Mayor or chair of finance committee be delegated to authorise salary payments - however this could present a problem if Cllrs are not available within a specific timeframe due to limited timescales for approval and payment.</p> <p>6.10 copy of invoices is included in the agenda papers suggest amending financial regulations to recognise this which will negate the need for a copy to be attached to the minutes.</p>

C This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	A copy of the Financial Risk Register was provided to the auditor	Yes	It was noted that the Risk management policy and Risk Register on the Council's website appear to be old versions.	Council to review and update these documents on the website.	Low	Most recent version uploaded to website

D The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	When preparing the budget, and subsequent precept demand, did the Council specifically consider the level of its General Reserve and whether the level of the General Reserve was adequate and not excessive?	No	From review of Minutes not clear that this was done.	When setting the budget the Council should specifically consider the level of its General Reserve. The Council should set the level of its General Reserve in line with the guidance set out in the Practitioner's Guide paragraphs 5.33 - 5.35 (in particular paragraph 5.35).	High	This will be considered at the 2025/26 budget setting process and for future years
2	Reserves have been subject to review by Council as part of the budget setting process.	No	From review of Minutes not clear that this was done.	On an annual basis, as part of the budget setting process, the Council should conduct a review of its Reserves to ensure that their purpose is identified and that they are adequate and not excessive.	Medium	This will be considered as part the 2025/26 budget setting process and for future years

E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Does the investment policy clearly show an awareness of investment risk being taken?	Yes	It was noted that the Council's Treasury and Investment Policy states "the maximum of the council's cash deposits which may be held with one institution must not exceed 60%." As at the 31st August 2024 the balance held with CCLA was approximately 66% of council funds.	The Council to review its compliance with its investment policy.	Medium	Consideration to be given to review CCLA deposit and consideration to be given to more use of high interest, short term deposit funds.

L *The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council has complied with the publication requirements of the ICO Model Publication Scheme for Parish Councils. (This includes a requirement to publish the Annual Internal Audit Report).	No	<p>The Council has in a place a publication scheme, but it appears to be an older version.</p> <p>It was noted that the Council publishes details of expenditure over £500 however the requirement (under the ICO Model Publication Scheme) is for Councils to publish payments over £100.</p>	<p>The Council should note the legal requirements to publish information in accordance with the ICO Model Publication Scheme (version 3).</p> <p>Although this is not a requirement under the Accounts and Audit Regulations 2015, the Council should note that it is a statutory requirement under the Freedom of Information Act.</p>	Advisory	Publication of expenditure over £100 to be provided on council website with immediate effect and review of publication scheme to be undertaken and correct information to be published on council website.

M *The authority, during the previous year (2023/24) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Council Minutes record the dates set for the Exercise of Public Rights	No	Council Minutes do not record the dates set for the Exercise of Public Rights.	In future the Council to ensure that the date set for the Period of Exercise of Public Rights is recorded in Council Minutes as this is acceptable as audit evidence that the Council has complied with its statutory obligations if the Notice should not be retained on the Council website.	High	In future council minutes to include dates set for Exercise of Public Rights.

Funding Request of £500 or less**Grant Application Form****1. Tell us about your organisation¹**

Contact Name:	Mark Lister
Position:	Chairman
Organisation:	Ledbury Civic Society
Contact Address:	Burgage Hall, Church Lane, Ledbury
Telephone Number:	07908 967165
E-mail:	Listerm34@hotmail.com
Status of Organisation: (delete as appropriate)	Not for Profit / Charity / Company
Charity/Company No. (if applicable)	Charity No 507391 Company No 1340233
What does your organisation do?	<p>We aim to</p> <ul style="list-style-type: none"> - raise interest in Ledbury and its surroundings - promote high standards of planning and architecture - secure the preservation, protection and improvement of features of historic, natural and public interest in Ledbury and the surrounding areas.

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:	Ledbury's heritage buildings, an architectural guide
Project duration (mm/yy):	Start: autumn 2024 End: ongoing
Which one of the following five areas <u>best</u> fits your group's area of interest?	<div>Sport <input type="checkbox"/></div> <div>Arts <input checked="" type="checkbox"/></div> <div>Health <input type="checkbox"/></div> <div>Environment <input type="checkbox"/></div> <div>Youth <input type="checkbox"/></div>
What do you want to do, and why?	<p>We plan to produce an illustrated guide to Ledbury's principle buildings and their historical context. Emphasis will be given to those which are open to the public but other buildings will be mentioned to demonstrate the historic narrative as the town developed from its medieval beginnings with an economy increasingly dependent on the thriving wool trade up until the enormous changes of the 19th century as the canals and railways opened the town up to the outside world.</p> <p>The buildings retain a unique and relatively unspoilt townscape that rarely fails to surprise visitors. We believe a knowledgeable guide to these delights is well overdue – to inform and to spread the word.</p> <p>The booklet will be produced Christine Tustin, MA Architectural History.</p>
How will your project be helpful to Ledbury?	The economy of the town can only be improved by more 'heritage' visitors and a guidebook will underline the importance of our unique architectural history..
How will your organisation acknowledge the Town Council's funding support?	The town council's funding support will be acknowledged within the booklet as will direction to the Tourist Information Centre for more

AGENDA ITEM: 12

	information on the town. (The Painted Room will have an illustrated section)
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3. Tell us how you plan to fund your project

What is the total cost of the project?	£1,000 - £2,000 depending on quantity of pages and print size
Amount requested from Ledbury Town Council.	£500
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	The CDO has indicated her support for the project in conjunction with Heritage Open Days.	

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:	<i>Mark Lister</i>
Name (s):	Mark Lister
Date:	11th November 2024

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

FULL COUNCIL	21 NOVEMBER 2024	AGENDA ITEM: 13
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Report prepared by Angela Price – Town Clerk

SUGGESTED ROAD MAP IN RESPECT OF REPLACEMENT OF IT EQUIPMENT

Purpose of Report

The purpose of this report is to bring to Members attention the need to consider a programme of replacement of IT Equipment.

Detailed Information

Recently some staff have been experiencing various issues with their desk top computers which has meant OMS have had to be contacted on numerous occasions to help resolve some of these issues.

As a result, OMS have provided an update on current IT equipment and a Technology Road Map to help with putting in place a programme of replacement.

OMS have advised that the reception PC is due to reach “end of life” in October 2025. This means that this machine will no longer be supported by the manufacturer or is no longer compatible with newer hardware or operating systems.

They have advised that the pricing provided within the Road Map is indicative and therefore should not be taken as conclusive as costs to replace IT equipment within the Council. They recommend replacing all of the Lenovo’s and HP’s, but especially the Lenovo’s and moving to a three-year replacement cycle with a three-year on-site DELL warranty. It will be a considerable cost to replace everything in one go, so it would be prudent to consider phasing this over a period of years and they have suggested considering just having laptops and screens and no longer purchasing desk tops.

Recommendation

1. That Members give consideration to the Road Map provided by OMS in respect of replacement IT equipment and agree a phased approach for changing to a DELL three-year replacement cycle and on-site warranty.
2. That consideration be given to the provision of funds within future budgets for the programme of replacement.

Technology Roadmap

Q4 2024 - Q4 2027

Prepared for:
Ledbury Town Council



2024-11-12

Roadmap Overview

Ledbury Town Council Q4, 2024 - Q4, 2027

2024		Investment: £1,650.00
Q4 1 initiative		Investment: £1,650.00
1	Workstation Replacement (replace every 3 years) - MUST BE REPLACED BY OCT 25 DUE TO WIN 10	<div><div>!!!</div><div>OPEN</div></div> <div>Investment: £1,650.00</div>
2025		Investment: £27,200.00
Q1 2 initiatives		Investment: £18,600.00
1	Workstation Replacement (replace every 3 years)	<div><div>!!</div><div>OPEN</div></div> <div>Investment: £16,950.00</div>
2	Workstation Replacement (replace every 3 years)	<div><div>!</div><div>OPEN</div></div> <div>Investment: £1,650.00</div>
Q4 1 initiative		Investment: £8,600.00
1	Workstation Replacement	<div><div>!</div><div>OPEN</div></div> <div>Investment: £8,600.00</div>
2027		Investment: £1,850.00
Q3 1 initiative		Investment: £1,850.00
1	Workstation Replacement	<div><div>.</div><div>OPEN</div></div> <div>Investment: £1,850.00</div>

Q4, 2024

Investment: £1,650.00

Workstation Replacement (replace every 3 years) - MUST BE REPLACED BY OCT 25 DUE TO WIN 10


OPEN

Q4, 2024

We have identified workstations that have reached the end of their useful life, creating significant productivity and employee experience risk for your business.

As a general rule, workstations older than 3-5 years exhibit performance and reliability issues. Since the productivity and overall experience of your staff is of critical importance to your business, we would strongly recommend replacing these workstations with current, high-performance models that will ensure your team is never slowed down by their key productivity tool.

!!!

 1 asset

Investment: £1,650.00

Q1, 2025

Investment: £18,600.00

Workstation Replacement (replace every 3 years)


OPEN

Q1, 2025

We have identified workstations that have reached the end of their useful life, creating significant productivity and employee experience risk for your business.

As a general rule, workstations older than 3-5 years exhibit performance and reliability issues. Since the productivity and overall experience of your staff is of critical importance to your business, we would strongly recommend replacing these workstations with current, high-performance models that will ensure your team is never slowed down by their key productivity tool.

!!

 11 assets

Investment: £16,950.00

Workstation Replacement (replace every 3 years)


OPEN

Q1, 2025

We have identified workstations that have reached the end of their useful life, creating significant productivity and employee experience risk for your business.

As a general rule, workstations older than 3-5 years exhibit performance and reliability issues. Since the productivity and overall experience of your staff is of critical importance to your business, we would strongly recommend replacing these workstations with current, high-performance models that will ensure your team is never slowed down by their key productivity tool.

!

 1 asset

Investment: £1,650.00

Q4, 2025

Investment: £8,600.00



Workstation Replacement

OPEN

Q4, 2025

We have identified workstations that have reached the end of their useful life, creating significant productivity and employee experience risk for your business.

As a general rule, workstations older than 3-5 years exhibit performance and reliability issues. Since the productivity and overall experience of your staff is of critical importance to your business, we would strongly recommend replacing these workstations with current, high-performance models that will ensure your team is never slowed down by their key productivity tool.

  4 assets

Investment: £8,600.00

Q3, 2027

Investment: £1,850.00


Workstation Replacement

OPEN

Q3, 2027

We have identified workstations that have reached the end of their useful life, creating significant productivity and employee experience risk for your business.

As a general rule, workstations older than 3-5 years exhibit performance and reliability issues. Since the productivity and overall experience of your staff is of critical importance to your business, we would strongly recommend replacing these workstations with current, high-performance models that will ensure your team is never slowed down by their key productivity tool.

 1 asset

Investment: £1,850.00

1 asset

Workstation Replacement (replace every 3 years) - MUST BE REPLACED BY OCT 25 DUE TO WIN 10

Q4, 2024

Investment: £1,650.00

Name	Serial	Person Assigned	Location	Type	Manufacturer	Model	Purchased	Age (years)	Expires
LTC-RECEPTION	PC0YHUZE	Angela Price	Main	Workstation	Lenovo	Desktop LN V520-15IKL 8G Desktop I57400	2019-01-17	5.8	2020-01-16

Workstation Replacement (replace every 3 years)

 11 assets

Q1, 2025

Investment: £16,950.00

Name	Serial	Person Assigned	Location	Type	Manufacturer	Model	Purchased	Age (years)	Expires
LTC-ADMINISTRAT	YL009F5X	Angela Price	Main	Workstation	Lenovo	Desktop LN V530S-07ICB Desktop I3_8100 4	2019-06-25	5.4	2020-06-24
LTC001	NXHMEEK0010340B8C 22N00	Angela Price	Main	Workstation	Acer	Aspire A514-52	2020-10-30	4.0	2021-10-30
LTC-DEPTCLKLAP	5CD0347WYQ	Angela Price	Main	Workstation	HP Inc	HP Notebook 14s-dq1 504sa			2020-10-07
LTC-ACCOUNTSLAP	R90VVBHINH	Angela Price	Main	Workstation	Lenovo	Notebook LN V130-15IKB I5 4G 4G 256G 10H	2019-09-09	5.2	2020-09-08
LTC-CLERK-LAPTO	5CD101JKLM	Angela Price	Main	Workstation	HP Inc	HP ProBook 450 G7 Notebook PC	2021-02-11	3.8	2024-02-10
LTC-TOURGUIDES-PA	R90VBK2F	Angela Price	Main	Workstation	Lenovo	Notebook LN V130-15IKB I5 4G 4G 256G 10H	2019-09-09	5.2	2020-09-08
LTC-RECLAPTOP 2436	NXHMEEK00103406A8 22N00	Angela Price	Main	Workstation	Acer	Aspire A514-52	2020-10-30	4.0	2021-10-30
LTC-ADMINLAP 2488	R90W15SF	Angela Price	Main	Workstation	Lenovo	Notebook LN V130-15IKB I5 4G 4G 256G 10H	2019-11-27	5.0	2020-11-26
LTC-DEPUTYCLERK	8069JF3	Angela Price	Main	Workstation	Dell	OptiPlex 3080	2021-06-22	3.4	2024-07-29
LTC-CDOLAPTOP	5CD1030P4K	Angela Price	Main	Workstation	HP Inc	HP ProBook 450 G7 Notebook PC	2021-02-08	3.8	2024-02-07
LTC-CDO	4269JF3	Angela Price	Main	Workstation	Dell	OptiPlex 3080	2021-06-22	3.4	2024-07-29

Workstation Replacement (replace every 3 years)

 1 asset

Q1, 2025

Investment: £1,650.00

Name	Serial	Person Assigned	Location	Type	Manufacturer	Model	Purchased	Age (years)	Expires
LTC-CLERK-PC	1DL8XK3	Angela Price	Main	Workstation	Dell	OptiPlex 3090 Micro	2021-12-08	2.9	2025-02-28

Workstation Replacement

4 assets

Q4, 2025

Investment: £8,600.00

Name	Serial	Person Assigned	Location	Type	Manufacturer	Model	Purchased	Age (years)	Expires
LTC-CLERK-LAPTO	5CD101JKLM	Angela Price	Main	Workstation	HP Inc	HP ProBook 450 G7 Notebook PC	2021-02-11	3.8	2024-02-10
LTC-DEPUTYCLERK	8069JF3	Angela Price	Main	Workstation	Dell	OptiPlex 3080	2021-06-22	3.4	2024-07-29
LTC-CDOLAPTOP	5CD1030P4K	Angela Price	Main	Workstation	HP Inc	HP ProBook 450 G7 Notebook PC	2021-02-08	3.8	2024-02-07
LTC-CDO	4269JF3	Angela Price	Main	Workstation	Dell	OptiPlex 3080	2021-06-22	3.4	2024-07-29

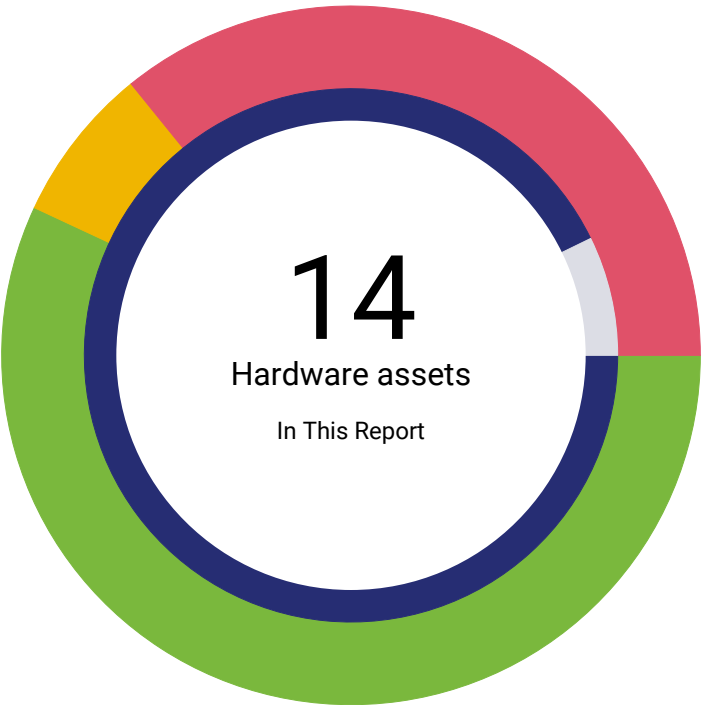
Workstation Replacement

 1 asset

Q3, 2027

Investment: £1,850.00

Name	Serial	Person Assigned	Location	Type	Manufacturer	Model	Purchased	Age (years)	Expires
DESKTOP-NFN9VDE	4K6P334	Angela Price	Main	Workstation	Dell	Latitude 5440	2024-06-17	0.4	2027-09-03



About This Report

This is an overview of known server and workstation hardware for Ledbury Town Council. A detailed breakdown starts on page 2. The sample evergreen report appearing on the last page is for discussion purposes only, and doesn't represent an actual quote. Please contact us with any questions and we would be pleased to discuss this report in further detail.

Replacement status:

- 8 Supported**
No action required
- 1 Due soon**
Due date within 180 days
- 5 Overdue**
Action required


Operating System:

- 13 OS supported**
Within support period
- 1 OS unsupported**
No longer maintained

<div><div><div><div></div></div></div><div>Workstations</div></div>	User	Last Check-In	Make	Serial	Model	OS	Age	Purchased	Expires	RAM	CPU	Storage
DESKTOP-NFN9VDE	AdminassistanttotheC	2024-11-08	Dell	4KG6P334	Latitude 5440	Windows 11 23H2	0.4	2024-06-17	2027-09-03	16.8 GB	13th Gen Core i7-1365U	0.0 bytes
LTC-CLERK-PC	LTCclerk	2024-11-08	Dell	1DL8XK3	OptiPlex 3090 Micro	Windows 11 21H2	2.9	2021-12-08	2025-02-28	16.9 GB	Core i5-10500T 2.30GHZ	0.0 bytes
LTC-CDO	cdo	2024-11-11	Dell	4269JF3	OptiPlex 3080	Windows 11 23H2	3.4	2021-06-22	2024-07-29	8.3 GB	Core i5-10500T 2.30GHZ	0.0 bytes
LTC-DEPUTYCLERK	deputyclerk	2024-11-12	Dell	8069JF3	OptiPlex 3080	Windows 11 23H2	3.4	2021-06-22	2024-07-29	8.3 GB	Core i5-10500T 2.30GHZ	0.0 bytes
LTC-CLERK-LAPTO	clerk	2024-11-07	HP Inc	5CD101JKLM	HP ProBook 450 G7 Notebook PC	Windows 11 23H2	3.8	2021-02-11	2024-02-10	17.0 GB	Core i5-10210U 1.60GHZ	0.0 bytes
LTC-CDOLAPTOP	olivia.trueman	2024-11-07	HP Inc	5CD1030P4K	HP ProBook 450 G7 Notebook PC	Windows 11 23H2	3.8	2021-02-08	2024-02-07	17.0 GB	Core i5-10210U 1.60GHZ	0.0 bytes
LTC-RECLAPTOP	LTCReception	2024-11-07	Acer	NXHMEEEK00103406A822 N00	Aspire A514-52	Windows 11 23H2	4	2020-10-30	2021-10-30	8.4 GB	Core i5-10210U 1.60GHZ	0.0 bytes
LTC001	LTCAdministration	2024-08-28	Acer	NXHMEEEK0010340B8C22 N00	Aspire A514-52	Windows 11 23H2	4	2020-10-30	2021-10-30	8.4 GB	Core i5-10210U 1.60GHZ	0.0 bytes
LTC-ADMINLAP	LTCAdministration	2024-11-07	Lenovo	R90W1 5SF	Notebook LN V130-15IKB i5 4G 4G 256G 10H	Windows 11 23H2	5	2019-11-27	2020-11-26	8.0 GB	Core i5-8250U 1.60GHZ	0.0 bytes
LTC-ACCOUNTSLAP	Accounts	2024-11-12	Lenovo	R90VBHNH	Notebook LN V130-15IKB i5 4G 4G 256G 10H	Windows 11 23H2	5.2	2019-09-09	2020-09-08	8.0 GB	Core i5-8250U 1.60GHZ	0.0 bytes
LTC-TOURGUIDES-	Tour Guide	2024-11-11	Lenovo	R90VBK2F	Notebook LN V130-15IKB i5 4G 4G 256G 10H	Windows 11 23H2	5.2	2019-09-09	2020-09-08	8.0 GB	Core i5-8250U 1.60GHZ	0.0 bytes
LTC-ADMINISTRAT	LTCAdministration	2024-11-11	Lenovo	YL009F5X	Desktop LN V530S-07ICB Desktop i3_8100 4	Windows 11 23H2	5.4	2019-06-25	2020-06-24	4.2 GB	Core i3-8100 3.60GHZ	0.0 bytes
LTC-RECEPTION	LTCAdministration	2024-11-12	Lenovo	PC0YHUZE	Desktop LN V520-15IKL Desktop i57400 8G	Windows 10 22H2	5.8	2019-01-17	2020-01-16	8.5 GB	Core i5-7400 3.00GHZ	0.0 bytes
LTC-DEPTCLKLAP	deputyclerk	2024-11-09	HP Inc	5CD0347WYQ	HP Notebook 14s-dq1504sa	Windows 11 23H2			2020-10-07	8.3 GB	Core i5-1035G1 1.00GHZ	0.0 bytes

Sample Evergreen/Replacement Budget

This table provides an idea of a sample replacement budget spread over four quarters for devices which are overdue or are due within the next 180 days.

Due soon/Overdue	Q1	Q2	Q3	Q4	Total
<div><div></div><div>Workstations £1,600/ea</div></div>	2	2	1	1	6
Budget Amount	£3,200	£3,200	£1,600	£1,600	£9,600

The Hidden Cost of Old Hardware

The true cost of slow systems can be surprisingly high for any business. Slow workstations are estimated to drop productivity by 2.75% (13 minutes per day, or 5.5 days per year). The problem is exacerbated with server equipment, which can dramatically affect a large number of users in parallel. As a result, the 1-year ROI for replacement of old systems is often 5X to 10X. We would be happy to discuss with you how best to plan your evergreen/replacement budget.

FULL COUNCIL	21 NOVEMBER 2024	AGENDA ITEM: 14
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Report prepared by Angela Price – Town Clerk

BYE STREET TOILETS EXPENDITURE

Purpose of Report

The purpose of this report is to ask members to agree to funds being taken from the General Reserve and placed into an Ear Marked Reserve so that they can then be transferred to the budget documents for expenditure in relation to the Bye Street Toilets.

Detailed Information

As Members are aware Council has agreed to trial the management of Bye Street Toilets for a period of six months, with a view to potentially taking them on permanently, subject to the outcome of a review.

The management of the toilets means that the Council will incur costs in relation to consumables, utilities and minor internal repairs. However, as this agreement was reached mid-year there was no budget provision made within the 2024/25 budget.

Therefore, Members are being asked to agree an amount of funds to be transferred from the General Reserve to the budget via Ear Marked Reserves to cover expenditure incurred in relation to the toilets.

Love Ledbury have forward an electricity invoice in the sum of £36.64 plus VAT for a period of one month, and we have received a quote from HMS Ltd in the sum of £305 plus VAT for the supply and install of new electronic time clock for the supply of underfloor heating and wash deck in the urinals due to the existing timeclock being broken and unprogrammable.

Therefore, the electricity costs for 6-months based on the invoice received will be circa £240, there will also be water rates and consumables to add to this.

Recommendation

1. That Members agree to a transfer of £500 from the General Reserve to the budget, via Ear Marked Reserves in respect of anticipated expenditure in relation to the 6- month trial period.
2. That a budget of £1,000 be included in the 2025/26 budget for Bye Street Toilet expenditure in anticipation of the management of the toilets being taken over by Ledbury Town Council on a permanent basis.

FULL COUNCIL	28 NOVEMBER 2024	AGENDA ITEM: 15
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Report prepared by Angela Price – Town Clerk

PLANNING CONSULTATIONS

Purpose of Report

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

Detailed Information

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

	Application Number	Deadline for comments/ determination	Application details
1	242550	Deadline for comments 19/12/2024 Target determination date 23/12//2024	Refurbishment works to an existing Greggs' shop including retaining existing shopfront and overhaul redecorating timber doors and frames. New internal wall, floor and ceiling finishes. New studwork partition walls, plumbing electrical installations. New removable and mobile equipment such as display counters, fridges, freezers. No structural alterations – 2 High Street, Ledbury, Herefordshire, HR8 1DS
2	242661	Deadline for comments *04/12/2024 Target determination date 11/12/2024	Proposed demolition of existing rear conservatory and construction of rear single storey extension – 4 Hereford Road, Ledbury, Herefordshire, HR8 2LQ
3	242714	Deadline for comments 05/12/2024 Target determination date 16/12/2024	Proposed two storey side extension – 19 The Langlands, Ledbury, Herefordshire, HR8 1BB

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.

Our ref: Cell no. CS 12301226/VF 4371

29th October 2024

By email to clerk@ledburytowncouncil.gov.uk

Ledbury Town Council
Church Street,
Ledbury,
Herefordshire.
HR8 1DH

WHP Telecoms Ltd
8200 Cambridge Research Park
Beach Drive
Waterbeach
Cambridge
CB25 9TL

Dear Madam,

PROPOSED BASE STATION UPGRADE AT Existing Mast, Wallshill Farm, Hereford Road, Ledbury, Herefordshire, HR8 2PR. E: 369466 N: 238000

Cornerstone is the UK's leading mobile infrastructure services company. We acquire, manage and own over 20,000 sites and are committed to enabling best in class mobile connectivity for over half of all the country's mobile customers. We oversee works on behalf of telecommunications providers and wherever possible aim to:

- promote shared infrastructure
- maximise opportunities to consolidate the number of base stations
- significantly reduce the environmental impact of network development

Cornerstone are in the process of progressing suitable sites in the Ledbury area for radio base stations that will improve service provision for EE Ltd, who are sharing the site. The purpose of this letter is to consult with you and seek your views on our proposal before proceeding with the works. We understand that you are not always able to provide site specific comments, however, Cornerstone and EE Ltd are committed to consultation with communities for mobile telecommunications proposals and as such would encourage you to respond.

As part of EE's continued network improvement program, there is a specific requirement for an upgraded radio base station at this location to provide improved capacity and coverage.

Mobiles can only work with a network of base stations in place where people want to use their mobile phones or other wireless devices. Without base stations, the mobile phones and other devices we rely on simply won't work.

Our technical network requirement is as follows:


- *Cornerstone CS 12301226/VF 4371 Hereford Road, Ledbury*
- *There is a requirement to improve coverage and capacity for EE Ltd*

In the first instance, all correspondence should be directed to the agent.

Cornerstone LPA Reg 5 Notification Letter (England) V.5 - 04/04/2022

Registered Address:

Cornerstone Telecommunications, Infrastructure Limited,
Hive 2, 1530 Arlington Business Park, Theale, Berkshire, RG7 4SA.
Registered in England & Wales No. 08087551.
VAT No. GB142855506

 Cornerstone, Hive 2,
1530 Arlington Business Park,
Theale, Berkshire, RG7 4SA

Classification: Unrestricted

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www.cornerstone.network

A number of options have been assessed in respect of the site search process and the preferred EE Ltd option is to utilise the existing site. Given this, no realistic alternative site options were considered

The Local Planning Authority mast register and our records of other potential sites have already been reviewed, the policies in the Development Plan have been taken into account and the planning history of the site has been examined.

All Cornerstone installations are designed to be fully compliant with the public exposure guidelines established by the International Commission on Non-Ionizing Radiation Protection (ICNIRP). These guidelines have the support of UK Government, the European Union and they also have the formal backing of the World Health Organisation.

We look forward to receiving any comments you may have on the proposal within 14 days of the date of this letter.

Should you have any queries regarding this matter, please do not hesitate to contact me (quoting cell number CS 12301226/VF 4371)

Yours faithfully



Alan Neale
Planning Consultant

email: A.Neale@whptelecoms.com
telephone: 01223 792150

(for and on behalf of Cornerstone)


In the first instance, all correspondence should be directed to the agent.

Cornerstone LPA Reg 5 Notification Letter (England) V.5 - 04/04/2022

Registered Address:
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Hive 2, 1530 Arlington Business Park, Theale, Berkshire, RG7 4SA,
Registered in England & Wales No. 08087551,
VAT No. GB1428555 06

Classification: Unrestricted

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 Cornerstone, Hive 2,
1530 Arlington Business Park,
Theale, Berkshire, RG7 4SA

www.cornerstone.network

FULL COUNCIL	28 NOVEMBER 2024	AGENDA ITEM:
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Report prepared by Angela Price – Town Clerk

LEDBURY WAR MEMORIAL – FUTURE MAINTENANCE

Purpose of Report

The purpose of this report is to provide Members with advice received from the War Memorials Trust Conservation in respect of maintenance and cleaning of War Memorials.

Detailed Information

Members will recall that as part of the contract to undertake refurbishment of the Ledbury War Memorial it was agreed that the contractor Ian Bishop would clean the memorial on two occasions in 2024, namely Spring and Autumn. Both of these visits have now been carried out.

Following the most recent clean a Councillor contacted the Clerk about a new product on the market that they had experience of in relation to a domestic patio. The product in question was “Wet and Forget”, details of which can be found at the following link:

https://www.wetandforget.co.uk/?gad_source=1&gclid=Cj0KCQiA0fu5BhDQARIsAMXUBOl7Pd3FPtq5jc16uE7FKmYWSFift9p2vhfUhX3l52p8zkBNXjKINkaAgo4EALw_wcB

The Councillor asked that the Clerk look into this product as a possible solution to prevent the reoccurring algae on the Ledbury War Memorial. The Clerk subsequently sought advice from the War Memorial Trust (WMT) Conservation team as to whether they had heard of the product and whether they could recommend its use on a War Memorial. Their response to the Clerk’s email is below:

“Thank you for your enquiry regarding the use of Wet and Forget to manage biological growth on your War Memorial. This is something that War Memorials Trust strongly advises against. To our knowledge, this is not a conservation approved product and therefore would not be considered appropriate to use on historic fabrics, as without strict testing it is unclear what damage this product could do. Chemical products can get into the pores of the stone and potentially speed up deterioration. It is important when managing people’s expectations to be clear that these products may cause damage. War Memorials are part of the historic environment, and the age of their materials means they should be treated more carefully following a best conservation practice approach to ensure that they can be maintained for future generations.

In addition, the application of any algacide/biocide is not something that the trust can support. it is increasingly recognised that biocides can promote biological growth, as any dead growth left on the stone following the application of an algacide can provide

a nutrient layer on which new growth will re-establish itself at an accelerated rate. War Memorials Trust has worked on trials in partnership with Historic England where biocides were applied to some areas of a memorial's surface and not to others, with the results demonstrating no significant difference between them observed over time.

Identifying the cause of the algae growth would be the best form of protection as this will be easier to deal with without impacting the fabric of the memorial. From your email I would anticipate that the cause of the biological growth may be inappropriate cleaning in the past which has provided a surface for colonisation. Each time the memorial is cleaned it is both damaging to the fabric and creating an environment where biological growth will find it easier to colonise as the surface layer is removed and a rougher surface left behind. Although in the short term not undertaking regular cleaning may result in the memorial looking uncared for this will allow the stone to mellow and produce a protective patina indicative of its age. I would strongly recommend that as custodians to this important heritage asset, your priority should be for the memorial to survive for at least another 100 years, which is extremely unlikely if the current cleaning regime continues. If this is the case, leaving the memorial as it is will in the short term look worse, but in the long term it will stabilise, and its longevity will increase. This approach should be clearly messaged and explained to members of the public as we naturally appreciate that conservation knowledge varies, and some may not appreciate the reasons behind this initially.

The War Memorial is also Grade II listed by Historic England providing it with legal protection. As such, any works, including cleaning, may require consent, or at least written confirmation from the local planning authority that formal listed building consent is not required. I would suggest that you should contact your local conservation or planning officer prior to commencing any work to ascertain what permissions you would need. They may also have advice on whether the intended cleaning should take place.

Historic England's guidance [the conservation, repair and management of war memorials](#) has lots of advice for custodians and pages 63-9 specifically refer to cleaning. I would strongly suggest reading the green box on page 69 as this talks about biological growth in more detail. I would also point you to CADW's [caring for war memorials – technical guidance](#), specifically pages 8-9, where they discuss the use of biocides on war memorials. Our help sheet [cleaning stone with water](#) also provides advice on when to clean war memorials using appropriate methods following best conservation practice."

It is clear from the above that WMT do not endorse using products such as Wet and Forget, and in fact their recommendation is to avoid excessive, repeated cleaning of War Memorials.

Recommendation

That Members take on-board the advice provided by WMT Conservation and consider whether the regularly twice-yearly cleaning of the War Memorial should cease to preserve the Memorial and avoid any further damage.

FULL COUNCIL	28 NOVEMBER 2024	AGENDA ITEM: 18
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Report prepared by Angela Price – Town Clerk

MARKET HOUSE – CORRESPONDENCE RECEIVED FROM IAN STAINBURN

Purpose of Report

The purpose of this report is to advise Members of an offer of assistance in relation to the Market House received from Ian Stainburn.

Detailed Information

Councillors Sinclair and Bradford have recently raised concerns over the condition of the Market House pillars, in particular the base areas.

These concerns led to another Councillor having a conversation with Mr Stainburn who had previously been involved with work to the Market House and he has written extending an invitation to the Council to join him for a guided tour of the feet of the building, an explanation of the works undertaken during the 1960's and in 1976 and an examination of the severed stump that is in the upper room of the Market House. He would also take this opportunity to explain what happened during the works undertaken in 2006, the philosophy behind the design and the details of the design itself.

Officers have contacted the Council's technical advisers to request a review of the posts, but to-date no response has been received.

Recommendation

Members are requested to give consideration to Mr Stainburn's invitation to join him for a guided tour of the Market House and provision of information in respect of the history of works to the House.

FULL COUNCIL	28 NOVEMBER 2024	AGENDA ITEM: 20
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Report prepared by Angela Price – Town Clerk

REPLACEMENT OF TYRE SWING

Purpose of Report

The purpose of this report is to ask Members to give consideration to either replacing broken parts of the tyre swing at the recreation ground or to purchase a replacement.

Detailed Information

At the recent presentation from the POV Youth Group one issue that was raised as a concern to youngsters in Ledbury was the tyre swing that is located at the recreation ground, which is currently without the swing.

This issue was first raised with the Environment & Leisure Committee in 2022, due to the tyre having been removed as a result of concerns about cracks in the wooden structure.

At a meeting in July 2022 the Deputy Clerk provided Members with costs to replace the tyre swing, these costs varied from £4,500 to £16,856 and included details of a Bird's Nest style swing. The item was deferred for more information in respect of a possible repair to the current swing, which was then provided to the committee in September 2022.

The resolution at that meeting was that the tyre swing be repaired, subject to receiving a guarantee for the works and fitting a secondary safety device.

This action was not taken forward and the minutes of a meeting of the Environment & Leisure Committee of 17 August 2023 show that this was discussed and considered *“safe to leave for the time being and that it not be replace at this current time due to budgets.”*

However, at a meeting the Environment & Leisure Committee held on 17 July 2024, the removal and replacement of the tyre swing has been identified as a maintenance project within the programme of works for the committee.

Therefore, there is a mandate within the Council's minutes to go forward with the replacement of the tyre swing and there are funds available with the budgets and earmarked reserves to enable this, and those Councillors who were present at the recent POV meeting are keen to progress this.

Next Steps

On investigation there are a variety of tyre swings available on the market, however they do appear to have changed in style to the “birds’ nest” style swing rather than a tyre on the majority of cantilever styles, two examples are shown below.



There are also a number of other styles available with one or more tyre swings in the more traditional style swing frame, examples of which are below.



As mentioned above and in previous reports to the environment & Leisure Committee, the above designs range from £5,000 to £20,000, which is a slight increase on the 2022 prices.

Recommendation

That the Community Engagement Officer be asked to engage with members of the POV Group to consider the various options available to replace the current cantilever swing and provide a report on their top three choices from the options available, with associated costs, to a future meeting of Council for consideration.

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF A RESOURCES MEETING COMMITTEE
HELD ON 7 NOVEMBER 2024

PRESENT: Councillors Chowns, Harvey, Hughes, Morris and Newsham

ALSO PRESENT: Angela Price – Town Clerk

R96. **APOLOGIES FOR ABSENCE**

None received.

R97. **DECLARATIONS OF INTEREST**

None received.

R98. **TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES
OF AN EXTRAORDINARY MEETING OF THE RESOURCES
COMMITTEE HELD ON 24 OCTOBER 2024**

RESOLVED:

That the minutes of the extraordinary meeting of the Resources Committee held on 24 October 2024 be approved and signed as a correct record.

R99. **REORDER OF AGENDA**

Councillor Harvey asked that the confidential items be brought forward to allow agenda item 4 to be given the attention of the remainder of the meeting.

RESOLVED:

That agenda items 6 and 7 be brought forward.

R100. **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED:

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

R101. STAFFING MATTERS

RECOMMENDATION:

That a recommendation be submitted to a meeting of Full Council that the findings of the Occupational Health Doctor in relation to the request from Post Holder 47 for early retirement on ill health grounds and that the Clerk be authorised to complete and sign the Employer Declaration in support of that request.

RESOLVED:

1. That the information provided in relation to the absence of Post Holder 63 be received and noted.
2. That the Clerk scope the workload looking ahead over the next couple of months and report back to the next Resources Committee on whether there would be any benefit in getting additional administrative support that can share some of the lower-level tasks, to allow other staff to step-up in more supportive roles.
3. That, informed by the assessment undertaken at item 2, Council then consider what tasks/projects are current priorities and what projects can be put aside until such time staffing levels are back to normal.
4. That the Clerk draft a rota to cover for the Deputy Clerk's emergency weekend cover duties so that the members of the Resources Committee can identify the weekends when they could provide cover.
5. That the update in respect of the ongoing investigation be received and noted.

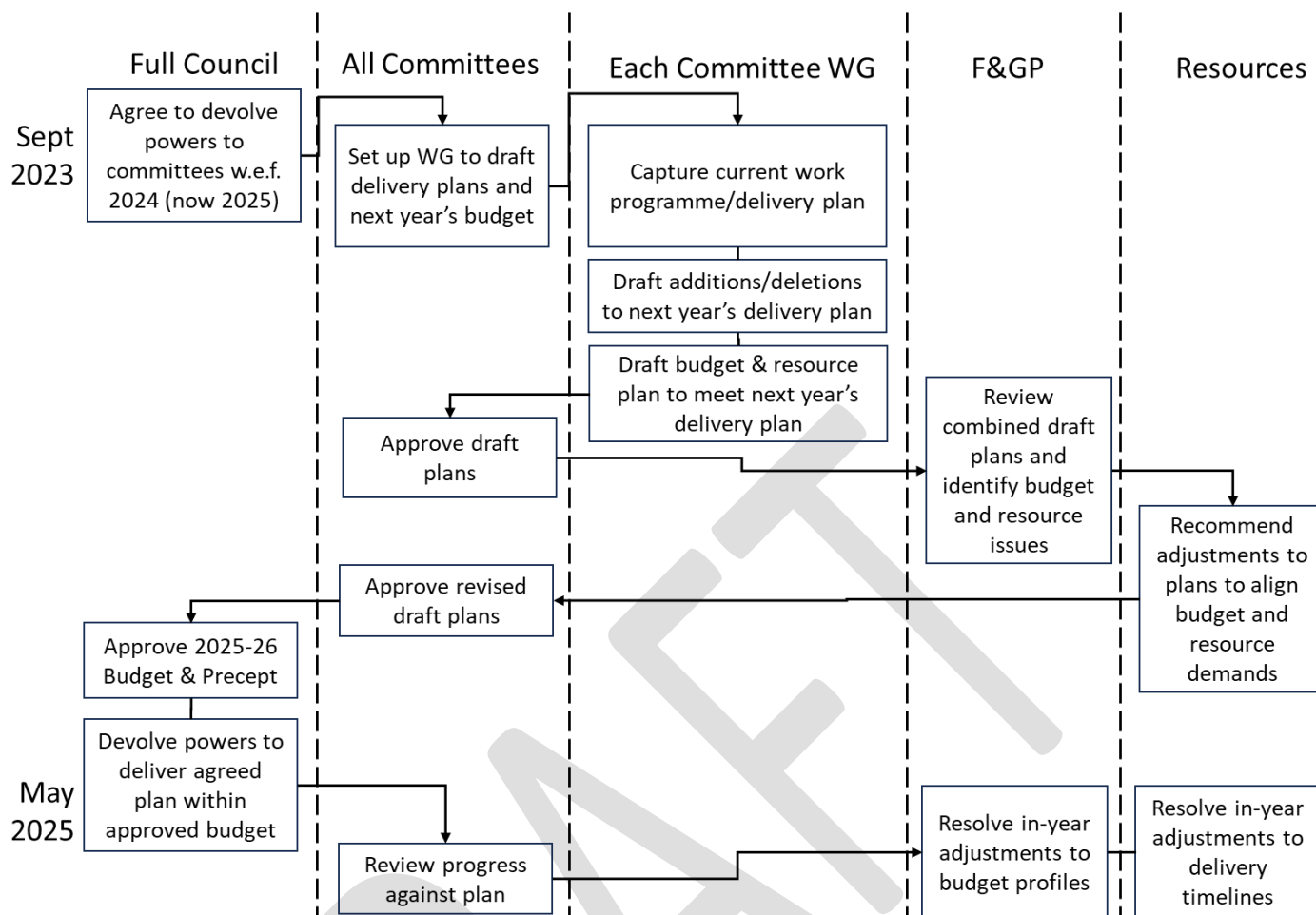
R102. RETURN TO OPEN SESSION

RESOLVED:

That the meeting reverts to open session.

R103. TO REVIEW PROGRESS TO-DATE ON COMMITTEE STRUCTURE REVIEW AND CONSIDER NEXT STEPS

Members had been provided with a report that had been submitted to Full Council in September 2023 as a refresher, in particular the flow diagram that showed the anticipated actions and timescales. Councillor Harvey suggested that the rationale of this workflow diagram still applies and hopefully can be completed ahead of May 2025.



It was noted that the current progress in delivering resourced work programmes for all committees was sitting at box three “Capture current work programme/delivery plan” and then drafting additions/deletions for the 2025/26 budget.

It was noted that some work had been undertaken in relation to the Finance work programme and first draft outline programmes developed for E&L and ED&P committees.

Councillor Harvey provided an overview of the process she had used in order to prepare the work plans, by making use of the Terms of Reference for each committee, the objectives from the current Corporate Plan, reviewing 18-months of meeting minutes to identify projects and tasks that are ongoing and/or likely to be repetitive on an annual basis.

A template had been generated to assess the number of hours utilised on core activities and the time staff had available for reactive tasks and special projects. The template needs consideration by the Clerk and it was suggested that it would be helpful if staff were asked to keep a record of time worked to different activities between now and the New Year to test the validity of top-level assumptions.

The Clerk was asked to make plans to use the approach taken for the draft committee work programmes to develop a programme for the council's core operational and administrative activities early in the New Year.

RESOLVED:

1. That the committee chairs and vice chairs meet to review what is provided in the documents and make sure that this reflects the current situation in relation to each committee.
2. Workshop dates to be set before mid-December for each committee so that councillors can review and improve upon the draft programmes through to April 2026.
3. That the reviewed committee level programmes be collated and reviewed by Resources Committee against the availability of staff time and the financial resources required to deliver the total work programme so as to inform the council's 2025-26 budgeting process.
4. That the Clerk consider the operational needs of the council making use of the draft prepared by Councillor Harvey and populate the document with relevant information.
5. That staff be asked to monitor what they do each day through to the end of the calendar year to enable a view on what percentage of their time is being spent on everyday operational activities against one-off project activities to help resource the work programme.
6. That the above work be undertaken by the end of 2024.
7. That dates for the workshops be considered within the next week to enable dates to be shared with other councillors.
8. Councillor Chowns support the Chair of the Environment & Leisure Committee in the absence of a Vice Chair, and Councillor Harvey continue to support the Chair of Economy, Tourism and Planning in the absence of a Vice Chair.

R104. **DATE OF NEXT MEETING**

RESOLVED:

To note that the next meeting of the Resources Committee will be held on Thursday, 21 November 2024.

The meeting ended at 20:17.

Signed Date

LEDBURY TOWN COUNCIL BULLYING, HARASSMENT & VICTIMISATION POLICY

Introduction

Our aim is to provide a working environment that respects the rights of each employee and where colleagues treat each other with respect. Any behaviour that undermines this aim is unacceptable.

Ledbury Town Council does not tolerate any form of harassment or bullying under any circumstances. While implementing and upholding the policy is the duty of all our managers and supervisors, all employees have a responsibility to ensure that harassment does not occur in Ledbury Town Council.

Legislation

This policy is underpinned by the following Acts of Parliament:

Protection from Harassment Act 1997
Equalities Act 2010

Principles and procedures

The purpose of this policy is to inform employees of the type of behaviour that is totally unacceptable and to explain what solutions there are to employees who may suffer the unlawful actions of bullying, harassment or victimisation. It also sets out the steps that Ledbury Town Council will take to deal with any employee complaints of bullying, harassment or victimisation including by third parties such as visitors to the premises.

Ledbury Town Council will not tolerate bullying, harassment or victimisation of:

- Job applicants
- Employees
- Contractors
- Agency workers
- The self-employed
- Ex-employees.

This policy also applies to work related functions which are held outside of normal working hours, either on or off Ledbury Town Council premises, such as Christmas parties, leaving celebrations, working lunches, attendance at conferences, etc.

Harassment

Harassment at work is a discriminatory act, and therefore unlawful under the Equality Act 2010 and employees can be personally liable for harassment claims

Harassment is very difficult to define as it can take many forms, but it is normally characterised by more than one incident of unacceptable behaviour, particularly if it

reoccurs, once it has been made clear by the victim that they consider it offensive. One incident may constitute harassment however if it is sufficiently serious. Harassment on any grounds, including the above, will not be tolerated.

Harassment is repetitive unwanted conduct related to a relevant protected characteristic (an area covered by discrimination legislation) which has the purpose or effect of violating an individual's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive working environment for them.

Harassment will also occur where a colleague is repeatedly treated less favourably because they have rejected or refused to submit to sex-based harassment, sexual harassment, or gender reassignment harassment.

Where it cannot be established that there was an intention to offend, conduct will only be regarded as violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment if, taking all the circumstances into account it would be reasonable to come to that conclusion.

People can be subjected to harassment on a wide variety of grounds. Some examples are:

- sex-based (purely because of gender) or sexual (sexual in nature)
- sexual orientation
- trans-sexualism (gender reassignment)
- being married or a civil partner
- race, nationality, ethnic origin, national origin, or skin colour
- disability itself or a reason relating to it
- age
- employment status, e.g., part-time, fixed term
- membership or non-membership of a trade union
- carrying out health and safety duties
- religion or religious beliefs or lack of either
- deeply held personal beliefs or lack of them
- political beliefs
- criminal record
- health, e.g., aids/HIV sufferers
- physical characteristics
- social class
- willingness to challenge harassment – being ridiculed or victimised for raising a complaint

Ledbury Town Council together with any managers or supervisors who fail to take steps to prevent harassment or investigate complaints may be held liable for their unlawful actions and be required to pay damages to the victim, as will the individual who has committed the act of harassment. There is no limit to the compensation that

can be awarded in employment tribunals for acts of harassment.

Ledbury Town Council will also be liable for harassment that comes from a third party (e.g., a customer or supplier) if that harassment occurs on at least two occasions, the organisation is aware that it has happened and does nothing to stop it happening.

Harassment on any grounds is also a criminal offence, primarily under the Protection from Harassment Act 1997. This means that colleagues who suffer harassment may contact the police, in the case of harassment from fellow employees or harassment by third parties. Those found guilty face fines or periods of imprisonment of up to two years.

Additionally, an employee harassed by a colleague may sue that colleague personally for the damage and distress caused. Ledbury Town Council may be held vicariously liable under the Protection from Harassment Act 1997 for any harassment perpetrated by an employee whenever the behaviour in question is closely connected to the employment relationship.

Examples of harassment

Employees must recognise that what is acceptable to one employee may not be acceptable to another.

Examples of harassment include, but are not limited to:

- Derogatory comments about someone's clothing that are related to a protected characteristic, for example religious clothing
- 'Jokes' or 'banter' against a protected characteristic, for example racist 'jokes'
- Consistently using the wrong names and pronouns following a gender identity transition
- Mimicking or making fun of somebody's disability
- Marginalising someone because they are a particular ethnic group

Sexual harassment

Sexual harassment is any unwanted sexual conduct that has the purpose or effect of violating a person's dignity or creating a hostile environment for them.

The law requires employees to take reasonable steps to prevent sexual harassment of workers in the course of their employment.

Examples of sexual harassment include, but are not limited to:

- Unwelcome sexual invitations or pressure to meet up socially
- Displaying sexually explicit material
- Unwanted physical sexual behaviour, for example caressing or grabbing in a sexual manner
- Leering or making sexually suggestive gestures

- Sending pornographic material

Victimisation

Victimisation means treating someone badly because they have done, or are suspected of doing or intending to do, any of the following protected acts:

- Bringing proceedings under the Equality Act 2010
- Giving evidence or information in connection with proceedings under the Equality Act 2010
- Doing any other thing in connection with the Equality Act 2010
- Alleging that a person has breached the Equality Act 2010

Victimisation may include, for example, a manager bringing false disciplinary proceedings against an employee because they complained they were being sexually harassed.

Third party harassment

Third-party harassment occurs where a person is harassed by someone who does not work for the same employer, such as a visitor or supplier. We recognise the seriousness of third-party harassment and we have zero tolerance towards this. Employees are encouraged to report any incidents of harassment by third parties which they experience or witness.

Bullying

Bullying is a gradual wearing down process comprising a sustained form of psychological abuse that makes victims feel demeaned and inadequate. Bullying is defined as offensive, intimidating, malicious or insulting behaviour, or an abuse or misuse of power, which has the purpose, or effect of intimidating, belittling, and humiliating the recipient, leading to loss of self-esteem for the victim and self-questioning their worth in the workplace and society as a whole.

Examples of bullying

Workplace bullying can range from extreme forms such as violence and intimidation to less obvious actions, like deliberately ignoring someone at work. These can be split into two categories:

Examples of bullying include, but are not limited to:

The obvious:

- shouting or swearing at people in public and private

- persistent criticism
- ignoring or deliberately excluding
- persecution through threats and instilling fear
- spreading malicious rumours
- constantly criticising someone's work or undervaluing their effort
- dispensing disciplinary action that is unjustified
- spontaneous rages, often over trivial matters
- Threats of or actual physical violence
- Unpleasant or over-repeated jokes about a person, including name calling
- Unfair or impractical performance requirements or targets
- Making threats about job security

The less obvious:

- withholding information or supplying incorrect information
- deliberately sabotaging or impeding work performance
- constantly changing targets
- setting individuals up to fail by imposing impossible deadlines.
- levelling unfair criticism about performance the night before an employee goes on holiday.
- removing areas of responsibility and imposing menial tasks
- blocking applications for holiday, promotion, or training.

The actions listed must be viewed in terms of the distress they cause the individual. It is the perceptions of the recipient that determine whether any action or statement can be viewed as bullying.

The impact of harassment, bullying and victimisation

Harassment, bullying and victimisation can lead to illness, absenteeism, an apparent lack of commitment, poor performance and resignation.

The damage, tension, and conflict that harassment, bullying and victimisation create should not be underestimated. The result is not just poor morale, but higher labour turnover, reduced productivity, divided teams, poor service, and poor product quality.

Public image can be severely damaged when incidents of harassment, bullying and victimisation occur, particularly when they attract media attention. This can result in a loss of customers.

Enforcement

Any harassment, bullying or victimisation will be dealt with seriously, promptly and in confidence. Employees who feel they have been subject to such behaviour must not hesitate in using this procedure.

All employees will be informed of Ledbury Town Council policy towards harassment, bullying and victimisation at induction training and through communication and awareness programmes. It will be stressed that all complaints will be treated seriously.

Ledbury Town Council expects all managers and supervisors to ensure that this policy and procedure is adhered to at all times and expects all employees to respect the dignity of their colleagues. The policy will be regularly monitored by the Personnel Committee to ensure that it is achieving its aims, and that managers and employees are confident about its application.

Training, communication, and awareness

Ledbury Town Council recognises that a written policy is not sufficient to eliminate harassment, bullying and victimisation. Prominent and regular communication, training and awareness sessions are important to ensure that all employees:

- understand our commitment to prevent harassment and bullying
- understand their responsibilities and role in the process.
- know how to seek advice and guidance.
- know how to make complaints and are confident they will be handled effectively.
- Ledbury Town Council is committed to communicating the policy effectively through:
 - training and awareness programmes for all staff at all levels
 - briefings for employee and trade union representatives
 - posters / notices on staff notice boards.
 - a section in the staff handbook
 - line manager support to guide employees through the policy and procedures.
 - inclusion in Team meetings
 - induction

All new starters must attend training on this policy as part of their induction programme and every current employee will be required to attend regular training as an update on this policy.

HARASSMENT, BULLYING AND VICTIMISATION PROCEDURES

Advice

Ledbury Town Council recognises the sensitive nature of harassment and bullying. Employees who believe they are being harassed or bullied may wish to discuss their situation before deciding what action to take. Ledbury Town Council operates an open-door policy to discuss workplace problems and employees can discuss the matter with their manager on an informal basis.

Ledbury Town Council recognises that this may not always be appropriate in the circumstances, however. If this is the case, employees can discuss the situation with the next higher level of management or with the Town Clerk.

Advisers/line managers will:

- ensure the conversation remains confidential as far as possible
- ensure the use of active listening
- help individuals consider objectively what has happened
- discuss what outcome the individual would wish to see
- draw attention to available procedures and options
- inform the individual of the legal liabilities involved
- help weigh up the alternatives, but without pressure to adopt any particular course
- Assist the individual in dealing with the situation if they ask for help

Confidentiality will be maintained as far as possible. If an employee decides not to take any action to deal with the problem and the circumstances described are very serious, however, Ledbury Town Council reserves the right to investigate the situation. It has an overall duty of care to ensure the safety of all employees who may be adversely affected by the alleged harasser's/ bully's behaviour.

Any allegation of bullying, harassment or victimisation will be dealt with seriously, promptly and in confidence. Employees who feel they have been subject to bullying, harassment or victimisation must not hesitate in using this procedure.

However, following a full investigation, if Ledbury Town Council finds that the complaint is not upheld and in addition, has grounds to believe that the complaint was brought in bad faith, disciplinary action may be taken under Ledbury Town Council's disciplinary procedure.

Allegations of bullying, harassment or victimisation in a work situation (which includes

work social events and interactions on social media between colleagues) are likely to be classed as allegations of gross misconduct which may lead to disciplinary action up to and including summary dismissal (or ending their engagement in the case of a worker). If any employee harasses (including sexual harassment) or victimises anyone outside of a work situation, but where the incident is relevant to that employee's suitability to carry out their role at Ledbury Town Council, then this would also be classed as an allegation of gross misconduct. When considering allegations of bullying, harassment or victimisation, aggravating factors such as an abuse of power over a more junior colleague will be taken into account when deciding on appropriate action.

In less serious cases, other potential remedies could include formal warnings, all-party meetings, informal mediation and information warnings.

In the case of third-party harassment, potential actions to remedy a complaint or prevent it happening again, could include warning the third-party about their behaviour, banning the third-party from the workplace, reporting any criminal acts to the police or sharing information with the third-party's employer if appropriate.

If you encounter any incident of bullying, harassment or victimisation, including third-party harassment, please do raise your concerns with your manager as soon as possible. However, if you do not feel comfortable speaking with your usual point of contact, please raise your concerns with any other member of the management team.

When you raise an issue, we will talk to you about how you would like it dealt with and resolved.

Solutions

It is for the individual to decide which route to take in solving any problem that has occurred. There are two types of solution available – informal and formal.

Informal

If you prefer, you can raise the matter informally. Please be assured that we will deal with an informal complaint as seriously as a formal complaint.

You may or may not want the manager to speak with the individual on your behalf and, where possible, we will respect your wishes. However, if the welfare or safety of you or others is at risk or where it is necessary given the nature of the allegations, we may have no choice but to approach the individual and potentially instigate a formal investigation. In such a case we will, wherever possible, discuss this with you first.

You may prefer to raise the matter directly with the employee themselves, to make it clear that their behaviour is upsetting or offending you. This is entirely your choice and you should not feel obliged to tackle matters directly. However, if you chose to deal with the matter directly, we would also ask you to flag your concerns with your manager for support and in order to notify us of the concerning behaviour.

If you are not the direct victim, but instead witness bullying, harassment or

victimisation, we would also ask you to raise this with your manager as soon as possible, in order for your concern to be actioned appropriately.

A third option, is that the victim can put their views in writing to the harasser or bully, making them aware that their behaviour is unacceptable and that it must stop.

Formal

Where informal solutions fail, or serious harassment, bullying or victimisation occurs, employees can bring a formal complaint in the form of a grievance, with the procedure adapted to take account of the sensitivities of such situations. Each step and action under the formal complaint's procedure will be taken without unreasonable delay.

Complaints will be investigated swiftly and confidentially while ensuring that the rights of both the alleged victim and the alleged harasser or bully are protected. Employees and witnesses can be assured that they will not be ridiculed or victimised for making, or assisting a colleague in making, a complaint, even if it is not upheld, as long as it is made in good faith. Everyone involved in the investigation, including witnesses, will be required to maintain confidentiality – a failure to do so will be a disciplinary matter. The procedure is as follows:

Again, if you are not the direct victim, but instead witness any bullying, harassment or victimisation, you are still able to address this formally by raising your concerns in writing or submitting a grievance through the grievance policy if you prefer.

Step 1: Lodging a statement of grievance and conducting an investigation:

- The complaint should be put in writing, outlining the alleged incidents, when they occurred, the harm caused, the names of any witnesses and the name of the alleged harasser or bully.
- If the victim would find it distressing to set out their complaint in writing, then he or she should contact the Town Clerk who will provide assistance
- The written complaint should initially be lodged with the employee's manager. If this would not be appropriate in the circumstances, it should be lodged with the relevant member of the Personnel Committee.
- An independent investigator will be appointed who has had no previous involvement with the situation and who will conduct investigatory interviews with the complainant, the individual against whom the complaint has been lodged and any relevant witnesses. the right to accompaniment will be provided to all those interviewed.
- The investigator will submit a full report to the Town Clerk, or if not appropriate, the Chair of the Personnel Committee

Step 2: Grievance meeting:

- The employee will be invited to a meeting with the Town Clerk, or if not appropriate, the Chair of the Personnel Committee to discuss the grievance and the result of the independent investigator's report.

- The employee will be provided with the right to accompaniment.
- The timing and location of the meeting must be reasonable.
- The meeting will not take place until the Town Clerk, or if not appropriate, the Chair of the Personnel Committee has had a reasonable opportunity to consider the information contained in the employee's grievance letter and the independent investigator's report.
- The employee must take all reasonable steps to attend the meeting.
- The meeting must be conducted in a manner that enables the employee to explain his or her case and the Town Clerk, or if not appropriate, the Chair of the Personnel Committee to set out the results of the investigation.
- After the meeting, the employee will be informed of the decision as to the grievance and notify the employee of the right to appeal against that decision if the employee is not satisfied with it.

Step 3: Hearing the appeal:

- If the employee wishes to appeal, they must inform the Mayor.
- The employee will be invited to attend a further meeting.
- The employee will be provided with the right to accompaniment.
- The timing and location of the meeting will be reasonable.
- The employee must take all reasonable steps to attend the meeting.
- The meeting will be conducted in a manner that enables both sides to explain their cases.
- After the appeal meeting the Mayor will inform the employee of the final decision, within five working days.

Full records will be kept of the grievance proceedings and copies of meeting records given to the complainant.

If, at the end of Step 1, the complaint is upheld the matter will be passed to the appropriate line manager to conduct a disciplinary hearing with the person who perpetrated the harassment or bullying.

Continuing to Work Together

Whether a complaint is upheld or not, Ledbury Town Council recognises that it may be difficult for the employees concerned to continue to work in close proximity to one another during the investigation or following the outcome of the proceedings. If this is the case Ledbury Town Council will consider a voluntary request from either party to transfer to another job or work location. A transfer cannot always be guaranteed, however.

Monitoring

Where harassment or bullying has been found to have occurred and the perpetrator remains in employment, regular checks will be made to ensure that harassment has stopped and that there has been no victimisation or retaliation against the victim.

Ledbury Town Council will also ensure that the employee who committed the act of

harassment or bullying is not victimised in any way.

This policy and procedure will be monitored regularly to monitor its effectiveness.

Malicious complaints

Following a full investigation, if Ledbury Town Council finds that the complaint is not upheld and in addition, has grounds to believe that the complaint was brought in bad faith, disciplinary action may be taken under Ledbury Town Council's disciplinary procedure.

Complaints to an employment tribunal

While Ledbury Town Council trusts that employees will use the internal procedure to resolve any concerns they have about harassment, claims can be lodged with an employment tribunal where harassment is on the grounds of:

- sex
- gender reassignment
- race
- disability
- sexual orientation
- religion
- belief
- age
- marriage and civil partnership.
- pregnancy and maternity

Date Adopted:

Review Date:

LEDBURY TOWN COUNCIL

CCTV POLICY

1. Owner

- 1.1 Ledbury Town Council has in place a CCTV surveillance system “the system” at the Recreation Ground and ~~Dog Hill Wood~~Ledbury Cemetery.

~~————~~The system comprises four cameras at the Recreation Ground; 1 at the Car Park, 2 directed at the skate park and 1 aimed at the new shelter;
six cameras at the Cemetery covering the main entrance, the chapel entrance, rear goods shed, store entrance, cemetery area and office, and one camera situated in Dog Hill Woods.

1.2

- 1.3 The images are monitored and recorded to a stand-alone DVR CCTV recorder which provides 30-days recording history, all of which shall be used in strict accordance with this policy. The system is owned by Ledbury Town Council, Church Street, Ledbury, HR8 1DH. The recreation ground recorder is stored in the Community Centre in a secure area, and the recorder for the cemetery is stored securely on site.

- 1.4 The Town Clerk and the Deputy Town Clerk (control system supervisors) are jointly responsible for the operation of the system and for ensuring compliance with this policy.

~~4.4~~1.5 Both systems can be viewed by the Town Clerk via the desktop computer.

2. Data Protection Act 1998 & GDPR 2018

CCTV digital images, if they show a recognisable person, are personal data and are covered by the Data Protection Act 1998 and GDPR Regulations 2018. This Policy is associated with the Ledbury Town Council Data Protection Policy and the GDPR 2018, the provisions of which should be adhered to at all time.

3. The System

The systems comprises:

Recreation Ground

4 x HDCVi 2 megapixel 1080p HD bullet cameras with a 50 metre range;
1 x 8 channel real time HD Recorder with 8TB of storage;
1 x 19” HD Screen

Cemetery

Recorder – Comprising IP Professional Network Video Recorder 8 channel 4k NVR with 6TB Hard disc drive and network capable for android and Apple Smart devices. AI and VMS Software. USB Back-up. Approximate record time before overwriting 4 weeks.

Monitor – 1 x 22" CCTV Monitor – to be fitted to recorder

Cameras (external) fixed 5 megapixel IP Turret Camera 2.8mm lens with white light Day/Night up to 30m

1 x 4u Cabinet

- 3.1 Cameras will be located at a strategic point within the vicinity of the Recreation Ground and ~~Dog Hill Wood~~the cemetery and no camera should be hidden from view.
- 3.2 Signs notifying of the camera presence will be prominently placed at strategic points.
- 3.3 Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

4. **Purpose of the System**

4.1 The system has been installed by Ledbury Town Council with the primary purpose of reducing the threat of crime generally, protecting the Council's premises and equipment and to help ensure the safety of visitors to the Council's premises consistent with respect for the individual's privacy. These purposes will be achieved by monitoring the system to:

- Deter those having criminal intent;
- Assist in the prevention and detention of crime;
- Facilitate the identification, apprehension and prosecution of offenders in relation to crime and public order.

The system will not be used to:

- Provide recorded images for the world-wide-web;
- Record sound other than in accordance with the policy on covert recording.

5. **Covert Recording**

- 5.1 Covert cameras may be used under the following circumstances on written authorisation or request from the Council where it has been assessed by the Town Clerk:
- That informing the individual(s) concerned that recording was taking place would seriously prejudice the objective of making the recording;
 - That there is reasonable cause to suspect that unauthorised or illegal activity is taking place or is about to take place.
- 5.2 Any such covert processing will only be carried out for a limited and reasonable period of time consistent with the objectives of making the recording and will only relate to the specific suspended unauthorised activity.
- 5.3 The decision to adopt covert recording will be fully documented and will set out how the decision to use covert recording was reached and by whom.

6. The Security Control System

- 6.1 Images captured by the system will be monitored and recorded over a period of 24-hours a day, 365-days per year. Monitors used to view recordings will be held in the Council Offices and should not be accessible or visible to the unauthorised persons.
- 6.2 No unauthorised access to the control system will be permitted at any time. Access will be strictly limited to the Clerk and Deputy Clerk, Police Officers and any other person with statutory powers of entry. A list of those members authorised to access the control system is given at Appendix 1.
- 6.3 Staff and visitors may be granted access to the control system on a case-by-case basis and only then on written authorisation from the Clerk or Deputy Clerk in their absence. In an emergency and where it is not reasonably practicable to secure prior authorisation, access to the control system may be granted to persons with a legitimate reason.
- 6.4 Before allowing access to the control system, staff will satisfy themselves of the identity of any visitor and that the visitor has the appropriate authorisation. All visitors will be required to complete and sign the visitors register, which shall include details of their name, the department or organisation they represent, the person who granted authorisation and the times of access to and from the control system. A similar register will be kept of the staff granting access to the control system in the case of an emergency.

7. Security Control System Administration and Procedures

- 7.1 Details of the administrative procedures which apply to the control system will be set out in a Procedures Manual, a copy of which is available for inspection by prior arrangement, along with a register stating the reasons for the request.
- 7.2 Images of identifiable living individuals are subject to the provisions of the Data Protection Act 1988 and the GDPR 2018; the control system supervisors are responsible for ensuring day to day compliance with the Act. All recordings will be handled in strict accordance with this policy and the procedures set out in the Procedures Manual.

8.3 Staff

- 8.1 All staff responsible for the control system will be made aware of the sensitivity of handling CCTV images and recordings. The control system supervisors will ensure that all staff are fully briefed and trained in respect of the functions, operational and administration arising from the use of CCTV.
- 8.2 Training in the requirements of the Data Protection Act 1988 will be given to all those required to work with the control system by the Data Protection Officer.

9. Recording

- 9.1 Digital recordings are made using digital video records operating in time lapse mode. Incidents may be recorded in real time.
- 9.2 Images will normally be retained for 30-days from the date of recording and will then automatically be overwritten and the Log updated accordingly. Once a hard drive has reached the end of its use it will be erased prior to disposal and the Log will be updated accordingly.
- 9.3 All hard drives and recorders shall remain the property of Ledbury Town Council until disposal and destruction.

10. Access to Images

- 10.1 All access to images will be recorded in the Access Log.
- 10.2 Access to images will be restricted to those staff who need to have access in accordance with the "Purposes of the System".
- 10.3 Access to images by third parties.
 - 10.3.1 Disclosure of recorded material will only be made to third parties in strict accordance with the "Purposes of the System" and is limited to the following authorities:

- Law enforcement agencies where images recorded would assist in a criminal enquiry and/or prevention of terrorism and disorder;
- Prosecution agencies;
- Relevant legal representatives;
- The media where the assistance of the general public is required in the identification of a victim of crime or the identification of a perpetrator of crime;
- People whose images have been recorded and retained unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings;
- Emergency services in connection with the investigation of an accident.

10.4 Access to Images by Subject

CCTV digital images, if they show a recognisable person, are personal data and are covered by the Data Protection Act 1998 and the GDPR 2018. Anyone who believes that they have been filmed by CCTV is entitled to ask for a copy of the data, subject to exemptions contained in the ACT. They do not have the right of instant access.

10.4.1 A person whose image has been recorded and retained and who wishes access to the data must apply in writing to the Data Protection Officer. Subject Access Request Forms are available from the control supervisor between the hours of 9.00 am – 5.00 pm Monday – Friday, except when the offices are officially closed.

10.4.2 The Town Clerk will then arrange for a copy of the data to be made and given to the applicant. The applicant must not ask another member of staff to show them the data, or ask anyone else for a copy of the data. All communications must go through the Town Clerk. A response will be provided promptly and in any event within 40-days of the request being received.

10.4.3 The Data Protection Act 1998 and the GDPR 2018 provide the Town Clerk the right to refuse a request for a copy of the data particularly where such access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders.

10.4.4 All such requests will be referred to the control system supervisors.

10.4.5 If it is decided that a data subject access request is to be refused, the reasons will be fully documented and the data subject informed in writing, stating the reason.

11. Request to Prevent Processing

- 11.1 An individual has the right to request a prevention of processing where this is likely to cause substantial and unwarranted damage to that or another individual.
- 11.2 All such requests should be addressed in the first instance to the Town Clerk, who will provide a written response within 21-days of receiving the request setting out their decision on the request. A copy of the request and response will be retained.

12. Complaints

It is recognised that members of Ledbury Town Council may receive concerns or complaints about the operation of the system. Any complaints should be addressed in the first instance to the Town Clerk.

13. Compliance Monitoring

- 13.1 The contact point for members of Ledbury Town Council or the public wishing to enquire about the system is the Town Clerk who will be available during the hours of 9.00 am – ~~5.00~~4.30 pm Monday to Friday, except when the offices are officially closed.
- 13.2 Upon request enquirers will be provided with:
 - A summary of this statement
 - An access request form if required or requested
 - A copy of the Ledbury Town Council Complaints Procedure
- 13.3 All documented procedures will be kept under review and reports periodically made to Council via the Resources Committee.
- 13.4 The effectiveness of the system in meeting its purpose will be kept under review and reports submitted as required to the Council, via the Resources Committee.

Adopted 4 July 2019
Reviewed: 29 September 2022
Review Date: September 2024

Appendix 1

Authorised access to the control system and any images stored

Town Clerk
Deputy Town Clerk
Data Protection Officer

Police Officers

LTC Clerk

From: Durkin, Barry (Cllr) <Barry.Durkin@herefordshire.gov.uk>
Sent: 18 November 2024 16:54
To: clerk@fownhopeparishcouncil.gov.uk; clerk@woolhope-pc.gov.uk; BwMF - Linda; clerk@kingscandleparishcouncil.org.uk; HC - Linda; LTC Clerk
Subject: Hills ford rally

Good evening all. As you would probably surmise I believe that Cheltenham Motor Club considered the Hills Ford Rally event last month as a success. As with any success they may want to apply again next year for a similar event in the same locations. To enable them to consider they should be apprised of the effect both good and bad that the event had on the parish/town and that they used.

However, since the event I have received a large number of negative comments relating to the whole event in terms of operation of and information as to event. In fact I have been presented with a vociferous petition (although not spoken and loud but definitely vehement) containing negative comments as to the event; its organisation, literature and event itself. My strategy was to let the people speak and this negative petition has come as a surprise to me because the information being given to me by parish/town councils at the time was that parishioners were in favour. Obviously, the information provided to me did not contain the complete 'picture' and the opinion of the people was that it was a positive for the event. Now I find a different picture with this petition!

As there may be a further event being planned and asked for next year I want to ensure that ALL parishioners are heard, so that a balanced and democratic decision may be made. To this end I would be obliged if as many people as possible in your parish/town council area are asked for their opinion regarding the support or objection, with reasons to permit an event in the future. In doing this I would ask that you directly contact the Cheltenham Motor Club (I believe you have the email/address) to indicate the level of specific positive and adverse comments you have received (including the petition please HC please)

I apologise for asking you to revisit a previous task but I am concerned that we (HC) must be in possession of full details from your parishioners, so that we have accurate information on which to base any decision next year – if an application comes forward. Additionally to providing CMC with full and specific information, so that they may also be aware, would you also include me in your message to CMC – thus I may be better informed. Might I ask that you complete the task by 2nd December 2024 – then I may discuss this with the HC officer.

Apologies for this further request but I believe it is important to have the full facts with a democratic decision.

Kind Regards



Herefordshire.gov.uk

Councillor Barry Durkin JP

Cabinet Member Roads and Regulatory Services
Old Gore Ward
Address: Herefordshire Council, Plough Lane,
Hereford, HR4 0LE
Tel: 01432 260046
Mob: 07792 882054
Email: barry.durkin@herefordshire.gov.uk

Chairman – West Mercia Police and Crime Commissioners Panel

 <https://www.facebook.com/hfscouncilCouncillor Barry Durkin>


Ward Member representing Old Gore Ward - Parishes of Brampton Abbott and Foy, Brockhampton with Much Fawley, How Caple, Kings Caple, Much Marcle, Upton Bishop and Woolhope

Supporting Herefordshire's Armed Forces Community Covenant - visit the website:
www.herefordshire.gov.uk/armedforces



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develop, prosper and flourish**

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MINUTES OF LEDBURY STRÖMSTAD TWINNING ASSOCIATION FRIDAY 27 SEPTEMBER 2024 – LEDBURY MARKET HOUSE

PRESENT:

Caroline Alexander (CA) – Chairman, Sue Bettington (SB), Mal Hughes (MH), Sue Hughes (SH) (Ledbury Community Choir), Clive Jupp (CJ), Jill Jupp (JJ), Howard Mayell (HM) and Steve Onions (Vice Chair) Ledbury Swifts (SO) and Charlotte Slocombe (CS) Assistant Head at Ledbury Primary School

APOLOGIES: Pauline Bates (PSB), Cllr Stephen Chowns (Ledbury Town Council Mayor) (HA), Nick Fish (NF), Mel Fish (MF), Hilary Jones (HJ) and Paul Knott

IN ATTENDANCE: None.

ITEM NO:	SUBJECT	ACTION
1.	WELCOME AND INTRODUCTIONS: CA welcomed everyone to the meeting, and introduced CS as Assistant Head at LPS. The Committee were delighted that CS was able to attend as education links were so important. A key part of CS's role was links with the local community.	
2.	<p>MINUTES OF PREVIOUS MEETING AND MATTERS ARISING: Minutes of Meeting 8 March 2024 were agreed and the Minutes then signed as a correct record.</p> <p>The Minutes of the AGM which had taken place on 30 May 2024 were circulated for ease of reference</p> <p>Matters Arising Not Covered by the Agenda: Pull Up Display Boards were still required. One of the issues was that the images needed to be of a very high resolution. CS to send link to contact for Display Boards LPS had obtained,</p> <p>The visit for Midsommar had been a fantastic experience and hugely enjoyed by those who had visited.</p>	CS
3.	TREASURER'S REPORT: SB reported that the bank balance was currently £1864.83.	
4.	<p>MEMBERSHIP: New Membership Leaflet: Work on this was complete and it would be circulated for the next meeting.</p> <p>New leaflet to be available in Little Strömstad at the Talbot Hotel.</p> <p>Membership Records: JJ to check for any outstanding subscriptions and follow up accordingly.</p>	JJ

5.	<p>LEDBURY SWIFTS UPDATE: SO noted that Ledbury Swifts and Ledbury Football Club were now one organisation. For the League Ledbury Swifts were still Ledbury Swifts.</p> <p>IFK Strömstad had uploaded a post with a survey to be completed for the Club. SO had uploaded a post highlighting how fantastic the Club was and how proud Ledbury Football was of the longstanding links between the two clubs.</p> <p>IFK had replied in similar vein saying how happy and proud they were of these links 'Vänskap Genom Sport' 'Friendship Through Sport', They had missed Ledbury Swifts visiting this summer.</p> <p>Visit to Strömstad 23 – 28 July 2025: Plans were well underway and fundraising had already commenced. Both an Under 16 Boys and Girls Teams would be participating.</p>	
6.	<p>REPORT FROM STRÖMSTAD GROUP: Jon Lindell had reported that the Board had not meant since the summer. Unlike the afternoon tea event at Halkjaers bakery in February, the events to be held in October were not strictly speaking something coming from the Ledbury committee but they were pleased to be flying the Union Jack.</p>	
7.	<p>SOCIAL EVENTS AND FUND RAISING:</p> <p>Smorgasbord 14 September: Held at The Talbot Hotel as in previous years. Well attended and very enjoyable event.. Issue around the desert, which was all gluten free but apart from this all very good.</p> <p>Ska Vi Ha Fika 26 October Talbot Hotel 10.30 am – 12.00 noon. Collaborative event with Ledbury Town Council. Publicity in process of being put together.</p> <p>JJ to circulate publicity and liaise with the Manager at The Talbot.</p> <p>Christmas Celebration: to be held on Friday 13 December (St Lucia Day) at the Talbot Hotel. JJ had circulated the menu link and a deposit of £5.00 per head was required in advance.</p> <p>Annual Quiz: Date set for Saturday 22 March, at the Community Hall Lawnside Road, Ledbury.</p> <p>Usual format, teams of 4, £3.00 per person. Evening would include a raffle.</p>	JJ

	<p>HJ had arranged for David to put together the Quiz and deliver it on the evening.</p> <p>Promotion being done via usual avenues.</p> <p>JJ, SH and SB to meet to put arrangements in place to contact other organisations in the Town to encourage them to put a team in. The idea was that this was a 'Town Quiz'</p>	JJ/SH/SB
8.	<p>EDUCATIONAL LINKS WITH LOCAL SCHOOLS – LEDBURY AND STRÖMSTAD: Primary School Links: CS said that LPS was very open to making links and interested in finding out more about Swedish traditions</p> <p>In the Spring Term of 2025 the School's curriculum focus was Geography. It would be interesting to compare a small market town with a coastal town. A school in Skee was interested in making links with a school in Ledbury.</p> <p>JJ to pass on contacts to CS when she had obtained them from Ninni Quickland and put the two schools in contact with each other.</p> <p>JJ/CA and MF had held a meeting with Chloe Limbrick. Deputy Head at JMHS, responsible for pastoral, community etc. and she was keen to move forward with links .with the Strömstiernaskolan.</p> <p>Awaiting a date from Chloe to go into JMHS to talk to pupils with the School Librarian Sarah Brimwell. Their idea was to begin links via pen pal letters.</p> <p>JJ to put Chloe Limbrick and Sarah Brimwell in contact with Ninni at Strömstiernaskolan.</p>	<p>s</p> <p>JJ</p> <p>JJ</p>
9.	<p>TALKS TO LOCAL GROUPS: Arrange a date to with CS and Jacob Bragg to go into LPS nearer Christmas to talk to children re Twinning and Swedish Christmas traditions.</p>	JJ
10.	<p>SOCIAL MEDIA: MF was sharing posts regularly and levels of interest in the FB page had increased considerably.</p>	
11.	<p>A.O.B: Christmas Lights Switch On Sunday 24 November 2024 – Twinning Association to have an awareness raising stand.</p> <p>JJ and SB to cover stand. Other help would be much appreciated.</p>	JJ/SB
12.	<p>DATE OF NEXT MEETINGS: 'The Meeting closed at 8.35 pm. Date of next meeting Friday 15 November 2024 7.30 pm</p>	

	CA thanked everyone for attending.	
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